



44<sup>th</sup> Annual Conference on Neighborhood Concerns

Host Entity Bid Package

2019

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## NEIGHBORHOODS, USA

### INTRODUCTION

#### **MISSION STATEMENT**

Neighborhoods, USA ("NUSA") provides opportunities for diverse people and organizations to share their ideas, values and experiences to build stronger communities.

#### **ABOUT NUSA**

NUSA is a national non-profit organization committed to building and strengthening neighborhood organizations. Created in 1975 to share information and experiences toward building stronger communities, NUSA now continues to encourage networking and information sharing to facilitate the development of partnerships between neighborhood organizations, government and the private sector.

The organizational mission of NUSA has, since its inception, been to build and strengthen neighborhood associations and to promote productive communications and collaborations between those associations and both the public and private sectors. The organization has, for over thirty years, served these broad objectives in part through the conduct of an annual conference. This provides an opportunity for people from all locations, sectors and levels of society to discuss the pressing issues of the times, share experiences and offer encouragement or assistance.

Today the organization maintains a stable membership base of approximately 600, with annual conference attendance that ranges from 600 to 800 participants. Each year the Board solicits nominations to recognize the commitment of neighborhoods, governments, businesses, and neighborhood friendly individuals or enterprises in awarding "Neighborhood of the Year" (NOTY), Who's Who in America's Neighborhoods, Dawson awards, when applicable and "Best Neighborhood Program" Awards.

The NOTY awards have been presented since 1984 as a collective "thank you" for the hard work of nominated neighborhoods and are the only national awards given on an ongoing basis to neighborhood organizations for their self-help initiatives.

NUSA also publishes three newsletters per year targeted to the needs and interests of neighborhood-based organizations and is pursuing new programs and initiatives in response to the evolving concerns of its membership.

NUSA is governed by a 21 member Board of Directors, elected annually to staggered terms to serve voluntarily and at their own expense. The Board directs the ongoing business and policy of the organization, provides oversight for the implementation of each conference and plays a leadership role in promoting both our organization and the work of neighborhood based activism and self-help initiatives.

#### **NUSA MEMBERSHIPS**

NUSA offers memberships in the following categories; City / County Membership, Individual Membership, Corporation Membership, Youth Membership and Affiliate Membership. Please go to [www.nusa.org](http://www.nusa.org) and click on the Memberships link on the left side. (Membership Applications are attached)

## **ABOUT THE NUSA ANNUAL CONFERENCE**

The annual conference is this organization's primary means to accomplish its purposes. The conference brings together people from all across the country and internationally in a kind of "temporary community" based upon the common goal for achieving and maintaining healthy neighborhoods, families and social institutions. The format of the conference provides a variety of informal and formal, structured and more social interactions among participants. Established features of the conference include opening and closing events, speakers, the presentation of awards, the conduct of training workshops, networking events, exhibits, neighborhood tours and other tourist-oriented activities.

The value of attending the conference lies in the opportunity to meet people who at first may not seem much like ourselves, from communities that consider themselves at least as unique as our own. We have discovered in our coming together that there is so much that we have in common, a lot we have to teach one another and a surprising degree of hope and pride to be found in these connections. Participants return home fortified with new information, new contacts and a renewed sense of commitment.

The value of hosting the conference is in showcasing the strength of your civic infrastructure, the assets and accomplishments of your community, and yes, it promotes economic activity. Beyond this and of a more lasting benefit, it tests and develops your community's capacity for purposeful, collaborative action. In selecting its conference host entities NUSA looks particularly for those communities that evidence a strong commitment from the local neighborhood leaders and a system of neighborhood organizations that are working closely with local government, business, and civic groups.

The logistics of planning, coordinating and administering a national conference of this type are not to be taken lightly. It is challenging and it is uniquely rewarding. Few communities are ever quite the same after a NUSA conference, they are better for the experience.

## **NUSA TRADITIONS AND PROTOCOL**

Through the years there have developed certain features to the NUSA conference that have become standard or traditional. While this has occurred in part due to the ease and habit of what has grown familiar, there is also an evolved tendency for "sticking with what has worked", and generally worked well. While NUSA would not want to discourage a host entity from being innovative or creative, variations to or departures from these "traditions" are not made without the knowledge and support of the NUSA Board.

Some of these include the following:

- The NUSA annual conference has usually been held the week before Memorial Day, beginning on Wednesday with registration and concluding on Saturday with the closing luncheon.
- The NUSA flag is passed (literally) from the current to next host entity coordinators at the Saturday luncheon.
- The NUSA logo (in specified colors or black and white) must appear on all conference literature, collateral and promotional items.
- Neighborhood Tours and Dinners are a key element of the whole conference experience. Interaction with the host entity residents, in their own neighborhoods helps us all to stay in touch with the values and purposes of our organization.
- NUSA supports all efforts to conserve and preserve our natural resources. Conference cities are required to be sensitive to the importance of recycling/recyclables in all aspects of the conference operations.
- An exhibit area for local and out-of-town organizations or vendors is encouraged and may be provided as a means for facilitating interaction, networking and collaboration.
- The conference registration fee will include an amount identified as a NUSA fee (amount to be determined by the NUSA Board).

- Local registrants may be admitted at a reduced fee. However, the full NUSA membership fee will be included in this reduced fee. Host cities are required to solicit sponsors to cover operation and event expenses.
- Major sponsors requiring any addition of their logo to conference items and material must first have NUSA Board approval.

## HOST ENTITY REQUIREMENTS

A separate document addressing the responsibilities of NUSA and the Host City, titled Host Entity Requirements and the Hosting A Neighborhoods, USA Conference Handbook are included with this Host Entity Bid Package. It describes in detail the specifics of staffing, reporting and minimum conference facilities required. A potential Host Entity Bidder needs to review this document and understand the requirements of hosting a NUSA Conference.

## HOST ENTITY SELECTION PROCESS

Consistent with the by-laws and procedures of the organization, the location of the Annual Conference alternates through all regions of the country. Host Entity Bid Invitation letters are mailed to the Mayors of all communities with populations over 50,000, inviting them to submit bids for the NUSA Conference. Invitations and bid forms are usually mailed during the month of February and interested entities are invited to present their applications during the annual May Board of Directors meeting. The winning entity is announced at that Saturday closing luncheon of the conference. The NUSA Board of Directors may modify this format at their discretion.

## CRITERIA

NUSA looks to associate itself with those entities that show a commitment and track record in practicing what NUSA preaches. The Board makes its selection following broad guidelines that are consistent with the organizational mission of NUSA. These guidelines focus on the following seven broad areas of consideration.

Capacity to Plan, Develop, and Implement the Conference.

- Who will coordinate the conference?
- What resources are to be provided by the Entity, neighborhoods and private sector?
- What is the experience of the Entity in conducting similar conferences or events?
- What collaborations between government agencies have been identified?

Extent of the Neighborhood Movement and Quality of Entity-Neighborhood Relations.

- What is the number of neighborhoods within the city and how many are well established and organized?
- What are the formal mechanisms for assuring meaningful communication between the neighborhoods, government and private sector?
- Who serves as an advocate for neighborhood concerns?

Degree of Citizen Participation in the Planning and Implementation of the Conference.

- How will citizens be involved in the conference?
- How many local people will attend the conference?
- How will the conference be marketed locally, regionally and nationally to neighborhood groups?
- What neighborhood based activities are to be included in the conference, including neighborhood tours and dinners?

Overall Cost of Conducting the Conference and the Prices for Participants Attending the Conference.

- What facilities are available and their locations to each other?
- What will be the costs of hotel rooms?
- What is the current applicable tax rate?

- What will be the cost for conference registration?
- How will the Entity defray the costs to participants beyond registration and hotel accommodations, e.g. meals, speakers, activities, etc.?

#### Convenience of Travel for Conference Participants.

- How accessible is the City by plane, train, and bus?
- How many incoming flights are there each day and at what average cost, (from the most remote or common locations)?
- What type of public transportation is available within the City?
- Is ground transportation available from the airport to the conference site?

