



NATIONAL BLACK PROSECUTORS ASSOCIATION
34th ANNUAL CONFERENCE AND JOB FAIR
Cleveland, Ohio
July 16th, 2017 – July 22nd, 2017

NBPA EXECUTIVE COMMITTEE:

PRESIDENT

WILLIAM JORDEN
Assistant District Attorney
19th Judicial District-East Baton Rouge Parish
Baton Rouge, LA
William.Jorden@ebrda.org
(225) 389-3400

April 14, 2017

Re: The NBPA annual conference and job fair

VICE PRESIDENT OF PROGRAMS

COLLEEN D. BABB
Chief, School Advocacy Bureau
Kings County District Attorney's Office
Brooklyn, New York
babb@brooklynda.org
(718) 250-2377

Dear Members and Friends,

Thank you for your interest in hosting a future annual NBPA conference and job fair ("annual conference"). The annual conference is by far our largest and most significant event as an organization. It is during the annual conference that members, friends, educators and high-ranked government officials come together to fellowship, teach, learn and reflect on our collective mission of empowering and recruiting African American prosecutors. Thus, the success of the annual conference is vital to our overall success as an organization.

VICE PRESIDENT OF PLANNING

JOSEPH WHITFIELD
Deputy District Attorney
18th Judicial District Attorney's Office
Centennial, Colorado
jwhitfield@da18.state.co.us
(720) 874-8500 ext.4563

It is in that vein that the NBPA Executive Board has formalized the bidding process for hosting the annual conference. Below, please find the bidding instructions for the 2019 annual conference.

VICE PRESIDENT OF MEMBERSHIP

ERIKA L. GILLIAM-BOOKER
Assistant State's Attorney
Cook County State's Attorney's Office
Chicago, Illinois
membershipblackprosecutorsorg@gmail.com
(773) 674-3060

SECRETARY

JENNIFER FRIEND-KELLY
Assistant Attorney General
D.C. Office of the Attorney General
Washington, D.C.
secretaryblackprosecutorsorg@gmail.com
(202) 724-5396

TREASURER

JESSE GIDDINGS
Deputy Assistant State's Attorney
Hartford State's Attorney's Office
Hartford, Connecticut
treasurerblackprosecutorsorg@gmail.com
(860) 566-5996

IMMEDIATE PAST PRESIDENT

MELBA V. PEARSON
Formerly of Miami-Dade State Attorney's Office
Miami, Florida
melbapearsonesq@gmail.com

JOB FAIR CHAIRPERSONS

AUDREY S. MOORE
Executive Assistant District Attorney
Chief Diversity Officer
Chief of Special Victims Bureau
New York County District Attorney's Office
New York, NY
(212) 335-4205

TANYA C. APPARICIO

Deputy Chief
Domestic Violence Unit
Special Victims Bureau
New York County District Attorney's Office
New York, NY
(212) 335-4113

CLE CHAIRPERSON

CARMEN LINEBERGER
Assistant United States Attorney
United States Attorney's Office
Southern District of Florida
Fort Pierce, Florida
(772) 466-0899
carmen.lineberger@usdoj.gov

National Black Prosecutors Association
1507 East 53rd Street Suite 108 Chicago, Illinois 60615
www.blackprosecutors.org

1. The submission should identify the person who is submitting the bid, who is hereinafter referred to as the "bidder." The location that the bidder is seeking to have selected as the annual conference site is hereinafter referred to as the "proposed host city." Please note, the 2019 annual conference will be hosted in the eastern third of the country. This includes the following regions: New England, Northeast, Eastern, Mid-Atlantic and Southeast.
2. The deadline for submission is June 1 of the year that is two years prior to the annual conference that the bidder desires to host. For example, the submission deadline for the 2019 annual conference is June 1, 2017. Submissions submitted after June 1 will not be considered for the annual conference that follows two years later.
3. If the June 1 deadline is missed and should the bidder desire to have the bid considered for the annual conference that would follow three years later (i.e., 2020), the bidder must update the submission and resubmit it by the June 1 deadline (i.e., June 1, 2018 for the 2020 annual conference). Late submissions that are not updated and resubmitted pursuant to the process outlined herein will not be considered.



NATIONAL BLACK PROSECUTORS ASSOCIATION
34th ANNUAL CONFERENCE AND JOB FAIR
Cleveland, Ohio
July 16th, 2017 – July 22nd, 2017

NBPA EXECUTIVE COMMITTEE:

PRESIDENT

WILLIAM JORDEN
Assistant District Attorney
19th Judicial District-East Baton Rouge Parish
Baton Rouge, LA
William.Jorden@ebrda.org
(225) 389-3400

VICE PRESIDENT OF PROGRAMS

COLLEEN D. BABB
Chief, School Advocacy Bureau
Kings County District Attorney's Office
Brooklyn, New York
babbc@brooklynda.org
(718) 250-2377

VICE PRESIDENT OF PLANNING

JOSEPH WHITFIELD
Deputy District Attorney
18th Judicial District Attorney's Office
Centennial, Colorado
jwhitfield@da18.state.co.us
(720) 874-8500 ext.4563

