



STARFLEET

The International Star Trek Fan Association, Inc.

INTERNATIONAL CONFERENCE BID GUIDELINES

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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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PURPOSE OF THIS DOCUMENT

Each year, STARFLEET: The International Star Trek Fan Association, Inc. holds its annual corporate meeting along with a fun-filled weekend of activities geared towards all members of the organization. This International Conference, also referred to as an "IC," is an opportunity for the leaders of STARFLEET to meet face-to-face in order to conduct the business of the corporation. It also serves as an opportunity for members of the organization to meet other members, as well as the organization's leaders, face-to-face.

This document is intended to assist those STARFLEET members that are interested in submitting a bid to host an International Conference for STARFLEET with understanding the process and requirements of submitting a bid.

THE BIDDING PROCESS

Any group wishing to submit a bid to host an International Conference for STARFLEET must submit their completed bid no later than the 31st of March two years prior to the year they wish to host the IC. For example, a group wishing to host the 2017 IC must submit their completed bid no later than 31 March 2015.

All completed bids must be submitted to the STARFLEET IC Liaison at the postal address listed for them in the STARFLEET Vessel Registry and/or STARFLEET *Communiqué*, or as otherwise specified on the IC Liaison web site (<http://ic.sfi.org>). The IC Liaison will hold **all** submitted bids until the deadline has passed.

Within 72-hours of the bid deadline, all submitted bids will be distributed to the members of the IC Selection Committee by the IC Liaison. In this way the Selection Committee will receive all submitted bids at the same time and be able to give them equal consideration. Voting on the submitted bids is to be completed no later than the 30th of April of that same year. The Chief of Staff for the Commander, STARFLEET shall then inform the bidding groups of the decision no later than the 1st of May.

The group with the successful bid to host the IC will need to begin working with their hotel and/or conference space provider/s right away in order to finalize a contract.

THE IC SELECTION COMMITTEE

The 11-member IC Selection Committee shall be comprised of the following members:

- * 2 Former International Conference Chairpersons
 - o From the last 2 years if available.
 - o If either or both are unavailable the Commander, STARFLEET, at his/her discretion, may choose to go to further past IC Chairpersons or to an IC staff member of the last 2 ICs.
- * Members of the Executive Committee (7)
- * 2 at-large members of STARFLEET (chosen by the IC Liaison & Commander, STARFLEET)
 - o Must have been a member of STARFLEET for at least 2 years
 - o Must have attended at least 1 STARFLEET International Conference
 - o Chosen by the 1st of March each year

No member of the IC Selection Committee may be a part of any current or future IC host groups during their tenure on the committee.

THE ROLE OF THE IC LIAISON

The IC Liaison serves as an advisor to members wishing to submit bids for an IC, and to the groups selected to host an IC. The IC Liaison is chosen by the Commander, STARFLEET in May every two years in even-numbered years (i.e., 2014, 2016, 2018, 2020, etc.).

The IC Liaison should have a working knowledge of hosting a successful STARFLEET International Conference and, ideally, have done so within the previous five years of their assuming the duties of IC Liaison.

The IC Liaison should be able to provide advice in crafting a proper and complete IC Bid as well as provide copies of past bids (successful and rejected) as examples of what has worked and what has not. They should also be available to answer questions from prospective and current IC Host Committees regarding bidding and hosting an IC.

The IC Liaison cannot be a part of any current or future IC host groups during their tenure as IC Liaison.

EVENT REQUIREMENTS

In order to host an International Conference for STARFLEET, you must be able to provide the following:

- ✳ 1 Main Event Room with seating for at least 200 people
 - This room must have audio/video capability and internet access
- ✳ 6 – 8 Meeting Rooms
 - 4 of these rooms must be able to seat at least 50 people
- ✳ 1 dedicated EC/AB Meeting Room
 - Exclusive use by the STARFLEET Executive Committee, STARFLEET Admiralty Board, and their staffs
 - Room must seat at least 50 people
 - Executive Committee: 14 (EC members + 1 assistant each)
 - Admiralty Board: 32 (16 current members + 1 assistant each)
 - Misc. Staff: 4 (approximate)
 - Room must be available the entire period of the International Conference
 - Room must have audio/video and Internet capability
- ✳ Catered Lunch for the EC/AB Meeting
 - Approximately 50 meals required (all EC/AB meeting attendees)
 - Menu and cost estimate must be included in your bid
 - STARFLEET may cover \$300 of meal costs
 - Pending approval of the Admiralty Board
 - Cost of meal may be partially defrayed by charging attendees \$5 each
 - Pending approval of the IC Selection Committee