#### Tourist Value and Opportunities of the City.

- What are the tourist attractions in or near the City?
- Is tourism a major industry in the City?
- Are there any neighborhood based activities of tourist interest available at the time of the conference?
- What pedestrian amenities and opportunities are available at the conference location and its surroundings?

#### Success and Opportunities Associated with Holding the Conference in the City.

- General impressions of the NUSA Board.

### **TIMETABLE**

Invitations to bid for Host Entity are mailed during the month of January. They must be returned no later than the following April using the Neighborhoods, USA Host Entity Bid Forms (Exhibit 2). Entities whose bids have been accepted are expected to attend the May Board meeting prepared to make their final bid presentations. Information regarding the meeting location and times will be provided at a later date.

### **PRESENTATION FORMAT**

Entities presenting bids to the NUSA Board do so at a designated regular May meeting. Entities are required to submit 25 copies of their application (Exhibit 2). All other bid materials, i.e.: back-up, brochures, etc. are to be presented at the May meeting. Each entity is provided 20 minutes for their presentation, which may include verbal, written and visual media. An additional period of up to 10 minutes is allowed for questions and answers from the Board.

Presentations should address the information requested by the Bid Proposal / Application Package (Exhibit 2). Presenters are encouraged to be creative but not at the expense of content. Typically the selection of a Host Entity will be decided after all the presentations have been completed. All applicants are notified accordingly.

## NUSA Host Requirements

### **NUSA RESPONSIBILITIES**

NUSA's primary responsibility is to provide an opportunity for its membership, and others across the country involved in neighborhood work, to attend an annual conference that offers vital inspiration, education, information and a forum to share success stories.

Other responsibilities are as follows:

- NUSA shall act as co-sponsor of the Annual Conference.
- NUSA shall supply a national mailing / membership list to the Host Entity.
- NUSA board members will pay their own expenses to the conference.
- NUSA will render support to the Host Entity, as requested, to assist in the planning and implementation of the conference, e.g. guidance regarding conference content, workshops, speakers, logistical and programmatic arrangements.
- NUSA will assist in providing copies of past conference reports and contacts with conference coordinators from previous host cities.

Board members are available to assist to whatever extent feasible and practicable in the planning and conduct of the conference. The Host Entity is urged to call upon the Board as a whole, or its individual members freely for input and help.

### **HOST ENTITY RESPONSIBILITIES**

The following are some highlights of what is expected of all NUSA Host Entities. This information is offered to assist those entities assessing their capacity to successfully host a conference or those who are actually preparing a bid proposal. These Host Entity requirements are part of the signed agreement between the Host Entity and the Neighborhoods, USA organization.

### **CONTRACT**

NUSA has generally only contracted with local governments, cities or counties, to host its conference (though there may be other collaborators). The Host city sponsors / co-sponsors are required to execute a contract with NUSA to be signed by the authorized chief executive officer(s) and returned by June 30th following the bid process. The selected Host Entity will leave with a copy of the NUSA contract, ready for signature / execution following the announcement of the 2019 host at the Saturday closing luncheon at the 2017 NUSA conference.

### **PARTICIPATION IN NUSA**

- A designated Host Entity Conference Coordinator, along with an elected official or NUSA Board Member from that Entity, is required to attend the NUSA Board meetings held in May, October and March, preceding the actual conference date. The purpose of this is to update the NUSA Board on progress, answer Board questions, and coordination. A written summary report of progress and plans to date is to be submitted at each of the meetings.
- The host entity must fund and make the travel arrangements for all applicable representatives listed above.
- Reports are to include information, sample materials, etc. as may require the Board's approval.
- It is required that the Host Entity be in attendance and have a large delegation at the preceding conference.
- It is required that the Host Entity purchase an Exhibit Space to promote the next year's conference
- The Conference Coordinator or Entity Leader person is required to attend the preceding two annual conferences.

- The Host Entity is strongly urged to partner with a national organization to supply a whole workshop track of workshops, as Chattanooga did in 2003 with The Community Organizing Institute. This must be approved by the NUSA organization.

## **STAFFING / OPERATIONS**

- The designated Host Entity Conference Coordinator is the primary contact for maintaining ongoing communications with the NUSA Board.
- The Host Entity Conference Coordinator should expect to devote a considerable amount of time to the planning, development and implementation of the conference, which at a minimum would include the following (NOTE: this will vary based on the capabilities of the coordinator):
  - 10 hours per week from October through December prior to the conference;
  - 20 hours per week from January through February;
  - 30 hours per week from March through April;
  - 40 hours per week during the month of May;
  - 20 hours per week from June to July following the conference.
- Other in kind or volunteer staffing to be provided by the Host Entity for the purposes of planning, implementing and administering the conference will include but not be limited to the following:
  - General clerical and administrative support;
  - Fundraising, marketing, promotion, publicity and events management;
  - Registration activities and the schedule of speakers, presenters and workshop recorders;
  - Neighborhood tours and dinners, if applicable;
- The Host Entity is responsible for providing the materials, supplies, services and equipment required to fulfill all of the above activities and functions. Special provisions should be made for considering the overhead associated with conference, particular as relates to the expense of long distance phone calls, emails, faxes, copies, postage, etc., that occur early in this process.
- The American with Disabilities Act (ADA) to be accommodated if requested by the Host Entity along with any related costs.

## **COMMUNICATIONS WITH NUSA MEMBERSHIP**

All promotional mailings must include the name, address and any additional contact information of the NUSA President and Administrative Assistant, and if possible, the other Board members and the city they represent. Registration Book and Conference Program Books must list all Board members. The NUSA logo is to be included on all printed materials / communications. The Conference Registration Book should include detailed information for registration, hotel information and pricing, workshops to be offered, special event information and local weather conditions normal at the time of the convention.

The following are the key dates to be adhered to:

- a) July 1<sup>st</sup> the year prior to the conference – Workshops Tracks and Descriptions
- b) February 1<sup>st</sup> the year of the conference – The Final Proof of the Registration Book
- c) March 1<sup>st</sup> of the year of the conference – Exhibitors Information
- d) May 10<sup>th</sup> the year of the conference – The Final Proof of the Conference Program Book
- e) 60 calendar days from the last day of the conference – Final Conference Report

## **CONFERENCE FACILITIES**

The October, and occasionally March pre-conference NUSA Board meetings are held in the location of the Host Entity. Board members will pay their own expenses but the Host Entity is expected to make all the necessary arrangements related to reserving rooms and cover any expenses relating to board meeting space.



It is not required but the Board will appreciate any (limited) opportunities that can be provided for them to preview the Host Entity's preparations, particularly in terms of meeting with local officials and the Local Conference Organizing Committee, touring the city and conference facilities, etc. Such arrangements are to be coordinated with the NUSA President prior to the Board Meeting.

All food and beverage provided is required to be served on reusable service ware. Provide places for recyclables, including office paper, cans and bottles.

## CONFERENCE SPECIFICATIONS

### Lodging

The minimum total block of rooms should be (this is an example, discuss with Program Development Committee Chair prior to signing a contract);

Saturday	3
Sunday	3
Monday	9
Tuesday	88 (arrival day for NUSA Board of Directors - 20 rooms <b>NOTE:</b> President and Administrative Assistant rooms are supplied by the Host Entity, see paragraph six and seven immediately below.)
Wednesday	261
Thursday	259
Friday	226
Saturday	108
Sunday	<u>2</u>

**Total**                    **969 (NOTE: THIS IS JUST AN EXAMPLE)**

When negotiating a contract for room blocks, include 30-45 days out from the conference to release any unreserved rooms back to the hotel with no penalty. In addition, the Host Entity should include in the lodging contract(s) the same rate for the three days prior and three days following the conference for those participants who may choose to take advantage of the local attractions. Discuss with Program Development committee, Chair prior to signing contract.

The minimum total room block may require contracts with more than one hotel to assure that a block of sleeping rooms adequate for the projected conference out-of-town registrants are provided. After conferring with the NUSA board one hotel is designated as the "headquarters hotel". The cost of sleeping rooms is expected to be within the "moderate" price range (\$99.00 - \$129.00).

