



Washington State Trails Coalition Conference 2018 Host Community and Conference Venue Request for Proposal

Help Washington State's recreation advocates and leaders find the path to your community: Host the 2018 Washington State Trails Conference! Every two years, the Washington State Trails Coalition (WSTC) brings 300 trail advocates and agency leaders together for two days of networking and information sharing. Conference speakers and participants from across the state gather to inspire and inform users and providers about trails – including equestrian and stock trails, pedestrian, bicycle, ski, and snowshoe trails, snowmobile, motorbike, and OHV trails, plus water, canoe and kayaking trails.

WSTC is now accepting proposals from communities who wish to host the 2018 Conference. WSTC needs 1) a Host Committee to assist with conference preparations and 2) a venue to host the conference.

A successful proposal rests on the identification of a willing and eager Host Committee, typically comprised of three to five individuals from your area's trail advocacy groups and/or parks & recreation departments. The Host Committee enhances the conference experience by providing the vital link with the local community, including its various trails groups, to best provide facilities and activities for the conference. A successful proposal rests also on the identification of a willing and eager conference venue that can meet the conference requirements below.

Washington State Trails Coalition Conference Venue Requirements

Scheduling: Conference is traditionally held in mid-to-late October over a weekend. It is all day Friday and Saturday, with a Thursday evening social reception and Sunday morning educational field trips.

Facility: One large meeting room for plenary sessions and 3-5 smaller meeting rooms for breakout sessions. We prefer that all meeting rooms be in the same facility, but breakout rooms within a very short walking distance could be acceptable. Lodging for our attendees need not all be in the same facility as the meeting rooms, but will need to be within easy walking distance.

Capacity of plenary room: 300 people seated banquet style (round tables)

Capacity of breakout rooms: 60-100 people seated theater style

Dining room capacity (can be same room as plenary): Up to 300

Exhibition space: Central location, high traffic area for displays – room for approximately 15 six-foot tables, with abundant electrical outlets and WIFI connectivity for displays.

Catering service: Tentatively 2 lunches, 2 breakfasts, and 1 dinner served in the dining room, plus 4 breaks with coffee and water service and light snacks served near the plenary room. Vegetarian and allergen-free meal options requested.

Preferred amenities/services: Trails within walking distance, free parking, free Wi-Fi access, table skirts and linens provided for exhibition space tables, podiums and microphones, stage for plenary room,



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in-house a/v support, projector screens for each room (ideally two in the plenary room) and digital projectors (can be rented/loaned).

Lodging: private rooms, meets government standards, including per diem rates, or provides bulk room rate discounts.

Washington State Trails Coalition Conference Host Committee Requirements

Responsibilities

The Host Committee provides a vital link with the local community and plays a critical role in facilitating local logistics for the WSTC conference. The Host Committee helps the WSTC Board negotiate meeting room venue, lodging, and catering logistics, assists with sponsorship solicitation, and showcases local trail resources by coordinating pre and post-conference educational field trips.

Tasks

The Host Committee develops the proposal including facilities information on conference venues and menu options (i.e. choices, costs, floor plans, etc.) and provides recommendations so the WSTC Conference Committee / Board can make informed decisions. The Host Committee plans a variety of pre and/or post-conference field trips including logistics, costs, transportation, equipment needs, registration, insurance, etc. The Host Committee may assist in planning a social reception separate from the main conference proceedings. This may require the Host Committee to secure additional funding/sponsorship, location, catering, speakers/entertainment, etc. The Host Committee puts together “Welcome” bags with information and swag from the local community.

Commitments

Designate a Host Committee chair/liaison to participate in WSTC Conference Committee / Board regular meetings beginning about nine months (January 2016) before the conference. These meetings are usually monthly but may need to be held more frequently as needed (e.g. as the conference date gets closer). The Host Committee chair/liaison helps ensure assignments are completed.

Would you like to bring the energy and enthusiasm of the Washington State Trails Conference to your community?

Please complete and submit the following request for proposal by 5 p.m. on April 15, 2017. Proposals will be reviewed by the WSTC Board and Host Selection Committee Volunteers. We hope to select a host community in May 2017. You may direct questions and submissions to info@washingtonstatetrailscoalition.org.



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2018 Washington State Trails Coalition Conference

Host Community Proposal

Name of your community:

Proposal contact (Name, Title, Email, Phone):

Nearby trails, include trail type (walk, bicycle, canoe, etc.) and location:

Prospective host committee members (identify lead):

Describe in detail how hosting this conference will help meet the needs of your community:

Name(s) of venue for meeting rooms:

Venue contact information:

Estimated venue rental costs:

Extra fees (a/v, parking, Wi-Fi, etc.):

Estimated food service cost per person:

Estimated lodging rates:

Lodging (if separate) contact information:

Describe in detail how the proposed venue(s) in your community will meet the needs for WSTC 2018 conference, as described in the Conference Requirements listed above: