REQUEST FOR PROPOSALS

TO HOST ANNUAL CONFERENCE IN 2018, 2019, OR 2020

Each October the BC Museums Association holds a nationally-recognized provincial conference in a British Columbia community, creating an opportunity for members and future members to gather and discuss issues of relevance to the museum, gallery, archive, heritage and related sectors. We are looking for our next communities to host the annual conference in partnership with the BCMA.

ASSOCIATION BACKGROUND

Founded in 1957, the British Columbia Museums Association (BCMA) creates a bright future for British Columbia's museum, gallery, and related heritage communities through networking, advocacy, innovation, and professional development. It delivers programs and services to the benefit of its members and the sector at large, acting as the cultural and heritage information hub for British Columbia while providing a unified voice for the institutions, trustees, professional staff and volunteers.

A Council elected from the membership governs the BCMA. Councillors set policy for the Association while part-time staff, contractors, interns and volunteers deliver services. The BCMA is a provincially incorporated society and a registered charitable organization.

CONFERENCE DETAILS

The annual conference takes place in October each year and runs over two and a half days. In attendance are approximately 150 delegates from across BC -- typically staff from small to large cultural institutions, and students. We currently alternate conference locations between the Lower Mainland and Vancouver Island but are open to proposals from other areas if the partnership opportunities are strong.

FUNCTION SPACE REQUIREMENTS

Meetings take place in unique conference venues, hotels, museums, galleries, and heritage sites. A description of a typical conference program and sample function space requirements is included at the end of this paragraph. When meetings take place in multiple venues, walking distance should be considered along with weather patterns in late October. Although some events can take place in a hotel venue, BCMA conference delegates prefer non-standard spaces.
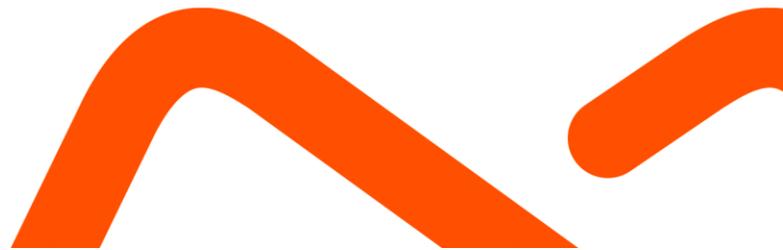
Time	Function	Capacity	Setup
Day 1			
0700 – 2400	Office and registration area	Flow	Tables/chairs, locked storage, wifi
1300 – 1600	Board meeting	15 people	Boardroom or similar
1700 – 1900	Opening Cocktail Reception	85	Cocktail
Day 2			
0700 – 2400	Office and registration area	Flow	Tables/chairs, locked storage, wifi
0730 - 0830	Breakfast (if sponsored)	100 people	Rounds (buffet)
0800 – 1730	Keynote & 4 Plenary Sessions	100-150 people total	Theatre / Classroom/ ½ Rounds
0730 – 1700	Exhibition space for up to 10 exhibitors	Flow	10 8'x10' booths
1000 – 1030	Break	Flow	Coffee service
1230 – 1400	Lunch with speaker	100-150 people	Rounds (buffet)
1515 – 1545	Break	Flow	Coffee service
1700 – 1800	Award nominee reception	40	Cocktail
1800 – 1900	Awards reception	100	Cocktail
1900 – 2200	Awards gala dinner	100	Rounds
Day 3			
0700 – 2400	Office and registration area	Flow	Tables and chairs, locked storage, wifi
0730 - 0830	Breakfast (if sponsored)	100-150 people	Rounds (buffet)
0730 – 1600	Exhibition space for up to 10 exhibitors	Flow	10 8'x10' booths
0800 – 1600	Keynotes & 4 Plenary Sessions	100-150 people	Theatre / Classroom / ½ Rounds
1000 – 1030	Break	Flow	Coffee service
1200 – 1330	Lunch with speaker	100-150 people	Rounds (buffet)
1500 – 1530	Break	Flow	Coffee service
2030	Office- clean up and check out		

ROOM BLOCK

The BCMA often engages a combination of venues and a host hotel (which acts as the primary room venue but may or may not be used as meeting space). The typical room block pattern for the Conference is as follows:

	Sat	Sun	Mon	Tues
Hotel Rooms	15	30	75	15

Host hotel rates should be offered for extended stays 3 days before and 3 days following the conference. Hotels are encouraged to work in partnership with their local museums, galleries, and cultural spaces on a proposal for hosting.