The headquarters hotel should be located no more than one city block from the venue where the workshop sessions are to be held. Fifty percent of the hotel room block is to be no more than four (4) city blocks from the workshop session venue.

Contract hotels more than two (2) blocks from workshop session venue are required to have shuttle service available.

The NUSA Board is to be housed at the headquarters hotel, at the rate offered to general attendees.

A complimentary suite is to be provided to the NUSA President at the headquarters hotel, Tuesday (check-in on Tuesday) through Saturday (check-out on Sunday) of the week of the Conference.

A complimentary sleeping room is to be provided to the NUSA Administrative Assistant at the headquarters hotel, Tuesday (check-in on Tuesday) through Saturday (check-out on Sunday) of the week of the Conference.

## Conference Workshops

The NUSA Program Development Committee (PDC) will collaborate with the Host Entity pertaining to the proposals and selection of all workshops. Call for Presentations are due in the month of October in an electronic format. The will work with the Host Entity to identify all local priorities and support the Host Entity priorities when selecting workshops. Where possible, we will combine overlapping workshops. Workshops will be selected and submitted to the Program Development Committee, Chair and the Conference Coordinator by (Date to be set). This committee will also be overseeing the planning for any speaker series or other special named sessions. The Host Entity should plan for the following:

- Attendance minimum: 600-800
- Total workshops offered: 30-40 (not including NUSA Board Workshops)
- Number of full session days: 2
- Minimum number of workshop session rooms: 8-10
- Minimum seating, theater style per workshop session room: Enough to seat all paid registrants
- Other room setup configuration appropriate to the type of workshop may be required.
- Equipment required in all workshop rooms: laptop computer, LCD projector, easel, pad, markers, screen, table / cart with electricity. This includes any and all NUSA related activities (judging, elections).

## Special Events

Required and optional:

- Opening Reception *Wednesday evening (optional)*
- Exhibits (table tops) *Wednesday - Saturday*
- Shuttle Service-between hotels and sessions, for hotels more than one block from sessions. *Wednesday - Saturday*
- Opening Breakfast, (minimum rounds for maximum registration count) *Thursday (optional)*
- Kick-off speaker and NUSA Who's Who Awards (same event as opening breakfast)- *Thursday (optional)*
- "NUSA Neighborhood of the Year" presentation and judging room (minimum size 20'x30', NUSA Awards Chairperson will coordinate) *Wednesday -Thursday*
- Continental Breakfast (same set up as opening breakfast) *Friday (optional)*
- Keynote speaker and NUSA Neighborhood of the Year Awards Luncheon *Friday*
- "NUSA Best Neighborhood Program" presentations and judging room (minimum size 20'x30', NUSA Awards Chairperson will coordinate.) *Friday*
- Neighborhood Pride Tours that may be conducted all at once, or concurrent with workshop sessions) *Thursday or Friday*
- Continental Breakfast and Annual NUSA General Membership Meeting *Saturday (optional)*
- "NUSA Best Neighborhood Program" Awards (Closing) Luncheon (approximately 70% of total registration count) *Saturday*
- A photographer should be present during all conference activities to record activities for NUSA's archives and promotional purposes.
- An American flag, NUSA flag, and NUSA Banner are to be displayed at the NUSA annual Business Meeting and all general gatherings.
- Additionally, a minimum of one floor microphone is to be provided at the annual Business Meeting.
- Specific meeting setups will be provided by NUSA (see Hosting A Neighborhoods, USA Conference Handbook)

## NUSA Board Requirements

- A complimentary room shall be supplied to NUSA for Board Meetings at no cost to NUSA. See Administrative Assistant for details and specifications;

Wednesday  
Saturday

Headquarters Hotel  
Headquarters Hotel

- Host Entity will provide NUSA an exhibit space and one electrical hook up that has the highest exposure to conference participants. A room is required to be able to be secured with access limited to NUSA Board Members and Administrative Assistant.

### **Miscellaneous Requirements**

- Ongoing communications from signing of contract through mailing of final conference report. Communications will be through Host Entity Prime contact and NUSA President, along with Host Entity Coordinator and NUSA Program Development Committee Chair.
- Host Entities who have local representation of a NUSA Board member are encouraged to include such board members in all planning activities. Local NUSA Board members can provide excellent insight and direction to the overall Host Entity planning team.
- A conference budget should be prepared using the provided NUSA chart of accounts (Exhibit 3). All income and expenses are to be categorized only by these accounts.
- All artwork, graphics, theme / slogan, use of the NUSA logo, and Keynote Speaker require discussion with the Program Development Committee, Chair.
- The Host Entity will keep a file of all conference related forms to pass to the next year's host.
- Progress reports are to be submitted in writing and presented in person by the designated Conference Coordinator at all NUSA Board Meetings prior to the conference. A Final Close Out Report will be made by the Conference Coordinator or Host Entity representative at the October Board meeting following the conference.

### **Planning Reports**

Ongoing communications with the Board, via the Program Development Committee Chair or President's designee is essential to assuring the effective coordination of our efforts. It is helpful to have periodic written update / status reports provided throughout the conference planning and development process. Such written reports are to be provided at the NUSA Board Meetings, held in May, October, and February / March.

The following items are to be reviewed by the Host Entity Contact or the Conference Coordinator, in person, including a written report, with the NUSA Board of Directors for informational and / or approval purposes at Board Meetings prior to the Conference as indicated above.

Information to be covered at each report session:

- Proposed registration fees.
- Recommendations related to the handling of local / area registrations. Note if a discounted rate or "scholarships" are to be provided. The NUSA fee is still due to NUSA in full.
- A proposed Conference theme and logo.
- A proposed Conference expense budget.
- A listing of all items / functions including meals, to be provided to registrants.
- An outline / description of proposed / probable workshop topics and sessions.
- An outline / description of the neighborhood tours to be conducted.
- Proposed artwork, graphics, brochure cover and / or themes / logos. Note that the NUSA logo is to be included on all conference related promotional items: mailings, programs, name tags, T-shirts, bags, etc.
- An income projection, including funds raised to-date.

## **Progress Report Schedule**

May (one year prior): Progress Report and preliminary proposals

October: Progress Report and finalized proposal for NUSA Board Approval.

Feb / March: Progress Report, final update and resolution of outstanding issues.

May (Pre-Conference Meeting): If needed.

October: Final report

Each Progress Report is to be more detailed, with information relating to costs, workshop schedules and content, speakers, special events, etc. Also, at each subsequent Progress Report, matters addressed at previous Board Meetings, such as request for changes, additions or issues put on the table should be acknowledged, along with their resolution. NUSA, through its Administrative Assistant, Secretary or the Program Development Committee Chair, individually or collectively, will provide a list of such outstanding items for tracking purposes.

## **Financial Budget**

All income and expenses for conference should fall into one of the accounts listed on the chart of accounts provided by NUSA (Exhibit 3). This chart of account items will provide the basis for all financial reports submitted to the NUSA Board.

A final budget listing all expenses and revenues (including in-kind) for the conference is to be presented at the Fall Board Meeting.

## **Final Conference Report**

A Final Conference Report shall be sent to all Conference Attendees by the Host City within **sixty (60) days** of the end of the conference. The Final Conference Report will, at a minimum, include the following:

- A listing of conference attendees with their names, city and state.
- Summary reports on each of the conference workshop sessions to include the presenter's names and contact information. These should include at least the following: title, topic, purpose, method or type of presentation (small group, panel, slides, video, etc), handouts distributed, main points, highlights of discussion and question/answers.
- A list of "Neighborhood of the Year" finalists and winners, including a summary of their project and contact name and address.
- A list of the "NUSA Who's Who" winners, organizations or affiliations with contact names and addresses.
- A list of the "NUSA Best Neighborhood Program Award" winners, organizations or affiliations with contact names and addresses.
- An overview of the remarks made by panelists and/keynote speakers, with contact names and addresses.
- A copy of any resolutions passed by the membership at the Annual Membership Meeting.
- A list of current NUSA Board members and officers, along with contact information.

