

TEXAS ASSOCIATION OF LEGAL PROFESSIONALS
GUIDELINES FOR BIDDING FOR AN ANNUAL EDUCATIONAL CONFERENCE

- I. Local Chapter votes to bid for conference, appoints a chairman/committee, and completes Hotel Questionnaire(s) (see Exhibit “A”). **See the applicable Standing Rule regarding bids: effective May 1, 2008, Standing Rule 44.A; effective May 1, 2009, Standing Rule 42.A.**
 - A. **Bids to host the Annual Educational Conference must be submitted to the Texas ALP President no later than sixty (60) days prior to the date of the corresponding Annual Educational Conference one (1) year in advance.**
 - B. The bid letter (see Exhibit “B”) submitted to the Texas ALP President shall include the following:
 1. Certificate signed by the Chapter President and Secretary attesting that the motion to bid for the conference was passed by such chapter.
 2. Proposed date for the conference. It must be held no earlier than April 1 and no later than May 15. (Exclude holiday weekends, including Mother’s Day.)
 3. Properly completed Hotel Questionnaire together with all pertinent information furnished by the hotel (i.e., maps, brochures, menus). See Exhibit “A” attached hereto.
 - C. Meet with several hotels to compare available meeting room space, sleeping rooms, parking rates, and food prices. Complete Hotel Questionnaires for each hotel:
 1. Sleeping Rooms
 - a. **DO NOT GUARANTEE** use of rooms without prior approval. (Guidelines: Wednesday or Thursday - EC Suite [check with Texas ALP President to confirm]; Thursday, Friday, and Saturday - EC Suite plus approximately 25-30 rooms). Depending on the location of the conference, the room block may need to be smaller for both Thursday and Saturday nights.
 - b. Obtain price of rooms for single, double, triple, and quadruple occupancy.
 - c. Try to obtain the conference sleeping room rate for two (2) days prior to and two (2) days after the conference for those attendees who wish to arrive early or stay longer.
 2. Try to obtain meeting rooms at no charge.

- D. The chapter should choose a member to be recommended to serve as the conference chairman. This member should be someone who is able to work well with the chapter members, be prompt in attention to duties, and be dedicated to a well-planned conference. The Texas ALP President should be informed of this recommendation if the chapter wins the bid to host the Annual Educational Conference. The conference chairman will work closely with the Texas ALP Liaison Officer in planning all of the conference activities and will report regularly to the Texas ALP President, Liaison Officer, and Board of Directors.

II. **Bid Presentation (See applicable Standing Rule: Effective May 1, 2008, Standing Rule 45.A; effective May 1, 2009, Standing Rule 43.A)**

- A. A site comparison chart (see Exhibit “C” for the type of information which should be included) should be prepared and submitted for inclusion with the Call to the Annual Educational Conference. See the applicable officer calendar for the deadline to submit items for the Call.
- B. Bid presentations are made to the Texas ALP Board of Directors at the Annual Educational Conference one (1) year prior to the proposed conference.
- C. The presentation should include such information as the proposed dates, the hotel room rates, and special functions planned.
- D. The presentation is limited to fifteen (15) minutes; skit presentations are not permitted.
- E. While registration information is not necessary with the presentation, a tentative estimated figure could be mentioned.
- F. A hotel representative, as well as a Chamber of Commerce representative, may wish to assist with the presentation.

EXHIBIT "A"

**TEXAS ASSOCIATION OF LEGAL PROFESSIONALS
HOTEL QUESTIONNAIRE**

TO: Sales Manager
Area Hotel

**PLEASE INDICATE IN SPACE PROVIDED THE CHARGE,
IF ANY, FOR EACH REQUIREMENT AND
THE HOTEL'S SUGGESTED ROOM FOR EACH FUNCTION**

I. MEETING ROOM REQUIREMENTS

A. Thursday

Executive Committee Meeting:

8:00 a.m. to 5:00 p.m.—one (1) board room to accommodate five (5) to six (6) persons (if room is not available in EC Suite) (**NOTE:** Confirm start time and duration of meeting with Texas ALP President.)

Room: _____ Room Cost: _____

B. Friday

1. Open Forum/Business Meeting/CLE:

(**NOTE:** Times may change depending on conference schedule, e.g., begin at 1:00 p.m. rather than 8:00 a.m.)

