

BID PROCESS

GENERAL INFORMATION:

The purpose of this document is to assist you in understanding the process of bidding to host a region conference. This document is designed as a guide to assist in identifying the most important information to include in your Bid Presentation.

Sections should follow the bid process specific to their Region criteria. Ideally it will take 8 weeks to prepare your Bid Presentation.

CONTACT INFORMATION:

Created by the Region Conference Task Force FY09

For specific questions please contact SWE HQ at hq@swe.org

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Bid Process Guidelines

The list below provides guidelines as to what you should include as a part of your Bid Process.

ELIGIBILITY REQUIREMENTS

Sections interested in bidding to host a conference shall be in good standing with the Society.

TIMELINE OF PROCESS

8 Weeks Prior to Vote	Governor solicits interested sections to submit bids
6 Weeks Prior to Vote	Bid Presentation due to Governor
4 Weeks Prior to Vote	Governor returns Bid Presentation with Comments
2 Week Prior to Vote	Bid Presentation due to Governor; Bid Presentations distributed to voting members of the Region
Day of Voting	Presentation presented

**This is a general guide, check with your Region Governor for your region's specific timeline.*

PRESENTATION REQUIREMENTS

A PowerPoint presentation using the SWE PowerPoint template of the information below should be used.

Basic Information

- Proposed dates of the conference.
- Name of section(s) sponsoring the conference
- Description of section (specific location, number of members, year chartered, support capabilities unique to the section).
- Where it will be held (city as a minimum, with actual location of hotel or school, if known)

Logistics

- Approximate registration costs and hotel options and costs.
- Potential local sponsorship opportunities (corporate, academic, fundraisers).
- Location of meeting rooms and career fair (conference center or classroom setting). Include information on room capacities, especially for keynote events.
- Accessibility of the city, such as airlines, major roads, public transportation/shuttles, etc.
- Proposed conference budget (highlight major items)
- Statement on if hotel/college is hosting another major event
- Possible locations/venues for key events (conference opening dinner, awards dinner, etc)

Programming

- Conference theme
- Suggested conference-wide activities (entertainment, local interest,, etc)
- Ideas for workshops, tours, and keynote events and speakers

Additional Information


- Contact information for current president of section(s) and proposed conference chair.
- Why the proposed location and sponsoring section(s) should be selected over any other proposed locations and section(s).

- How the team of professional and collegiate section(s) will be able to successfully carry out the regional conference.
- Letters of support (can be attached and a statement made in presentation). Suggested letters of support include:
 - Dean of College & Local professional section (for a collegiate section meeting host)

Examples of Bid Presentations

Region D Bid Presentation
University of Central Florida

Presenters:
Shannon Statham
Crystal Rurut



 Agenda

- Basic Information
- Logistics
- Programming
- Additional Information



 Basic Information

- Proposed Dates of Conference
 - Friday, March 24th, to Sunday, March 26th
- Section(s) Sponsoring Conference
 - University of Central Florida
 - Central Florida Section
- Description of Section(s)
 - Located in Orlando, FL
 - Together 100+ members



 Logistics

- Registration Costs
 - Collegiate \$40
 - Professional \$80
- Hotel Options/Costs
 - Comfort Suites - \$79 per night
 - No other major events are being hosted during the proposed conference dates
- Accessibility
 - Orlando International Airport 10 miles from hotels and campus
 - Shuttles available



 Logistics

- Location of Conference Events
 - University of Central Florida Campus and some Orlando area attractions
 - Conference Opening – Disney's Epcot
 - Keynote Luncheon – UCF Student Union
 - Awards Dinner – UCF Student Union
 - Farewell Breakfast – Orlando Science Center
 - Meetings/Workshops – UCF Student Union
 - Career Fair – Engineering 2 Atrium

No other major events are being hosted during the proposed conference dates

Student Union capacities up to 1,000



 Logistics

- Potential Local Sponsorship Opportunities
 - URS
 - NASA
 - Cordis
 - Harris
 - Boeing
 - Raytheon
 - Lockheed Martin
 - Universal Studios
 - Walt Disney World
 - Schwartz Electro Optics



☀ Logistics

- **Proposed Conference Budget**
 - Conference Opening – Disney's Epcot, \$15000
 - Keynote Luncheon – UCF Student Union, \$3500
 - Multicultural Dinner – UCF Student Union, \$6000
 - Farewell Breakfast – Orlando Science Center, \$5500
 - Meetings/Workshops – UCF Student Union - Free
 - Career Fair – Engineering 2 Atrium – Free
 - Transportation, \$6000