## **Close Out Report**

The Close Out Report is to be made by the Host City at the October Board meeting following the conference. This occasion also allows for more informal discussions and critiques of the conference. The purposes will include efforts to develop policies and strategies that promote the ongoing improvement of the conference, NUSA and all our collaborators.

The Close Out Report will include a summarized report of the turned in conference evaluation forms. The individual forms turned in are to be included with the summarized report.

**CONTRACT AGREEMENT BETWEEN HOST ENTITY  
AND NEIGHBORHOODS, USA (hereinafter called "NUSA")  
AND \_\_\_\_\_ (hereinafter called "Host")**

**FOR THE NATIONAL NUSA CONFERENCE SCHEDULED FOR 2019**

**WITNESSETH THAT:**

**WHEREAS**, the Host wishes to host the National NUSA conference and that the Host represents that it is fully committed and qualified to host said national neighborhood conference; and

**WHEREAS**, the NUSA Board of Directors at its annual Board meeting, selected the Host to host the 44<sup>th</sup> National NUSA Conference and the Host committed to act as national sponsor of such neighborhood conference.

**NOW, THEREFORE**, the Host and NUSA, for the consideration and under the conditions hereinafter set forth, do agree as follows:

**ARTICLE I.** The Host will include as its Conference Planning Group a strong partnership between neighborhood organizations, residents, local businesses, foundations, other organizations and various Host departments.

**ARTICLE II.** The Host shall commit a staff person or hire an individual as Conference Coordinator, who would be expected to devote work time exclusively to preparations for the national conference as outlined in the Host Requirements.

The Conference Coordinator, either in-house or contracted, shall be reflected as an expense of the conference, including any and all related other miscellaneous expenses, of the Conference Coordinator.

**ARTICLE III.** The Host shall send the Conference Coordinator and/or elected official to the following NUSA meetings.

- a. The two annual conferences immediately preceding the conference the Host has agreed to host.
- b. The Board meetings as outlined in the Host Entity Requirements.

**ARTICLE IV.** The Host shall attract local, regional and national attendance by invitation and / or promotion through mailings and other means. Past conference attendees list will be supplied by NUSA. Said invitations, promotions and mailings must include the name, e-mail address, and telephone number of the President and Administrative Assistant of NUSA.

The first promotional material ("Save the Date" post card) will be sent electronically by December 1<sup>st</sup>, prior to the conference year by the NUSA organization. The "Save the Date" electronic post card will be supplied to the host for their promoting as needed; locally, regionally and nationally.

The Host shall prepare the electronic Conference Registration Book by February 1<sup>st</sup> of the conference year. The NUSA Board shall provide all necessary information to the Host no later than December 15<sup>th</sup> of the year prior to the conference. The Host shall mail a printed copy of the registration book to anyone that makes the request, at the Host's expense.

**MANDATORY DATE DEADLINES**

- July 1<sup>st</sup> the year prior to the conference – Workshops Tracks and Descriptions forwarded to the NUSA Program Development Committee Chair
- February 1<sup>st</sup> the year of the conference – The Final Proof of the Registration Book forwarded to the NUSA Program Development Committee Chair
- March 1<sup>st</sup> of the year of the conference – Exhibitors Information forwarded to the NUSA Program Development Committee Chair
- May 10<sup>th</sup> the year of the conference – The Final Proof of the Conference Program Book forwarded to the NUSA Program Development Committee Chair

**NOTE:** Final Proof means that all changes are completed and approved by the NUSA Program Development Committee Chair and the Public Affairs Committee Chair.

**ARTICLE V.** The Host shall select and contract with, at a minimum, a Headquarters Hotel and other hotels in close proximity to conference site and assure availability of an adequate block of rooms to accommodate conference registrants, as outlined in the Host Entity Requirements and Hosting A Neighborhoods, USA Conference Handbook.

The Host shall contract with the necessary venues which provide the requirements of the conference specifications which are covered in the Host Entity Requirements and Hosting A Neighborhoods, USA Conference Handbook.

**ARTICLE VI.** The Host shall supply to the NUSA Board for approval, at its October meeting prior to the Host's conference date; the following:

- a. The proposed budget for the Conference.
- b. A listing of all functions included in the registration fee.
- c. An outline and description of the proposed neighborhood tours.
- d. Recommendations for registration fees to be charged for the conference.
- e. The proposed artwork and / or graphics and sample brochure cover. This is to include the tag line 44<sup>th</sup> Annual Conference on Neighborhood Concerns. Tag line is required to be on both the cover of the Registration Book and the Conference Program Book.
- f. The proposed conference theme.
- g. Specific details of the hotel and conference meeting space under contract.
- h. Listing of all meals to be provided as part of the conference registration.
- i. The conference logo should be approved at the February / March Board Meeting prior to the preceding conference. This will allow the Host to promote their conference at the preceding conference with the approved conference logo. The NUSA logo and colors (red and blue on white background) shall appear prominently on the cover and all conference materials. Additions of any other logos (corporate organizational or otherwise) shall require approval by the NUSA Board of Directors.

**ARTICLE VII.** The Host agrees to hold the Conference beginning on a Wednesday (registration) and concluding on a Saturday, on the following dates: May 24-27, 2017. Any changes in dates must be authorized by the NUSA Board of Directors. Said changes shall not be unreasonably withheld.

**ARTICLE VIII.** Registration Categories. All registration fees, except spouse/guest registration, will include the NUSA membership fee. The accepted registration categories are:

- a. Full Registration - includes: workshops, exhibits, neighborhood pride tours, conference material, special events, meals and NUSA one-year membership.
- b. Host Entity (local) neighborhood registration - includes same as full registration.
- c. Youth Registration (age 13-18) - includes same as full registration.

**ARTICLE IX.** The Final Conference Report to be distributed within sixty (60) days after the final day of the conference. The Final Conference Report shall contain at a minimum the items listed in the Host City Requirements.

**ARTICLE X.** In the event the Host cancels or fails to perform its conditions as Host, unless otherwise agreed by the Host and the NUSA Board in writing, the Host shall be liable to the NUSA Board for liquidated damages and not as a penalty, in the amount of \$25,000.00, to be paid within 30 days of failure to perform, representing a reasonable amount necessary for the NUSA Board to cover its expenses in advertising, publicity, site selection and relocating the convention, or the actual costs and expenses, whichever is greater. The Host will not be liable for its failure to perform its obligations under this agreement when such failure is caused by natural disasters or acts of terrorism.

**ARTICLE XI.** The NUSA President and/or the Program Development Committee Chair shall supply technical consultation to the Host to assist in the planning and implementation of the conference, including but not limited to approval of use of logos, conference content, graphics, conference logistics and keynote speakers.

**ARTICLE XII.** NUSA shall hold its fall Board of Directors meeting prior to the Annual Conference at the Host Entity's conference locale.

NUSA Board members shall pay all of their own expenses for said meeting.

The Host is responsible for supplying a meeting facility, specifications provided by NUSA, at the selected headquarters hotel. Meeting facility expense to be paid by the Host.

**ARTICLE XIII.** NUSA shall act as co-sponsor of the annual conference and promote the Host to its national membership.

**ARTICLE XVI.** The Host Entity Requirements and Hosting A Neighborhoods, USA Conference Handbook documents are part of this agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be executed as of the date below.

**DATE:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
By: Chief Executive Officer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**ATTEST:**

\_\_\_\_\_  
NEIGHBORHOODS, USA  
NUSA President

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

2019 Annual Conference on Neighborhood Concerns

Host Entity Bid Proposal / Application Package

Please provide the information (below) as to who has prepared, submitted, will present and would execute this bid proposal.

Conference Year \_\_\_\_\_ City/State \_\_\_\_\_

Organization(s) \_\_\_\_\_

Signatory Authority for Contracting Purposes: (If Selected)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cellular #: \_\_\_\_\_

Primary Contact Person:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cellular #: \_\_\_\_\_

Second Contact Person:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cellular#: \_\_\_\_\_



**Capacity & Citizen Participation:**

1. Describe the support of your government officials to host the NUSA Conference.
2. Has your (or a collaborating) organization ever coordinated a similar kind of conference? If “Yes”, please describe.
3. Please estimate and explain how many people will be available to coordinate and implement the NUSA Conference. Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Other \_\_\_\_\_ .
4. Discuss the efforts that will be undertaken to maximize the degree and extent of citizen involvement in the planning and implementation of the conference.
5. Indicate the approximate amount and likely source of start-up funding to begin planning the conference.
6. Are you a NUSA City Member?