8:00 a.m. to 5:00 p.m. – one (1) large meeting room set classroom style to accommodate approximately eighty (80) persons plus head table on riser to accommodate five (5) persons with podium and microphone. Also need Texas and U.S. flags and floor microphone for business meeting if scheduled for Friday.

Room: _____ Room Cost: _____

2. Exhibitors:

(**NOTE:** Times may change depending on conference schedule.)

8:00 a.m. to 5:00 p.m. – hallway or foyer outside the meeting room if space will accommodate and hotel will permit; otherwise, one (1) room adjacent to large meeting room to accommodate approximately ten (10) exhibitors with a 10' x 10' space for each plus sufficient space to move around. Each exhibitor space shall have a six-foot (6') table, cloth covered, with two (2) chairs and one (1) electrical outlet.

Room: _____ Room Cost: _____

3. Cram Course (optional – check with Texas ALP President) (may also be scheduled for Friday morning):

1 p.m. to 5 p.m.—one (1) board room to accommodate approximately twenty (20) persons

Room: _____ Room Cost: _____

4. Coffee Break Area:
Afternoon – to serve approximately eighty (80) persons. Can be either in hallway or in exhibitors' room if space permits.

Room: _____ Room Cost: _____

5. Officers/Chairmen Meeting:
May include a meal (check with Texas ALP President) – one (1) room for meal (breakfast or lunch) to accommodate twenty (20) to twenty-five (25) persons; if lunch, may also be held off-site.

Room: _____ Room Cost: _____

6. Welcome Reception/Luncheon (may be scheduled for Friday luncheon or Friday night reception):

One (1) room to accommodate approximately eighty (80) persons at rounds of eight (8) each (may be hosted by Legal Directories Publishing Company). Head table on riser with podium and microphone to accommodate four (4) persons may be necessary if speaker scheduled.

Room: _____ Room Cost: _____

7. Professional Development Function (may be scheduled for Friday luncheon, Friday dinner, or Sunday breakfast):

One (1) room to accommodate approximately eighty (80) persons at rounds of eight (8) each; a head table on riser with podium and microphone to accommodate four (4) persons may be necessary.

Room: _____ Room Cost: _____

C. Saturday

1. Open Forum/Business Meeting/CLE:
8:00 a.m. to 5:00 p.m. – one (1) large meeting room set classroom style to accommodate approximately eighty (80) persons plus head table on riser to accommodate five (5) persons with podium and microphone. Also need Texas and U.S. Flags and floor microphone.

Room: _____ Room Cost: _____

2. Exhibitors:
8:00 a.m. to 5:00 p.m. – hallway or foyer outside the meeting room if space will accommodate and hotel will permit; otherwise, one (1) room adjacent to large meeting room to accommodate approximately ten (10) exhibitors with a 10' x 10' space for each plus sufficient space to move around. Each exhibitor space shall have a six-foot (6') table, cloth covered, with two (2) chairs and one (1) electrical outlet.

Room: _____ Room Cost: _____

3. Coffee Break Area:
Morning and/or Afternoon – to serve approximately eighty (80) persons. Can be either in hallway or in exhibitors' room if space permits.

Room: _____ Room Cost: _____

4. Recognition Luncheon:
One (1) room to accommodate approximately eighty (80) persons at rounds of eight (8) each and a head table with podium and microphone to accommodate four (4) persons.

Room: _____ Room Cost: _____

5. President's Reception and Presidents' Banquet:
6:00 p.m. – 10:30 p.m. – one (1) room to serve approximately 100-125 persons at rounds of eight (8) and a head table on riser with podium and microphone to accommodate ten (10) persons; riser or stage needed for installation ceremony.

Room: _____ Room Cost: _____

D. Sunday

1. Buffet Breakfast, if any:
8:30 a.m. to 10:30 a.m. – buffet style breakfast to accommodate approximately sixty (60) persons at rounds of eight (8).

Room: _____ Room Cost: _____

2. Incoming Officer/Chairman meeting, if breakfast:
8:30 a.m. – 9:30 a.m. – one (1) room to accommodate twenty (20) to twenty-five (25) persons; will utilize buffet breakfast for members.

