



TEXAS PUBLIC PURCHASING ASSOCIATION

APPLICATION TO HOST A TXPPA FALL CONFERENCE

OVERVIEW:

One of the goals of the Texas Public Purchasing Association (TxPPA) is to sponsor activities that provide its members with knowledge for efficient procurement. In the furtherance of that goal, TxPPA provides three educational events each year; a TxPPA Spring Workshop held in Austin, a TxPPA Summer Conference held in South Padre, and a TxPPA Fall Conference held in a different Texas location in an effort to make educational opportunities more accessible to public purchasers around the state.

The TxPPA Fall Conference has been held in Odessa (2008) and College Station (2009), and is planned in San Angelo (2011), and Tyler (2012). The Conference sites for future years are yet to be determined.

The TxPPA Fall Conference is hosted by a member or group of members in the region selected. The TxPPA Conference Committee plans and coordinates the Conference activities and the TxPPA Professional Development Committee plans and coordinates the educational sessions and speakers. However, the Member Host works closely with both committees and the TxPPA Executive Board and plays a key role in planning and organizing many of the Conference activities and their involvement is vital to the success of the Conference.

Would you be interested in hosting a TxPPA Fall Conference in your city?

REQUIREMENTS:

1. The Host must be a TxPPA member.
2. The Host must obtain an initial proposal from a hotel or conference center in their area that can accommodate between 100 and 150 delegates for lodging, meeting space, and meals.
3. The Host must submit their application accompanied by one or more site proposals.

DESIRABLES:

1. Host with support from organizational management to spend the time required to coordinate conference activities
2. Host with a strong volunteer support staff to assist with the conference, either from within their agency or a local organization
3. Host with experience organizing events of a similar nature
4. City with sufficient air and ground transportation options
5. City with interesting and/or fun venues for after hour events

Members interested in hosting a Fall Conference are encouraged to partner between city, county, school district members for a strong hosting group and to contact their local convention and visitors' bureau for help in developing a conference package.

ADDITIONAL INFORMATION:

1. Conference Dates: Late October/Early November; typically Wednesday beginning at 1:00 p.m. through Friday ending at 12:00 p.m.
2. Board of Directors will meet on the day before the Conference and the afternoon after the Conference, so meeting space is required.
3. Group Meals to be Included with Registration: Dinner one night, lunch one day, breakfast two mornings, continuous breaks during educational sessions
4. Conference includes a business meeting with election of officers and an Awards presentation.
5. One evening group activity with local appeal/interest

Please submit the information requested below and a member of the TxPPA Site Selection Committee will contact you.

INITIAL APPLICATION TO HOST A TXPPA FALL CONFERENCE

MEMBER INFORMATION

Member's Name: _____

Member's Entity: _____

Address: _____

Telephone: _____

Email Address: _____

Preferred Year to Host Conference: 2012 2013 2014 2015 Any

Available Local Volunteer Support: _____

Other Information for Consideration: _____

PROPOSED SITE (Attach hotel/conference center proposal for consideration)

Name of Facility: _____

Address: _____

Telephone: _____

Web Address: _____

Local Attractions: _____

Restaurants within Walking Distance: _____

Nearest Airport/Ground Transportation: _____

FIVE COPIES OF THE COMPLETE PROPOSAL IS REQUESTED

SUBMIT YOUR APPLICATION BY MAIL TO:

***Rob Cox
100 East Weatherford St, Suite 303
Fort Worth, TX 76196***

***For more information contact Rob by email at
rcox@tarrantcounty.com or by phone at 817-884-1134
or Jack Beacham by phone at 817-884-1133***

INFORMATION FOR CONFERENCE FACILITY PROPOSAL

Typical Meeting Schedule (For Initial Proposal Purposes-Subject to Change)

Day	Time	Function	Room Set	F&B	Capacity
Tuesday	24 Hours	Office	4 6-foot tables	No	N/A
	1200-1700	Board Meeting	Hollow Square	Yes ⁽¹⁾	20
Wednesday	24 Hours	Office	4 6-foot tables	No	N/A
	0730-1700	Registration	Counter	No	Flow
	1300-1700	General Session	Class or Theater (A/V)	Yes ⁽²⁾	150-175
	1700-1930	Reception	Cocktail Rounds	Yes ⁽³⁾	150 Flow
Thursday	24 Hours	Office	4 6-foot tables	No	N/A
	0730-1700	Registration	Counter	No	Flow
	0800-1200	General Session	Class or Theater (A/V)	Yes ⁽⁴⁾	150-175
	1200-1330	Business Lunch	Rounds w/Head (A/V)	Yes ⁽⁵⁾	N/A
	1330-1700	Breakouts (2)	Classroom (A/V)	Yes ⁽²⁾	75-100 each
Friday	Until 1700	Office	4 6-foot tables	No	N/A
	0730-1400	Registration	Counter	No	Flow
	0800-1000	Breakouts (2)	Classroom (A/V)	Yes ⁽⁴⁾	75-100 each
	1000-1200	General Session	Class or Theater (A/V)	No	150-175
	1200-1500	Board Meeting	Hollow Square	Yes ⁽¹⁾	30

(1) Break

(2) Continuous Break

(3) Light Hors d'oeuvres

(4) Breakfast Bar

(5) Seated Plate Lunch

A/V = Audio/Visual

Room Block (Estimate for Proposal Purposes)

Tuesday	50
Wednesday	100
Thursday	100
Total	250

Additional Requests

- Complimentary suite for the president for the duration of the event.
- One complimentary room night for each 40 rooms (cumulative) utilized.
- 10 complimentary room upgrades to concierge/executive level or equivalent.
- 5 complimentary parking passes if there is a fee for parking.
- Waiver of meeting room and audio/visual fees based on utilization of 80% of room block and food and beverage consumption.
- Complimentary lavalier or podium microphone per room per day, choice of microphone type at TxPPA's discretion.
- 15 room nights at 25% off conference rate for staff and speakers.
- Government per diem rates for qualifying attendees, with such rooms credited toward satisfaction of TxPPA's room block. About 90 percent of attendees are employees of government agencies.
- Room rate not to exceed \$150/night, including taxes.

Proposal Information

- Conference Site must be in Texas. The TxPPA Site Selection Committee will evaluate proposals received and prepare a recommendation to the TxPPA Board of Directors for approval.
- Collateral materials such as photos, meeting room floor plans, visitor's guides, and videos from properties and convention bureaus are appreciated.
- Include a listing of room and sales taxes, gratuities, audio/visual, and applicable hotel charges.
- Include a listing of hotel amenities, i.e. internet, cable TV, etc.
- Additional information or clarification may be requested.