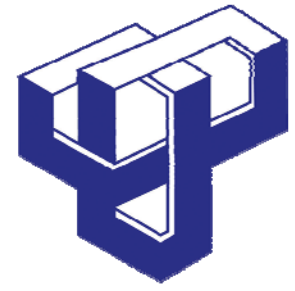


# NACURH 2013

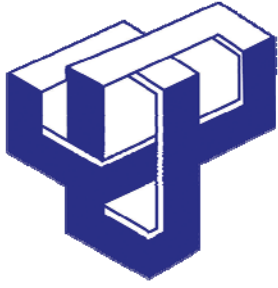
## Bid Information



Conference bids for the NACURH 2013 National Conference will be presented to the National Board of Directors (NBD) at this year's National Conference at the U. of Colorado-Boulder, June 1-4, 2012

### NACURH 2013 Timeline:

- All information about the bidding process for NACURH 2013 can be directed to Kenrick Ali, the NACURH Conference Resource Consultant (CRC) via e-mail or phone ([kenrick.ali@sjsu.edu](mailto:kenrick.ali@sjsu.edu); 408-795-5622). The CRC can also send schools past copies of bids and Wrap Up Reports upon request.
- Schools are encouraged to read through the NACURH Policy Book (Conference Section) for bid requirements and NACURH conference policies. The Policy Book is located at: <http://www.nacurh.org/documents.php>
- **On or Before October 20, 2011** – Information provided to member schools through NACURH website and regional list-serves.
- **December 1, 2011–11:59PM (Pacific Time)** – Pre Bid (PDF format) due at: <http://www.nacurh.org/submit/> and NACURH 2013 Application submitted to the CRC via e-mail.
- \* *Note: Pre Bid is NOT mandatory to submit a final bid to host the conference. The purpose of the Pre Bid is to provide the NBD with a rough draft of your bid for feedback in preparation for a final bid.*
- **December 3, 2011** – Confirmation e-mail sent by CRC to schools submitting Pre Bids.
- **January 2-7, 2012** – NBD meets at Semi-Annual Conference and reviews Pre Bids.
- **January 31, 2012** – Schools that have submitted Pre Bids receive feedback about their bids from CRC.
- **Before April 15, 2012** – Schools should contact the CRC to receive a copy of the Host School Acknowledgement Form to include in their final bid.
- **April 15, 2012** – To successfully be considered to host NACURH 2013, the following must be submitted:
  - The NACURH 2013 Application – If you have not already submitted.
  - Formal letter of intent to bid (can be part of bid)
  - Original, signed copies of the Host School Acknowledgement form (mailed)
  - Copy of Insurance Policy or Certificate of Insurance
- **April 19, 2012** – Confirmation/ Disqualification e-mail sent to schools by CRC after verification that bid has met NACURH Policy requirements.
- **April 22, 2012** – CRC contacts bid teams in regards to final presentation specifics (room size, practice time, technology needs, presentation date and time, NACURH 2012 Shadowing, transition meeting time, etc.)
- **May 1, 2012-11:59PM (Pacific time)** – One hard copy of Bid sent to CRC no later than this date (postmarked). Conference Bid submitted to the NACURH Website at: <http://www.nacurh.org/submit/>
- **June 1-4, 2012** – Present bid at NACURH 2012 at the University of Colorado-Boulder.  
\* Note, practice times must be adhered to. The CRC will make contact before presentation to check in.
- **July 2, 2012** – Feedback given to all Bid Teams.
- **Please, do not contact the NACURH 2012 office/staff about the bidding process. All inquiries are to be made to the CRC ([kenrick.ali@sjsu.edu](mailto:kenrick.ali@sjsu.edu); 408-795-5622).**



# **NACURH 2013**

## **Bid Information**



Please complete the following items for your bid to be considered.

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

**School Name:** \_\_\_\_\_

**Region:** \_\_\_\_\_

**Conference Theme:** \_\_\_\_\_

**Proposed Conference Dates:** \_\_\_\_\_

**Actual Conference Dates (completed by CRC):** \_\_\_\_\_

**Bid Chair Name:** \_\_\_\_\_

**Bid Chair Phone Number (Cell Phone Preferred):** \_\_\_\_\_

**Bid Chair Phone Number (from April 15-May 30):** \_\_\_\_\_

**Bid Chair E-Mail:** \_\_\_\_\_

**Bid Advisor Name:** \_\_\_\_\_

**Bid Advisor Phone Number:** \_\_\_\_\_

**Bid Advisor E-Mail:** \_\_\_\_\_

**Conference Resource Consultant Contact Information:**

Kenrick Ali  
Assistant Director for Staff and Leadership Development/NACURH CRC  
One Washington Square – UHS  
San Jose, CA 95192  
Phone: 408-795-5622  
Fax: 408-795-5678  
E-Mail: [kenrick.ali@sjsu.edu](mailto:kenrick.ali@sjsu.edu); [crc@nacurh.org](mailto:crc@nacurh.org)