☀ Programming

- **Conference theme**
 - “The Faces of Global Engineering” – Celebrating the Cultural Diversity of All Engineers
- **Suggested conference-wide activities**
 - Walt Disney World
 - Universal Studios
 - Sea World
 - International Drive
 - Winter Park Village



☀ Programming


- **Workshops**
 - Student Education
 - Professional Development
 - Global Engineering
 - SWF Vitality
 - How to Manage Older Men
 - Travel Etiquette
 - Wonders of the World
 - GRE & Graduate School Preparations
- **Tours**
 - Kennedy Space Center
 - Disney Ride-n-Show Engineering
 - UCF Campus
 - Winter Park Village



☀ Additional Information

- **Contact information**
 - **Current presidents**
 - University of Central Florida – Jennifer Thomas
 - Central Florida Section – Beth Numane
 - **Conference Chair – Crystal Rurut**

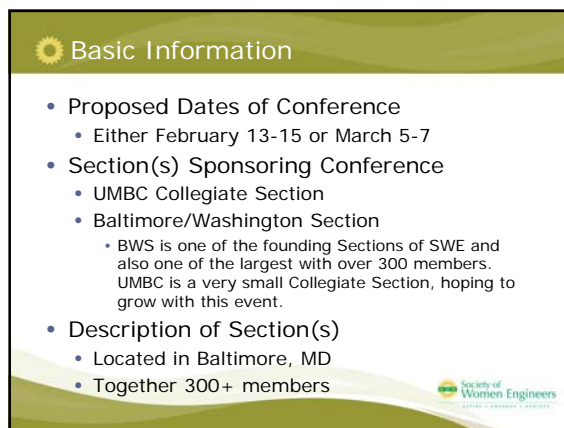
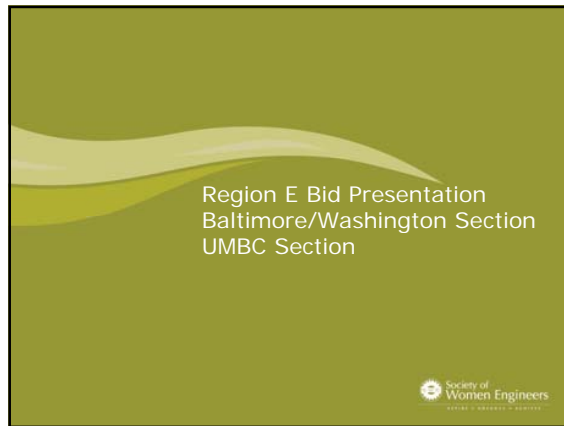
We have obtained the support of the Dean of the College of Engineering & Computer Science



☀ Additional Information

- **Why pick Orlando?**
 - Convenience
 - Exceptional entertainment
 - Prominent engineering industries
 - Sufficient space to host conference





Logistics

- Proposed Conference Budget
 - Income \$47,950
 - Registration \$21,500
 - Advertising \$4,450
 - Career Fair \$10,000
 - Sponsorship \$12,000
 - Expense \$46,590
 - Meeting support \$7,440
 - Programs \$5,000
 - Registration \$3,100
 - Student Lodging \$8,000
 - Meals \$16,550
 - Printing \$4,100
 - Net \$ 1,360




Programming

- Conference theme
 - The theme we have chosen in "SWE: For the Future! Politics is not just for politicians"
 - This theme was selected because of the location of this conference and the conference's proximity to the presidential election, and the theme's ability to tie together the programs to be included in the conference.



Programming

- Schedule of Major Events
 - Friday
 - 6-9: Registration and networking
 - Saturday
 - 9 - 10 am Keynote
 - 11am - 4pm Career Fair
 - 6 - 9 pm Banquet
 - 1 breakout session in the am
 - 2 breakout sessions in the pm
 - Sunday
 - 9 - 11 am Region Business Meetings with breakfast



Programming

- Workshops
 - The Campaign for a Better You
 - Professional development and leadership
 - Government and High Tech
 - Technical/Environmental
 - Politics in Your Life
 - Privacy/Identity theft
 - SWE
 - Section Vitality



Additional Information

- Contact information
 - Professional Chair: Katy
 - Student Chair: Nes
 - Advisor: Nora
 - Arrangements: Rosemary
 - Registration: Brenda
 - Contact: fy04conf@swe-bws.org

We have obtained the support of The Center for Women & Information Technology (CWIT)



Additional Information

Why pick Baltimore?

- BWS brings conference hosting experience from 2 National and 1 Region conferences
- Baltimore is centrally located and within a 4-hour drive for over 50% of the region members and is served by 3 major airports plus rail
- Registration and lodging rates are exceptionally low