**Neighborhood Movement/Relations:**

7. How many established, identifiable neighborhood associations exist in your city at this time?
8. Please describe how the host government interacts with and / or advocates for neighborhood interests. (Describe staffing dedicated to such actions.)
10. Please describe the level of local conference attendance/participation you anticipate.
11. Please describe how the conference will be marketed locally, regionally and nationally to various neighborhood groups and interests.
12. Indicate the number and type of neighborhood based activities that could be incorporated into your conference development efforts and the actual conference.

**Financial Information:**

13. What conference facilities are available and appropriate in your city? What costs would likely be involved (type and amounts)?
14. What will be the likely costs of hotel rooms? (Give specific examples)
15. What will be the likely cost of conference registration? (Please comment.)  
**NOTE:** NUSA Board to approve final registration fees.
16. What is the applicable tax rate?
17. Who are some of the conference collaborators or activity / service sponsors likely to be?
18. To what extent and in what manner will the Municipality assist in the implementation of the conference, specifically in terms of funding and services contributions?

**Access and Amenities:**

19. Describe access to the proposed conference location city by plane, train, bus or car.
20. Identify the nearest airport, its primary carriers and average flights per day.

21. Will ground transportation be provided to and from the hotel/conference site and the airport? (Please comment.)
22. Please provide some typical costs for flights to and from selected cities, such as Seattle, New York, Atlanta, Tampa, Fort Lauderdale, Chicago, Detroit, Houston, Memphis, Phoenix, Los Angeles, Dallas and San Francisco.
23. What are the tourist attractions in the city and near the conference facilities?
24. What walking distance activities and facilities are located around the conference site?
25. Please indicate how you feel hosting a NUSA Conference will likely impact your organization, the citizens and neighborhoods of your community.
26. Please attach demographic data (census) related to the composition of your resident population. Also note any other information you feel relates to the ability of your organization and your community to collaborate in successfully hosting a NUSA conference.
27. Please list the materials that are being submitted as a part of this application.

**Submitted By:**

\_\_\_\_\_  
Signature of Official Signatory Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Primary Contact

\_\_\_\_\_  
Date

Received for NUSA by: \_\_\_\_\_

Date: \_\_\_\_\_

### NUSA Conference Chart of Accounts

	Budget	Actual	Actual As of:	Actual As of:
<b>Income:</b>				
Sponsorships				
Exhibit Fees				
Host City Merchandise Sales				
Miscellaneous				
<b>TOTAL</b>				
<b>Expenses:</b>				
Material Design				
Printing				
Postage(pre conference)				
Office & Other supplies				
Telephone Service				
Telephone LD Calls				
Photo / Video Processing				
Photographer				
Speaker Fees				
Speakers Expenses				
AV Equipment Rental				
Postage (Post Conference)				
Registration Management				
Miscellaneous				
Registration Materials				
Merchandise Inventory				
Volunteer Expenses				
Special Events, including:				
Entertainment				
Wednesday Reception				
Thursday Breakfast				
Mayor's Reception				
Continental Breakfast				
Gala				
Continental Breakfast				
Closing Luncheon				
Shuttle Service				
Neighborhood Pride Tour Transport				
Misc. Transportation				
Box Lunches				
<b>TOTAL</b>				
<b>Profit (Loss)</b>				

**Host Entity Bid Evaluation / Selection Form  
Annual Conference on Neighborhood Concerns  
2019**

Name: \_\_\_\_\_ Review Date: \_\_\_\_\_

(Please rate each item before computing total score)

**Capacity to Plan, Develop, and Implement the Conference. 0 – 20 points: \_\_\_\_\_**

- Who will coordinate the conference?
- What resources are to be provided by the City, neighborhoods and private sector?
- What is the experience of the City in conducting similar conferences or events?
- What collaborations between government agencies have been identified?

**Extent of the Neighborhood Movement and Quality of City-Neighborhood Relations. 0-20 points: \_\_\_\_\_**

- The number of neighborhoods within the City and how many are well established and organized?
- What are the formal mechanisms for assuring meaningful communication between the neighborhoods, government and private sector?
- Who serves as an advocate for neighborhood concerns?

**Citizen Participation in the Planning and Implementation of the Conference. 0-20 points: \_\_\_\_\_**

- How will citizens be involved in the conference?
- How many local people will attend the conference?
- How the conference will be marketed locally, regionally and nationally to neighborhood groups?
- The neighborhood based activities to be included in the conference, including neighborhood tours and dinners.

**Value of Host City. 0-20 points: \_\_\_\_\_**

- Has a NUSA conference ever been held in this City or region?
- Is there an established membership base from this area?
- How would having a conference in this City assist the organization in achieving its membership recruitment and retention goals?
- Does the application or presentation material adequately demonstrate a capacity to plan and execute the kind of conference this organization strives to provide to its membership?
- What is the political stability in this City now compared to what it will be at the time of the conference?
- Would having the conference in this City be more beneficial to NUSA or to the City, vice versa, or both?

**Overall Cost of Conducting Conference & Prices for Participants Attending Conference 0-5 points: \_\_\_\_\_**

- What facilities are available and their locations to each other?
- What will be the costs of hotel rooms?
- What is the current applicable tax rate?
- What will be the cost for conference registration?
- How will the City defray the costs to participants beyond registration and hotel accommodations, e.g. meals, speakers, activities, etc.?

**Convenience of Travel for Conference Participants 0- 5 points: \_\_\_\_\_**

- How accessible is the City by plane, train, and bus?
- How many incoming flights are there each day and at what average cost, (from the most remote or common locations)?
- What type of public transportation is available within the City?
- Is ground transportation available from the airport to the conference site?

**Tourist Value and Opportunities of the City. 0- 5 points: \_\_\_\_\_**

- What are the tourist attractions in or near the City?
- Is tourism a major industry in the City?
- Are there any neighborhood-based activities of tourist interest available at the time of the conference?
- What pedestrian amenities and opportunities are available at the conference location and its surroundings?

**Board Member discretionary points. Please provide explanation / comments: 0- 5 points: \_\_\_\_\_**

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(100 maximum points) **TOTAL SCORE** \_\_\_\_\_

**Rater:** \_\_\_\_\_

**Date:** \_\_\_\_\_



***Hosting A***  
***NEIGHBORHOODS, USA Conference***  
***Handbook***

## **SECTION A: COMMITTEE STRUCTURE**

1. Sponsorship
2. Exhibitions
3. Neighborhood Pride Tours
4. Social Events and Meals
5. Workshop Support
6. Registration and Program Books
7. Registration Intake
8. Registration Booth
9. Volunteers
10. Speakers – Guest or Keynote

## **SECTION B: MAILINGS**

1. Sponsor packets / letters
2. Exhibitor letters
3. Neighborhood Pride Tour letters
4. Save the Date post card
5. Registration Booklet
6. Confirmation letters/post card
7. Post Conference Wrap-up Report
8. Thank you letters

## **SECTION C: CONTRACTUAL OBLIGATIONS**

1. NUSA Board of Directors
2. Hotels for lodging
3. Conference/Convention Center
4. Transportation / Buses
5. Food Service / Catering
6. Audio Visual
7. Exhibitor space set-up
8. Keynote Speaker[s]
9. Entertainment
10. Workshop Presenters

## **SECTION D: ROOM SET-UP**

1. Board of Directors Meeting
2. Banquet Hall
3. Social Events
4. Workshop / Presentation Rooms
5. General Membership Meeting Room

## **SECTION A: COMMITTEE STRUCTURE**

*At the initial meeting of all committees, please dedicate some time to explain the purpose and mission of the Neighborhoods, USA organization. It is also suggested you explain thoroughly how past conferences have operated. This is an opportunity to build excitement among those who will be working on the conference. It is worth noting that people will be traveling from across the United States, Japan and Canada to participant. It is an incredible chance to showcase your neighborhoods, municipality and region.*

### **1. SPONSORSHIP**

A log should be maintained with every sponsorship contact to be made, including organization name, contact person, address, phone number, and email, if available. This log should be updated each time correspondence is sent or received and when follow up contact has been made.