- * A Friday night Reception for those attendees arriving that day
 - o Cost estimates (food, space, etc.) must be included in the bid
- * A SFMC Marine Mess (Friday night)
 - o Check with the SFMC Commandant to determine if event is planning to be held the year you are bidding for
 - o Check with the SFMC Commandant for exact specification for the year of your bid
 - If applicable, will need to include banquet space and catering services
 - Menu and cost estimate must be included in the bid
- * A Social Event for Saturday night
 - o Suggested events include a dance, casino night, talent show, etc.
- * A Charitable Fund Raiser (Historically a Saturday evening auction)
 - o IC Charity must be listed in bid
- * A Formal Banquet
 - o Held on Saturday evening
 - o Can be either buffet-style or prepared meal (buffet-style is preferred)
 - o Menu and cost estimate for said banquet must be included in the bid
- * Listing of additional restaurants within a five-mile radius both for general meals and those who do not wish to attend the banquet
- * Listing of Disabled Services available for those STARFLEET members requiring them
- * Ability to take pre-registrations using the STARFLEET IC bank accounts (monitored by the STARFLEET Chief Financial Officer)
 - o Ability to accept payments by Credit Card
 - o Ability to accept payments by Check/Money Order
 - o Ability to accept payments by PayPal
- * A minimum of two package deals for attendees
 - o One 3-day package with Banquet
 - o One 3-day package without Banquet

BID INCLUSIONS

Each bid submitted for hosting an International Conference **must** include the following in order to be considered by the IC Selection Committee:

- * Complete contact information for the entire bid committee at the time of submission
 - o Must include telephone numbers, e-mail addresses, and postal addresses
- * Description and pricing of all attendee packages available to STARFLEET members
 - o Must also include any graduated pricing scales
- * Hotel room rates, blocking information (if available), and reservation cut-off dates
 - o It is recommended that you download the checklist below for additional guidance
 - o Checklist: http://www.conventionindustry.org/Files/APEX/APEX_Single_Facility_RFP.doc
- * Complete hotel and/or conference center information
 - o Must include the layout and area of all selected meeting rooms
- * Current menus at the time of the bid from each restaurant in the hotel and/or conference center
- * Commitment letter from the selected hotel and/or conference center that includes a total of all charges, fees, and deposits
- * The IC's Theme (if one is being used)
- * A projected budget, which must include the following:
 - o Transportation costs, lodging, and complete package (including meals) for the Commander, STARFLEET
 - o Any advance hotel/conference center deposits
 - o Equipment rentals (i.e., A/V equipment, computers, etc.)
 - o Meeting room rentals
 - Ensure that the bid includes the rates for both meeting any minimum room-night requirements and not meeting any minimum room-night requirements (that would negate any complimentary meeting and/or hotels rooms)
- * A listing of the nearest airports, train stations, and bus depots
 - o Should include any plans to make getting to/from the event easier for the participants (i.e., shuttle service, etc).
 - If the above is not being provided by the hosting committee, any fares/costs for transportation between the event site and the aforementioned transportation hubs must also be provided
 - Provide a list/comparison of types of transportation (i.e., cabs, shuttle services, trams, etc.) & costs for each
- * A list of the estimated transportation costs between the event city and major population centers in each of the Regions comprising STARFLEET.
 - o While not required, it is suggested that sample transportation costs be provided

