



REQUEST FOR PROPOSALS PRO WALK /PRO BIKE 2010

1. INTRODUCTION

The Bicycle Federation of America, Inc. (d/b/a The National Center for Bicycling & Walking, NCBW) is seeking proposals from groups with an interest in hosting the Pro Walk / Pro Bike conference in September 2010.

Pro Walk / Pro Bike biennial conferences are held during even-numbered years. The conferences serve an international gathering of bicycle and pedestrian program specialists and advocates who are dedicated to improving conditions for bicycling and walking. Conference delegates include federal, state and local agency staff; engineers; planners; transportation officials; educators, public health specialists and advocates who range from executives of international organizations to lay people with an interest in improving the quality of life in their community.

At Pro Walk / Pro Bike conferences, delegates participate in seminars on bicycle and pedestrian facility planning, design and engineering; promotion and encouragement; education and safety; effective advocacy and sustainable development. Special training sessions for advocates and professionals are frequently offered before and after the conferences.

Professionals and bicycle advocates who have attended the conferences comprise one of the most effective constituency groups in the U.S. transportation planning and decision-making process. Indeed, many advocates who attended the first Pro Bike conference in North Carolina in 1980 are now public agency professionals making pro-bike and pro-walk decisions at federal, state, and metropolitan levels. They continue to attend the conference to keep abreast of state-of-the-art developments in the field.

Past conference locations have included:

1980	Asheville, N.C.
1982	Colorado Springs, Colo.
1984	Miami, Fla.
1986	Seattle, Wash.
1988	Tucson, Ariz.
1990	Arlington, Va.
1992	Montreal, Canada
1994	Portland, Ore.
1996	Portland, Me.
1998	Santa Barbara, Calif.
2000	Philadelphia, Pa.
2002	St. Paul, Minn.
2004	Victoria, B.C., Canada
2006	Madison, Wis.
2008	Seattle, Wash.

2. BACKGROUND AND SPECIFICATIONS

a) The conference location. Historically, Pro Walk / Pro Bike conferences are held in different cities across the United States. Twice the conferences have been held in Canada. Only once, in 2008, will the conference return to a city, Seattle, where a conference was formerly convened. There is no limitation on the size of a community where the conference may be held as long as that community exhibits the desire and ability to create bicycle- and pedestrian-friendly conditions for its inhabitants, and has the facilities to host a major conference as described below.

b) The conference facility and delegate accommodations: Over the years Pro Walk / Pro Bike conferences have been held at either a conference hotel (where all meeting facilities and guest accommodations are provided in a single facility) or at a separate conference center accessible within easy walking distance of multiple hotel accommodations. Proposals may choose either scenario for the 2010 conference, however, the rationale for making a choice must be clearly laid out within the proposal.

The advantages of using a single conference hotel where meals, lodging and meeting rooms are at a single location includes the opportunity to maximize the convenience for delegates who choose to stay in the "official" conference hotel. It also allows the ability to negotiate FREE use of all function space (including plenary, breakout and meeting room spaces; exhibit areas; registration areas; bicycle storage area; conference office; etc.) when a certain level of expenditure for food and beverage service is met or exceeded (it is expected that the NCBW and the hotel will mutually agree upon the level of expenditure during the hotel contract negotiation phase). Free use of all function space enables the average cost of conference expenses and registration fees to be kept as low as possible, thereby maximizing attendance. As the size of Pro Walk / Pro Bike conferences grows, however, the number of properties able to accommodate our conferences at a single site diminishes.

An advantage of using a separate conference center includes having access to a nearly unlimited number of meeting room spaces. Disadvantages include having to share common spaces within the conference facilities with other conferences and having to acquire blocks of sleeping rooms with multiple hotel accommodations.

If your proposal is based on using two or more separately owned facilities for the conference, such as where the use of separate hotels and a separate conference center are proposed, the proposal shall include a clear explanation of how the free use of meeting room space may continue or why using multiple sites will not adversely affect the overall cost of the conference. In the case where the use of a separate conference center is proposed, the name of this separate conference center shall be included in the proposal, as well as a statement addressing the likely costs (if any) of using this space.

