

UNION OF THE VIETNAMESE STUDENT



ASSOCIATIONS OF THE MIDWEST

# Tenth Annual Vietnamese Interacting As One Conference 2012 Conference Host Bid Packet

ALL BIDS MUST BE SUBMITTED TO [STAFF@UVSAMIDWEST.ORG](mailto:STAFF@UVSAMIDWEST.ORG)  
BY 11:59PM EST ON JULY 22, 2011 FOR CONSIDERATION



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## Union of Vietnamese Student Associations of the Midwest

Dear 2012 VIA-1 Conference Host Candidate,

Thank you for your interest in hosting the 10<sup>th</sup> Annual VIA-1 Conference! As you may know, the Vietnamese Interacting as One (VIA-1) Conference has been a great opportunity for students across the Midwest to come together to share and learn more about Vietnamese culture while providing an environment to develop and enhance the skills of student leaders in our communities. We are very excited that your passion for the Vietnamese community has led you to take on this rewarding challenge of hosting the 2012 VIA-1 Conference.

UVSA Midwest provides the support and guidance that are needed for the hosting school to ensure that the VIA-1 conference will be a great success and continue to be so. With UVSA Midwest's influence in these next conferences, the hosting school plans most of the conference which is the very essence that sets us apart from other Vietnamese conferences.

Being the 10 Year Anniversary, this year's conference is especially significant to the UVSA Midwest family. The conference has evolved tremendously since its inception in 2003 and we welcome this opportunity to celebrate UVSA Midwest as an organization, a community, and a family. We are extremely excited to begin planning this monumental celebration.

We look forward to hearing from you! Good Luck!

Best Regards,

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# Union of Vietnamese Student Associations of the Midwest

## ABOUT UVSA MIDWEST

### Mission Statement

To serve as a means for Vietnamese youth organizations from across Midwest United States to network with one another, share common resources, and collaborate on philanthropy projects.

### Vision Statement

Founded in 2007, the Union of Vietnamese Student Associations of the Midwest is a non-profit, non-partisan, community-based organization. UVSA Midwest is an independent organization and is not governed or controlled by any other organization. UVSA Midwest is committed to empowering emerging youth leaders within the Vietnamese community in the Midwest United States. Also it maintains and promotes the Vietnamese culture.

Servicing the Vietnamese American community in the Midwest, UVSA Midwest works as an umbrella organization and collaborates with individual student associations and other related Vietnamese community related organization to conduct events and projects. They organize conferences and retreats focused on leadership, cultural identity, social and community issues in addition to a collective philanthropy project that involves the participation of all member groups.

## ABOUT THE VIA-1 CONFERENCE

### Background

The Vietnamese Interacting as One (VIA-1) Conference was founded at the University of Cincinnati in 2003 to create a collaborative network among organizations and individuals. Through speakers, workshops, and cultural festivities, VIA-1 aims to unite participants, promote leadership and resourcefulness to the coordinators and volunteers in preparing the conference, and most importantly, foster awareness and appreciation of Vietnamese culture. The conference is hosted by different organizations each year in order to bring the Midwest together and to promote a unique experience every year.

To maintain the original purpose of the conference and the consistency of quality, the VIA-1 Conference is collaborated with UVSA Midwest. While the conference is hosted by the organization, the planning process is a joined effort of staff members from the entire region.

### History

Organizations and/or individuals who are interested in hosting the conference generally begin organizing at least seven months before the conference they wish to host. There is no official rotation process throughout the Midwest, although geographic location within the region in relation to immediate past conferences will be one consideration used when evaluating a conference bid.

Recent conference locations and host organizations include:

- 2003 | **A Standing Start** | University of Cincinnati
- 2004 | **Lead to Success** | University of Michigan
- 2005 | **Action in Unity** | Illinois Vietnamese Student Union
- 2006 | **Con Rồng Châu Tiên/Best of Both Worlds: The Merging of Two Cultures** | University of Minnesota
- 2007 | **Embracing the Past, Empowering the Future** | Purdue University
- 2008 | **Golden Dreams – Redefining Success for Our Generation** | University of Notre Dame
- 2009 | **Come Together** | Northwestern University
- 2010 | **From Possibility to Actuality** | University of Wisconsin-Madison
- 2011 | **A Story of Our Own** | University of Illinois at Urbana-Champaign



# Union of Vietnamese Student Associations of the Midwest

## CONFERENCE SELECTION CRITERIA

UVSA Midwest has developed bid criteria to serve as a guide and a tool for potential hosts in planning and submitting proposals for future conference sites, as well as serving as a means to evaluate and/or select the next VIA-1 Conference host. The criteria will help potential hosts assess their merits and readiness to hold a VIA-1 Conference. They also make the selection process evident and transparent to UVSA Midwest. **All conference bids must comply with conference guidelines and regulations;** otherwise, the bid will be disqualified.

