



STARFLEET INTERNATIONAL CONFERENCE BID GUIDELINES JANUARY 2004 EDITION

The STARFLEET International Conference is the annual meeting of both the leadership and the membership of STARFLEET. While it is a high honor to host, it is also a serious responsibility and is usually a lot of work. It can also be a lot of fun, when you see the smiles of the people who thoroughly enjoyed themselves as your guests for three days.

We created this to assist those members interested in submitting a bid to host a STARFLEET International Conference. While this is not an exhaustive tome on the subject, it does lay out the basic expectations and requirements.

STARFLEET, The International *Star Trek* Fan Association, Inc., is a not-for-profit corporation chartered by the State of North Carolina, and is dedicated to uniting the fans of Star Trek as well as pursuing the future envisioned by Gene Roddenberry as depicted in the *Star Trek* television series and movies.

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Please contact the current Commander, STARFLEET Chief of Staff (cs-cos@sfi.org) if you have any questions or suggestions for this document.

IN ORDER TO HOST THE INTERNATIONAL CONFERENCE, YOU MUST BE ABLE TO PROVIDE

- One Main Event Room with seating for at least two hundred people.
 - This room must have audio / video capability
- Six to eight Meeting Rooms, four of which must seat at least fifty people.
- A dedicated room, capable of holding fifty people, to be used by the Executive Committee, the Admiralty Board, and their respective staffs. This room must be available all three days of the Conference for their exclusive use.
- A Friday Night Reception for those arriving that day.
- A Social Event for Saturday Evening, including a dance.
- A formal auction, usually held Saturday night after the banquet.
- A formal banquet, either buffet-style or prepared meal.
- Additional restaurants within a five-mile radius for both general meals and those who do not wish to attend the banquet.
- The ability to take pre-registrations by credit card, check/money order, and PayPal.
- A minimum of two package deals:
 - One complete three-day package with banquet
 - One three-day package without banquet

EACH INTERNATIONAL CONFERENCE BID SUBMITTED MUST INCLUDE

- Complete contact information for the entire Bid Committee. This includes email, postal, and telephone information.
- Description and pricing of all packages available to STARFLEET members. This must also include any graduated scales (price increases after a certain date[s]).
- Hotel room rates, blocking information (if available), and cut-off dates for reservations.
- Complete hotel information, including the layout and area of all the meeting rooms selected. Current menus at the time of the bid from each hotel restaurant shall also be included.
- Commitment letter from the Conference Hotel that includes a total of all charges, fees, and deposits.
- If desired, the formal “Theme” of the IC
- A projected budget, including the following expenses:
 - Airfare and lodging for the Commander, STARFLEET
 - Any advance hotel deposits
 - Equipment rentals (A/V, computer, etc.)
 - Meeting room rentals
 - Be sure that you include rates assuming you both do, and do not, meet any minimum “room night” requirements that would cover complementary meeting and hotel rooms.
- A listing of the nearest airport, train station, and bus depot.

- It is recommended that transportation fares be provided from the major population centers of each Region to the Event City, as well.

IF AWARDED THE INTERNATIONAL CONFERENCE, YOU MUST

- Open a bank account to handle the distribution of funds generated.
 - Copies of all monthly bank statements must be provided to the STARFLEET Treasurer within one business week of their arrival at the IC Committee offices.
- Accept pre-registrations for the event via electronic or postal means.
- Confirm all pre-registrations via electronic or postal mail at time of processing.
- Send a formal IC Package to the Regional Coordinator of each Region via postal mail:
 - This package should include the hotel's information (you may use the hotel's own promotional material), Conference rates, hotel rates, required booking dates (for both the Conference and the hotel), and any additional information you think relevant.
 - You are free to send this package to any and all chapter Commanding Officers you wish to, as well, but it is not required.
- Openly promote the International Conference on all available electronic and published forums. A half-page ad will be provided in each issue of the *STARFLEET Communiqué*.
- Provide a monthly status report to the STARFLEET Chief of Staff and Commander, STARFLEET.
 - This report may be electronic or postal.
 - This report must include status of the hotel, financial status, pre-registrations, and room-night and banquet bookings.

HIGHLY RECOMMENDED

- Internet Access. Broadband (highspeed DSL, etc) is best, but dial-up will do in a pinch.
- Hot tub or other relaxation facilities.

THE BIDDING PROCESS

Any group wishing to submit a bid to host a STARFLEET International Conference must submit their bid no later than the 15th of January, two years prior to the IC they wish to bid for. (Example – those wishing to bid on the 2007 IC must submit their bids by January 15, 2005).

The bid must be sent to the current STARFLEET Chief of Staff at the postal address listed for them in the Vessel Registry or *STARFLEET Communiqué*. The STARFLEET Chief of Staff shall then copy and distribute the bid to the STARFLEET Executive Committee. The EC shall then formally vote on the bids presented no later than February 14th of that year. The STARFLEET Chief of Staff shall then announce the winning bid to the EC the following day (February 15th).

SUGGESTIONS FOR A SUCCESSFUL BID

- Get competitive bids from at least three hotels
- Block at least 100 hotel rooms, if possible (several ICs have run into the problem of not having enough rooms available for Thursday night)
- Try to negotiate a flat fee for the meeting rooms, if possible
- When calculating “room nights” for hotel pricing, assume a figure of 150 nights (75 hotel rooms booked for two nights each)
- Have the IC Registration Table open until at least 10:00PM on Friday night, especially if the event is being held in an East Coast location. Many flights from the West Coast do not arrive until evening.
- It is recommended that each meeting room have microphone and speaker capability. This is critically important for the larger (fifty people capacity and up) rooms.
- Disabled Services should be available for those STARFLEET members requiring them.
- Your Programming Department should consult with the relevant STARFLEET departments to offer advice on programming.
- Consider purchasing an additional ten banquet meals over those pre-booked. Oftentimes people will purchase them at the door if they did not pre-order them.

FINAL NOTES

- If you have any questions, as the Chief of Staff to the Commander, Officer. The CoS is there to help you. Use him/her as a resource but don't expect the CoS to do your IC bid for you.
- The Chief of Staff can't give you copies of any previous bids but does suggest you contact previous IC chairs for copies of their bids to use as a guideline.
- Don't skip any of the requirements. All that will do is force the Chief of Staff to ask you for the details.
- Don't bother mailing a fancy hard copy to the Chief of Staff. A pdf for word for windows file is best. All bids are pdf'd for the Executive Committee to read and comment on.
- Make sure that the chair or his/her designate is available when the EC is making their decision to answer questions that always arise. A quick response from the bid chair or designate is appreciated!



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