SUGGESTIONS FOR A SUCCESSFUL BID / CONFERENCE

- 1) Get competitive bids from at least 3 different hotels
- 2) Block at least 100 hotel rooms for Friday and Saturday nights, as well as a smaller number of rooms at the same group rate for Thursday and Sunday nights (if possible)
 - a. The latter is suggested as several ICs have run into the problem of not having enough rooms available for Thursday night
- 3) Try to negotiate a flat fee for all required meeting rooms, with a discount based on the event meeting a reasonable number of room-nights (if possible)
- 4) When calculating room-nights for hotel pricing, assume a figure of 150 nights (75 hotel rooms booked for 2 nights each) as a reachable, and reasonable, target
- 5) Have the IC Registration Table open until at least 10:00pm on Friday night
 - a. This is especially true if the event is being held on the East Coast of the United States as many flights from the West Coast do not arrive until evening
- 6) Have a room set aside for the entire event weekend to act as a Hospitality Suite
 - a. Often the costs for this room can be shared with/covered by a local chapter in the area (giving them a place to "show off") or even – as has occurred in the past – by the committee hosting the following year's IC.
 - i. Provides free drinks and snacks (i.e., popcorn, nuts, etc.)
 - ii. Can provide information for/about sponsoring group, area surrounding the event, information on the event's chosen charity, etc.
- 7) It is recommended that each meeting room have audio capability (microphone & speakers)
 - a. This is very important for the larger (50-person and up) rooms
- 8) Your Programming Department should consult with the various STARFLEET departments to seek advice and assistance on programming
- 9) Consider purchasing additional banquets (around 10) over those that have been pre-booked.
 - a. This is due to the fact that often attendees will not have purchased the banquet in advance but will want to do so at the door.

HOSTING THE INTERNATIONAL CONFERENCE

If your group is awarded the privilege of hosting an International Conference, the submission of your successful bid was only the beginning. Once you are awarded the International Conference, you must do the following:

- * Immediately begin negotiations with the hotel and/or conference center once you have been made aware that you had the winning bid.
 - o Your contract must be in-order as soon as possible so that the announcement of the IC is able to be made public
 - o The faster the contract can be submitted for review, the more time is available to make sure it is right
- * Send a copy of **all** contracts to the IC Liaison to be reviewed and forwarded to the Commander, STARFLEET for his/her signature
 - o The Commander, STARFLEET is the **only** person authorized to commit STARFLEET to any binding contract
 - o Before signing, the contract will be carefully reviewed by the Commander, STARFLEET and the STARFLEET Chief Financial Officer to ensure all bases have been covered
- * Provide high-speed Internet access in both the Main Event Room and the Meeting Room being used by the EC/AB
 - o Ideally the entire event facility should offer Internet access for use by all attendees
- * Use the STARFLEET IC bank account/s for accepting all payments and processing all expenditures related to the event
 - o This is necessary due to US tax requirements of the federal Form 990 that STARFLEET is required to file each year
 - o The account/s will be accessible by the IC Chairperson; the Commander, STARFLEET; and the STARFLEET Chief Financial Officer
 - o The account/s will be monitored by the STARFLEET Chief Financial Officer
 - The CFO is responsible for reviewing the monthly reports from the IC Committee and verifying that the transactions included in the report match those in the accounts
 - o The account/s will be funded with \$500 seed-money once the current IC has concluded and closed out its books
- * Accept pre-registrations for the event both electronically and via postal means (i.e., USPS, FedEx, etc.)
 - o Confirm all pre-registrations (via electronic or postal means) at the time of processing
- * Send a formal IC package to the Region Coordinator of each STARFLEET Region via electronic and/or postal means
 - o 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 event and the hotel); any Addition Information you feel relevant
 - o You may, at your discretion, send this same packet to all STARFLEET Chapters as well, but it is not required
- * Openly promote the International Conference via any and all available means
 - o Space for a half-page ad will be provided (at no charge) in each issue of the STARFLEET *Communiqué* for you to utilize for advertising

- * Provide a monthly status report to the IC Liaison; Commander, STARFLEET, and his/her Chief of Staff; and the STARFLEET Chief Financial Officer.
 - This report may be submitted electronically or via postal means
 - Report must include updates on the hotel, financial status of the event, pre-registrations, room-nights, and banquet reservations
 - A list of all sales, broken down by line-item, is appreciated for tax purposes