

Kansas Museums Association 2011 Annual Conference - Northeast Kansas Conference Bid Guidelines

The Kansas Museums Association is a statewide organization that creates, fosters, and promotes interest in, advancement of, and appreciation for museums in Kansas. As a volunteer-run, non-profit entity, KMA is appreciative of the generous support of museums, friends, businesses, and foundations in promoting our annual museum conference each year. Those eligible to submit conference bids for our 2011 conference must be located in our Northeast Kansas region. (please see the map below). Please keep the following guidelines in mind when submitting the proposal.

Facility Requirements:

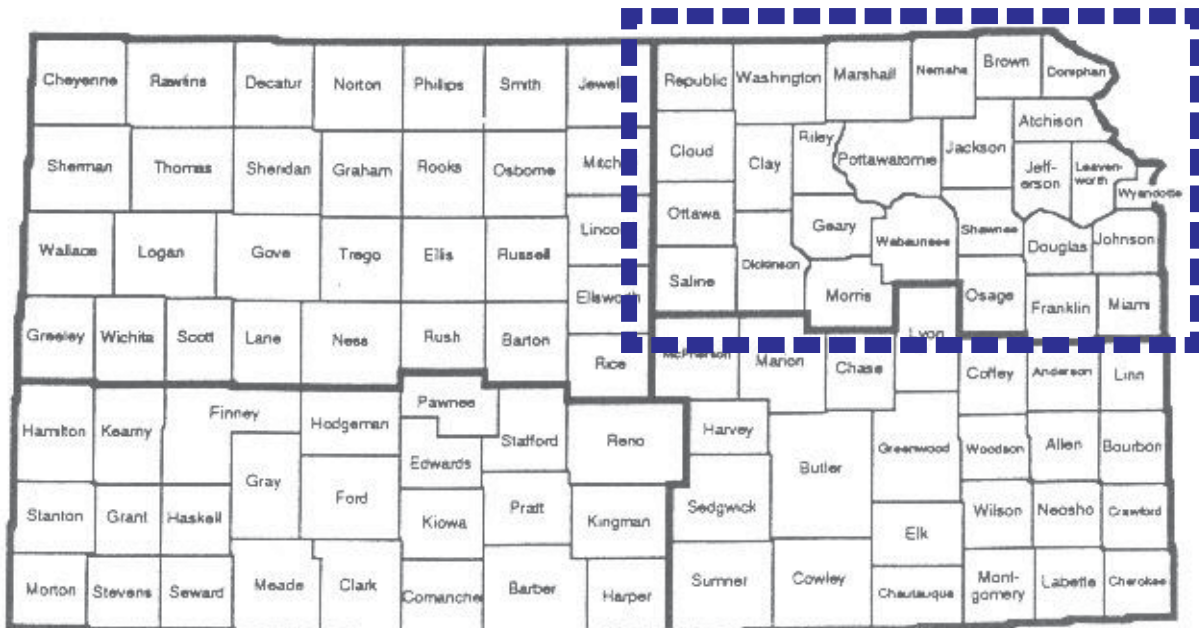
- Must have Banquet Room, General Session Room, 3 Rooms for Break-out sessions, Exhibitor/Vendor Room Space.
- Must have a catering service must be in place or must have other options suggested.
- Must be able to accommodate 200 - 250 attendees in the General Session Room and Banquet Rooms.
- Availability of hotel rooms, price blocks, amenities, etc.

Host Museum(s):

A museum(preferably a member of KMA) in the community must agree to serve as the host organization and to provide a chairman to take the primary responsibility for local arrangements committee. Other museums in the community might participate in the local arrangements committee. Support from the local Convention and Visitors Bureau is desirable. If the site is selected, the host museum(s) will be expected to assist in promoting the annual meeting/conference at the site of the proceeding conference. The host museum(s) will also be responsible for the planning and cost of the opening reception either solely at one location or that of a collaborative effort. Therefore, becoming an in-kind sponsor of the conference.

Proposal Requirements (Please send 3 copies of the following proposal):

- The conference bid form.
- A letter of intent from the host museum(s) on why and what your location has to offer.
- A letter of support from the local Convention and Visitors Bureau.
- A suggested list of hotel accommodations and their amenities.
- A suggested list of facilities / hotel(s).
- A list of all attractions and the possibility of pre-conference guided or self-guided tours.
- A plan for the opening reception.
- A list of possible local sponsors in addition to the museum.



Kansas Museums Association
Conference Proposal Form

Submission Deadline: February 1, 2009

Please Return this form along with other guidelines to: Kansas Museums Association, P.O. Box 1946, Salina, KS 67402-1946. For questions, call (785) 309-0244 or email info@ksmuseums.org. Please type or write neatly in ink only. If additional space is needed for extra contacts, please continue on another page.

Primary Host Museum: _____

Contact Chairperson: _____

Address: _____

City/State/Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Website: _____

Other Host Museum: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Website: _____

Other Host Museum: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Website: _____

CVB: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Website: _____