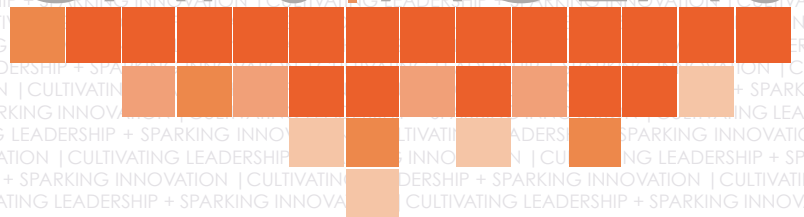


REQUEST FOR PROPOSALS HOST CAPS-ACÉAU 2013

CAPS | ACÉAU

CULTIVATING LEADERSHIP
+ SPARKING INNOVATION



www.caps-aceau.org

.:CAPS-ACÉAU CONFERENCE 2013 – REQUEST FOR PROPOSALS

MISSION: The Canadian Association of Planning Students – L'Association Canadienne des Étudiants en Aménagement et en Urbanisme (CAPS-ACÉAU) is seeking a location for the 2013 conference at a Canadian planning school.

Our association is looking for an engaged and motivated group of students to take on the positions as the 2012-2013 Board of Directors with the exciting responsibility of organizing the conference.

GOALS: CAPS-ACÉAU is a non-profit student-driven organization that hosts an annual conference for Canadian planning students. The conference brings together planning students from across the country to expand their knowledge and engage in discussion about urban, rural, and regional planning issues in Canada and internationally.

OBJECTIVES: The conference offers students the chance to collaborate with each other, professional planners and academics to explore progressive solutions to today's most pressing planning challenges. It also provides the opportunity for students to present their own research, meet potential employers and learn about exciting jobs in their field.

REQUIREMENTS: Interested parties must submit the following by Sunday, March 11, 2012 at 11:59pm (EST):

1. A Two-Three Page Letter of Intent;
2. Letters of Support from University Administration (e.g Office of Dean), Director of Planning School, and faculty member;
3. Communication Confirmation
4. Two-Pages (maximum) of Support Signatures.

LETTER OF INTENT: Should convey your Board of Directors' vision for the 2013 conference and specifically contain the following:

- Information about the planning school, student body, and city.
- Ideas and themes for the next conference.
- A list of the names and year of study of the proposed Board of Directors who would fulfill the roles of 2012-2013 President, Vice-President, Secretary, and Treasurer. One candidate per position.
- Potential keynote speakers, panelists and partners who fit with your conference theme.
- Two - three potential conference venue locations.
- Two - three potential venues for hosting socials.
- Available and anticipated resources for the 2013 conference.

COMMUNICATION CONFIRMATION: Provide *Communication Confirmation* (emails) with respect to any inquiries into venues, potential keynote speakers and panelists. The communication confirmation should support the vision you outlined in your Letter of Intent and demonstrate initial due diligence into booking and securing conference components.

LETTERS OF SUPPORT: *Letters of Support* should be provided from University Administration (e.g. Office of Dean), Director of Planning School, and faculty member, and specifically outline commitments to the CAPS-ACÉAU Conference and 2012-2013 Board of Directors candidates.

Specific commitments of support should give consideration and reference to:

- Venues and Facilities - Commitment of support and assistance in navigating internal university protocol with respect to booking venues. In previous years, this has included monetary support for facility rentals and day-of staffing, in-kind donations of office space, printing materials, supply of parking for speakers during the conference, projectors and some audio-visual equipment etc.
- Monetary Support - As a non-profit organization, CAPS-ACÉAU requires the financial support of generous partnering organizations to offer a three-day, national student conference at minimal cost to participants. In exchange for monetary support, the host university receives significant profiling during the year leading up to the conference, and a chance to showcase the students, faculty, program and school to potential future students. Please provide a commitment of monetary support for hosting the conference.

TWO-PAGES (MAXIMUM) OF SUPPORT SIGNATURES: *Support Signatures* should be from interested students, faculty and administrative staff.



DIRECTIONS: Please address and submit the four required documents via email to:

Brad Bradford
Chief Administrative Officer
CAPS-ACÉAU
brad.bradford@caps-aceau.org

Complete applications will be evaluated based on their merit of preparedness to host the conference, vision and strategy, commitment and support of the proposed host school at the discretion of the CAPS-ACÉAU Executive Board of Directors.

Applications must be received no later than Sunday, March 11, 2012 by 11:59 EST. All applicants will be contacted upon receipt of their application. The CAPS-ACÉAU Executive Board of Directors will announce the successful candidate no later than Monday, March 26, 2012 via email, social media and website posting. The transition between Board of Directors will commence immediately after.

For more information about the conference and the mandate of the organization, please visit: www.caps-aceau.org

Thank you for your interest in hosting the 2013 CAPS-ACÉAU Conference. We look forward to receiving and reviewing your application.

CAPS-ACÉAU Executive Board of Directors,

Warmest Regards,



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