



American Planning Association
Iowa Chapter

Making Great Communities Happen

March 1, 2022

To Whom It May Concern:

Please find attached a request for proposals from the American Planning Association – Iowa Chapter to host our annual conference in 2023, 2024, 2025. The APA-Iowa Chapter is seeking different cities to host the conference in each year. Please ensure the submitted proposal covers all areas of the conference, including local host committee, meeting space, food and beverage, and hotel needs outlined in the request. A site selection will be based not only on the submitted proposal and pricing, but will also take into account the site the APA-Iowa Chapter Board feels can provide the best overall service and experience for our members.

Although APA – Iowa Chapter would love to hold its conference in every Iowa community, our location options are limited by the conference space and lodging required for our organization. In many cases, our organization is too large for local facilities.

All proposals must be submitted electronically to alexis.fleener@swipco.org by 4pm CST on **Tuesday, May 31, 2022**. After proposals are submitted, the APA-Iowa Chapter board will discuss proposals and select locations in the fall of 2022. A site visit may be necessary at prospective locations prior to selection in the summer of 2022.

For questions or inquiries about this request, please contact Alexis Fleener, AICP at alexis.fleener@swipco.org or 712-243-4196.

As planning professionals, visiting communities around the state has been a rewarding experience during our past conferences. The entire Board is looking forward to reviewing proposals. Thank you for your time. We look forward to hearing from you!

Sincerely,

Madeline Sturms, AICP
APA-Iowa Chapter President

APA-Iowa Chapter Conference Request for Proposal

Organization

American Planning Association – Iowa Chapter (APA-IA)

Contact

Alexsis Fleener | APA-Iowa Chapter Board Member
Southwest Iowa Planning Council | 1501 SW 7th St. | Atlantic, IA 50022
Alexsis.fleener@swipco.org | (712) 243-4196

Statement of Need

APA-Iowa Chapter seeks a facility, or combination of facilities, that can provide the lodging, meeting exhibition, and food and beverage space needs of approximately 200 conferees and 20 exhibitors. Preference is given to properties that can host lodging and meeting space onsite; however, proposals will be considered that include a hotel and a conference/convention center or university meeting space. If multiple facilities will be used, they must be within a close walking distance.

Local Host Committee Responsibilities

A strong local host committee is desired to coordinate many conference details and work with the APA-Iowa Executive Board in planning the conference. Some duties of the local host committee will include designing mobile workshops, coordinating with venues and caterers, providing appropriate signage, and soliciting sponsorships among other things. In the past, successful local host committees have utilized the local Convention and Visitors Bureau and/or Chamber of Commerce to help facilitate the conference details. Please document the areas ability to support a local host committee by providing names and roles of those expected to be on the local host committee.

Conference Schedule

A typical conference schedule is attached showing the approximate sessions and break out times including times when food will be provided.

Mobile Workshops

Close proximity to innovative projects and potential locations for mobile workshops should be considered. Mobile workshops are typically 3 hour excursions including transportation time and should be eligible for AICP CM Credits. Provide three suggestions of potential mobile workshops.

Progressive Dinner

There has been a Progressive Dinner event on Wednesday evening, featuring three local restaurants – one for appetizers, one for a main course, and one for dessert. Registrants pay an additional fee to attend this event. Provide suggestions for potential venues with a capacity of 50 people. Locations within walking distance preferred.

Reception Venue

A reception is hosted on Thursday evening which is held at a unique location from the conference venue to help showcase the community. APA-Iowa typically provides light hors d'oeuvres and drink tickets for registrants with a cash bar available. Provide list of potential venues with a capacity of 225.

Accessibility/Special Needs

Typical dietary needs include vegetarian and gluten-free. All venues need to be wheelchair accessible and the hotel should offer accessible rooms.

Hotel Accommodations

A new law in the State of Iowa effective January 1, 2022, requires that public employees must stay at a hotel that has completed the Human Trafficking Prevention Training. Since this law applies to many of the conference attendees, it will be important that the conference hotel and/or hotels in the vicinity should complete the training and be registered on the following website: <https://stophiowa.org/certified-locations>. Successful proposals must ensure that all lodging facilities included as part of the submittal has or will have this training in place before the conference.

