



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

ANNUAL CONFERENCE BIDDING CHECKLIST

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

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.

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

The attached submission includes the following:

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

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).

SECRETARY

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

4. _____. The submission is addressed to the NBPA secretary and will be sent to the secretary at secretaryblackprosecutorsorg@gmail.com.

TREASURER

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

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).

IMMEDIATE PAST PRESIDENT

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

6. _____. The submission is not more than 20 double spaced pages.

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

7. _____. The submission includes:

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

- 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);

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



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- 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