VICE PRESIDENT OF MEMBERSHIP

ERIKA L. GILLIAM-BOOKER
Assistant State's Attorney
Cook County State's Attorney's Office
Chicago, Illinois
membershipblackprosecutorsorg@gmail.com
(773) 674-3060

SECRETARY

JENNIFER FRIEND-KELLY
Assistant Attorney General
D.C. Office of the Attorney General
Washington, D.C.
secretaryblackprosecutorsorg@gmail.com
(202) 724-5396

TREASURER

JESSE GIDDINGS
Deputy Assistant State's Attorney
Hartford State's Attorney's Office
Hartford, Connecticut
treasurerblackprosecutorsorg@gmail.com
(860) 566-5996

IMMEDIATE PAST PRESIDENT

MELBA V. PEARSON
Formerly of Miami-Dade State Attorney's Office
Miami, Florida
melbapearsonesq@gmail.com

JOB FAIR CHAIRPERSONS

AUDREY S. MOORE
Executive Assistant District Attorney
Chief Diversity Officer
Chief of Special Victims Bureau
New York County District Attorney's Office
New York, NY
(212) 335-4205

TANYA C. APPARICIO

Deputy Chief
Domestic Violence Unit
Special Victims Bureau
New York County District Attorney's Office
New York, NY
(212) 335-4113

CLE CHAIRPERSON

CARMEN LINEBERGER
Assistant United States Attorney
United States Attorney's Office
Southern District of Florida
Fort Pierce, Florida
(772) 466-0899
carmen.lineberger@usdoj.gov

4. The submission should be addressed to the NBPA secretary and sent to the secretary at secretaryblackprosecutorsorg@gmail.com. The subject line must read: ____ (insert the year of the annual conference the bidder is bidding for) Annual Conference Bid from _____ (insert the proposed host city).
5. The submission should be no more than 20 double spaced pages. At a minimum, it must include the following:
 - 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 Executive Board 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.).



NATIONAL BLACK PROSECUTORS ASSOCIATION
34th ANNUAL CONFERENCE AND JOB FAIR
Cleveland, Ohio
July 16th, 2017 – July 22nd, 2017

NBPA EXECUTIVE COMMITTEE:

PRESIDENT

WILLIAM JORDEN
Assistant District Attorney
19th Judicial District-East Baton Rouge Parish
Baton Rouge, LA
William.Jorden@ebrda.org
(225) 389-3400

VICE PRESIDENT OF PROGRAMS

COLLEEN D. BABB
Chief, School Advocacy Bureau
Kings County District Attorney's Office
Brooklyn, New York
babb@brooklynda.org
(718) 250-2377

VICE PRESIDENT OF PLANNING

JOSEPH WHITFIELD
Deputy District Attorney
18th Judicial District Attorney's Office
Centennial, Colorado
jwhitfield@da18.state.co.us
(720) 874-8500 ext.4563

VICE PRESIDENT OF MEMBERSHIP

ERIKA L. GILLIAM-BOOKER
Assistant State's Attorney
Cook County State's Attorney's Office
Chicago, Illinois
membershipblackprosecutorsorg@gmail.com
(773) 674-3060

SECRETARY

JENNIFER FRIEND-KELLY
Assistant Attorney General
D.C. Office of the Attorney General
Washington, D.C.
secretaryblackprosecutorsorg@gmail.com
(202) 724-5396

TREASURER

JESSE GIDDINGS
Deputy Assistant State's Attorney
Hartford State's Attorney's Office
Hartford, Connecticut
treasurerblackprosecutorsorg@gmail.com
(860) 566-5996

IMMEDIATE PAST PRESIDENT

MELBA V. PEARSON
Formerly of Miami-Dade State Attorney's Office
Miami, Florida
melbapearsonesq@gmail.com

JOB FAIR CHAIRPERSONS

AUDREY S. MOORE
Executive Assistant District Attorney
Chief Diversity Officer
Chief of Special Victims Bureau
New York County District Attorney's Office
New York, NY
(212) 335-4205

TANYA C. APPARICIO

Deputy Chief
Domestic Violence Unit
Special Victims Bureau
New York County District Attorney's Office
New York, NY
(212) 335-4113

CLE CHAIRPERSON

CARMEN LINEBERGER
Assistant United States Attorney
United States Attorney's Office
Southern District of Florida
Fort Pierce, Florida
(772) 466-0899
carmen.lineberger@usdoj.gov

6. It is the bidder's responsibility to ensure that the submitted bid complies with the foregoing. Submissions that do not contain the above information will not be considered or voted on by the NBPA Executive Board.
7. Any questions about this process shall be directed to the NBPA secretary at secretaryblackprosecutorsorg@gmail.com. Please do not inquire about hosting an annual conference through any other means or median.

Should you have any questions or concerns about the NBPA's annual conference bidding process, please email the NBPA Executive Board at secretaryblackprosecutorsorg@gmail.com. The NBPA Executive Board looks forward to considering your submission.

Regards,

Jennifer Friend-Kelly
Secretary
National Black Prosecutors Association