Any group who would like to be considered to host a VIA-1 Conference is asked to prepare a bid proposal that provides site information in various categories and must be a university registered student group. Those interested in being considered to host are requested to send a complete set of information utilizing the format suggested in the Bid Packet.

## CONFERENCE BID PROCESS

1. Review the VIA-1 Conference Host Bid Packet
2. Submit intent to bid to UVSA Midwest at [staff@uvsamidwest.org](mailto:staff@uvsamidwest.org) by July 8<sup>th</sup>, 2011.
3. Submit bid proposal to [staff@uvsamidwest.org](mailto:staff@uvsamidwest.org) by 11:59pmCST on July 22<sup>nd</sup>, 2011.

In the body of the email, include the following information:

- a. Organization information
    - i. Name
    - ii. School
    - iii. Address
    - iv. City
    - v. State
  - b. Conference Planning Head(s)
    - i. Name
    - ii. Email
    - iii. Phone Number
4. Present bid proposal via conference call to the selection committee.  
The call will be scheduled some time during July 23<sup>rd</sup> – 28<sup>th</sup>.
  5. The successful bidder will be notified by July 31<sup>st</sup>, 2011.

## BIDDING STRUCTURE

### Selection Committee

- The committee will be comprised of the UVSA Midwest Executive Board and Council of State Representatives.
- Each position will have one (1) vote.

### Selection Process

- The submitted bid proposal will be reviewed by the committee
- Candidates will present their proposal and answer questions from the committee.
- The board will use criteria set by the bid packet to vote for the winner.
- The winner will be awarded the bid and be notified via email.



# Union of Vietnamese Student Associations of the Midwest

## CONFERENCE GUIDELINES AND REGULATIONS

- The name of the spring conference will take on the following format:

**The *(ordinal number)* Annual VIA-1 Conference  
Hosted by UVSA Midwest and *(Your Organization)***

### Theme Name

- The VIA-1 Conference must be its own separate entity.
- The hosting student organization must be officially registered with the hosting university.
- The conference must occur between the dates of January 15 – March 31.
- The conference must not be scheduled during any nationally recognized holiday.
- The conference must be open to students of all ethnicities.
- Contact information for all event planners must be provided to UVSA Midwest.
- One person will be assigned to communicate progress and expenditures with UVSA Midwest. A secondary contact also must be established in case the primary contact is not able to fulfill those duties.
- The following items must be approved by UVSA Midwest:
  - Conference content and theme
  - Conference directorship
  - Budget
  - Marketing material
  - Logo usage
  - Registration fees
  - Collective Philanthropy Project fundraising event
- Hosting schools must be in the following states:
  - Illinois
  - Indiana
  - Iowa
  - Kansas
  - Kentucky
  - Michigan
  - Minnesota
  - Missouri
  - Ohio
  - Oklahoma
  - Wisconsin
- All funding, grants, sponsorship, and expenses must be documented and sent to UVSA Midwest's Treasurer.
- Any objections can be appealed to UVSA Midwest.

## CONFERENCE BASIC REQUIREMENTS

A standard list of details and questions that should be included in the bid proposal has been gathered to assist in the research process.

### Size

Any selected site should be capable of accommodating 300 attendees.



# Union of Vietnamese Student Associations of the Midwest

## Time

The VIA-1 Conference should be held between January 15 and March 31 each year. Preference should be given to mid-March dates. The Conference schedule should begin Friday afternoon and end Sunday afternoon.

## Meeting Rooms

- One space for 300 people is needed for the entire duration of the conference. Theater seating is preferred.
- Six rooms seating 60 people are needed for program sessions. Rooms need to be available simultaneously.
- \*One space for 300 people is needed for food breaks. Food and drinks must be allowed.
- \*One room is needed for storage of supplies and materials.
- \*One room is preferred for program speakers.
- All spaces except ones marked with an asterisk (\*) need to be AV equipped – i.e. projector and screen.

### *Questions to ask:*

*How much will the rooms cost? What is the reservation process?*

*Are we allowed to move furniture around?*

*Are we allowed to bring in outside AV equipment?*

*Are we allowed to bring in outside food?*

*How are the building/rooms laid out? – i.e. points of exits, bathrooms, proximity to other rooms.*

*How close is the building to the hotel?*

## Accommodations

The venue should be able to provide lodging for all attendees and guests of the VIA-1 Conference. There should be at least 80 rooms with two double/queen sized beds available for Friday and Saturday evenings of the conference weekend.

