



Fierté Canada Pride

2024 Conference & AGM

Call for Bids/Proposals

Purpose

To establish the requirements that potential hosts must meet in bidding to host the Annual National Conference of the Organization and establish the procedures through which bids are presented to and accepted by the Organization.

Section 1 - Organization Eligibility

In order to be eligible to bid as a potential host of the Annual National Conference of the Organization, a member organization must:

1. be a Full Member organization (or done in partnership with a Full Member organization) in good standing for at least two (2) consecutive years;
2. the Full Member Organization must have attended one (1) of the previous two (2) Annual National Conferences or InterPride Annual Conference;
3. be a fiscally-stable organization with no operating deficit exceeding ten percent (10%) of revenues in a two (2) year period.

Section 2 - Location Eligibility

In order to be eligible to bid as a potential host of the Annual National Conference of the Organization, any proposed host city must have at least one airport (within 60 km of host venue*) offering direct national (from major urban airports) flights and having substantial airline service from at least one major airline.

*Alternate Eligibility:

1. Provide a transportation plan from the closest major airport

Section 3 - Notice

Any eligible member organization intending to make a bid to host the 2024 Annual National Conference must present a Letter of Intent to Bid to the Board of Directors no later than

December 31st, 2021. The official bid shall be submitted no later than **January 26th, 2022.** This is intended to provide the conference committee and the board time to review the bid to ensure it meets the requirements of this standing rule or other standing rules or policies and procedures as may, from time to time, be adopted by the Board of Directors.

A Letter of Intent to Bid **MUST** also be submitted electronically to hello@fiertecanadapride.org by 11:59PM Pacific Time on **December 31st, 2021.**

Bids must be submitted electronically to: hello@fiertecanadapride.org by 11:59PM Pacific Time on **January 26th, 2022.** *All key due dates can be found on page 5 of this package*

Section 4 - Conference Details

1. Fierté Canada Pride (FCP) will take on the fiscal responsibility of the conference. This includes (please note that anything indicated as “In Partnership” means that FCP will work with the host organization on these):
 - a. Budgeting
 - b. Sponsorship (In Partnership)
 - c. Marketing & Branding (Nationally & Internationally)
 - d. Workshop Planning (In Partnership with Host Organization, FCP’s Advisory Councils, and any and all partner organizations)
 - e. Hotel & Conference Venue Contracts - FCP reserves final say on hotel chain used
 - f. Social Activities (In Partnership)
 - g. FCP and any partner organization will have event insurance in place for the conference that will list the Host Organization as a named insured
 - h. Supply a detailed work plan of key deadlines and dates once a conference date and location have been determined
2. FCP will have final say on the host hotel for the conference and will designate a preferred hotel chain at its sole discretion which will bind the Host Organization to hold the conference at a hotel of said hotel chain. Should FCP have a national Hotel Sponsor, it will be required by the organization to host the conference at this hotel chain.
3. Registration is hosted on the FCP [Website](#) and/or any other platform as determined by FCP.
4. The conference will be operated and managed by a committee composed of individuals from the Host Organization (minimum of 3 people), FCP Board Members (minimum of 3 of which 1 needs to be the FCP Treasurer and ideally 1 Director from the host location or geographic region if possible. Alternatively any other Directors/Officers can join the committee as well as any Advisory Council Ambassador). If FCP partners with another national or regional organization for the execution of the Conference, members of said partner organization are entitled to join the Conference Committee as well as up to 3 volunteers from the pride community at large. All operating plans, budgets, and

conference details must be approved by the FCP Board of Directors.

5. FCP reserves the right to partner with other organizations in the execution of the conference component as it deems appropriate.
6. FCP will be responsible for national/federal and most Corporate Sponsorships. The FCP Sponsorship person will be responsible for creating the Official Sponsorship Package in conjunction with the Conference Organizing committee. It will be the responsibility of the host organization to work with local sponsors (FCP will be the sole collector of funds for all cash related sponsorships). In the event the conference produces a profit that will be shared at a ratio equivalent to the cash amount raised (excluding in kind) by each organization (FCP & The host). The profit sharing will be calculated within 30 days of the conclusion of the conference and funds will be dispersed via cheque or FCP's payment provider within 30 days of the profit calculation.
7. FCP will host a Facebook Event Page for the conference and all evening social events and invite the host organization to be a co-host of such a Page. The host organization must not create a separate Facebook page for the AGM & Conference.
8. FCP will recognize the host organization in any marketing related material.
9. FCP will set the Member Early, Regular, and Late registration rates.
10. After the bid is awarded, the host organizing committee and FCP will ensure open communication and dialogue by a minimum of monthly conference calls and sharing of planning documents. If needed conference calls may increase as the conference date approaches. The frequency will be mutually agreed upon.
11. The host organizing committee is expected to:
 - a. Plan & organize evening social events (Budgets will be determined in Partnership)
 - b. Provide volunteers (5 to 15) for the execution of the conference & logistics
 - c. Market the event locally
 - d. Solicit local sponsors & partners (In Partnership with the FCP Sponsorship person)
 - e. Workshop Planning (in partnership with FCP, FCP's Advisory Councils, and any partner organizations) ie. topics, local workshop presenters, facilitators & entertainers
12. The successful bid date must be maintained. Any date changes must be approved in partnership with the host organization and the FCP Board.