Sponsorship packets should be accompanied with a cover letter with a Mayoral or Municipal Managerial signature.

The Committee must keep track of both cash and in-kind donations. The differentiation should be made in sponsor packages, to eliminate paying for expense of in-kind sponsors who do not actually donate cash. In-kind contributions can greatly reduce conference related expenses.

The Committee must also track and manage the perks and gratuities offered at each sponsorship level, for example advertising opportunities, complementary tickets, etc.)

### **2. EXHIBITOR**

The Exhibitor Committee is responsible for managing the relationship with interested exhibitors. Exhibitions add revenues to assist paying for related conference costs. After knowing the price for set-up (table, skirting, etc.) establish a fee that will allow you to make a profit from each space sold.

The Committee is to send out communication to various perspective businesses with necessary information for the reader to make a decision, including the times the Exhibit Hall will be open to the participants. An attached form will allow the prospective exhibitor to commit and make needed plans in advance.

The Exhibitor Committee should keep track of all perspective exhibitors who have been sent information and follow up with a second letter.

### **3. NEIGHBORHOOD PRIDE TOURS**

The Neighborhood Pride Tours Committee will be responsible for choosing the most interesting tours to showcase the area. Bearing in mind that this is a “neighborhoods” conference, neighborhoods should be a primary focal point of all tours. Correspondence should be sent out to prospective areas to let them know you are interested in having them put together a tour. The initial communication should have a date, time and where this informational meeting will take place.

Again, a log should be kept as to who is being sent initial correspondence and who is responding. For anyone not replying to the initial correspondence, the committee should follow up with those areas that are known and would be able to put together a memorable neighborhood pride tour. This can be a number of adjacent neighborhoods.

At the first meeting a tour checklist should be handed out and explained.



When tour description is approved, you should know if the tour is bus, walk, bike, boat, etc. This information is included in each tour description by either using words or symbols in the Registration Book.

#### **4. SOCIAL EVENTS AND MEALS**

The Social Events and Meals Committee's responsibility is to create menus for any meals and social events. This would include, and not be limited to, creating a good atmosphere within the environment being used. (i.e. centerpieces, plants / flowers, etc).

It is important to be able to accommodate large numbers of participants entering and exiting at the same time in the room or area being used.

Menus should always include accommodation for those who have special diets, i.e. vegetarian, vegan and kosher.

It is imperative to remember any buffets where large numbers of participants will be involved at once should include at least enough serving lines to get everyone through in 15 minutes.

Any speaking / presenting taking place should be monitored by this Committee to keep the conference on its timeline. A time schedule should be printed and followed.

#### **5. WORKSHOP SUPPORT**

Workshop Support Committee assists with workshop set-up, evaluation, execution and clean-up.

#### **6. REGISTRATION & PROGRAM BOOKLET**

This committee will be responsible for gathering necessary and required information for both the Registration Book and the Conference Program Book.

The Registration Book should include, but not be limited to, the following;

- a) Use of the tag line to be used on the cover: "42nd Annual Conference on Neighborhood Concerns".
- b) List of the local Steering Committee.
- c) List of the NUSA Board of Directors and where they are from.
- d) Letter from the Mayor.
- e) NUSA President's Message.
- f) Letter from the City Manager(optional).
- g) Conference Coordinator / contact person with phone numbers, email address, and fax number, a picture of the coordinator is a plus, so folks know who you are when they see you.
- h) Conference At A Glance (the days of the conference with times of each scheduled event). Pages starting from Conference At-A-Glance to the end should use NUSA logo and local conference logo on each page.
- i) Guest Speakers / Keynote Speaker, if a crowd draw, should be listed in the Registration Book to attract participants.
- j) Special Event Descriptions – any of the social events with descriptions.
- k) Workshop Sessions – List of the workshops with descriptions for each session.
- l) Neighborhood Pride Tours – List of the tours with descriptions including whether the tour includes handicap accessible, walking, boating, biking or just by bus.
- m) Host entity area page should include, but not be limited to hotel names, room rates, addresses, phone number for reservations, and how many blocks from conference center.

- n) Airport information including name of airport and name and phone numbers of airlines that operate from the host city closest airport.
- o) Ground transportation information should include approximate cost for taxis or shuttles.
- p) Weather for Host City for the time of year should be listed as a courtesy.
- q) Conference attire – Conference attire is business casual. Keep in mind that meeting rooms may be cool enough to warrant a light jacket or sweater. For any social events outside casual attire and comfortable shoes may be suggested.
- r) Map of Host City area to include where airport is located in comparison to conference center and hotels.
- s) Pre- and Post- Conference Activities Available. List any tourist or site seeing that would be of interest to folks visiting the Host City area. List any cost, contact phone numbers if available, whether transportation is provided or not provided, and cost of getting to the listed activities.
- t) Conference Registration Pages – usually back-to- back. Be sure to include the address of where to mail registration. Suggest the participant make a copy for their files prior to mailing.
  - i. Section one: Registrant Information (please print legibly and complete all)
  - ii. Section two: Information about registration fee(s), refunds, etc.
  - iii. Section three: Payment information - NOTE: all checks should be made out to NUSA.
  - iv. Workshops- if space is available, Conference participants may attend any workshop based on availability. Please see the workshop descriptions for a detailed summary of each workshop. If space is limited, you will need to have registrants choose a first, second and third choice.
  - vi. Neighborhood Pride Tours – first and second choice. Tours will be assigned on a first come, first serve basis. If both choices are filled, you will be placed on a random tour.
  - vii. Conference Functions – for an estimate, list all functions of the conference and have them check what they will be attending.
  - viii. Special dietary needs
  - ix. Note: Reasonable auxiliary aids and services will be made available to qualified disabled individuals. Please describe the nature of the aid and/or service desired:

The Conference Program Book should include, but not be limited to the following;

- a) Use of the tag line to be used on the cover “ 44th Annual Conference on Neighborhood Concerns”
- b) Local Steering Committee
- c) NUSA Board of Directors
- d) City Council/Commission (optional)
- e) Sponsors
- f) Message from the NUSA President
- g) Welcome letter from the Mayor (same as Registration Book)
- h) Welcome letter from the City Manager (same as Registration Book)(optional)
- i) Conference At-A-Glance
- j) Guest Speakers w / photo if possible
- k) Neighborhood of the Year Finalists Presentations – list day, time and room.
- l) Best Neighborhood Award Finalists presentations – list, day, time and room
- m) Neighborhoods USA Who’s Who – name, where from and person doing nominating.
- n) Neighborhoods USA Dawson Award, if applicable.
- o) Special Event Descriptions (same as registration book)
- p) Workshop sessions – list name of workshop, room the workshop will be held in, workshop description and presenters name, city and state.
- q) Neighborhood Pride Tours listed with symbols or words to indicate walking, bus, bike or boat and if handicapped accessible.
- r) Thank you and list all the volunteers – those who are assisting with the conference at the conference center, Neighborhood Pride Tour sponsors and Neighborhood Pride Tour volunteers.

- s) Pre- and Post- Conference Activities available (same as registration book)
- t) Map of hotel and conference center area
- u) Map of Host City area (same as registration book)
- v) Insert a list of the workshops with the presenters and their contact phone numbers and/or email addresses.
- w) A full page to be provided to the NUSA organization at no charge.
- x) The back cover to be provided to the next year's host for promotion at no charge.

## 7. REGISTRATION BOOTH

The Registration Committee will be responsible for setting up the registration area at the conference center and distributing the materials to the participants.

Note: The area being used should be an area that can accommodate a large crowd at any one time, without blocking off normal traffic flow in the space being used.

