



Goal:

The goal of an ASSEMBLY Bid is to provide a location for the annual ASSEMBLY in a facility that will efficiently accommodate all meeting requirements comfortably and at the lowest possible cost.

Background:

A District considering the submission of an Assembly Bid begins by deciding which hotels within the District appear to have the facilities available and capable of meeting the Assembly requirements. The date of the Assembly has normally fallen in the last half of October or the first week of November. The bid must be submitted by the District Representative to the Chairperson, Ontario South Assembly, **NOT LATER THAN May 1st of the year prior to the Assembly date**. In addition, a bidding District must be prepared to present their bid at AWSC. The OSA Executive selects the Assembly site.

Minimum Meeting Facilities and Requirements are:

1. A large meeting room for a minimum of 400, seated theatre style for a voting year and a minimum of 300 in a nonvoting year.
2. Hotel rooms for a minimum of 300 people. (Note: recommended that a hotel contract requiring more than 160 room/nights be avoided if possible)
3. Space for three (3) breakout-meeting rooms capable of accommodating 50-75, theatre style. (Note: required for 2-one hour sessions on Saturday)
4. Two rooms (2) Friday evening for LDC and OSAAC meetings – 15 board room style.
5. One locked room with 4 to 6 tables in it Friday evening and all day Saturday for Literature Sales.
6. Equipment required from facility:
 - Podium/lectern with microphone in main meeting room;
 - Minimum sized 8X8 overhead screen
 - 2 microphones in aisles;
 - Water pitchers and glasses in all rooms while in use;
 - Three (3) tables for registration in foyer;
 - Eleven (11) tables in main meeting room for Delegate, Literature, Archives, Public Outreach, Open Lines and Trillium – (Note: could be in break out room);
 - Two (2) tables in main meeting room for motions, Ask-It-Basket and sign-up sheets for workshops;
 - Four to six (6) tables in foyer for literature sales. (Note: could be in a break out room);
 - Flip chart with pens in main meeting room;

Check with OSA Chairperson if any other requirements are needed: i.e. Fundraiser.

Cost Calculation

Having nominated candidate hotels, if more than one hotel is available or applicable, the following data will be required in reaching a decision on which hotel to select for the bid. In presenting the bid, display these facts for the candidate hotel (or top two or three hotels, if applicable).

1. List of meeting rooms with dimensions and capacities in various configurations.
2. A floor plan of the meeting spaces
3. A schedule of proposed Meeting Room availability that would accommodate the Assembly program as outlined on pages 3.and 4.
4. Show cost of hotel rooms in Single, Double, Triple and Quad, occupancy with prices including all taxes.
5. Show cost of microphones, overhead projector, TV, flip charts or eraser board, if any.

The Ontario South Executive will then consider transportation connections and facilities, travel time requirements, ambience of the proposed facility, and the general compatibility of the proposed site with the Assembly meeting process. Bidders might keep in mind that for many members, an Assembly is a first, a confusing, an exciting and a rewarding growth experience. Accommodating such an activity requires exceptional planning and hospitality to permit accomplishing the Assembly's goals.

PROPOSED DATE: _____

PROPOSED CITY: _____

BIDDING DISTRICT: _____

DISTRICT REPRESENTATIVE NAME: _____

HOST COMMITTEE CHAIRPERSON: _____

ADDRESS: _____

CITY, POSTAL CODE: _____

TELEPHONE/FAX: _____

E-MAIL: _____

| ASSEMBLY COST COMPARISON CHART | | | | |
|---|-----------|------|---------------------------|------|
| Session | HOTEL "A" | | HOTEL "B" (if applicable) | |
| | Room | Cost | Room | Cost |
| Friday Evening | | | | |
| 5:00 p.m. – 8:00 p.m. Registration 3 Tables and chairs in Hall/Lobby | | | | |
| 7:00 p.m. – 11:00 p.m. Opening Session – Main Meeting room 400 Theatre Style Seating in a voting year 300 Theatre Style Seating in a nonvoting year 3 Tables and chairs for 6, podium, mic 12 Display Tables | | | | |
| 8:00 p.m. – 10:00 p.m. Two Rooms – LOC & OSAAC 15 – Board Room Style, Table and chairs | | | | |
| 4:00 p.m. – 10:00 p.m. Literature Room (Lockable) 6 Tables and some chairs | | | | |
| 4:00 p.m. – 10:00 p.m. Election Year Only - Country Store Room As many tables as the room will take and a few chairs (Lockable) | | | | |
| Saturday | | | | |
| 8:00 a.m. – 10:00 a.m. Registration 3 Tables and chairs in Hall/Lobby | | | | |
| 9:00 a.m. – 11:30 p.m. Main Meeting Room Same set up as Friday | | | | |
| Three (3) Breakout Rooms (Main Meeting Room can be used for one breakout session) 2 Workshops – One Afternoon and One Evening 75 – 100 Theatre Style Seating | | | | |
| 9:00 a.m. – 10:00 p.m. Literature Room (Lockable) 6 Tables and some chairs | | | | |
| 9:00 a.m. – 11:30 p.m. Election Year Only - Country Store Room Same set up as Friday (Lockable) | | | | |

| Session | HOTEL "A" | | HOTEL "B" (if applicable) | |
|---|-----------|------|---------------------------|------|
| | Room | Cost | Session | Room |
| Sunday | | | | |
| 9:00 a.m. – 12:00 p.m. Main Meeting Room Same set up as Friday | | | | |
| 9:00 a.m. – 11:00 a.m. Literature Room (Lockable) 6 Tables and some chairs | | | | |
| 9:00 a.m. – 11:00 a.m. Election Year Only - Country Store Room Same set up as Friday (Lockable) | | | | |
| Additional charges | | | | |
| Display tables, flip charts, easels | | | | |
| PA system, projector, 2 floor mics, 1 podium mic, screen (check with OSA Chairperson) | | | | |
| Total Cost Summary | | | | |

| Guest Rooms | HOTEL "A" | HOTEL "B" |
|-------------|-----------|-----------|
| Single | | |
| Double | | |
| Triple | | |
| Quad | | |