

Region 3 Summit Bid Guidelines

1. Bids

Bids will be solicited from any Region 3 Chapter or Group of Chapters or Subgroup that would like to host STARFLEET Region 3's Annual Summit. This is a members conference for all Region 3 staff and chapters, as well as a fun, social time and learning experience for our members and guests. If no viable Bids are received (see Section 4 for a schedule of the Zones for Summits), the bidding will be opened to any chapter or the Regional Staff. Bids need to include ALL of the following information:

- Dates and location of the conference.
- Commitment letter or proposed contract from host hotel indicating that the conference dates are "penciled in" until August 1 of the year prior to the Summit.
- Flyers or brochures outlining/picturing the hotel facilities.
- Hotel rates, how many rooms can be blocked (if blocking is available), and reservation deadline, if any.
- Meeting room breakdown/chart.
- Banquet/catering menu package.
- Signed commitment letter from Host Committee and name/contact information of Host Committee Chair stating that they understand their Responsibilities.
- Transportation information such as airport/train/bus connections.
- Description of theme (if one is chosen).
- Details on the charity or charities you wish to support from the proceeds of the Summit.
- Bid must include a minimum of 2 Summit packages for attendees: one without a meal and one with all dinners (multiple selections if more than one dinner). Description of all packages, including price and dates of price changes (if any).
- Projected Budget for the entire Summit. The RC can assist with this because the Region's budget is based on the income and expenses of Summit.
- Statement whether this is true: Handicap accessibility to all Summit events.
- Other information deemed necessary, such as details of the locality.

2. Deadlines & Contact Information

In order to host the Regional Summit, all bids need to be sent to the Region 3 Regional Coordinator (rc@region3.org) and to the Chief of Operations (ops@region3.org) prior to May 1, in the prior year to the awarded Summit. For example, the bids for the 2015 Summit must be emailed by May 1, 2014.

If you cannot email it, you may mail it to the Regional Coordinator (“RC”) at the Region’s postal box:

Reed Bates
Starfleet Region 3
P.O. Box 1885
Round Rock, TX 78680-1885

3. Conference Date Requirements

The Summit should take place on either the second or fourth weekend in June (best not on Father’s Day); however, May is also a viable month. The reason to set in June is so it does NOT conflict with other regional summits that take place around STARFLEET. This date can be moved if proper justification is submitted (such as price breaks, significant meeting space reductions, etc.). Do research on various calendars and check your proposed dates against convention dates in our Region so that there may not be much conflict with attendance. Some usual conventions that fall in June are ApolloCon in Houston, Texas, which is in our Region, or Trek Expo that some in our Region attend in Tulsa, Oklahoma. The Chief of Operations could also help poll the chapters to assist with conflicts in dates to see how many would be attending said conventions. This is just a cautionary statement. These days, there are conventions and events almost every weekend in every Zone in the Region, and the Region Summits have conflicted with these in the past and it turned out fine.

4. Conference Host

Hosting of the Summit rotates among the 5 Zones in the Region with one year open to any part of the Region. If a Zone does NOT have a viable chapter in their Zone, then that year’s Summit bidding is then made an open bidding period and any Chapter in the Region may then bid on that particular Summit, but it would be nice to have the location be in that Zone to keep the rotation going and give us the opportunity to see all parts of the Region. To find out which Zone your Chapter is in, please refer to the Region 3 Handbook Appendices.

The current schedule for the five Zones are:

2014: Zone 3 (Texas coast-Houston to Corpus Christi)

2015: Zone 4 (central Texas-Austin to San Antonio)

2016: Zone 5 (west Texas and the Panhandle)

2017: Zone 1 (north Texas-Dallas/Fort Worth)

2018: Zone 2 (Louisiana)

2019: Open for bid to entire Region.

5. Conference Facilities Requirements

Meeting Room Space Requirements:

- Main Events room that seats at least 100 people theater style with Audio/Video capability, head table, podium, great Internet/Wi-Fi, etc.
- 2 to 4 meeting spaces (2 rooms should seat 25 or more) for panels and small breakouts.
- Banquet room with rounds.
- At minimum, have water service in most major rooms or smaller meeting spaces. Optional to have coffee/tea service. This usually costs money so watch for that.

