



## COLORADO MUNICIPAL CLERKS ASSOCIATION REQUEST FOR PROPOSAL FOR ANNUAL CONFERENCE

<b>CONFERENCE PROPOSAL DEADLINE</b>	<b>2021 Conference</b> – July 31, 2019 <b>2022 Conference</b> – July 31, 2019
<b>FUTURE CMCA ANNUAL CONFERENCE DATES</b>	<b>2021</b> – October 20 - 22, 2021 <b>2022</b> – October 19 - 21, 2022

### Colorado Municipal Clerks Association (CMCA)

The mission of the Colorado Municipal Clerks’ Association is to educate municipal clerks and promote a better understanding of the function and responsibilities of the profession. Founded in 1974, CMCA is committed to maintaining a high standard of leadership, respect, and integrity in all aspects of our operations and in our professional and business conduct. CMCA strives to reflect the highest ethical standards in our relationships with members and provide educational and networking opportunities for the betterment and enrichment of the “Clerk” profession.

### CMCA Annual Conference Projected Attendance

CMCA is anticipating approximately 120 attendees. Attendees include CMCA members/non-members, guests, staff, vendors, and speakers.

### CMCA Conference Proposal Submittal and Selection Process

#### General Outline (subject to change)\*\*

- Proposals must be received (via email) by the Conference Proposal Deadline.
- Proposals submitted after the deadline will be rejected.
- Proposals may be resubmitted for consideration for future conference years.
- The applicant will receive an email notification from the CMCA Conference Committee confirming receipt of the proposal. The email notification will also notify the applicant of the tentative timeframe for review and selection.
- The CMCA Board and CMCA Conference Committee will review all proposals received.
- Only the selected proposal will be contacted regarding CMCA’s intent to secure the facility/center for the conference year.

\*\*All notifications will be delivered via email. Applicants can check the status of their application by contacting Wanda Winkelmann, CMCA Vice President, [wandaw@gjcity.org](mailto:wandaw@gjcity.org).

## Annual Conference Overview – Tentative

(Tuesday through Friday)

### **Education**

- Pre-Conference, Athenian Dialogue, Tuesday
- 2 – 4 general session speakers, Wednesday through Friday
- 10 - 15 education sessions, Wednesday through Friday

### **Meetings**

- 1 CMCA Annual Meeting – 1.5 hours
- 1 CMCA Awards Luncheon – 2 hours

### **Exhibitor & 50/50 Raffle Tables**

- 2.5 days of exhibitor tables (space for 20 – 25 exhibitors)
- 2.5 days of raffle table in foyer or common-lobby area (1 table)

### **Food and Beverages**

- 4-5 refreshment breaks (Wednesday and Thursday)
- 2 lunches for attendees (Wednesday and Thursday)

## Annual Conference Program 2021 & 2022 - Tentative

(The following is illustrative of the conference schedule for both years)

DAY & TIME	PROGRAM
<b>Tuesday</b>	
8:00 am - 12:00 pm	Staff set-up: CMCA Raffle Table & Registration
8:00 am - 4:00 pm	Athenian Dialogue (lunch included)
<b>OPTIONAL</b> 4:00 pm	Off-site Field Trip
<b>Wednesday</b>	
7:30 am - 8:00 pm	Registration & Raffle Open
8:00 am - 10:00 am	Opening General Session
10:00 am - 10:15 am	Break
10:15 am - 11:30 am	Concurrent Sessions
11:30 am - 1:00 pm	Lunch
1:00 pm - 3:00 pm	Concurrent Sessions
3:15 pm - 3:30 pm	Break
3:15 pm - 5:00 pm	Elections Legislative Update
5:00 pm - 6:30 pm	Reception
<b>Thursday</b>	
7:30 am - 8:00 pm	Registration & Raffle Open
8:00 am - 9:30 am	Concurrent Sessions
9:30 am - 10:00 am	Vendor Hall
10:15 am - 11:30 am	Concurrent Sessions
11:30 am - 1:00 pm	Lunch & CMCA Business Meeting & Recognition of Institute Graduates
1:15 pm - 3:00 pm	Liquor & Marijuana Legislative Update
3:00 pm - 3:15 pm	Break
3:15 pm - 4:45 pm	Concurrent Sessions
DINNER ON YOUR OWN	
<b>Friday</b>	
7:30 am - 8:00 am	Registration & Raffle Open
8:00 am - 9:30 am	Concurrent Sessions
9:30 am - 10:00 am	Hotel Checkout
10:00 am - 11:30 am	Concurrent Sessions
11:30 am - 12:00 pm	Raffle and Vendor Drawings
<b>NOTE: Schedule is subject to change</b>	

## Logistical Needs for Annual Conference

### **Tuesday:**

- 8:00 a.m. to 4:00 p.m.: Room that can fit 30 people, U-Shape style with room at the front for moderator and screen.

### **Wednesday:**

- 7:00 a.m. to 5:00 p.m.: Room that can fit 150 people, classroom style with room at the front for head table on riser with podium and screen.
- 8:00 am to 5:00 pm: Multiple rooms that can fit approximately 60 people each for breakout sessions.
- 12:00 p.m. to 1:30 p.m.: Another room that can fit 150 for lunch with rounds. Buffet-style lunch (provide information on available caterers in the area and approximate costs – can also be the room used for the General Sessions)
- 5:00 p.m. to 6:30 p.m.: Wednesday night reception for 75 people. (Either at the convention center/meeting venue, or another location within close proximity to convention center)

### **Thursday:**

- 7:00 a.m. to 12:00 p.m.: Room that can fit 150 people, classroom style with room at the front for head table on riser with podium and screen.
- 8:00 am to 5:00 pm: Multiple rooms that can fit approximately 60 people each for breakout sessions.
- 12:00 p.m. to 1:30 p.m.: Another room that can fit 150 for lunch with rounds. Buffet-style lunch (provide information on available caterers in the area and approximate costs.)

### **Friday:**

- 7:00 a.m. to 12:00 p.m.: Room that can fit 150 people, classroom style with room at the front for head table on riser with podium and screen.
- 8:00 am to 12:00 pm: Multiple rooms that can fit approximately 60 people each for breakout sessions.

### **All days:**

- Need space in foyer/lobby/common-area for registration desk and raffle table
- Space in room or foyer/lobby/common-area for sponsor tables (approximately 15-20 tables)
- Free parking

### **Audio/Visual and Equipment needs in all rooms:**

- Microphones
- Screens & Projector
- Wi-Fi
- American Flag and stand
- Podium