When submitting your proposal, please include a letter from the facilities being recommended that they have the requisite sleeping and meeting room space available on the dates of the conference and that such space is being held for the Pro Walk / Pro Bike 2010 conference pending acceptance or rejection of your proposal. Any proposal that does not include this information will be not be considered.

c) Conference format: Pro Walk / Pro Bike conferences are characterized by their participatory nature, providing many opportunities for personal communication and informal networking. As such, formal presentations are kept to a minimum, and usually coincide with the opening and closing plenaries and with a luncheon on Tuesday.

Workshop-style presentations and roundtable discussions predominate, with as many as seven or eight workshop sessions running simultaneously throughout the conference timetable.

d) Conference size: Plans for Pro Walk / Pro Bike 2010 should allow for 800-900 participants.

e) Conference dates: Since 1994, the conference has occurred during the first full week in September immediately following Labor Day in the U.S. To offer greater flexibility for planning the 2010 conference, and to avoid conflicts with religious holidays, respondents to this RFP should select one set of conference dates from the following two options:

Monday, September 27, through Thursday, September 30, 2010 with additional training sessions on Friday, October 1, 2010 (preferred dates).

- or -

Monday, September 13, through Thursday, September 16, 2010 with additional training sessions on Friday, September 17, 2010 (alternate dates).

Consideration of other conference dates is not desirable.

f) Sleeping room block(s): It is estimated that the 2010 conference will require a guest room block of (or multiple guest room blocks totaling) a minimum of 1,000 room-nights over the duration of the conference. A total of 275 rooms per night may be required on peak nights. The following table is our best estimate of how the room nights should be distributed over the course of the conference.

2010 Estimated Guest Room Block Requirements

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
Three days before full conference begins	Two days before full conference begins	Participants begin arriving; some training sessions held	First full day of conference	Second full day of conference	Third and last day of conference	One day after conference some training sessions held	Last participants depart
25 rooms	50 rooms	275 rooms	275 rooms	275 rooms	75 rooms	25 rooms	Check out

g) Sleeping room rate: Because many conference delegates are government employees, proposals that offer government per diem sleeping room rates or lower to all conference delegates will receive foremost consideration.

h) Tentative Conference Schedule:

Monday

- 8:00 a.m. – 9:30 p.m. Bicycle parking/storage open
- 8:00 a.m. – 9:30 p.m. Office/operations room for conference staff open
- 8:00 a.m. – 5:00 p.m. Special committee meetings and training sessions
- 8:00 a.m. – 12:00 noon Exhibit booth and on-site registration set up
- 12:00 noon – 3:00 p.m. Exhibitors move in and set up
- 3:00 p.m. – 9:00 p.m. Exhibits open
- 3:00 p.m. – 9:00 p.m. On-site registration and information desk open
- 6:00 p.m. – 8:30 p.m. Welcoming reception

Tuesday

6:30 a.m.	–	9:30 p.m.	Bicycle parking/storage open
6:30 a.m.	–	9:30 p.m.	Office/operations room for conference staff open
7:00 a.m.	–	6:30 p.m.	On-site registration and information desk open
7:00 a.m.	–	6:30 p.m.	Exhibits open
7:00 a.m.	–	8:00 a.m.	Continental breakfast
8:00 a.m.	–	9:30 a.m.	Opening plenary
9:30 a.m.	–	10:15 a.m.	Coffee refresh
10:15 a.m.	–	11:45 a.m.	Up to eight (8) simultaneous breakout sessions, Period 1
12:00 noon	–	1:30 p.m.	Buffet luncheon with speakers
1:45 p.m.	–	3:15 p.m.	Up to eight (8) simultaneous breakout sessions, Period 2
3:15 p.m.	–	4:00 p.m.	Refreshment break
4:00 p.m.	–	5:30 p.m.	Up to eight (8) simultaneous breakout sessions, Period 3

Wednesday

6:30 a.m.	–	9:30 p.m.	Bicycle parking/storage open
6:30 a.m.	–	9:30 p.m.	Office/operations room for conference staff open
7:00 a.m.	–	5:30 p.m.	On-site registration and information desk open
7:00 a.m.	–	5:30 p.m.	Exhibits and poster sessions open
8:00 a.m.	–	9:30 a.m.	Up to eight (8) simultaneous breakout sessions, Period 4
9:30 a.m.	–	10:15 a.m.	Refreshment break
10:15 a.m.	–	11:45 a.m.	Up to eight (8) simultaneous breakout sessions, Period 5
12:00 noon	–	1:30 p.m.	Recess
1:45 p.m.	–	3:15 p.m.	Up to eight (8) simultaneous breakout sessions, Period 6
3:15 p.m.	–	4:00 p.m.	Refreshment break
4:00 p.m.	–	5:30 p.m.	Up to eight (8) simultaneous breakout sessions, Period 7
6:00 p.m.	–	9:00 p.m.	Off site informal dinner and party

Mobile workshops and field trips to sample bicycle and pedestrian facilities, the transportation system in general or other related locations are encouraged during the day on Wednesday.