Proposed Schedule. Below is a quick list of required/suggested events. Use your imagination if you wish to try to fit in most, if not all of these events, and more. Also, see the example Summit Schedule beginning on Page 7 to assist you in program scheduling.

Friday:

- 1 room set up in classroom or rounds for 30-50 people
- Location for Regional Staff Meeting of 10-15 people, if needed, after dinner.
- Location for Hospitality Room, if any, or room for Friday Night Reception, especially if no Mess.
- Banquet Room for 50 for Brigade Dress Mess.
- Registration table starting around 5 p.m. to around 10:00 p.m.

Saturday:

- Place for PT with the marines.
- 1 room set up in theater for 100 for opening ceremonies in morning.
- 2 to 4 rooms set up in classroom or rounds for 15-50 in afternoon or other times. One of these rooms is used to the 3rd Brigade Muster and needs to be scheduled for approximately 2 hours.
- Banquet room for either a sit-down or buffet-style banquet serving 75-100 people. A buffet is preferable.
- Banquet room or other to continue on after banquet with R3 Annual Awards presentation, charity auction, dance, casino, social gatherings open as late as possible.
- Other considerations for space: Gold Press Latinum Tournament, Pie Toss, Bachelor/Bachelorette auction.

Sunday:

- Group Breakfast.
- 2 rooms set up in theater for 10-60 for non-denominational service, CCO meeting, other.
- 1 room set up in theater for 75 (some go home before) for closing ceremonies.

6. Hotel Facilities Requirements

Approximately 30-50 room-nights with a low-to-average room rate. (i.e., keep the room rates down, and more people will tend to come.) A room-night is one night of room rental. If a person stays 3 nights, then they count as 3 room-nights.

It is required that the hotel selected have handicapped rooms that meet ADA requirements.

7. Food and Banquets

It is a plus that there is a restaurant(s) on premises or at least within walking distance. But, there should be a restaurant(s) within a five-mile radius of the hotel.

See the Third Brigade OIC and his staff for Friday night Mess requirements. However, if the Third Brigade doesn't want to have a mess, then you may have a dinner on Friday Night as a group at a local restaurant. This restaurant needs to be close to the Summit site, relatively inexpensive and able to handle reservations of up to about 40 people. If it's a buffet restaurant, ask if they have a room to reserve. If it's not a buffet, ask if they have a room to reserve. Otherwise, consider being seated in groups of 4 to 10, but somewhat close to each other. This is not a mandatory event. If a suitable restaurant is not available, don't let this keep you from bidding!

Saturday evening Banquet: It is required to have a banquet on Saturday evening. You need to arrange for a large room for either a sit-down or buffet-style banquet, serving 75-100 people, sitting in rounds. A buffet is preferable most times, but plated also works, and is some times less expensive. Decide whether the banquet will be formal or casual or in between, and the dress code you desire, if any. We usually arrange for a cocktail hour with a bartender an hour before the banquet, unless the hotel has its own bar near the banquet facilities. If you want a cash bar, then the bartender and ticket taker should work during the banquet and for an hour or two past the banquet, for minimum 3 hours.

8. Awarding of Bids

The Bids will be studied and discussed between the Chief of Operations and the Region 3 RC. Questions will be asked and answered by the Host Committee. The Chief of Operations will submit the Bids to the entire Regional Staff which will come up with a recommendation, if more than one bid is placed. The best Bid will then be recommended to the R3 CCO for a vote.

The Bid Hotel will be contacted to discuss various contracts, proposed meetings, dates, etc. to confirm the Bid information supplied. The Bid that is selected will be the one that best reflects the affordability/functionality that a Summit requires. The Region reserves the right to not select a submission if bids are not in the best interest of the Region and its members.

The location announcement will be made at Summit the year prior to the year of the Summit being bid upon. Flyers for the next year's Summit will need to be ready for distribution by the current year's Summit. Also, prepare to receive Registrations at the Summit after it is announced.