### *Questions to ask:*

*Do you have complementary Ballroom space available that fits 300 attendees for use during our opening ceremony, banquet dinner, and closing ceremony? If this is not complementary, what is the approximate cost for a room to hold the capacities we need?*

*What amenities are provided to each room? Is there Wi-Fi available?*

*Is there parking available? Are there any fees?*

*Are there any room minimums you require?*

*What is the typical minimum of a group of 300? (Most likely, only 2/3 of attendees will need housing.)*

*What is the maximum number of people we could have to a room? (Normally, it is 4 to a room.)*

*What other specific requirements and regulations do you have for the conference groups and attendees?*

## Food Service

The facility will need to accommodate a dinner for all attendees in a facility on Saturday evening. The banquet venue needs to seat up to 350 banquet seating.

### *Questions to ask:*

*Can a stage be set up in this space?*

*Are we able to bring in AV equipment for our banquet?*

*Is Vietnamese Cuisine an option for the banquet? Are we able to bring in outside caterers?*

*Is there a food/beverage minimum to your catering services?*

## Transportation

The VIA-1 Planning Committee is not responsible for arranging transportation for conference attendees, but the information should be made available for those who cannot or choose not to drive to the conference site.



# Union of Vietnamese Student Associations of the Midwest

## PLANNING COMMITTEE STRUCTURE

The VIA-1 Conference Planning Committee will be structured as detailed below.

- Executive Directors
  - Programming Director
    - Staff
  - Logistics Director
    - Staff
  - Entertainment Director
    - Staff
  - Finance Director
    - Staff
  - Registration Director
    - Staff
  - Marketing Director
    - Staff
  - Hospitality Director
    - Staff
  - Information Technology Director
    - Staff

**\*Please Note\***

Executive Directors will be decided by the Selection Committee. Committee Directors will be chosen by the Executive Directors and the board of UVSA Midwest. The remaining committee staff members will be decided by the Committee Director(s) and overseen by the Executive Directors.

## CONFERENCE PLANNING TIMELINE

Goal deadlines are subject to change.

<b>Summer – August</b>	Finalize committee directors and staff members
<b>September</b>	<b>Site Visit</b> Finalize letter of sponsorship request template Finalize letter of invitation for speakers and entertainers template Assemble list of potential speakers and entertainers
<b>October</b>	Finalize Save the Date design Finalize majority of conference venues Finalize workshop tracks
<b>December</b>	Finalize keynote speakers and contracts Finalize majority of funding Finalize committee budgets
<b>January</b>	Launch website and registration Finalize marketing plan and materials Finalize workshop speakers and contracts Finalize banquet entertainers and contracts Finalize family leaders
<b>February</b>	Finalize hotel contracts Finalize workshop content and materials Finalize catering contracts
<b>March</b>	Finalize hospitality committee materials Finalize registration materials Finalize and collect in-kind donations <b>Day of Conference</b>
<b>April</b>	Collect and record conference and workshop surveys Issue reimbursements

*NOTE: Much of the credit for the development of this timeline goes to the VSA of UIUC from their 2011 Bid Proposal.*



# Union of Vietnamese Student Associations of the Midwest

## BID PROPOSAL FORMAT

Please complete the following items and submit it to [staff@uvsamidwest.org](mailto:staff@uvsamidwest.org). Proposal must be provided in a PDF format.

1. Introduction / Letter of intent to host the conference
2. Information about the host city and college/university
3. Letters of support from: (if applicable)
  - a. College/University Faculty
  - b. Vietnamese Community (Cộng Đồng)
4. Conference Details
  - a. Theme
    - i. Theme Name
    - ii. Theme Abstract
  - b. Potential Dates
  - c. Projected Budget
    - i. Expected cost of venues
    - ii. Estimates of catering options
    - iii. Price quotes from entertainment venues for after banquet
    - iv. Potential funding sources
      1. School Funding
      2. Local Business Sponsors
  - d. Logistics
    - i. Vital statistics page outlining room capacities, square footage, etc.
    - ii. Maps and floor plans of the potential conference sites
    - iii. Hotel and off-site catering menu options
  - e. Potential Fundraising Event(s) for the Collective Philanthropy Project (CPP)
  - f. Programming and Entertainment
    - i. Potential Workshop Tracks and Sessions
    - ii. Potential Keynote Speakers
    - iii. Potential Local Entertainment
  - g. Tentative Itinerary
5. Hosting School Details
  - a. Size and Background of Organization
  - b. Strengths and Weaknesses of Organization and School
  - c. Potential additional partner organizations (if applicable)
    - i. Other student organizations
    - ii. Outside community organizations
  - d. Past Event Planning Experience
  - e. Résumé and Biographies of proposed local conference staff and anticipated roles

## ADDITIONAL QUESTIONS OR CONCERNS

For more information, please refer to [www.uvsamidwest.org](http://www.uvsamidwest.org) and [www.via1.org](http://www.via1.org).

If you have any additional questions, please feel free to contact your local State Representative or any of us at UVSA Midwest. We can be reached at [staff@uvsamidwest.org](mailto:staff@uvsamidwest.org).