April 14, 2017

ANNUAL CONFERENCE BIDDING CHECKLIST

Prior to submitting your annual conference bid, please ensure that you have included all of the required information by completing the following checklist that shall be submitted with your bid submission.

The attached submission includes the following:

1. _____ The person submitting this bid is clearly identified therein as the bidder.
2. _____ The proposed host city is clearly identified.
3. _____ The submission is being submitted on or before June 1 of year that is two years prior to the annual conference that the bidder desires to host (Ex. June 1, 2017 for 2019 annual conference).
4. _____ The submission is addressed to the NBPA secretary and will be sent to the secretary at secretaryblackprosecutorsorg@gmail.com.
5. _____ The subject line reads, ____ (insert the year of the annual conference the bidder is bidding for) Annual Conference Bid from _______ (insert the proposed host city).
6. _____ The submission is not more than 20 double spaced pages.
7. _____ The submission includes:
   a. _____ A detailed explanation of why NBPA should select the proposed host city including the city’s historical significance or involvement in, or relation to, current events that correlate to NBPA’s mission (i.e., St. Louis, Missouri’s the 2016 annual conference host city) relation to the Michael Brown homicide and Ferguson, Missouri unrest);
   b. _____ An affirmative statement that verifies the support of at least one prosecutor’s office in the proposed host city (this may be in the form of a letter from the highest prosecuting official in that office addressed to the current NBPA Board of Directors);
c. _____ The number of prosecutors in the proposed host city who have agreed to help host the annual conference;

d. _____ The names, contact information, and capacity of hotels in the proposed host city that have verified their capacity to host an annual conference with approximately 250-400 attendees during July of the selected year;

e. _____ A detailed list of potential excursions (evening events) that sets forth why the excursion would be meaningful (past events have included cocktail parties hosted by firms or prosecutors’ offices, boat rides, museum tours, etc.) and the projected estimated costs for the potential excursions;

f. _____ A detailed list of potential speakers (including elected officials, professors, authors, prosecutors, non-profit organizations), who are qualified to address the NBPA conference attendees about current legal issues; and,

g. _____ An agreement from the bidder that the bidder will be the primary point of contact for the NBPA Board of Directors and annual conference planning committee through the date of the annual conference. The point of contact is expected to communicate regularly with the NBPA Board of Directors and annual conference planning committee, and serve as the local contact person, who is on the ground to accomplish whatever is necessary to make the annual conference successful (i.e., meeting with vendors, site visits, etc.).

8. _____ The bidder ensures that the submitted bid contains the foregoing and understands that, if the submission does not contain any of the foregoing, it will not be considered or voted on by the NBPA Board of Directors.

I have initialed each of the enumerated items above to certify that I, the submission bidder, have submitted a full and complete bid for the NBPA Board of Director’s consideration.

Bidder’s Printed Name ______________________ Bidder’s Signature ______________________

Bid’s Submission Date ______________________ Bidder’s Email & Number ______________________