An informal dinner and "party" conducted away from the conference facility will be scheduled for Wednesday evening. This event provides delegates an opportunity to relax, engage each other in informal conversation and sample foods, scenery and/or experiences unique to the region where the conference is held. The event is typically a highlight of the conference.

Thursday

6:30 a.m.	–	6:00 p.m.	Bicycle parking/storage open
6:30 a.m.	–	5:00 p.m.	Office/operations room for conference staff open
7:00 a.m.	–	2:00 p.m.	On-site registration and information desk open
7:00 a.m.	–	2:00 p.m.	Exhibits open
8:00 a.m.	–	9:30 a.m.	Up to eight (8) simultaneous breakout sessions, Period 8
9:30 a.m.	–	10:15 a.m.	Refreshment break
10:15 a.m.	–	11:45 a.m.	Up to eight (8) simultaneous breakout sessions, Period 9
12:00 noon	–	2:00 p.m.	Closing plenary
2:00 p.m.	–	5:00 p.m.	Special committee meetings and training sessions
2:00 p.m.	–	5:00 p.m.	Removal of exhibits and exhibit booths

Friday

7:30 a.m. – 6:00 p.m. Bicycle parking/storage open
7:30 a.m. – 5:00 p.m. Office/operations room for conference staff open
8:00 a.m. – 5:00 p.m. Special committee meetings and training sessions

i) Food and beverage functions or events: Our food and beverage requirements are:

<u>DAY</u>	<u>FUNCTION</u>	<u>ESTIMATED ATTENDANCE</u>
Monday:	Evening reception	475-500
Tuesday:	Continental breakfast	675-700
	A.M. coffee refresh	400-425
	Buffet luncheon at rounds with head table	800-900
	P.M. refreshment break	600-650
Wednesday:	Coffee service	225-275
	A.M. refreshment break	600-650
	P.M. refreshment break	350-400
	Off-site informal dinner and party	750-800
Thursday:	Coffee service	225-275
	A.M. refreshment break	400-425

j) Conference facilities: At a minimum, the proposed conference facility must be able to accommodate the following functions and related spatial requirements:

Bicycle storage

Flow: 7:00 a.m., Monday through 5:00 p.m. Friday

Minimum requirements:

1. At least 4,000 s.f., lockable, interior space
2. Capable of accommodating:
 - a) Ten (10) 10-ft long portable bicycle racks supplied by the NCBW or others

Office/operations room for conference staff

Flow: 8:00 a.m., Monday through 5:00 p.m. Friday

Minimum requirements:

At least 400 s.f.

Capable of accommodating:

1. Eight (8) 6-ft x 30-in tables, eight (8) chairs and AV equipment

Registration, poster sessions and exhibit area

Flow: 8:00 a.m., Monday through 5:00 p.m. Thursday

Minimum requirements:

1. A single room of at least 13,500 s.f., unobstructed by columns
2. Capable of accommodating a minimum of:
 - a) Ten (10) 6-ft x 30-in registration and information tables
 - b) Eight (8) 6-ft x 30-in registration and information back tables
 - c) Eighteen (18) 6-ft x 30-in resource distribution tables
 - d) Twenty (20) 8-ft wide x 10-ft deep pipe-and-drape-style exhibit booths
 - e) Twelve (12) double-sided 4-ft x 8-ft poster boards for a total of 24 poster stations with a table and chair at each station
 - f) Ten (10) 60 in rounds with six (6) chairs each
 - g) Monday evening reception; a.m. coffee service and refreshment setups as required (see food and beverage functions for list)

Plenary (general) sessions

Tuesday, 8:00 a.m. – 9:30 a.m.

Minimum requirements:

1. At least 11,000 s.f., unobstructed by columns
2. Capable of accommodating:
 - a) A lectern and head table for 8 on risers as well as AV equipment (1,600± s.f.),
 - b) Theater style seating for 1,000 people (9,250± s.f. at 9.25 s.f. per person), and
 - c) Water tables at the rear of the room

Thursday, 12:00 noon – 2:00 p.m.