9. Responsibilities - Region 3 Chief of Operations

It is the responsibility of the Region 3 Chief of Operations to oversee the bidding and bid selection process for the Summit in conjunction with the current Region 3 RC. The Region 3 Chief of Operations is primarily an advisor to the Region 3 RC and the Host Committee, and is charged with helping remove barriers that might be hindering the management of an effective Summit.

Depending on their level of experience in running conventions and/or Summits, some host groups may require more help with the Summit planning/hosting process. In these cases, the Region 3 Chief of Operations is available to help with initiatives that the Host Committee and/or Region 3 RC deem necessary. This will be decided on an “as-needed” basis by the Region 3 RC, Region 3 Chief of Operations, and HCC for each Summit.

Host groups are encouraged to try new things. Don’t feel like you are not allowed to innovate! However, keep in mind that the primary purpose of the Summit is to take care of Region 3 business and to promote camaraderie among the members. As possible, it can be a recruiting event for Region 3 and the local groups, but only insofar as it doesn’t interfere with Region 3 business and fun.

10. Responsibilities-Host Committee Chair (“HCC”) and Host Committee (“HC”).

It is the responsibility of the HCC to oversee the running of the entire Summit. This includes all local negotiation with hotels/activities, all manpower planning and any other aspect of the local Summit planning.

The HCC will be expected to keep in contact with the Region 3 RC and Region 3 Chief of Operations in a reasonable fashion and timeline. A meaningful status report of outstanding and completed items will be required, and must be maintained between the HCC, Region 3 RC, and Region 3 Chief of Operations. This communication is expected to be light at first, but to increase in frequency and detail as the Summit approaches. Monthly communication is expected beginning at least 6 months before Summit, along with scheduled “meetings” either in IM, email, or over the telephone/Internet. More frequent meetings/reports, possibly weekly, will be expected starting 3 months before Summit.

11. Finances

All Summit income and expenses are Region 3’s. All Summit finances are to be run through the Office of the Region 3 RC. Only those expenses that are on the Summit budget will be reimbursable as long as receipts are submitted and as long as the amount is not over 20% over the budgeted amount. If the HCC feels an expense is necessary but either not in the Budget or is over 20% more than budgeted, you must call or email a member of the Regional Finance Committee (the RC, Regional Finance Officer, or Chief of Staff) and get approval first before purchasing the item. If you don’t get permission first, you may not get reimbursed and you can consider it a donation to the Summit if you still wish to purchase said item.

Summit registrations will be sent to the RC, who will deposit into the Region 3 Account. Region 3’s Chief of Computer Operations will set up an online Registration form where the HCC or other designee will receive emailed copies of registrations and payments for their reports. In addition, the RC will download reports once per month by the 6th and send to the HCC for reporting purposes. The Regional Finance Officer will review, match up, and confirm income and expenses, in coordination with the RC.

12. Disagreement

Ultimately it is the Region 3 RC where the buck stops! Only the Region 3 RC is authorized to sign checks/spend money/sign contracts in the Region's name.

The Region 3 Chief of Operations is available as resource to advise both the Host Committee and the Region 3 RC, and may be called upon to mediate any disagreements that may occur. If there is a disagreement between Host Committee members or any Regional Staff member regarding the summit, then they should discuss it with the Region 3 Chief of Operations first. If no resolution can be found, then it is referred to the Region 3 RC.

13. Revision of These Guidelines

This document is a work in progress, because it hasn't been revised in quite some time. If you feel the guidelines need to be revised, please send suggestions to Region 3 Regional Coordinator (rc@region3.org) and to the Chief of Operations (ops@region3.org). We thank you in advance for your suggestions.

EXAMPLE SUMMIT SCHEDULE – PAGE 1

REGION 3 SUMMIT SCHEDULE

Friday June 25				
	Boardroom	Club Room	Audubon Room	OTHER Location
800				
830		Free Breakfast Buffet 6:00-9:30am		
900				
930				Golf Outing with the RC's Husband, Lloyd Bates (TBA)
1000				
1030				
1100				
1130				
1200				
1230				
1300				
1330				
1400				
1430				
1500				
1530				
1600				
1630				
1700	Registration Check-in/Hanging Out Near Lobby	Hotel free cocktail party w/ both "leaded and unleaded" beverages from 5 to 9p. Light snacks provided 5:00-7:00p.		
1730				
1800				
1830				
1900				
1930				
2000				
2030				
2100			Marine Dress Mess	
2130				
2200	REC Meeting if needed			
2230				
2300				Jeff Webb's Birthday Bash (TBA)
2330				
2400				

