District 112 Conference Bid Document

A club or Area wishing to host the District 112 Conference needs to complete the following form and provide it to the Program Quality Director at least 21 days before the District Executive Meeting which will consider the bid. The 21 days is to allow the Program Quality Director to seek further information about the bid.

Please send the bid to programquality@d112tm.org.nz

Please review District Procedures

4 (Accessibility),

5 (Health and Safety) and

8 (District Conference).

The following areas to investigate before completing the bid form.

**Requirements:**

All future District Conferences will likely need to be hybrid. This area is still evolving. Hybrid means that members attending via Zoom must have the same ability to participate as those members attending physically. That includes in the educationals.

The future direction of the speech contest finals after 2021 is unclear.I.e., all in-person or all online.

There is likely to be a rule change at the August 2022 Convention, abolishing proxies for the District Council meeting.

# Venue

Friday

1 The District Executive Committee will meet on Friday, before the opening of the conference. They will require:

* A room for the meeting and training that can hold up to 60 people, classroom style.
* A projector, screen and whiteboard. We will use the District’s projector where possible.
* Tea & Coffee etc on arrival.

The costs of the DEC are a district cost, not a conference cost.

**Friday, Saturday and Sunday**

The main (plenary) room must be able to hold 300 plus people.

With a Stage where District banners and the New Zealand flag can be hung. (Must be easily accessible by wheelchairs)

Other room requirements:

* Conference Registration – needs to be separate from the credentials.
* A suitable area for Credentials available from the start of the conference, until one hour before the start of the Saturday business meeting
* A suitable area for a candidate’s corner is available from one hour before the start of the conference, until one hour before the start of the Saturday business meeting.
* Four rooms for Educationals.
* Contest Officials briefing (must be separate from the room for Contestants briefing). That room could also be used for the four contests tally counting and any ballot counting from the District Council Meeting or the conference bid counting.
* Contestants briefing. Ideally, the main plenary room would be used.
* During the Table Topics and Evaluation contest, a holding room is needed for Contestants. An Educational room could be used.

Rooms can be used for multiple purposes.

# Other R**equirements:**

1 Parking. Many members will travel by car. Is there sufficient parking and what is the cost? Does that change on different days?. If there is no accommodation at the venue and the venue only has metred parking is the accommodation within easy walking distance?

2 Food. Can the venue cater for different dietary needs?

3 Accommodation. Is accommodation available in the same venue as the conference? What is the projected price? If there is limited or no accommodation on-site, what is the distance to the headquarters hotel?

**These two pages are for your guidance and do not need to be submitted with the Bid Document.**

TOASTMASTERS INTERNATIONAL DISTRICT 112

CONFERENCE BID DOCUMENT

Available as a word document on the District 112 Website.

|  |  |
| --- | --- |
| The bid is for the District Conference to be held on (show the dates including the year) |  |
| Host Club or Area |  |
| Location City |  |
| Proposed Venue (name & address) |  |
| Has a “pencil” booking for the venue been made and if so by when is confirmation required? |  |
| Distance from the nearest airport |  |
| Distance from nearest motorway off-ramp |  |
| Capacity (theatre style) in the main room |  |
| Number of break out rooms and their capacity |  |
| Will all parts of the conference be in the same venue? If not give details. |  |
| Is there accommodation at the conference venue?If not what is the “Headquarters Hotel”? |  |
| Are other types of accommodation close by? |  |
| Proposed Conference Chair |  |
| Proposed Conference Treasurer |  |
| Proposed Conference Registrar |  |
| Any other information to support the bid. |  |

If this bid is accepted the conference committee will be responsible to the District 112 Executive Committee through the Program Quality Director. The committee is to abide by Toastmasters International’s Governing Documents, District 112 Procedures, and any written requests from either the Program Quality Director or the District Finance Manager.

If the bid is from a Club, this document must be signed by the Club President. If the bid is from an Area this document must be signed by the Area Director and one Club President

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| Role | Name | Signature | Date |

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| Role | Name | Signature | Date |