



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 venues 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 300, seated theatre style for a voting year and a minimum of 250 in a nonvoting year. (may need to reassess upon future implementation of an electronic component)
2. Two hundred (200) venue room nights in total. (100 rooms for 2 nights each) (may need to reassess with implementation of electronic component)
3. Space for two (2) breakout-meeting rooms for Saturday capable of accommodating 15-25 board room style.
4. One room (1) Friday evening for 15-25 board room style.
5. One locked room with 8-9 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;
 - 2 overhead screens (minimum 8x8)
 - 2 projectors, Audio Mixer and Amplifier
 - 2 Speakers (may be already in the ceiling)
 - HDMI display connector (at podium for laptop)
 - 2 microphones with stands in aisles.
 - Water pitchers and glasses in all rooms while in use.
 - Three (3) tables for registration in foyer.
 - Thirteen (13) tables in main meeting room for AAPP, Alateen, OSAAC, Archives, Forum, Group Records, Literature, Open Lines, Public Outreach, Trillium, Website, Technology and Sharing table.
 - Two (2) tables in main meeting room for Advisors, Ask-It-Basket, Evaluations, Items for Consideration and other forms

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

Cost Calculation

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

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 at first, a confusing, an exciting and 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	VENUE "A"		VENUE "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 300 Theatre Style Seating in a voting year; 250 Theatre Style Seating in a nonvoting year; 3 Tables and chairs for 5, podium, mic (on podium); 2 mics with stands in the Aisles; 1 table to be placed to the side of the executive area for the technology coordinator 15 Display Tables				
8:00 p.m. – 10:00 p.m. One (1) Rooms –15-25 Board Room Style				
2:00 p.m. – 10:00 p.m. Literature Room (Lockable) 8-9 Tables and 8 chairs				
Saturday				
8:00 a.m. – 10:00 a.m. Registration 3 Tables and chairs in Hall/Lobby				
9:00 a.m. – 10:00 p.m. Main Meeting Room Same set up as Friday				
Two (2) Breakout Rooms – Board Room style 15-25 (Main Meeting Room can be used for another breakout session)				
9:00 a.m. – 10:00 p.m. Literature Room (Lockable) 9-10 tables and some chairs				

Session	VENUE "A"		VENUE "B" (if applicable)	
	Room	Cost	Session	Room
Sunday				
9:00 a.m. – 12:00 p.m. Main Meeting Room Same set up as Friday				
Additional charges				
Display tables, flip charts, easels				
PA system, AV equipment, 2 floor mics with stands, 1 podium mic, 2 screens, 2 projectors (with necessary cables to connect), audio mixer, 2 speakers (possibly already in ceiling), HDMI connector (at podium for laptop) (check with OSA Chairperson)				
Total Cost Summary				

Guest Rooms	VENUE "A"	VENUE "B"
Single		
Double		
Triple		
Quad		

Other : Penalties if room nights not met