II. SLEEPING ROOM REQUIREMENTS

A. Suite - Executive Committee - Wednesday or Thursday through Saturday nights (check with Texas ALP President to confirm) (usually comped or partially comped)

1. Connecting suite to accommodate five (5) persons (parlor plus double/double & king)
2. Possible amenities: wet bar/kitchen; conference table

Rooms: _____ Room Cost: _____

B. Guest Rooms

1. Thursday - Estimate approximately 25-30 rooms (may be fewer depending on conference location)
2. Friday - Estimate approximately 25-30 rooms
3. Saturday - Estimate approximately 25-30 rooms (may be fewer depending on conference location).

- a. Price of single occupancy \$ _____
- b. Price of double occupancy \$ _____
- c. Price of triple occupancy \$ _____
- d. Price of quadruple occupancy \$ _____

III. GENERAL

A. Registration Table

1. one (1) table with seating for four (4) persons located either in lobby area or outside meeting rooms beginning on Friday morning and ending on Saturday at noon

Cost: _____

B. Office Equipment

1. Copier \$ _____
2. Fax \$ _____
3. Computer/Printer \$ _____

IV. EQUIPMENT

A. Microphones and Podiums \$ _____
(including cost of audio mixers for multiple microphones)

1. Each seminar on Friday or Saturday
2. Business Meeting on Friday or Saturday
3. Welcome Reception/Luncheon, if any
4. Professional Development Function
5. Recognition Function
6. Saturday Banquet
7. Sunday Breakfast, if any

B. Audio/Visual \$ _____

C. U.S. and Texas flags \$ _____

D. Wireless Internet \$ _____

V. MENUS

Please attach menus for breakfast, lunch, dinner and coffee breaks

VI. PARKING

Please describe guest parking options and cost

VII. TRANSPORTATION

Please describe available airport/hotel transportation and cost

VIII. MISCELLANEOUS

PLEASE ATTACH HOTEL BROCHURE, MAP OF MEETING ROOMS, ETC.

EXHIBIT "B"

[CHAPTER LETTERHEAD]

[DATE]

Texas ALP President
[ADDRESS]

Re: [NAME OF CHAPTER]

Dear _____:

The members of the _____ have voted to submit its bid to host the _____ Annual Educational Conference of the Texas Association of Legal Professionals ("Texas ALP") in _____ at the _____ on _____.

Enclosed are (1) the Certification of Intent to Host _____ Texas ALP Annual Educational Conference certifying that the members of _____ have approved hosting the conference in _____; (2) completed Hotel Questionnaire; and (3) pertinent hotel information. Once the contract currently being negotiated has been finalized, I will submit a copy of it to you for your consideration.

Sincerely,

[LOCAL CONFERENCE CHAIRMAN]

APPROVED:

[LOCAL PRESIDENT]

Enclosures

cc: President-Elect, Texas ALP
Parliamentarian, Texas ALP

CERTIFICATION OF INTENT TO HOST
_____ TEXAS ALP ANNUAL EDUCATIONAL CONFERENCE

I hereby certify that the following actions were ratified by the members of the _____ (“_____”) at their meeting held on _____:

1. To host the _____ Annual Educational Conference of the Texas Association of Legal Professionals;
2. To host the _____ Annual Educational Conference on _____;
and
3. To host the _____ Annual Educational Conference at the _____ in _____.

DATED this _____ day of _____, 20_____.

[LOCAL CHAPTER SECRETARY]

APPROVED:

[LOCAL CHAPTER PRESIDENT]

EXHIBIT “C”

SITE COMPARISON

_____ ANNUAL EDUCATIONAL CONFERENCE

[Date]

[Hotel]

[City, Texas]

ROOM RATES	[include rates for single, double, triple, quad]
PARKING	
TRANSPORTATION	\$__ one way/\$__ round trip from airport
MEETING ROOMS	[cost of meeting room space and equipment costs]
EXHIBITOR SPACE	\$__ per table per day
EXECUTIVE COMMITTEE SLEEPING ROOM	
LOCATION	[downtown, airport, etc.]
AMENITIES/PERKS	[Examples: voicemail; highspeed internet; cable television; data ports; coffee maker; iron and ironing board; hair dryer; bath amenities; restaurant on site; room service; wake-up service; laundry valet service; pool; fitness center; pets allowed; complimentary downtown shuttle (within 3 miles of hotel).]
AIRPORTS	

[NOTE: The list of items included above is a sample of the type of information which should be included for site comparison purposes. Please include any additional information which may be relevant for your bid.]