Minimum requirements:

1. At least 7,250 s.f., unobstructed by columns
2. Capable of accommodating:
 - a) A lectern and head table for 8 on risers as well as AV equipment (1,600± s.f.),
 - b) Theater style seating for 600 people (5,500± s.f. at 9.25 s.f. per person), and
 - c) Water tables at the rear of the room

Breakout sessions (Tuesday – Thursday) and training sessions (Monday and Friday)

Monday, 8:00 a.m. – 5:30 p.m.; Tuesday, 10:15 a.m. – 5:30 p.m.; Wednesday, 8:00 a.m. – 5:30 p.m.; Thursday, 8:00 a.m. – 11:45 a.m.; Friday, 8:00 a.m. – 5:00 p.m.

Minimum requirements:

Eight (8) breakout rooms as described below:

Breakout rooms #1, 2 and 3

1. At least 3,000 s.f. each, unobstructed by columns
2. Capable of accommodating:
 - a) A standing lectern, head table for 4 and AV equipment (500± s.f.),
 - b) Theater style seating for 200 people (2,400± s.f. at 12 s.f. per person), and
 - c) Water tables at the rear of the room

Breakout rooms #4, 5 and 6

1. At least 2,300 s.f. each, unobstructed by columns
2. Capable of accommodating:
 - a) A standing lectern, head table for 4 and AV equipment (400± s.f.),
 - b) Theater style seating for 150 people (1,800± s.f. at 12 s.f. per person), and
 - c) Water tables at the rear of the room

Breakout rooms #7 and 8

1. At least 1,250 s.f. each, unobstructed by columns
2. Capable of accommodating:
 - a) A head table for 4 and AV equipment (350± s.f.),
 - b) Theater style seating for 75 people (900± s.f. at 12 s.f. per person), and
 - c) Water tables at the rear of the room

Banquet area

Tuesday, 12:00 noon – 1:30 p.m. (Buffet luncheon)

Note: As an option, the banquet area may use the same space as the Tuesday morning plenary session (as long as it can accommodate the tables and seating as described below), with the head table and riser remaining. If the same space is utilized, the plenary seating must be reset from theater seating to rounds between 9:30 a.m. and 12:00 noon, or as a permissible option; the opening plenary session may be set in rounds to minimize the necessity of resetting the entire room from theater seating to rounds.

Minimum requirements:

2. At least 16,000 s.f., unobstructed by columns
3. Capable of accommodating:

- a) A lectern and head table for 8 on risers as well as AV equipment (1,600± s.f.),
- b) Seating for 900 at 60in rounds @ 8 chairs per round at 11.5 s.f. per person (or at 72in rounds @ 10 chairs per round at 14.5 s.f. per person), plus theater style seating for 100 people at rear of room at 9.25 s.f. per person, and
- c) Buffet tables for serving the luncheons

Ancillary meeting space (Tuesday only)

Tuesday, 6:00 p.m. – 9:00 p.m.

Minimum requirements:

1. At least 1,600 s.f., unobstructed by columns
2. Capable of accommodating:
 - a) A standing lectern, head table for 4 and AV equipment (400± s.f.),
 - b) Theater style seating for 100 people (1,200± s.f. at 12 s.f. per person), and
 - c) Water tables at the rear of the room

k) Additional considerations: The importance of a conference facility's ability to meet the minimum requirements outlined above cannot be understated or underestimated. Because the banquet room must be prepared for the luncheon function on Tuesday while workshops are taking place in the various meeting rooms, no portion of the banquet room may be considered as a meeting room when the luncheon function is anticipated.

3. SPECIAL REQUIREMENTS AND CONSIDERATIONS

a) As may be inferred from the need for bicycle storage mentioned above, there exists the potential that a number of conference delegates will bring their bicycles with them, or would desire to have one available during the conference. Additionally, the potential for renting bicycles is encouraged for the convenience of conference participants. Therefore, conference and/or hotel facilities must be willing and able to accommodate safe and secure undercover lockable storage of bicycles.

b) All functions and events during the conference, plus shopping, entertainment and dining opportunities should be easily accessible to participants by public transit, walking or bicycle (i.e., conference sites at locations accessible only by car will not be considered).

c) All functions, events and facilities shall be ADA/handicap-accessible.

d) Ease of access between transit, the airport, rail stations and the hotel conference facility is a must.

e) To keep registration fees and conference costs at a manageable level, financial support from outside sources is encouraged and will be considered a plus when selecting the winning proposal and conference location. If financial aid is available to help offset conference expenses, please detail the amount and potential source of such aid in your proposal.

