### **Request For Proposals to Host the AMA Annual Meeting**

The benefits to local museums, their staff, trustees, volunteers and stakeholders in hosting:

* Hosting the annual meeting raises the visibility and improves the reputation of your institution – within the local community and state;with local elected officials and government entities;with other institutions throughout the state; and among the dozens of organizations that also participate in the annual meeting.
* Hosting provides the opportunity for a large number of your staff, trustees, volunteers, and stakeholders to attend with very little impact on the institution’s travel budget.Host volunteers also gain valuable leadership skills and experiences
* Hosting provides an opportunity for local participants to expand their professional networks, gain exposure in the field, and advance their professional development.
* The museum director and senior officials such as trustees have the opportunity to welcome and address the attendees. The process of preparing these remarks often serves to deepen your institution’s understanding and appreciation of museums.
* Hosting the annual meeting is an opportunity for your institution to support and advance the museum field within your state and region.
* The annual meeting provides an economic impact when museum gift stores are made available to attendees.

Benefits to the local community

* The annual meeting provides an economic impact to the community through transactions at hotels, restaurants/caters, shopping, and stay-over vacationers.
* The mayor (or other elected official) has the opportunity to welcome and address attendees. As with your director, this experience often deepens that official’s understanding and appreciation of museums in their community.
* The raised awareness and increased profile of the community has long term impacts on future tourism.
* Professional development received by local museums impacts the local community through improved services delivered to the community.

Benefits to Arkansas Museums Association and the state museum community

* The annual meeting strengthens bonds between the association and host institutions.
* Attendees benefit from increased awareness of local museums, activities, and institutions in the host community.
* The annual meeting provides vital training for best practices.
* · The annual meeting provides inspiration to museums professionals by seeing first-hand the work of colleagues in other communities.

**General Information**

Traditionally, AMA has met in late March. The official opening of the annual meeting usually commences with registration, receptions and evening events and includes concurrent sessions, a business lunch and awards banquet. Attendance has varied over the years from 75 to more than 150, with current annual meetings averaging around 100 attendees. AMA strives to provide an annual meeting that is **affordable**, **friendly**, and **relevant**.

**Annual Meeting Site and Structure:**

The majority of daily activities for the annual meeting typically take place in meeting spaces at the local museums with evening excursions to area museums. In addition to at least 40 sleeping rooms, a hotel must also have available space for a registration desk. Further requirements for venues are listed below.

**Funding Structure:**

Two questions that immediately come up in conversations with host communities are “how much is this going to cost,” and “who is responsible for raising the money?”

Local sponsorship of meals/transportation/entertainment/etc, is encouraged, but not mandatory. Appropriate recognition is given. Most other communities have been able to offer at least a $5,000 donation through their Advertising and Promotions Committee. This type of support is vital if there are costs associated with meeting rooms or exclusive caterer increased costs. It is also important to note that AMA is a 501c3 non-profit and inquiries should be made of all venues and vendors for discounts or price breaks in light of this status.

Other fundraising can be handled by direct contributions from corporations and foundations or it can be in the form of in-kind contributions for services such as bus transportation or catering.Sometimes, the local CVB has taken a lead in finding local sponsors. Another suggestion is to contact tourism bureaus and see if funds are available since small museums from throughout the state will able to attend. The AMA Board and Committees provide logistical support through receipt and acknowledgment of donations.

**Specific Requirements**

The AMA Annual Meeting requires an earnest commitment of leadership, volunteer time, and fund-raising on the part of the AMA Board, Committees, and local museums. Logistically, there are also requirements for meeting space and community accessibility as explained below.

**Community Requirements:**

* There should be enough museums in the local area with staff sufficient to help organize the annual meeting (see below), as well as attend the annual meeting.
* Museums in the local community should represent a variety of sizes, types, and disciplines (small, medium and large museums, historic houses, zoos, botanical gardens, art museums, historic parks, history museums, science centers, children’s museums, specialty museums).
* AMA typically tries to achieve a balance by rotating among the districts with every year or two being in central Arkansas.

**Requirements of Local Museums:**

* **Host Committee** is made up of 3-10 individuals, usually staff from the local museums, with the following roles such as: evening events coordinator, accommodations coordinator, caterer coordinator. Successful committees have included volunteers from the community who can contribute professional expertise and help with fundraising.
* **Hotel or Annual Meeting Site Requirements:**

Typically, AMA’s Annual meeting follows a schedule of Tuesday evening through Friday Morning.

AMA requires:

Total 40 rooms at no more than the current US government per diem rate (www.gsa.gov).

Hotel/hotels should be within a 10-minute drive of the conference site

Complimentary paper/coffee pot/iron/ironing board/hair dryer/WiFi preferred

Continental Breakfast preferred

Hospitality room available after conference events preferred

2-3 complimentary rooms for AMA staff/board

Additionally, AMA requires the following **Meeting Room Spaces**:

**Mid-year Meeting**

AMA holds a mid-year meeting approximately 6 months prior to the annual meeting when the Board and local arrangements committee gather to decide on the program and tour the facilities. AMA works with the local arrangements committee to schedule a meeting space and lunch arrangements. The entire day takes approximately 6 hours with facility tours in the morning and meetings in the afternoon (including a working lunch). Conference call capability during the afternoon meeting is preferred.

