



Guidelines for

Bidding on and Hosting

a

Business Meeting

In a Year when there is no other

Conference

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Introduction

If there is a year in which no National Conference is scheduled, a Business Meeting consisting of a Board Meeting and a Delegates' Meeting must still be held. Preferably, this will be accomplished as part of a Regional Conference if one is scheduled. If not, a separate Business Meeting will be held at a member Zoo/Aquarium.

As part of a Regional Conference, AZAD will provide you with funds to cover the costs of the Business Meeting. These will include (if applicable) Room Rental, AV costs, Refreshments and Buses if needed. These costs must be approved by the Board.

Considering a Bid

To consider a bid to host a Business Meeting that is not part of a National or Regional Conference:

1. Your zoo/aquarium must be an active Organizational member of AZAD.
2. The meeting chairperson must be an active individual member of AZAD.
3. The meeting chairperson must have attended at least one AZAD conference, national or regional.
4. Have the commitment of your docent/volunteer organization.
5. Have full support of your zoo/aquarium staff and support organizations
6. AZAD will provide you with funds to cover the cost of the Business Meeting. These will include (if applicable) Room Rental, AV costs, Refreshments and Buses if needed. These costs must be pre-approved by the Board. If you choose to include a Zoo Visit or meals, the cost of these should be covered by a registration fee.

Request to Host a Business Meeting

- 1, Requests to host a Business Meeting are made at least one year in advance.
2. Requests are accepted in writing via e-mail to the Director-Conference Advisory. See current *Symbiosis* issue for contact information or e-mail Advisory@AZADocents.org.
3. Requests should include the following:
 - confirmation that you have full support of your zoo/aquarium staff and support organizations
 - proposed hotel venue and tentative room rate
 - potential dates of meeting (suggest Delegates Meeting on Friday evening with optional activities on Saturday)
 - your maximum attendance number
 - suggested registration fee
4. The Director-Conference Advisory will review your request with the Executive Board for approval.

Preparing a Request to Host a Business Meeting

1. Seek approval from your organization to pursue your request to host.
2. Attendance is estimated to be 50-100.
3. Choose a weekend date that does not interfere with major religious holidays or AZA meeting.
4. Contact local hotels for a tentative room rate for the dates you are proposing. Do not sign a contract with any hotel at this point, but do get in writing from the hotel the proposed room rates and other details discussed.
5. Submit your request to the Director-Conference Advisory.

Upon Approval from AZAD to Host a Business Meeting

1. AZAD will offer assistance funds of \$1000 towards expenses of the Business Meeting when the request to host is approved by the Board. Any additional funds from AZAD will be determined by expenses incurred for the Business Meeting with the approval of the Board.
2. Schedule the meeting date, to be approved by the Director-Conference Advisory.
3. Contact the hotel to secure conference dates and room rates. All hotel accounts should be in the name of the host organization.
 - secure block of rooms
 - secure meeting room, whether this be at the hotel or your zoo/aquarium
4. The Director-Conference Advisory will request periodic updates from the host Meeting Chair regarding the progress and content of the meeting plans.
5. Optional activities are at the discretion of the host committee. These may include:
 - a Zoo/Aquarium visit
 - inclusion of a continental breakfast
 - a meal (luncheon or dinner) with or without a program
 - pre or post tour
6. The meeting registration details and program are to be shared with the Director-Conference Advisory before the meeting details are announced in *Symbiosis* or prior to any mailings.
7. Suggested registration cost for a Business Meeting will depend on the optional activities chosen in #5 above. Registration fees should reflect the cost of these activities and not include the cost of the Business Meeting itself. The registration fee will be presented to the Director-Conference Advisory for final approval by the Board.
8. In the registration materials, include information on other local attractions that might be of interest to attendees.

9. Registration will be open to all delegates and to a limited number of other interested individuals. (The maximum number of attendees may be set by the hosting zoo/aquarium.)
10. AZAD will announce and publicize Business Meetings through *Symbiosis* and the AZAD website. The host docent group may also publicize the Business Meeting by distributing literature at a national or regional conference prior to the meeting or by mailings. Contact the Director-Conference Advisory to discuss publicity plans.
11. Registrations will be through the host organization website or by mail using a Registration form which can be obtained from the host organization. Information for obtaining such forms will be found on the AZAD website and in *Symbiosis*.

Suggested Schedule for Business Meeting

- Friday evening – Delegates Meeting
- Saturday – Optional Activities
- Board Meetings on Thursday, Friday and Saturday afternoon

Budget Guidelines

If you choose to include Optional Activities, the following are suggested budget guidelines to be used in determining a registration fee:

- Zoo/Aquarium Visit \$10
- Luncheon \$20-30
- Bus (if needed) \$10
- Continental Breakfast \$10

None of the registration fee is to be used for the purchase of alcohol.

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