MEALS

The BCMA Conference normally includes the following meal functions:

- **Cocktail Reception** (Day 1) – approximately 85 people. Food service is hors d'oeuvres and no-host bar service. Speaker. Preferred location is unique venue that showcases the area.
- **Awards Nominees Reception** – approximately 40 people. Food service is light hors d'oeuvres with wine, beer and non-alcoholic beverages provided. Preferred location is a private room close to Awards Gala Reception and Dinner.
- **Awards Gala Reception** – approximately 100 – 120 people. Food service is light hors d'oeuvres and no-host bar service.
- **Awards Gala Dinner** – approximately 100-120 people. Plated service or buffet. No- host bar with wine available by the bottle. Speaker and presentations.
- **Breakfasts** x 2 (Days 2 and 3) – approximately 100-150 people. Preferred location is at host hotel. Please note, these breakfasts are only provided if/when sponsorship is secured.
- **Lunch** x 2 (Days 2 & 3) – approximately 100-150 people. Food service is sit down, buffet style. Preferred location is same venue as plenaries.
- **Breaks** x 4 (am/pm Day 2 & 3). Service volumes vary. Stand up/casual.

CONCESSIONS

BCMA requests the following concessions be considered for proposals:

- Complimentary rooms for the BCMA team- 4 rooms for 4 nights each
- Complimentary rooms for BCMA Council members- 5 rooms for 3 nights each, 5 rooms for 2 nights each and 3 rooms for 1 night each (total of 28 room nights)
- Complimentary room for 2 nights for early-bird registration contest
- Minimum of 3 room upgrades
- Comp room ratio with all rooms commissionable
- Complimentary meeting space use
- Complimentary high speed internet access in bedrooms and function space for all conference participants
- Guarantee that rates offered during contracted period, through any means, to any other guests/groups, cannot be lower than those provided to BCMA.

PROPOSAL REQUIREMENTS

Please ensure your proposal clearly outlines:

1. Contact information and brief background on the host community.
2. All available conference dates in the October period for the year(s) you wish to host the conference. Please note that applications can be made to host the conference in 2018, 2019, or 2020.
3. Conference date(s) you are offering/protecting at the venue(s).
4. Clear indication of the host hotel and which local venue(s) will be used for the conference proceedings.
5. Any special anniversaries your area may be celebrating at the same time and/or any festivals or special events that delegates might be able to take part in.
6. Commissionable hotel rates for each set of dates being offered.
7. Conference rates available 3 days prior and 3 days following the program for extended stays.
8. Concessions being offered per requested list (see above).
9. Catering menu with current costs.
10. Proposed function space allocations with function space floor plans.
11. Ideas for special functions.
12. Any other costs associated with a group booking at your property (ie. parking, resort fees, et al).
13. Any special offers, sponsorship or support you are willing to provide to this group to enhance their stay, quality and success of the conference, keeping in mind that the host association is a non-profit charitable organization and attendees work in the cultural sector.

BCMA Request for Proposals
To Host Annual Conference in 2018, 2019, or 2020

DEADLINE

Proposals requested by email to hjeliazkov@museumsassn.bc.ca no later than the end of day (Pacific Standard Time) Friday, August 11, 2017. A decision is expected to be made prior to October 1, 2017. Email subject line to read "PROPOSAL TO HOST BCMA CONFERENCE"

PAST CONFERENCE HOST COMMUNITIES

2017 – Victoria	1996 – Campbell River	1975 – Prince George
2016 – Whistler	1995 – Fort St. John	1974 – Vancouver
2015 – New Westminster	1994 – Victoria	1973 – Fort Steele
2014 – Penticton	1993 – Prince Rupert	1972 – Fort Langley
2013 – Parksville	1992 – Burnaby	1971 – Victoria
2012 – Kamloops	1991 – Penticton	1970 – Penticton
2011 – Vancouver (MOV)	1990 – Courtenay	1969 – Vancouver
2010 – Nanaimo	1989 – Dawson Creek	1968 – Vernon
2009 – Osoyoos	1988 – Harrison	1967 – Victoria
2008 – Victoria	1987 – Kimberley	1966 – Duncan
2007 – Richmond	1986 – Whistler	1965 – Kamloops
2006 – Prince George	1985 – Vernon	1964 – Nelson
2005 – Kelowna	1984 – Burnaby	1963 – Kelowna
2004 – Nanaimo	1983 – Duncan	1962 – Barkerville
2003 – Reno, NV (w. WMA)	1982 – Rossland	1961 – Vancouver
2002 – Vancouver (Wosk)	1981 – Kamloops	1960 – Penticton
2001 – Quesnel, Barkerville	1980 – Victoria	1959 – Chilliwack
2000 – Victoria (w. WMA)	1979 – Richmond	1958 – Victoria
1999 – Revelstoke	1978 – Nanaimo	1957 – Vancouver
1998 – Cranbrook	1977 – Kelowna	
1997 – Prince George	1976 – Port Alberni	