Could have registration packet separate from NUSA Conference bag and give participants at registration area a ticket and they can move to another area to retrieve their NUSA Conference bag. This keeps the flow of traffic to a minimum around the registration area.

Some have used a large common area for the start of the conference and then moved into a registration booth area once the crowd was through on the first morning of the conference.

## 8. VOLUNTEERS

The Volunteer Committee will be responsible for recruiting volunteers as the need is necessary for the varied events (pre conference, during conference and post conference).

The Conference Coordinator should request a list of how the volunteers were scheduled and used from the previous year to start and then make the necessary changes as the next year's conference starts to be created and scheduled.

Volunteers should all have the same colored, stand out shirts on to be easily located and available for participants to request assistant.

**NOTE:** Volunteers can make or break a conference.

Volunteers should make arrangements to attend one of a few offered scheduled volunteer seminars at the conference center just prior to the conference starting. They should be given information pertaining to the history of what is NUSA and how the conference will flow and who will be in attendance.

Recruiting works best by having a group, i.e. the Lions Club commit to volunteering for the handing out of the NUSA Conference bags. Or a Historical Society volunteer to collect and gather all the evaluations for workshop sessions. Or the ROTC volunteers to assist with the departing of the Neighborhood Pride Tours.

## 9. SPEAKERS – GUEST OR KEYNOTE

This Committee will be responsible for locating any Keynote or Guest Speakers who will be speaking during any of the social events, including meals. Speakers should always be focusing their information around issues that are important to neighborhoods. Lastly, the Program Development Committee, Chair should be included on the Host's proposed Keynote Speakers.

## **SECTION B: MAILINGS/COMMUNICATIONS**

**NOTE:** PRIOR TO ANY CORRESPONDENCE BEING USED, THE LOCAL COMMITTEE MUST CREATE A LETTERHEAD WITH BOTH THE NUSA LOGO AND THE LOCAL LOGO. THIS MUST BE SENT TO THE CHAIRMAN OF THE NUSA PROGRAM DEVELOPMENT COMMITTEE FOR NUSA APPROVAL.

### **SPONSOR PACKETS / LETTERS/COMMUNICATIONS**

This communication will be for all letters and sponsor packets from the log created by the Sponsorships Committee.

### **EXHIBITOR COMMUNICATIONS**

This communication will be for the promotion of the exhibitor's packets from the log created by the Exhibitors Committee. A log should be kept as to whom any correspondence was sent to with the date the mailing took place.

### **NEIGHBORHOOD PRIDE TOUR COMMUNICATION**

This communication will be for prospective neighborhoods to attend a meeting to discuss what is involved with hosting a neighborhood pride tour in order for the host to make a decision to commit or not. A log should be kept as to who was sent correspondence and to follow up via telephone prior to meeting to eliminate any local issues that may arise from "I didn't receive anything."

### **SAVE THE DATE**

This electronic mailing to take place by December 1<sup>st</sup> prior to the year of the conference. The NUSA organization will do this and the local host will be able to use this electronic mailing to promote their region for local participation.

### **REGISTRATION BOOK**

This communication will be to all who had attended the previous year NUSA Conference and the added names placed on the list from the NUSA Administrative Assistant. In addition, the Host City will want to include in this mailing list for those in the local region.

### **CONFIRMATION OF REGISTRATION**

The NUSA organization's registration program will automatically forward confirmation to those who register electronically. The NUSA Administrative Assistant will email the registration confirmation to those who chose to mail in their registration.

### **AFTER CONFERENCE FINAL REPORT**

A Final Conference Report shall be sent to all Conference Attendees within sixty 60 days from the last day of the conference. The Host will complete the final proof of the Conference Final Report in "Word" format. The NUSA Public Affairs will email blast the Final Conference Report. The Final Conference Report will, at a minimum, include the following:

- A listing of conference attendees with their names, city and state they are from.
- Summary reports on each of the conference workshop sessions to include the presenter's names and contact information. These should include at least the following: title, topic, purpose, method or type of presentation (small group, panel, slides, video, etc.), handouts distributed, main points, highlights of discussion and question/answers.
- A list of "Neighborhood of the Year" finalists and winners, including a summary of their project, contact name and address.

- A list of the “NUSA Who’s Who” winners, organizations or affiliations with contact names and addresses.
- A list of the “NUSA Best Neighborhood Program Award” winners, organizations or affiliations with contact names and addresses. An overview of the remarks made by panelists and / keynote speakers, with contact names and addresses.
- A copy of any resolutions passed by the membership at the Annual Membership Meeting.
- A list of current NUSA Board members and officers, along with their email addresses.

## **AFTER CONFERENCE THANK YOU COMMUNICATIONS**

This communication shall be provided to all who had contributed to the conference; volunteers, tour coordinators, presenters, sponsors, exhibitors, etc.

## **SECTION C: CONTRACTUAL OBLIGATIONS**

- NUSA Board of Directors
- Hotels
- Conference/Convention Center
- Bus Company
- Food Service/Caterer
- Audio Visual Vendor
- Exhibitor Space Set-Up Vendor
- Keynote Speaker[s]
- Entertainment
- Workshop Presenters

## **SECTION D: ROOM SET-UP (during the Conference)**

### **NEIGHBORHOODS, USA BOARD OF DIRECTORS MEETING ROOM**

This room is to have tables set up in a “U” configuration, with the open end for speakers and presentations. The open end of the “U” configuration should face the entry doors to the room. There needs to be a minimum of 23 chairs at the perimeter of the tables. The table that connects the “U” together at the bottom, is for the President, Vice President, Secretary and Treasurer. Elsewhere in this room there are to be a minimum of 20 chairs set up to allow for any of the membership to sit in on the Board of Directors meetings. This room should be large enough to allow 10’-15’ between Board of Directors area and membership sitting area.

This room must have electricity available for the Neighborhoods, USA Administrative Assistant to hook up for the recording of the Board of Directors meetings.

The room also is to have the American flag behind the area where the Executive Board members are seated. As you face this area, the American flag should be placed to the left side.

### **BANQUET HALL**

The banquet hall should have enough entrance space available to accommodate getting the participants in and out of that room within a ten minute time period.

This room is to have a stage that is 30” in height and the stage area (24’ wide by 12” deep) set up as follows; stage to be centered on the wall or partition that is behind, stairs on both sides, a lift or ramp to be accessible as the need arises. The

front of the stage should be aligned with a podium centered. The podium is to have a microphone that can be moved if necessary.

The stage area will require an American flag at the left side of the stage as you face the stage. State, local flags and the NUSA flag to be placed at the right side rear of the stage as you face the stage area. The back of the stage area shall have pipe and drape of 8' in height. The NUSA Conference "Welcome" is to be hung on the pipe and drape. Host to furnish hooks and accomplish this task. .

For all of the Awards events two skirted table clothed table (8' long) shall be placed at the rear of the stage to be used during award presentations. No chairs are required for this table.

The banquet hall is to have a minimum of two large screens at each side of the stage, which would include appropriate lighting on the podium area so that projected speaker will show up well on side screens, a projector and the staff needed to operate it. NOTE: these screens to be placed away from the stage to the outside perimeter of room to allow the folks in the first row at the outside perimeter to be able to view.

Banquet hall will need necessary equipment and operating staff to maintain appropriate volume limits as needed.

Space between stage and first row of tables should allow for folks to sit comfortably. The table set up is usually rounds that seat eight or ten. If numbers of participants are low, then banquet hall tables should be set up so those seated are all able to face the stage, crescent style.

The front row tables shall be used for any "Reserved" spaces needed during the conference, i.e. participants from the awards judging, etc. Appropriate signage for the requested number of seats/tables is required.

Lighting for this room should be appropriate to not become a safety issue and to allow for the stage area to be the main focus once participants are seated, with a spotlight directed at the podium.

### **NEIGHBORHOODS, USA CONFERENCE SOCIAL EVENTS / MEALS**

Any receptions with food or buffet meals should be set up to allow for enough serving lines to accommodate the number of participants that will require getting through the food line area in an appropriate amount of time. This will vary based on the number of registrants participating in the conference. Host Entity coordinator will check with the appropriate Board of Director as we near the start of the conference.

