



Town and Gown Association of Ontario (TGAO)
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TGAO Symposium Expressions of Interest

Introduction

This set of guidelines is designed to help any municipality / institution planning on bidding to host the annual TGAO symposium held annually in May. The symposium generally consists of program sessions, workshops, a business meeting, daily keynote speakers, social events and activities.

Bid Requirements

All expressions of interest must contain the following elements:

- Theme of symposium
- Schedule of proposed sessions
- Proposed Dates
- Budget (including tentative attendance fees)
- Contact Person (and symposium planning committee members)
- Host Institution(s) Information
- Entertainment and Side Trips (where applicable)

Program and Theme

Your bid submissions should include the theme under which your event will be planned. Please provide a general idea of a theme. Refinements can be made as the planning progresses.

- Is your theme diverse enough to appeal to all facets of town and gown relations?
- Are your keynotes and workshops tied to this theme?
- How does your special event(s)/banquet tie into this theme?
- Will your keynotes be of interest to all participants regardless of their role?
- How do you anticipate meeting the programming needs of all facets of town and gown (neighbours; city employees; students; university representatives)? How will the committee work with the membership in order to ensure a wide variety of topics are covered?
- How will you accommodate various functions that occur at the event (e.g. the business meeting, vendor fair and roundtable discussions)?

Schedule and Proposed Dates

Please submit a tentative schedule for the event including the proposed dates and alternative dates.

Budget

A proposed budget including registration and accommodation fees must be submitted with your bid. The budget should be conservative and be your best guess at, taking into consideration a range of attendees. Some items to include in your proposed budget are:

- food and hospitality
- entertainment
- speakers and workshops
- accommodations
- registration and administrative costs
- volunteers or presenter recognition
- transportation (e.g. shuttles)
- contingency fund

Partnership

A list of partners, should be included in the bid proposal. It is important that the partners are in some way associated with town and gown issues and not included as partners simply for financial contributions.

Contact Person and Committee Members

The contact person is normally the author of the bid and then becomes the main contact for the Bid Review Committee. Given the complexity of organizing an event, it is advisable to make use of a committee structure. At this time, the Bid Review Committee will be looking for basic operating structure and not necessarily the assignments of specific tasks to individuals within the planning committee. Consider the following points in your bid submission:

- Who is the main contact for the event?
- What is the composition of the host committee?
- What type of support (administrative, planning, programming etc.) do you require from the general membership?
- Do you have institutional support from other departments within your university/college? If so, who?
- Has your institution/department previously hosted a large conference event? If so, when?

Host Institution Information

The Bid Review Committee will consider the issues of accessibility and cost. The following points should be considered in your submission:

- What type of living accommodations are available for the conference delegates?
- Can a variety of dietary needs be accommodated (e.g. vegan, lactose intolerant, religious needs, etc.)
- Where will the meals be held?
- What types of workshop/program facilities are available for use (e.g classrooms, lecture halls) and what is the room/furniture set up?
- Where will the keynote addresses be held?
- What type of exhibit hall facilities are available (if necessary)?
- How accessible is your campus transportation-wise for your colleagues from across the country?

Entertainment and Side Trips

While it is not critical to supply finalized plans for entertainment and side trips, it is important to provide an indication of what may be available to choose from in planning for the event. Please ensure that the side trips are relevant to town and gown issues. Keep in mind the following points:

- Will special transportation be required for the event?
- Will there be provisions made for individuals who wish to arrive or leave early?
- Can the dietary needs of the delegates be met?
- Is the location/transportation accessible to persons with disabilities?
- Are there any additional costs associated with the event? Are individual delegates expected to cover their own costs? Will receipts be issued?
- Is the cost of the special event covered in the overall registration fee?
- Is the special event open, welcoming and inclusive of all members?

Good luck with your bid submission!

Should you require any clarification or further information to assist you in the preparation of your bid, please feel free to contact the TGAO Office.

Submission Deadline

Submissions are due by 4:00pm on February 15 2012 and should be sent to the TGAO Office:
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