4. LOCAL HOST COMMITTEE

a) Local Host Committee: Today's Pro Walk / Pro Bike conferences could not be held without the assistance of a local host committee. The local host committee will serve as our local contact and information resource. It also assumes and manages certain

responsibilities as described below. Ideally, the local host committee should include representatives of at least:

- A city, county and/or state agency (required)
- Bicycle and pedestrian advocacy group(s)
- Local business leaders and potential sponsors
- Convention bureau/tourism agency

Proposals to host a Pro Walk / Pro Bike conference should identify as many key players in a local host committee as possible. Indications of strong state and local support for the conference should be submitted with the proposal.

b) Responsibilities: Overall responsibility for the Pro Walk / Pro Bike conference rests with the National Center for Bicycling & Walking. However, cooperation with the local community and host committee is essential for the conference to succeed. Wherever appropriate and practical, decisions will be made by the NCBW in consultation with the local host committee.

An NCBW staff person will visit the host community at least twice before the conference. One of these visits shall be to review potential facilities for the conference and to meet the local host committee.

As the conferences have grown and matured, so has the need for a more formal definition of the roles and responsibilities the NCBW and local volunteers must assume. A division of labor and responsibilities between the NCBW and the local host committee is described in detail in a Memorandum of Understanding that accompanies this Request for Proposals. Upon acceptance of a proposal the NCBW will execute a Memorandum of Understanding with the successful local host committee.

c) Costs and finances: Unless otherwise negotiated and confirmed in writing, the following financial arrangements will apply:

- All approved costs associated with the conference will be borne by the NCBW.
- All negotiations shall be between the NCBW and service providers.
- All written contracts shall be between the NCBW and service providers.
- All receipts associated with the conference will be collected by the NCBW.
- No expenditure or commitment for expenditure will be made without prior approval of the NCBW.
- The NCBW shall not be responsible for expenses incurred or associated with the operation of the local host committee that are not approved in advance by the NCBW.

Nothing in the list of arrangements mentioned above, however, is meant to prohibit the Local Host Committee from raising its own funds, and spending those funds towards execution of the conference or toward the benefit of bicycling and walking in the committee's own community as long as a clear separation is maintained between such funds and any funds raised specifically for the sponsorship of National Center for Bicycling & Walking and/or the Pro Walk / Pro Bike conference.

d) Other requirements: In the event the NCBW decides it is necessary to visit the proposed host community or city for the purpose of evaluating a community's or city's proposal, the host community or city shall agree to cover expenses (including airfare,

lodging, meals and ground transportation) for at least one visit of up to two (2) NCBW staff persons to the host community or city as a part of their proposal.

At least two (2) representatives of the Pro Walk / Pro Bike 2010 Local Host Committee shall attend at their own expense the 2008 Pro Walk / Pro Bike conference in Seattle, Washington to promote the 2010 conference, to become familiar with the Pro Walk / Pro Bike conference series and to look for ways to improve upon the conference when it is held in their community.

e) Coordination with other events: Where possible, the Local Host Committee should work with the organizers of state or local bicycling and/or walking events—such as Safe Routes to School activities, multi-day tours or one day events and promotions—to enable Pro Walk / Pro Bike conference participants to join in.

5. SUBMISSION OF PROPOSALS

a) Number: It is necessary to submit only one (1) proposal to the NCBW for review and evaluation.

b) Identification: Please provide the following information in your proposal:

- Name of conference hotel/facility submitting the proposal
- Name of a contact person
- Address
- City
- State
- Zip
- Daytime telephone
- Fax number
- E-mail address

c) Format: Proposals may be submitted via mail, express delivery or electronically. Proposals should include a floor plan and a table showing meeting room names, sizes, and capacities for banquet, theater and classroom style seating arrangements. Pre-printed materials such as brochures should be mailed if the material is not easily transmitted via electronic means .

d) Assurances: Applicants shall warrant that their proposal shall be valid through September 30, 2008.

e) Reservations: The National Center for Bicycling & Walking reserves the right to reject any and all proposals if, in the NCBW's opinion, a site, date, costs or other factors are unsuitable.