### **NEIGHBORHOODS, USA WORKSHOP PRESENTATION ROOMS**

The workshop rooms, in general, should be set up theater style with an aisle on each side and down the center.

The front of the room should be set up with one skirted table with a minimum of three chairs and a podium to the right of the table (viewing from the entrance of room). Water and glasses should be supplied at presenter's tables.

Other equipment in the rooms should be as follows; a table / cart for participants to set up PowerPoint presentations, laptop, LCD projector, large screen, easel, pad, red and black markers, and electricity supplied for the previous mentioned equipment over to the table / cart where needed. If a workshop room is on the large side, a microphone will be required so that all participants can hear presentations easily.

Any workshop room needing to be set up differently will be notified to Host Entity coordinator prior to the start of the conference by the appropriate Neighborhoods, USA Board of Director.

## **NEIGHBORHOODS, USA GENERAL MEMBERSHIP MEETING ROOM**

The Banquet Room/Hall shall be used for the General Membership Meeting.

A podium with a microphone shall be centered on the stage with skirted tables on each side of the podium to accommodate the NUSA Board of Directors Executive Committee.

There is to be a minimum of one microphone on a stand placed on the main floor at the center of the stage to allow for the general membership to address the Executive Committee and room.

Dear Prospective NUSA Conference Host

Thank you for your interest in hosting the 44th Neighborhoods, USA Annual Conference on Neighborhood Concerns to be held in May 2019.

Enclosed is the Host City Bid Package. Please consider hosting this event to discover neighborhood best practices across the United States.

All submissions must be postmarked by April 07, 2017, and sent to the following address:

Jeri Pryor, Administrative Assistant  
Neighborhoods, USA  
PO Box 281  
Fort Lauderdale, FL 33302  
Phone: 954-999-0833  
E-Mail: [AdminAsst@NUSA.org](mailto:AdminAsst@NUSA.org)

Please use the outline in Exhibit # 2 (twenty-seven questions on three pages) and return the original plus copies by the due date. Cities submitting bids for 2019 will be invited to make a presentation at the Neighborhoods, USA Board of Directors Meeting, May 24, 2017, at the Hilton Hotel in Omaha, Nebraska.. All other reference materials should be distributed at the time of the presentation.

Should you have any questions about the Bid Package or the deadline, please contact Jeri Pryor.

Thank you in advance for your interest in hosting the 44th Neighborhoods, USA Conference on Neighborhood Concerns in 2019.

Sincerely,

Tige Watts  
President, Neighborhoods, USA





January, 2017

Dear City Leader:

Neighborhoods, USA (NUSA) would be honored to have you as a City Member and would like to express its appreciation for your support and commitment to neighborhoods. A City Membership would demonstrate that you recognize the value of establishing collaborative partnership with cities, and other organizations that advocate citizen participation in the governmental process. Your membership will further this effort by providing an opportunity for citizens, professionals, elected officials, and the private sector to come together to share experiences and knowledge for building stronger communities together.

I would also like to invite and encourage citizens from your city to attend NUSA's 42<sup>nd</sup> Annual Conference on Neighborhood Concerns. This conference will be held in Omaha, NE during May 24-27, 2017. Citizens from your community will have an opportunity to meet and interact with other citizens from across the United States, to develop solutions to unique concerns that impact cities around the world. The conference registration booklet will be available on the NUSA website in early 2017.

A City Membership of \$100.00 per year entitles you to a certificate representing your City as a member of NUSA along with five NUSA lapel pins and five newsletters. Five newsletters will be sent each quarter.

If you have additional questions, please contact:

Jeri Pryor, Administrative Assistant

Neighborhoods, USA  
PO Box 281  
Fort Lauderdale, FL 33302  
Phone: 954-999-0833  
E-Mail: [AdminAsst@NUSA.org](mailto:AdminAsst@NUSA.org)  
Or visit our web site: [www.nusa.org](http://www.nusa.org)

Thank you for your consideration and commitment to neighborhoods.

Sincerely,

Tige Watts, President  
Neighborhoods, USA (NUSA)  
Encl.: Registration Form



**NEIGHBORHOODS, USA**  
**(NUSA)**  
*Municipality Membership Form/Invoice*

Name of Municipality \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Yes, the Municipality of \_\_\_\_\_ would like to renew its Annual Municipal Membership to Neighborhoods, USA (NUSA). We recognize the importance of collaborating with the citizens of our Municipality, and is committed to creating an environment that is conducive to citizen involvement in the decision making process.

Enclosed is our Annual Membership Fee in the amount of \$100  
Electronic payment may be made at [www.nusa.org](http://www.nusa.org)

Please make payable to:     *Jeri Pryor, Administrative Assistant*  
  *Neighborhoods, USA (NUSA)*  
  *PO Box 281*  
  *Fort Lauderdale, FL 33302*

**Neighborhoods, USA (NUSA) is a non-profit organization, I.D.# 52-1184801**

**Please visit our website - [www.nusa.org](http://www.nusa.org)**



**NEIGHBORHOODS, USA (NUSA)**

**MEMBERSHIP INFORMATION AND APPLICATION FORM**

Neighborhoods, USA (NUSA), is governed by a 21 member board, elected by the Memberships are for staggered three-year terms. Membership for NUSA is open to any Organization, agency or individual that supports Neighborhoods, USA goals and pays Annual dues. Members receive the NUSA newsletter three times per year.

To join NUSA, fill out the application below and mail with a check for the appropriate annual dues amount to:

Jeri Pryor, Administrative Assistant  
Neighborhoods, USA  
PO Box 281  
Fort Lauderdale, FL 33302

- Individual Membership - \$50
- Municipality (City/county) - \$100
- Corporation/Business Membership - \$150
- Youth Membership - \$25

Membership Form/Invoice  
(please print clearly)

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**MUNICIPALITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**CHECK ONE:**

- |                       |             |
|-----------------------|-------------|
| INDIVIDUAL MEMBERSHIP | \$50 _____  |
| MUNICIPALITY          | \$100 _____ |
| CORPORATION/BUSINESS  | \$150 _____ |
| YOUR MEMBERSHIP       | \$25 _____  |

**Neighborhoods, USA (NUSA) is a 501(c)(3) non-profit organization**

**Tax I.D. # 52-1184801**

**Please visit our website – [www.nusa.org](http://www.nusa.org)**

**Electronic payment may be made at [www.nusa.org](http://www.nusa.org)**



## **NUSA AFFILIATE PROGRAM**

### **Neighborhoods, USA Affiliates**

In many regions of the country, Neighborhoods, USA is represented by affiliates that provide direct services at the community level. Neighborhoods, USA nationwide affiliate network is a dynamic and geographically diverse force of dedicated neighborhood leaders located in urban and rural areas across the country.

The affiliates are made up of people who actively care about building and strengthening neighborhoods. They are parents, professionals, lay persons, and others who share a commitment to preserving and strengthening neighborhoods.

#### **How Do I Become A NUSA Affiliate?**

Complete the affiliate application below and mail to Neighborhoods, USA at the below address. Upon approval a NUSA Affiliate agreement will be mailed to your organization leadership.

#### **How Much Does It Cost?**

There is no charge to become a NUSA Affiliate!



## ***AFFILIATE APPLICATION***

### **Organization Information:**

Name of Organization \_\_\_\_\_

Address used for Organization \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Web site: \_\_\_\_\_ E-mail: \_\_\_\_\_

How many members? \_\_\_\_ Of these, how many are current NUSA members? \_\_\_\_

How often does your organization meet? \_\_\_\_\_

Does your organization publish a newsletter? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how often do you publish a newsletter? \_\_\_\_\_

### **Primary Contact Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Day Ph #: \_\_\_\_\_ Eve. Ph#: \_\_\_\_\_

### **Secondary Contact Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Day Ph #: \_\_\_\_\_ Eve. Ph#: \_\_\_\_\_

**Upon completion, please mail to:**

**Jeri Pryor, Administrative Assistant  
Neighborhoods, USA  
PO Box 281  
Fort Lauderdale, FL 33302**