



NBPA
The National Black Prosecutors Association

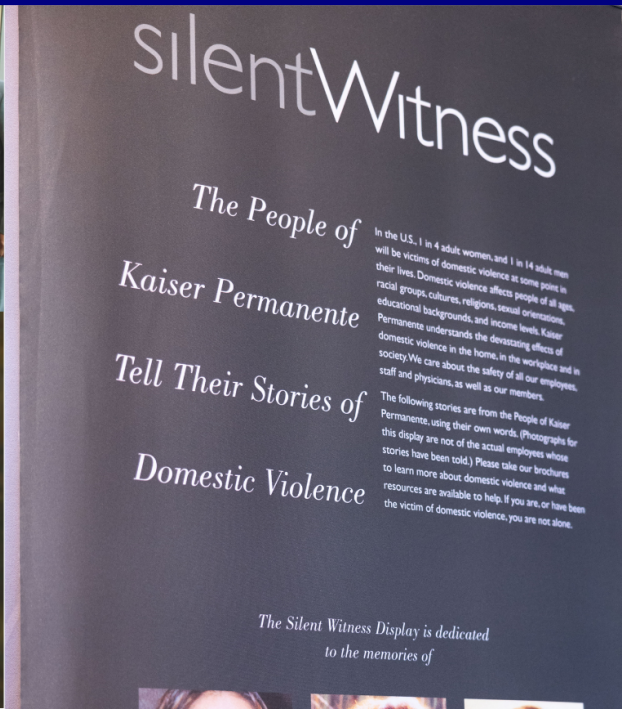
Conference + Job Fair Proposal



Thank you for considering hosting a conference for our wonderful organization!

We have prepared this host outline for your reference.

Proposals do not have to be submitted in any particular format. However, we have provided this guide in an effort to help you present your best proposal, which will be presented before our membership during our upcoming plenary session.





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Conference + Job Fair Host Outline

As the National Black Prosecutors Association continues to move in line with our mission and in the spirit of our late founder Mr. Norman S. Early, Jr., we look forward to all host city proposals for upcoming conferences. Planning a successful conference and job fair takes time.

With that, here are the things that we would like to see in your upcoming conference bid.

- 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);
- An affirmative formal 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);
- The number of prosecutors in the proposed host city who have agreed to help host the annual conference (this may be based upon membership from local chapters and prosecutors within/near host city offices);

Ex: There are currently _____ paid NBPA members. NBPA Chicago has _____ members. _____ have agreed to help host the _____ National Black Prosecutors Association Conference and Job Fair.

- The Conference or Sales Manager names, contact information (phone and email), 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. This should be presented as a chart or spreadsheet;

Example of Inquiry email to local hotels:

Good afternoon,

My name is Erika Gilliam Booker. I am currently the Vice President of Membership of the National Black Prosecutor's Association (NBPA). NBPA has been in existence since 1983 and each year, NBPA



hosts a conference and job fair in a different city. The National Black Prosecutors Association Conference and Job Fair attracts between 250-400 attendees including those staying at the hotel for the entire seven nights. During the seven-day conference, NBPA hosts a myriad of seminars relevant to the field of prosecution, job fair for law school students, and a Youth Conference. Social events also include luncheons and evening receptions at both the hotel and at offsite locations. Prior conference keynote speakers have included former Attorney Generals Loretta Lynch and Eric Holder. The conference is normally held during the third or fourth week of July. We are currently preparing for the July 2020 conference. Can you please provide:

- Availability during the third and fourth week of July 2020*
- Confirm your capacity to host a conference of 250-400 attendees during that time*
- Conference contact person*

This is a preliminary inquiry. Our Site and Procurement representative will be in touch in the future as we continue to secure a venue. If you have any questions, please feel free to contact me. Have a wonderful day!

- 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;
- 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,
- An agreement from the proposing party that the proposing party 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.).
- An agreement from the proposing party that the proposing party will be responsible for gathering and managing the planning committee that will be responsible for the conference planning and matters during the conference. The proposing party and committee fully understand that they are responsible for fundraising and must work directly with program chairs (CLE, Job Fair, Forum, Ad Hoc, Youth Conference) and Board members.