Desired Concessions

- Free wi-fi for conference attendees in exhibit space and conference location
- Free parking
- All AV needs will be provided by the conference center including computers, projectors, and audio

Event History

| Facility | City | Date | Attendance | Theme |
|--------------------------------|----------------|--------------|------------|--|
| Bridge View Center | Ottumwa | October 2022 | TBD | TBD |
| Iowa Event Center | Des Moines | October 2021 | 198 | Regionalism: Planning Knows No Boundaries |
| Virtual | Virtual* | October 2020 | 579 | Planning & Adapting |
| Graduate Iowa City | Iowa City | October 2019 | 260 | Multiplicity: planning for communities in a state of change |
| Mid-America Center | Council Bluffs | October 2018 | 164 | Planning Unlimited: Council Bluffs Unlike Anywhere Else On Purpose |
| Grand River Center | Dubuque* | October 2017 | 227 | Envision Engage Empower |
| Pzazz! Resort Hotel and Casino | Burlington | October 2016 | 190 | Bridges to the Future: Building Partnerships |
| Sioux City Convention Center | Sioux City | October 2015 | 184 | Reinvest, Reimagine, Retain: Planning for Tomorrow's Generation |
| Music Man Square | Mason City* | October 2014 | 276 | Making Places Great |
| Doubletree by Hilton | Cedar Rapids | October 2013 | 175 | From Disaster to Discovery |
| Gateway | Ames | October 2012 | 170 | Emerging Planning Paradigms |
| RiverCenter | Davenport* | October 2011 | 279 | Motate |
| Mid American Center | Council Bluffs | October 2010 | 183 | Sustainably Rebuilding the Heartland |
| Embassy Suites | Des Moines | October 2009 | 201 | Yes We Can...Plan |
| Sioux City Convention Center | Sioux City | October 2008 | | Explore Planning in Successful, Surprising, Sioux City |

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|-------------------------------|------------------|--------------|----------------------|---------------------------------|
| Grand River Center | Dubuque* | October 2007 | 260 | Rolling on the River |
| Iowa Memorial Union | Iowa City | October 2006 | 116 | Making Great Communities Happen |
| Polk County Convention Center | Des Moines | October 2005 | With ASLA Conference | Green Infrastructure |
| | Indianapolis, IN | October 2004 | | |
| Best Western Starlight | Fort Dodge | October 2003 | | Economic Development |
| Hotel Fort Des Moines | Des Moines* | October 2002 | | Telling the Planning Story |

- **Upper Midwest Conference*

Event Profile

APA-Iowa Chapter Annual Conference

| | |
|-----------------------------------|--|
| 1st Choice Date | 2 nd Week in October (Wednesday – Friday) |
| 2nd Choice Date | 3 rd Week in October (Wednesday – Friday) |

Venue Requirements

| Guest rooms | Room Block Size |
|-------------|-----------------|
| Tuesday | 10 |
| Wednesday | 80 |
| Thursday | 80 |

| Date | Meeting Space Requirement | Time | Capacity |
|-----------|---------------------------------|-------------------|---------------|
| Wednesday | Registration & Exhibition Space | 1:00 pm – 5:00 pm | 20 exhibitors |
| Wednesday | General Session Room | 1:00 pm – 5:00 pm | 225 People |
| Wednesday | Three break out rooms | 1:00 pm – 5:00 pm | 75 People |
| Thursday | Registration & Exhibition Space | 7:00 am – 5:00 pm | 20 exhibitors |
| Thursday | General Session Room | 7:00 am – 5:00 pm | 225 People |
| Thursday | Three break out rooms | 7:00 am – 5:00 pm | 75 people |
| Friday | Registration & Exhibition Space | 7:00 am – 1:00 pm | 20 exhibitors |
| Friday | General Session Room | 7:00 am – 1:00 pm | 225 People |
| Friday | Three break out rooms | 7:00 am – 1:00 pm | 75 people |

Exhibition Description and Needs

| | |
|---------------------|--|
| Exhibition Setup | Wednesday morning |
| Exhibition Teardown | Friday afternoon |
| Type of Exhibits | 8' skirted tables with electrical access & internet |
| Exhibits Expected | 20 |
| Security | Private space that must be secured and locked each evening |

| | |
|----------|---|
| Location | Near high traffic areas such as refreshments area |
|----------|---|

| Date | Food & Beverage Requirements | Size |
|-------------|---|-------------|
| Wednesday | Afternoon Break | 150 |
| Thursday | Breakfast | 150 |
| Thursday | Morning Break | 175 |
| Thursday | Lunch | 225 |
| Thursday | Afternoon Break | 175 |
| Friday | Breakfast | 175 |
| Friday | Morning Break | 150 |