f) Deadline: Proposals must be received at the National Center for Bicycling & Walking's office in Middlebury, Vermont no later than close of business, June 15, 2008. A decision will be made no later than July 31, 2008. Please submit proposals to:

Pro Walk / Pro Bike 2010 Conference Proposal
Attn: Bruce Burgess
National Center for Bicycling and Walking, Vermont Office
1394 Munger Street
Middlebury, VT 05753

g) Evaluation: Proposals will be evaluated according to the following criteria:

- Able to fully accommodate the conference as described herein on one set of the suggested dates.
- The conference location strongly promotes bicycle- and pedestrian-friendly conditions.
- Evidence of a strong local host committee is provided.
- Government per diem (or lower) sleeping room rates are offered to all conference delegates.
- Free use of all function room space is offered when a mutually acceptable food and beverage expenditure is met.
- Financial support is offered.

h) Questions

For fastest service, please direct all questions to Bruce Burgess, c/o National Center for Bicycling and Walking via email at bicycleholidays@aol.com or by phone at (804) 438-5225, Eastern Daylight Time. Please include your message your name and telephone number. All electronic mail will be promptly answered by return email or by phone.

Alternatively, please contact the National Center for Bicycling & Walking at (301) 656-4220 during East Coast business hours, M-F.



SAMPLE

**Memorandum of Understanding
between
the Bicycle Federation of America, Inc. (d/b/a: NCBW)
and
(Insert name) Local Host Committee
for
Pro Walk/Pro Bike 2010**

This memorandum sets forth the elements of an agreement between the Bicycle Federation of America, Inc. (d/b/a The National Center for Bicycling & Walking [NCBW]), organizer of Pro Walk/Pro Bike 2010, and (insert name of the person or persons) representing the Local Host Committee for this conference.

Conference Dates and Location

1. Dates: The conference dates will be: (insert dates of conference), with the potential of additional training sessions on (insert additional dates for training sessions if any).
2. Location: The conference will be held at (insert name of conference facility, city and state).

General Responsibilities

The NCBW shall be responsible for:

1. Overall conference planning including:
 - a. Selecting conference site and working with the Local Host Committee
 - b. Negotiating a contract with the conference hotel
 - c. Making all arrangements with conference hotel
 - d. Preparing a conference budget
 - e. Executing all contracts
 - f. Approving all expenditures
 - g. Making all payments
2. Overall program planning including:
 - a. Determining overall conference design and program content
 - b. Coordinating special workshops and training sessions
 - c. Inviting and confirming participation of all speakers and workshop leaders
 - d. Determining schedule for acquisition of session papers and production of conference proceedings
 - e. Assigning and laying out workshop/function rooms

3. National and international marketing including:
 - a. Design, printing, and distribution of publicity fliers, registration forms and information, and program materials
 - b. Creating and maintaining a conference website
 - c. Maintaining a conference registration system and collecting conference fees
 - d. Promoting the conference to national and international audiences
 - e. Acquiring national media coverage and publicity
 - f. Making all arrangements for conference merchandise
4. Other general responsibilities:
 - a. Acquiring national conference funders, supporters, and advertisers
 - b. Managing all aspects related to conference exhibits and exhibitors
 - c. Coordinating AV equipment and AV support
 - d. Selecting menus for all functions
 - e. Organizing, with input from the Local Host Committee, the Wednesday evening party, entertainment, and arrangements
 - f. Maintaining communication with conference hotel, Local Host Committee, and all other conference committees.

The Local Host Committee shall be responsible for:

1. Organizing and maintaining local support including:
 - a. Appointing a committee chairperson
 - b. Arranging for an ample supply of volunteers
 - c. Maintaining communication among Local Host Committee members and volunteers
 - d. Maintaining regular communication with the NCBW staff contact
 - e. Conducting organizational meetings as necessary
2. Local program planning including:
 - a. Identifying prominent local officials (state, county, city, etc.) as potential speakers to welcome conference participants
 - b. Recommending workshop topics (including mobile workshops) and leaders to address regional/local issues and solutions
 - c. Developing and implementing walking tours and bicycle tours of local facilities
 - d. Arranging for pre- and post-conference tours and events (if any)
3. Regional/Local marketing including:
 - a. Promoting the conference to regional and local audiences (as a goal, the Local Host Committee will endeavor to secure 200 paying conference delegates from their local region or state)
 - b. Arranging for and coordinating local media coverage and publicity, both in advance of the conference and on-site during the event
 - c. Developing an outreach program/committee to help enlist corporation, public agency, and foundation support for the conference.

