

Association for Budgeting and Financial Management (ABFM)

Request for Proposals: 2020 Annual Conference

ABFM requests proposals for hosting the 2020 Annual Conference in a location other than Washington, DC. The conference should be scheduled for a Thursday through Saturday in September or October 2020.

Proposals from prospective host committees should include the following:

- Identify the host committee members and their affiliations.
- Select a city that is accessible by economical air transportation and offers sufficient amenities for the conference.
- Select a hotel for the conference that can accommodate the conference meeting and room requirements.
- Secure economical price quotations for the following items:
 - Guest Room Night Commitment: about 260 room-nights distributed as below
 - Wednesday 55-65
 - Thursday 75-85
 - Friday 85-95
 - Saturday 25-35
 - Plenary session rooms (one session Thursday and one Friday for 120-150 people)
 - Meeting rooms (5 breakout rooms in continuous use from Thursday morning through Saturday afternoon)
 - Continental breakfast (Thursday, Friday and Saturday) and break food service (3 each on Thursday and Friday for 75 to 100 persons, and one on Saturday for 60 to 75 persons).
 - Friday luncheon (120-150 persons)
 - Two receptions (hors d'oeuvres for 120 persons and cash bar service). If the local hosts are able to sponsor one or more of these receptions, this is a favorable consideration.
 - Detailed arrangements and costs for audio-visual support and services. This may include any combination of services and equipment provided by, and fees charged by, the conference hotel, other service providers, and/or use of ABFM's five projectors with PCs supplied by panel chairs, the host committee, or others.
 - Location for registration activities that has access to wi-fi.
 - Prepare a total estimated hotel cost to the association (do not include guest room nights) for the use of hotel facilities and food service.
 - ABFM usually receives a number of free guest room nights depending on the number of paid guest nights booked. These are normally used for invited speakers, award winners, or other special guests. Provide information on this.
- Provide information, including cost, on transportation options from the closest airport to the conference hotel. Be sure to state whether the hotel has shuttle service.
- Briefly describe a plan to market the conference to potential attendees in the area who are not members of ABFM, and identify potential local sponsors (including governments, associations, businesses, and universities).
- Prepare a list of amenities near the conference hotel, including restaurants, attractions, shopping, and other hotels that can be available if the conference hotel reaches capacity.

The 2020 Conference Site Selection Committee consists of Beverly Bunch, Thad Calabrese (*ex officio*), Deborah Carroll (*ex officio*), Hai (David) Guo (*ex officio*), Jonathan Justice (chair), and Bruce McDonald.

Please submit proposals via mail or email **by November 30, 2018** to Jonathan Justice (School of Public Policy & Administration, University of Delaware, Newark, DE 19716; justice@udel.edu; +1-302-831-1682).