



Request for Proposal to Host the 2019 CPTA Student Conclave

The California Physical Therapy Association (CPTA) would like to formally request a proposal from your location to host the 2019 Student Conclave. Our goal is to have as many Students across California attend Conclave as possible with as minimal financial burden as possible. This requires the assistance of our Colleges and Universities to support the future of Physical Therapy by hosting our Annual Student Conclave at their Location and providing financial support where possible.

1. Dates for Student Conclave

Student Conclave will be scheduled during March/April 2019. Exact dates will be decided once program schedules are received from all California Physical Therapy and Physical Therapy Assistant Programs. We would like to schedule this event on a weekend (one-day format on a Friday or Saturday) that will not negatively impact our student's coursework, rotations, or studies. Holidays, such as Easter, must be avoided.

2. Procedure

A detailed formal proposal from the Program Chair or Director should be prepared. The proposal and all supporting documents should be submitted to the California Physical Therapy Association at:

Kristy Murchison, Assistant, Education & Meetings

California Physical Therapy Association

1990 Del Paso Road

Sacramento, CA 95834

Phone: (800) 743-2782

Fax: (916) 646-5960

Email: kmurchison@ccapta.org

3. Obligations of Host Location

Career Fair Area:

A large area in which at least 20 6' tables can be placed for exhibitors will be needed. This area should be located in the same section of your campus as the session rooms so that students can interact with exhibitors during their free time and unopposed exhibit time.

Conclave Staff Support

CPTA and the host location will work together to staff Conclave. The host location will provide volunteers throughout Conclave to assist with on-site administration. Duties will include but are not limited to:

Registration

Moderators

Host location tours

Financial Commitment

The financial resources for Student Conclave are the responsibility of both CPTA and the host Location. CPTA will manage Registration, Exhibit Hall Fees, Scholarship Donations and Sponsorships for Conclave. CPTA will provide all necessary materials for sessions; funds for breakfast, lunch, and dinner for all

attendees and exhibitors; other financial assistance as needed. The host location will be responsible for securing meeting space and resources (tables, chairs, projectors, etc.) CPTA will cover any costs associated with the meeting space, but it is preferable that the space be secured free of charge.

Parking

There should be parking available to the attendees and speakers coming in. It is not required that parking be free to Student Conclave attendees. There should also be the ability to section off an area in the parking lot for 2-3 mobile food trucks during the lunch hour, if permitted.

4. Conclave Agenda

The Student Conclave agenda is developed jointly among CPTA staff, the CPTA Education Committee and from feedback from the previous year's event. We take the suggestions from our students very seriously as we want to ensure that we are meeting their needs. The program has been completely redone each year based off of their feedback.

5. Procedure for Selection of Host Location

If more than one eligible bid is received, the Education Committee will, by consensus, select the most appropriate applicant for Student Conclave in accordance with these rules:

- a. After receipt of the proposal, the Education Committee will make a pre-selection, if necessary. The applicants at this stage may be asked to provide further information by the Committee.
- b. The Education Committee will make a final decision and this shall be communicated to the successful and unsuccessful applicants.

6. Following Selection

If your school is selected as the host location, we will work with you starting in early October to begin coordinating the event. Historically, CPTA staff has worked with the school's Facility Manager from this point on as most of the planning has to do with space, supplies and other operations based issues. Registration will open no later January 5 for all students and exhibitors, but could be opened sooner.

Bid Proposal

2019 Student Conclave

_____ is interested in hosting the 2019 Student Conclave

Primary Contact Person: _____

Address: _____

Telephone: _____ **Fax:** _____ **Email Address:** _____

Program Chair or Faculty Contact: _____

Proposed Conclave Dates: _____

Lecture Hall Available? (Must hold 250-300)

Classrooms Available? (Used for Sessions)

At least 4 classrooms that can hold 20-70 students are needed. This can include the Lecture Hall.

Lab Classrooms Available? (Used for Sessions)

Preferably PT lab spaces, but not necessary

Will all classrooms, lounge areas, and public space be open and available during the day, or will we only have access to the rooms we reserve for classes?

Is Audio/Visual Equipment Available For Use?

Are the classrooms smart classrooms? Will speakers need to bring their own laptops? Are microphones (lavaliere or stationary) available? Who will be the main contact for technical issues? Any other pertinent information we should be aware of?

Will there be Wi-Fi available to use? Will it be available for everyone? Just CPTA staff? Speakers?

Space for Registration, Career Fair, Food & Beverage

CPTA will need space for at least 4 6' tables in the main entrance of the main building to be used for registration and CPTA related business. There also needs to be space available close to registration that can hold an additional 4 6' tables for food & beverage. A space large enough to hold at least 20 6' tables for a Career Fair area is also requested. Please provide a layout from a previous similar event if available.

Is there a fee for table and chair rentals?

Can furniture be moved around inside the classrooms? Inside the buildings?

Does your school have a requirement to use on-site catering or are off-site caterers (such as food trucks) allowed?

Is public transportation available?

Yes

No

What are the parking options and directions? Will there be a fee for parking?

Do you have a map of the campus that can be sent to attendees?

Yes

No

Do you have a map of the inside of the building(s) that can be used for planning purposes?

Yes

No

Distance from major airport: _____

Please list hotels, restaurants, shopping and other nightlife located nearby?

Are our Career Fair Exhibitors able to ship their items to/from your location before/after our event and if so, what is the procedure?

Is storage available on-site for CPTA staff to use for extra registration materials and other items? Yes No