4. Other:
 - a. Helping plan the Wednesday evening party, including securing regional/local sponsorships to help cover the costs of the event
 - b. Providing proactive encouragement and support to help fill the contracted guest room block at the conference hotel(s)
 - c. Assembling delegate packets and materials
 - d. Providing volunteer support at information and registration tables
 - e. Arranging for bicycle rentals for participants
 - f. Helping to identify and recruit regional/local organizations and agencies as sponsors, exhibitors, and/or advertisers
 - g. Identifying sources of local funds and in-kind donations to support the activities, publications and/or programs of the Local Host Committee
 - h. To the extent needed, helping secure AV and computer equipment for use during the conference.
 - i. Seeking support for "scholarships" for regional/local delegates

General Provisions

1. In recognition of the Local Host Committee's conference planning and volunteer efforts, the NCBW will provide ten (10) free conference registrations to the Local Host Committee to be used by the Committee as the Committee sees fit.
2. The Local Host Committee will endeavor to perform their responsibilities according to the following schedule:

Ongoing:

- Maintain communications with NCBW
- Conduct Local Host Committee meetings as required

Within a reasonable period of time after a venue is selected:

- Sign Memorandum of Understanding with National Center for Bicycling & Walking
- Meet with a representative of the NCBW to identify tasks, clarify roles and expectations, and develop a work plan for the Committee

July 2009 through November 2009:

- Solidify membership of the Local Host Committee, appoint/elect leadership, assign roles and responsibilities
- Identify venue (or alternatives) for Thursday evening party; suggest entertainment and submit suggestions to NCBW for action
- Identify potential bicycle rental vendor(s)
- Identify potential regional/local sponsors, exhibitors, and/or advertisers

December 2009 through February 2010:

- Identify potential local workshop speakers and refer to NCBW
- Develop proposals for field trips/mobile workshops
- Identify potential pre-and post-conference tours and events (if any)
- Begin to develop itineraries for daily guided walking and bicycle tours
- Continue to identify potential regional/local sponsors, exhibitors, and/or advertisers
- Begin marketing conference to regional/local audiences and seek regional/local media coverage and publicity

March 2010 through June 2010:

- Finalize regional sponsorship agreements
- Identify prominent local officials (state, county, city, etc.) to welcome conference participants and refer to NCBW
- Follow through with potential pre-and post-conference tours and events (if any) or abandon effort if none
- Coordinate with NCBW to secure loan of AV and computer equipment (if needed)
- Refine itineraries for daily guided walking and bicycle tours and begin preparation of maps and other related materials
- Identify local resources such as copy centers
- Determine, with NCBW, the number of volunteers needed at conference and begin recruitment of volunteers
- Plan hospitality/information areas at airport, bus depot and railroad stations
- Organize bicycle parking valet service at Thursday evening party (if applicable)

July 2010:

- Continue to market conference to regional/local audiences and manage regional/local media coverage and publicity
- Complete preparations and descriptions for mobile workshops, and daily guided walking and bicycle tours, print materials and choose tour leaders
- Continue recruitment of volunteers

August 2010:

- Continue to market conference to regional/local audiences and seek local media coverage and publicity
- Continue recruitment of volunteers

September 2010 and Conference:

- Arrange for volunteers to assemble delegate packets and materials
- Provide volunteer staff for registration
- Staff the local information table(s) and provide local tourist information to delegates
- Provide and staff hospitality/information area at airport and railroad station (if any)
- Provide leaders for field trips
- Conduct daily guided walking and bicycle tours
- Provide a volunteer to monitor each workshop session to assist workshop presenter as needed
- Coordinate on-site media support and coverage of conference

Post conference:

- Prepare and submit a report evaluating your Local Host Committee's relationship to the Pro Bike/Pro Walk 2010 conference. Include comments on what worked well, what could be improved, and your recommendations for changes that should be made

Other Provisions

Other provisions and subsequent amendments to this Memorandum of Understanding that are mutually acceptable to the NCBW and the Local Host Committee shall be appended to this document in written form.

Accepted:

For the National Center for Bicycling & Walking

Date

Accepted:

For the Local Host Committee

Date

For the Local Host Committee

Date