Legend:	
	= Food Events
	= Everyone Invited
	= Panels
	= Marines
	= R3 Groups Only

EXAMPLE SUMMIT SCHEDULE – PAGE 3

REGION 3 SUMMIT SCHEDULE

Saturday June 26						
	Club Room	Jean LaFitte	Breakout "B"	Breakout "A"	OTHER Location	
800	Free Breakfast Buffet 7:00-10:00AM					
830					Registration	
900						
930		Opening Ceremonies				
1000						
1030						
1100						
1130					Lunch provided by the REC	
1200						
1230						
1300		Split into Breakouts		CS Candidates Q&A	Day Trips – Children's Museum/Mardi Gras Museum/Other (TBA)	
1330						
1400				STAR Chaplains & Counselors		Marine Muster
1430				STAR SpecOps		
1500						
1530						
1600						
1630				XO's Meeting		
1700	Hotel free cocktail party w/ both "leaded and unleaded" beverages from 5 to 9p. Light snacks provided 5:00-7:00p.					
1730						
1800						
1830		Banquet, Cash Bar, Annual Awards, Final Mission & Charity Auction				
1900						
1930						
2000						
2030						
2100						
2130						
2200						
2230						
2300						
2330						
2400						

Legend:	
	= Food Events
	= Everyone Invited
	= Panels
	= Marines
	= R3 Groups Only

EXAMPLE SUMMIT SCHEDULE – PAGE 3

REGION 3 SUMMIT SCHEDULE

Sunday June 27			
	Club Room	Audubon Room	OTHER Location
800	CO & XO Breakfast at Buffet		
830			
900	Free Breakfast Buffet 7:00-10:00AM	Non-Denominational Service	
930		CCO Meeting	
1000			
1030		Closing Ceremonies	
1100			
1130			
1200			
1230			
1300			
1330			
1400			
1430			
1500			
1530			
1600			
1630			
1700	Hotel free cocktail party w/ both "leaded and unleaded" beverages from 5 to 9p. Light snacks provided 5:00-7:00p.		
1730			
1800			Group Outing to Dinner Possible
1830			
1900			
1930			
2000			Dead Dog Party
2030			
2100			
2130			
2200			
2230			
2300			
2330			
2400			

Legend:	
	= Food Events
	= Everyone Invited
	= Panels
	= Marines
	= R3 Groups Only

SUMMIT BID CHECKLIST

Your bid must include:

- Dates and location of the conference.
- Flyers or brochures outlining/picturing the hotel facilities.
- Hotel rates, how many rooms can be blocked (if blocking is available), and reservation deadline, if any, and reason why you believe it meets the Hotel Facilities Requirements.
- Meeting room breakdown/chart and reason why you believe it meets the Conference Facilities Requirements.
- Banquet/catering menu package for Saturday night banquet.
- Cash bar information, if any.
- Banquet/catering menu package for Friday night marine mess OR optional dinner location and details.
- Transportation information such as airport/train/bus connections.
- Details on the charity or charities you wish to support from the proceeds of the Summit.
- Bid must include a minimum of 2 Summit packages for attendees: one without a meal and one with all dinners (multiple selections if more than one dinner). Description of all packages, including price and dates of price changes (if any).
- Projected Budget for the entire Summit.
- Statement whether this is true: hotel has handicap accessible sleeping rooms.
- Statement whether this is true: Handicap accessibility to all Summit events.
- Commitment letter or proposed contract from host hotel indicating that the conference dates are “penciled in” until August 1 of the year prior to the Summit.
- Signed letter from Host Committee with name/contact information of Host Committee Chair stating that they understand their Responsibilities and are committed to hosting Summit if they win the bid.
- List of 5-10 closest restaurants with types of food and how far away.
- Other information deemed necessary, such as details of the locality.

Optional, but encouraged:

- Description of theme (if one is chosen).
- Proposed schedule of events.
- List of other things to do in the area and how far away.