Section 5 - Bid Content Requirements

Any bid presentation made by a member organization to host the Annual National Conference must include the following:

1. General information concerning the host city including the local culture, cost of living, population, population density, language(s) spoken, surrounding areas, etc.
2. Copy of host organization minutes that include the approved motion to Bid on the conference (must include the names of any partner organizations if applicable) .

3. Endorsements or letters of support or invitation from (at least two of the following):
 - a. local, state/provincial, and/or national governments;
 - b. tourism offices and/or convention/visitors' bureau;
 - c. airline(s), car rental agencies, ferry, bus & rail transportation.
4. Detailed information on a possible host hotel and conference venue(s), including room rates, room options, and a letter of intent from the potential host hotel* (*subject to approval from FCP as per item 11 below). The bidding organization may contact FCP before submitting their letter of intent to identify the hotel chain FCP would like used as a host hotel.
5. Proposed dates of the Annual National Conference. The conference must be at least two and a half (2.5) days long, include both days of a given weekend and take place anywhere between mid February to mid March.
6. Draft schedule of the potential social events. Please also include a list of potential local presenters, facilitators and entertainers
7. Detailed information on the local 2SLGBTQ+ community infrastructure including a map showing the city, points of 2SLGBTQ+ interest and the location of the proposed host hotel and conference venue(s).
8. Detailed information demonstrating an understanding of diversity in relation to those likely to attend the Annual National Conference, including (but not limited to) accessibility, gender neutrality, translation and interpretation services and dietary requirements.
9. Details about potential local sponsors who have been or will be approached to support the conference
10. A schedule of transportation costs that delegates could incur attending the Annual National Conference in the proposed host city.
11. If the bidding organization has a ***preferred*** hotel for the conference this is due **December 31st 2021** with the letter of intent. **FCP has final say on the hotel chain to be used for the conference.**

Section 6 - Bid Timeframe

The Membership of the Organization at any AGM (National) shall decide the location for the Annual National Conference approximately 1-2 years in advance of said event. This vote will take place during said AGM by ballot (type of ballot to be determined in advance of the AGM). Only bids relating to the Annual National Conference to be held in that year (1-2 years away) shall be permitted to make a presentation to the Membership, as outlined in Section 7 below. Indications of interest to host other Annual National Conferences outside of this timeframe may be made after the conclusion of the selection process (voting concluded). The FCP Board of Directors, due to unforeseen circumstances, the need to rescind a previously awarded bid, and/or other reasons, may allow the presentation of bids for different and/or subsequent conferences at one AGM.

Section 7 - Bid Presentation

Each bidding organization shall be provided no less than ten (10) minutes and no more than fifteen (15) to make their presentation during the AGM. An Annual National Conference's Host Committee, in consultation with the FCP Board, may provide additional opportunities during that Annual National Conference outside plenary sessions to permit bidding organizations to provide the Membership with additional information regarding their bid. Such additional opportunities shall be provided to all bidding organizations on an equal basis.

Section 8 - FCP Board Neutrality

FCP Board Directors who are not part of a bidding member organization shall not endorse nor support any bid to host the FCP AGM & Conference. FCP Board Directors who are part of a bidding member organization will use common sense and abstain and/or excuse themselves from any discussions and/or votes that involve ANY bidding member organization, including but not limited to their own.

Section 9 - Requirement Suspension

The FCP Board, upon the request of a bidding organization and through the majority vote of those members of the committee present and voting, may recommend to the Membership at an AGM the suspension of one or more provisions of Section 4 of this Standing Rule. The Membership, through the majority vote of those present and voting at an AGM, may enact such suspension(s), provided they occur prior to the presentation of bids noted in Section 5 of this rule.

Section 10 - Enactment and Precedence

This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Board of Directors and Membership dealing with the subject matter contained herein.

Section 11 - Partnership Agreement

The host organization is required to enter into an agreement with FCP outlining the requirements of the delivery of the FCP Conference/AGM **within 30 days** of being awarded the Conference/AGM.

Section 12 - Signing Authority

On behalf of _____ (organization name), I _____
(your name) have been granted authority through a motion at our board meeting on
_____ (mmm/dd/yyyy) to sign on behalf of the organization for the Annual
National Conference.

By signing below I agree that I have read all pages within this **2024 Conference Call For Bids**
Package and attest that our organization meets the minimum requirements mentioned in the
above pages of this document.

Printed Name: _____

Position: _____

Signature: _____

Dated: _____

Key Due Dates:

All times indicated are in Pacific Time

- December 31st, 2021 - 11:59PM - Letter of Intent Due
- January 26th 2022 - 11:59PM - Bid Package Due
- February 25th to 27th, 2022 - Conference bids to be presented to membership at the AGM in Kelowna, BC.