



ecaasu 2008

# Bid Guidelines

# BID GUIDELINES FOR THE ECAASU 2008 CONFERENCE

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## I. Eligibility

- a. Any group affiliated with an Asian Pacific Islander American (APIA) student organization at a college or university in an East Coast Asian American Student Union (ECAASU) region may enter a bid for the 2008 ECAASU Spring Conference. States in the ECAASU region are: Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, Delaware, New York, New Jersey, Pennsylvania, Maryland, District of Columbia, West Virginia, Alabama, Virginia, North Carolina, South Carolina, Louisiana, Georgia, and Florida.
- b. The present hosting organization is ineligible for a bid for the 2008 ECAASU Spring Conference.

## II. Selection of ECAASU 2008 Conference

- a. Bidding Procedures
  - i. The school which the interest group is bidding from must be an ECAASU member school. Membership is described in Article III, Section A of the ECAASU constitution.
  - ii. Interested groups must compose a bid according to Section III of this document.
  - iii. Interested groups must submit a formal bid declaration to the ECAASU National Board via e-mail [[ecaasu2007@gmail.com](mailto:ecaasu2007@gmail.com)] by January 1, 2007.
  - iv. Interested groups must contact the ECAASU National Board and Conference Chair by phone to discuss their bid and necessary requirements by January 24, 2007.
  - v. Interested groups should also contact other ECAASU National Board and Conference team members for questions and additional information.
  - vi. Interested groups shall submit a conference bid proposal to the National Board via email [[ecaasu2007@gmail.com](mailto:ecaasu2007@gmail.com)] by February 1, 2007.
  - vii. All proposals will be screened by the National Board. Groups with an approved proposal will be allowed to continue with the bidding process.
  - viii. Each bidding group shall create a website by February 1, 2007 on a non-ECAASU 2007 and non-ECAASU National Board server, to be linked to the ECAASU 2007 Conference and ECAASU National websites. The link must be submitted to the ECAASU Conference Chair by 9:00 am on February 1, 2007.
  - ix. All websites will be reviewed for compliance with bid guidelines. Compliant websites will be linked to the ECAASU 2007 Conference website by February 8, 2007.
  - x. Bidding groups must sign the Conference Host Agreement prior to their presentation.
  - xi. The bidding presentations shall be overseen by one pre-determined member of the ECAASU 2007 Conference Board and one pre-determined member of the ECAASU National Board.
  - xii. A maximum of two representatives from each bidding organization shall present a ten minute (maximum) presentation.

- xiii. The length of the question-and-answer period will be 5 minutes multiplied by the number of bidding groups. The question-and-answer period shall ensue after all bidding groups have presented.
- b. Voting Procedures
  - i. The voting process shall be overseen by one pre-determined member of the ECAASU Conference Board and one pre-determined member of the ECAASU National Board. These members shall not be eligible to vote.
  - ii. Votes will be taken by secret ballot and counted immediately by the pre-determined member of the ECAASU 2007 Conference Executive Board and the pre-determined member of the ECAASU National Board.
  - iii. Every school present located in an ECAASU region shall receive one ballot for the 2008 Conference host site.
  - iv. The ECAASU 2007 Conference Executive Board shall also receive one vote. This vote shall be determined by a simple majority vote by members of the conference board.
  - v. The school with the most votes shall win the bid for the ECAASU 2008 Conference.
  - vi. Any tie in votes shall be broken by a simple majority vote of the ECAASU National Board. Any National Board member attending a bidding university shall be ineligible to vote.

### **III. Bid Requirements**

- a. Website Presentation
  - i. Each bidding group must submit the link of a completed website by 9:00 am on Monday, February 1st. The website must be located on a non-ECAASU 2007 and non-ECAASU National Board server.
  - ii. The website cannot contain any music clips or animation sequences.
  - iii. Each bidding group shall prepare a ten-minute (maximum) presentation, to be presented by a maximum of two representatives from the organization. This limit shall be strictly enforced.
  - iv. Interested groups must contact the ECAASU National Board Chair by phone to discuss their bid and necessary requirements by January 24, 2007.
  - v. Any ties in votes shall be broken by a simple majority vote of the ECAASU National Board. Any National Board member attending a bidding university shall be ineligible to vote.
- b. Required Elements
  - i. College/University Profile: college/university location, student body size and make-up, general attributes.
  - ii. Organization Profile: name of sponsoring organization, mailing address, link to website (if available), brief history, past programs (limited to two years before the current date).
  - iii. ECAASU 2008 Team: names and contact information for bid presenters and composers.
  - iv. Possible dates for ECAASU 2008 (generally in late February).
  - v. A 500-word (maximum) essay about why ECAASU 2008 should be hosted by your organization and your college/university.
  - vi. A 250-word (maximum) statement of purpose, including primary goals for ECAASU 2008.

- vii. A 250-word (maximum) theme and explanation of the theme.
  - viii. Sample conference schedule.
  - ix. Sample conference program: potential keynote speakers, performers, workshops, and panels.
  - x. List of potential facilities for ECAASU 2008, including capacities.
  - xi. Line-item conference budget, including estimated funding, sources of funding, and registration fee.
- c. Optional Bid Elements
- i. Letters of support from college/university administration, faculty, and local community organizations.
  - ii. Resources near the college/university, such as nearby lodging, transportation, and restaurants.
  - iii. Local weather.
  - iv. Distances from major cities and transportation plans.
- d. Conference Host Agreement
- i. Upon winning the ECAASU 2008 Conference bid, the sponsoring group must agree and abide to the following terms:
    - 1. The 2008 Conference Executive Board must host two joint National Board/Conference Executive Board meetings.
    - 2. The 2008 Conference Executive Board must elect a Conference Liaison to serve on the ECAASU National Board.
    - 3. The 2008 Conference Executive Board must submit two progress reports to the National Board by the following dates:
      - a. August 31, 2008
      - b. December 31, 2008
    - 4. The 2008 Conference Executive Board is solely responsible for any financial losses or debt incurred during the programming and execution of the 2008 Conference.
  - ii. The National Board shall provide the following to the 2008 Conference Executive Board:
    - 1. The National Board shall provide the ECAASU Conference planning handbook by April 2007.
    - 2. The National Board shall provide the 2007-2008 ECAASU Directory by December 2008.
  - iii. Failure to agree or abide by these terms will result in the forfeiture of the right to host the ECAASU 2008 Conference.
  - iv. In the case that a host forfeits its rights to host the conference, the National Board shall decide the new ECAASU 2008 host.