



National Radiological Emergency Preparedness Conference, Inc.

P.O. Box 4393, Baton Rouge, LA 70801 ♦ Ph: 225-219-3621 ♦ FAX: 225-926-1903
www.nationalrep.org

General Guidance for Bidding to Host An Annual Conference

The Mission of the National Radiological Emergency Preparedness (REP) Conference is to provide a professional forum for individuals involved with radiological emergency preparedness programs to gather in the spirit of continuous self-improvement to share program experiences, develop solutions to common challenges, and create innovative planning, exercising and training methodologies. Conference attendees typically represent local, state and federal agencies and the nuclear power industry.

Letter of Intent to Bid

The National REP Conference, Inc. Steering Committee encourages state emergency management or state radiological health programs to submit a formal letter to the Conference that states their interest in hosting the annual conference. This letter should be sent to the Steering Committee prior to the annual conference three years in advance of the proposed date. Included in this letter should be the specific year in which the state would like to host the conference, and the date on which the Conference steering committee should expect to receive the formal bid package. Also included in this letter should be the following information:

- 1) Specific information on the proposed host-state agency including a primary contact name, agency name, address, telephone, fax, and E-mail.
- 2) Details on any financial support that the host-state agency, nuclear power plants sited within that state, or other entity may be able to provide to the conference.
- 3) City within the state targeted for the conference.

The steering committee typically only accepts bids from the state agencies specified above. However, exceptions may be made to accept bids from federal or local agencies or other organizations involved in “REP” activities. It is the expectation of the Conference that in this situation, prior to submitting a bid, the bidding organization will inform and seek the cooperation of state emergency management and radiological health agencies. Under no circumstances will bids be accepted from local Convention and Visitor’s Bureaus.

Formal Bid Package

The intent of the steering committee is to have signed contracts with the hotel two years in advance of the actual conference. With this deadline in mind, the state should plan to submit the final bid package during the month of January two years prior to when the actual conference would be held (Conferences are typically held in the month of April).

The bid package should include the following information:

- 1) Specific information on the proposed host-state agency including a primary contact name, agency name, address, telephone, fax, and E-mail.
- 2) Commitments on how many staff persons will be supplied by the host state agency in support of the conference (Host state staff are utilized for working registration tables, audio/visual-computer support, overseeing programs for spouses/guests, and for other tasks in support of the conference.).



General Guidance for Bidding to Host An Annual Conference (*cont.*)

- 3) Specific details on what types of equipment the host state will be able to provide in support of the conference (for example: number of laptops, number of PowerPoint® projectors, number of microphones, etc.). The conference may also rent these types of items from the hotel or from an audio/visual provider in the city, but anything that can be provided by the host state is a benefit. Please include audio/visual price list for each hotel package submitted.
- 4) Details on any financial support that the host-state agency, nuclear power plants sited within that state, or other entity will be able to provide to the conference. Contact information for individuals within the organization(s) providing financial assistance should be included.
- 5) Specific city within the state that is targeted for the conference. City must be serviced by a major airport. Details about transportation options from the airport are desired. Details about the city and what it has to offer to visitors are also desired.
- 6) At least two proposed hotels within the city (see below for specific hotel information required).
- 7) Information on options for the “Night Out” activity.

Lodging Accommodations

In order to provide the National REP Conference Steering Committee as much negotiating power as possible, it is recommended that the chosen state have a minimum of two lodging facilities to consider for hosting the Conference. Following is the information which is desired for each hotel considered:

- 1) Hotel must be willing to offer current government per diem or less on the sleeping rooms for attendees.
- 2) Hotel must be capable of lodging approximately 350 – 400 persons.
- 3) It is desired that hotel be located in a safe location where attendees can walk to restaurants, shops, places of entertainment, etc. Ample restaurants (of various types) should be within reasonable walking distance.
- 4) Hotel must have overflow facilities within close proximity for the same rate or lower.
- 5) Hotel must have a meeting room large enough for plenary sessions of the conference seating 350+ individuals classroom style.
- 6) Hotel must have an additional meeting room with controllable access of sufficient size to hold at least 25 vendor booths. There should also be sufficient space for break refreshments to be served in this area. Vendor booths are typically 8-10 foot tables. Electrical service may be required at some booths.
- 7) Hotel must have at least three additional meeting rooms for breakout style sessions, which will seat a minimum of 100 individuals theatre-style, each.
- 8) Hotel must be able to provide these meeting rooms without charging a rental fee.
- 9) It is desired, but not required, that hotel also have an additional meeting room large enough to seat 350+ individuals at round tables for the luncheon (NOTE: If circumstances require it, use of the same meeting room as the plenary sessions of the meeting may be approved.).
- 10) Hotel must be willing to provide a complimentary Presidential Suite to the Conference Steering Committee. Hotel must be willing to provide one or more additional complimentary Junior Suites to the Conference Steering Committee.



National Radiological Emergency Preparedness Conference, Inc.

P.O. Box 4393, Baton Rouge, LA 70801 ♦ Ph: 225-219-3621 ♦ FAX: 225-926-1903
www.nationalrep.org

General Guidance for Bidding to Host An Annual Conference (*cont.*)

- 11) It is desired, but not required, that the hotel also provide VIP upgrades to the rooms for the Conference Steering Committee members.
- 12) Hotel must have these facilities available for the National REP Conference to be held in the month of April. Exceptions may be made to hold the conference in the last two weeks of March or the first two weeks of May. The National REP Conference will not be held on conflicting dates with the annual Conference of Radiation Control Program Directors (CRCPD) meeting, or the weeks immediately preceding and following Easter Sunday. It is also strongly desirable that the conference be scheduled to avoid the National Hurricane Conference or Fire Department Instructors Conference (FDIC).

Schedule for Meetings at Conference

The typical schedule for meetings at the National REP Conference is as follows (schedule may vary):

Saturday and Sunday:	National REP Steering Committee will meet. Conference room should be available at the hotel for these meetings to comfortably accommodate 20 people. This room will also be used as an office by the Steering Committee throughout the week.
Monday:	Training workshops will be held. Three breakout meeting rooms will be needed large enough to hold 100-150 individuals theatre-style.
Monday evening:	Steering Committee will host Speaker's Reception in Suite.
Tuesday, Wednesday, & Thursday	National REP Conference plenary and breakout sessions will be held.
Tuesday Luncheon	National REP Conference Luncheon is on Tuesday.
Wednesday Night Out	National REP Conference Night Out activity is on Wednesday evening.

Food and Beverage

A continental breakfast and break refreshments in the a.m. and p.m. are typically served on Tuesday, Wednesday, and Thursday during the conference. Luncheon is served on Tuesday only. Hotel may be requested to cater other social events. A catering menu price list with each hotel package must be provided.

National REP Conference Contact Information:

Mailing Address:	National Radiological Emergency Preparedness Conference, Inc. P.O. Box 4393 Baton Rouge, LA 70821
Telephone:	(225) 219-3621
FAX:	(225) 926-1903
Internet:	www.nationalrep.org