

REQUEST FOR PROPOSALS TO HOST the Alberta Association of Police Governance (“AAPG”) Annual General Meeting and Conference

Spring 2020

A. Background

The AAPG Board of Directors (“Board”) invites proposals for the two (2) day Annual General Meeting and Conference (“Conference”) to be held in **April or May of 2020**.

The AAPG Conference program provides training sessions, panel discussions and plenary presentations to further the professional development and networking opportunities of its members and all those with an interest in police governance and oversight in Alberta. Additionally, Conference attendees should be engaged in the history of the Host community.

The Annual General Meeting & Conference historically attracts between 80 – 115 participants, including representatives from all across the province. AAPG strives each year to expand the attendance and thus the knowledge and collaboration at the Conference.

AAPG has a practice to ensure that its Conference is held in various locations in Alberta, rotating between smaller communities and large communities. The 2020 conference is scheduled to be held in a smaller community of population less-than 50,000.

AAPG would like to invite communities of 50,000 or less population from around the province to Host the 2020 Conference and showcase their cities/towns and local area.

Proposals must include all of the requested information and will be considered on all aspects of the proposal.

B. Deadline & Approval Timeline

2020 Host proposals will be accepted **until Friday March 8th 2019**. The Board will review all proposals and determine the Host at the March Board meeting. All applicants will be notified whether their proposal was successful or not and, at the acceptance of the community, may be considered for a future Conference. The selected Host will be announced to the membership at the 2019 AGM and Conference.

C. Proposal Content Requirements

Proposals must include a cover letter summarizing your interest in hosting the Conference, why your community is a suitable venue for the Conference and why AAPG should select your community as our next Conference location.

Please include the name/s of quality Conference venues in your community, matching those needs in Appendix A, item 1.

Also please describe your community local attractions or activities that may be of interest to conference attendees (such as special events scheduled during weekend of April and/or May), **and**.

D. Submission Requirements

Electronic proposals must be sent by email to **admin@aapg.ca**.

E. Promise to Provide Assistance

While primary conference organization will be completed by AAPG, AAPG expects that the successful host community will provide assistance, if requested, in addition to financial sponsorship of a conference event, such as dinner wine or networking social. See Appendix A for details.

F. Incomplete or Invalid Proposals

AAPG reserves the right to reject, in part or in whole, incomplete or invalid proposals. AAPG may request additional information to assist with its review and evaluation of proposals.

G. Questions

AAPG is available to answer any questions you may have about the proposal process or conference requirements.

Please direct all questions to AAPG’s Executive Director at admin@aapg.ca or 587-892-7874.

Appendix A

AAPG Conference Hosting Specifications

Thank you for your interest in hosting the Alberta Association of Police Governance Annual Conference and Annual General Meeting! Below you will find some helpful information to consider as a potential host. The large majority of these decisions are finalized between AAPG and the host, after selection.

AAPG will work closely with your determined coordinator/s to ensure we collaborate on rolling out a conference which reflects the strategy and budget of AAPG, while also showcasing your community. This includes **flexibility** on the typical Host roles (below), collaborative selection of conference dates/times and actual duties, all in an effort to take our two visions and create an exciting experience for our mutual guests.

Host Roles:

1) Conference location recommendations (2 or 3 options for AAPG to select from)

- Quality hotel onsite or adjacent to venue (preferably onsite), with block of rooms (approx 60) held for conference attendees (conference attendee discount is preferred) for Thursday through Saturday nights.
- Main room should seat 100 to 200, with a breakout room (or rooms - two will be required if lunch service setup is required in main room) seating 40 to 80 (one room smaller is ok, only if we have two rooms).
- Friday & Sat venue (hotel/conference center) coordinator availability for all rooms and service.
- Restaurant onsite, but if not, venue must provide approved caterer option/s (quality and pricing of catering may influence venue selection).
- Audio Visual services; including wifi, presentation screens, projectors, microphones, podiums (preferably included in venue pricing, if not – then detailed pricing disclosed)

2) Host a Social or Event and recommend Activities:

a. For Friday Evening Banquet: This event is a social event and one opportunity to showcase your Committee, Commission, Police Service and/or City/Town. Event could (but not limited to) include:

- Drinks and tour at important local monument/museum or attraction, or
- Police Governance related fun activity with drinks (such as firing range, though special insurances may be required), or
- Music or show by local artist, with host bar (one drink provided only, additional drinks at attendee cost), and
- Mingling of City special guests, or your Commission/Committee members, Chief and Executive at the event.

b. Suggest a tour or activity add-on for those attendee's who arrive Thursday night or stay Saturday night. This is something the City or your Economic Development or Tourism Destination group might host – exposing your City/Town to our visitors from other areas of the Province. ***These two events are not typically at the cost of the Host, the cost is an add-on to conference registration, however, occasionally a community may cover whole or part of the cost.

c. Acquire a short-list of activities, with expected pricing, the Guests/Spouses of attendee's can visit/enjoy Friday afternoon and Saturday. Some communities have a local tour company who prepares an advanced package that can be offered as a conference add-on.

3) Provide local Piper for conference opening, local First Nations Elder for Smudge & Blessing, and City Mayor, Police Chief or Committee/Commission Chair (or all) to deliver the Welcome address to conference guests.

4) Provide promotional items for conference attendee bags.

Typical promotional items; Police Service, Committee/Commission and City/Town items. Other hosts have also reached out to nearby small communities with opportunity to provide branded goodies for the bags. Pens, paper pads, tourism guide, bottled water/water bottles, candy/gum, first aid kits, lint rollers, magnets, t-shirts, golf accessories, etc...

5) Option to assist in collection of silent auction donations.

We will be sending out requests for donations, but if you have donor outreach for Alberta-wide products, it increases the number of items we can offer attendees.

6) Option to provide one or more of the speakers/presenters. (Someone local, interesting and relevant).

7) Provide options for local charity (crime reduction relevant?) in need of donation (AAPG donates on behalf of speaker gifts).

AAPG Roles:

Make final confirmations/sign contracts, payment for deposits and venues.

Select and make payment for catering menu. Obtain liquor license, if needed, and obtain insurances.

Approve and supervise Host activities or events. If you would like to host an event other than simply drinks, but uncertain what or how, AAPG will discuss a vision with you and complete the legwork within your budget.

Coordinate with your speaker/presenter – if applicable

Coordinate with your City or Tourism office, as recommended by Host.

Coordinate transportation, as needed.

Facilitate and supervise whole conference and guest events.

Prepares conference marketing materials, facilitate all registration and payment.

Additionally AAPG facilitates:

- Special Provincial guests, such as Lieutenant Governor and Minister of Justice Solicitor General.
- Posts conference and community information on AAPG website, before and after conference.

We look forward to viewing your vision for an amazing conference in your City/Town! We do majority of the work and your community is placed in the spotlight!

Feel free to contact us with any questions at admin@appg.ca or 587-892-7874