**Annual Meeting**

Monday

* 3:00 – 5:00 Registration Desk at hotel - One 6-foot folding tables (or equivalent) with three chairs. Electrical connection within 10 feet and Secured Internet for payment processing. At no additional cost to AMA
* Evening Event at a museum (preferred) - Opening reception, 1-2 hours. Heavy hors d'oeuvres. Out of the weather. No more than a 15 minute drive from the host (main) hotel. Space for 100, including seating for 50. Available until 10:00 pm. Space to be without cost to AMA. Food to cost less than $13.50 per person. Local sponsorship encouraged.
* Break and Silent Auction space – available this day for set-up. Sufficient space for three 6-foot tables (break) and 15 6-foot tables (auction) and 40 chairs with room for a total of 100 people to use the space. Same space for entire conference. Max cost for break is $8.50 per person per break. Space at no cost to AMA. AMA arranges for break sponsors.
* Session Rooms - available this day for set-up. Three rooms each day. Two rooms capable of seating 50 theater style (no tables, just chairs for attendees) and one capable of seating 30 classroom style (tables for attendees). All with a 6-foot table and three chairs at the front of the room. Electricity available in the room and preferably includes projectors and screens. Rooms to be in close proximity of the break room, with travel to and from preferably out of the weather. Rooms to be without cost to AMA.
* Pre-conference activities can be suggested.

Tuesday

* Registration Desk - One 6-foot folding tables (or equivalent) with three chairs. Electrical connection within 10 feet and Secured Internet for payment processing. Near Break/Silent Auction area. At no additional cost to AMA.
* Break and Silent Auction space - Sufficient space for three 6-foot tables (break) and 15 6-foot tables (auction) and 40 chairs with room for a total of 100 people to use the space. Same space for entire conference. Max cost for break is $8.50 per person per break. Space at no cost to AMA. AMA arranges for break sponsors.
* Session Rooms - Three rooms each day. Two rooms capable of seating 50 theater style (no tables, just chairs for attendees) and one capable of seating 30 classroom style (tables for attendees). All with a 6-foot table and three chairs at the front of the room. Electricity available in the room and preferably includes projectors, screens, and Internet access. Rooms to be in close proximity of the break room, with travel to and from preferably out of the weather. Rooms to be without cost to AMA.
* Staff Office/Storage nearby (staff will need key for 24-hour access)
* Business Lunch, 1-1.5 hours - At or within 10-minute drive of the conference site. Podium and audio/video system required. A light lunch is recommended (buffet is fine) - consider showcasing a local specialty. Tables pre-set with water, iced tea, salads and dessert. Food to cost less than $15.00 per person, including drinks. Seating space for 100 - 120. Sponsorship is encouraged.
* Casual Evening Event, 1.5 – 2 hours - Space should be out of the weather and at no cost to AMA. A location within 15 minutes of the host hotel is preferred. Seating space for 120. Site should be available until 10:00 pm. Max food cost is $15.00, including drinks. Entertainment is optional. Local sponsorship is encouraged.

Wednesday

* Registration Desk - One 6-foot folding tables (or equivalent) with three chairs. Electrical connection within 10 feet and Secured Internet for payment processing. Near Break/Silent Auction area. At no additional cost to AMA.
* Break and Silent Auction space – Sufficient space for three 6-foot tables (break) and 15 6-foot tables (auction) and 40 chairs with room for a total of 100 people to use the space. Same space for entire conference. Max cost for break is $8.50 per person per break. Space at no cost to AMA. AMA arranges for break sponsors.
* Session Rooms -Three rooms each day. Two rooms capable of seating 50 theater style (no tables, just chairs for attendees) and one capable of seating 30 classroom style (tables for attendees). All with a 6-foot table and three chairs at the front of the room. Electricity available in the room and preferably includes projectors and screens. Rooms to be in close proximity of the break room, with travel to and from preferably out of the weather. Rooms to be without cost to AMA.
* Lunch is usually at the attendee’s personal expense at local establishments. Or the host committee can plan for another even lunch for more networking opportunities.
* Awards Banquet, 2-3 hours - Space for 100 at rounds or rectangular tables. No more than 10 per table; eight preferred. Full service meal. Tablecloths and silverware. Podium and audio-visual capability required. Space at no cost to AMA. Ability to serve AMA provided wine preferred. Entertainment optional. Max cost $35.00. Local sponsorship is encouraged.

Thursday

* Post-conference activities can be suggested.

Notes:

Functions can be switched to other days depending on venue availability, including switching dinners for lunches, etc.

While meeting space at the host museum(s) is preferred it is not mandatory. Churches, civic centers, etc. can be used.

The AMA board will work with the host committee to set menus - and your caterer(s) must be capable of meeting vegetarian meal requirements.

The AMA board will grant some complimentary meeting registrations to be shared among the host institution(s).

**Instructions for Submitting Proposals**

The area **Convention and Visitors’ Bureau** (CVB) or tourism department, and a local museum will take the lead in organizing the appropriate materials for submission to AMA in consideration of hosting our Annual Meeting.

We are currently accepting **Bids for 2020 through 2022.**

Typically, we book in order of dates.

With the following:

1. A **letter of support** signed by the director of a local museums acknowledging their commitment to host events and to provide volunteers to serve on the various committees. In that letter, please include ideas of 3 evening events and 3-4 off-site tours as well as potentials sponsors and financial commitment.

2. An **outline of venues**.

3. Appropriate **list/bids from local hotels**.

4. List of appropriate **caterers** with examples of past conference menus and pricing for food and staffing needs.

5. Include **all costs** in your proposal, including food, transportation, entertainment, rental costs for tables, chairs, linen, etc and anything else AMA is expected to pay.

Submit materials of the proposal to:

 Gloriaann Sanders

 AMA President

 Gloriaann.Sanders@CalicoRockMuseum.com

Questions, contact: Gloriaann Sanders

 AMA President

 Gloriaann.Sanders@CalicoRockMuseum.com

 870-297-6100

A decision on location will be based on venues, meals, space, geographic location and financial support provided.