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Toastmasters International

DISTRICT 81

BID REQUIREMENTS

For hosting a

District SEMI-ANNUAL CONFERENCE

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# Introduction

## Purpose

This Conference Bid Requirements contains background information on District 81 and its conferences, including past conference locations. It outlines specific criteria which must be addressed to be considered for selection to host a conference, and the procedures which will be used in the selection process.

## Conference

The purpose of a district conference is to provide educational training and leadership opportunities to all Toastmasters of District 81. The conference also allows for the business of the district to be conducted and contests to be held.

The main activities at the conference are:

* Education Sessions to address the needs of Toastmasters
* The business meeting where Club Representatives assist in making decisions about the future of the district.
* District Council Meeting
* Speech Contests where the Champion Toastmaster of each territory showcase his/her skills.
* Opportunities for fellowship among Toastmasters of the Caribbean.
* Recognition of Toastmasters' accomplishments in the district
* Training for Club Officers, District Officers and Trainers
* Election of the next set of District Leaders

District 81 of Toastmasters International currently holds one conference each year on the third weekend (Thursday to Sunday) in May.

Annual Elections are conducted at the conference for District officers due to take office on July 1, and the elected Officers are installed at the Saturday night dinner. The Hall of Fame (Awards) Ceremony is also held at the conference. International Speech and Table Topic Contests are held in the May conference.

## Background

District 81 of Toastmasters International, comprises members of Toastmasters in the Caribbean geographical region. The most up-to-date list of member clubs is available from the Administration Manager, from the district’s web site (<http://www.caribbeantoastmasters.com>), or from the international web site ([www.toastmasters.org](http://www.toastmasters.org)).

Toastmasters clubs have existed in the Caribbean for many years. The Caribbean Territorial Council was formed in February 2003 and full District status was achieved in 2008. The district currently serves Toastmasters from a wide range of professions with personal educational and leadership development goals.

As determined by Toastmasters International, the district’s mission is to build new clubs and support all clubs in achieving excellence, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

* Focusing on the critical success factors as specified by the district educational and membership goals.
* Ensuring that each club effectively fulfils its responsibilities to its members.
* Providing effective training and leadership development opportunities for club and district officers.

The work of the district is managed by the District Council comprised of:

|  |  |  |
| --- | --- | --- |
| **District Executive** | **Division & Area Executives** | **Club Officers** |
| District Director Program Quality Director Club Growth DirectorPublic Relations ManagerAdministration ManagerFinance ManagerImmediate Past District Director | Division Directors (1 per Division)Area Directors (1 per Area) | Club PresidentsClub VPs Education |

The district receives 25% of the member’s dues collected by WHQ to fund its operating budget.

The main sources of information sharing are the district newsletter, Facebook page and the district web site www.caribbeantoastmasters.com.

##

## Conference History

### Conference Attendance History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Location** |  |  |  |
| 2003 October  | Barbados |  |  |  |
| 2004 May | Jamaica |  |  |  |
| 2004 October | Curacao |  |  |  |
| 2005 May | Trinidad & Tobago |  |  |  |
| 2005 October | St. Croix |  |  |  |
| 2006 May | Barbados |  |  |  |
| 2006 October | Curacao\* |  |  |  |
| 2007 May | Jamaica |  |  |  |
| 2007 October | Guyana |  |  |  |
| 2008 May | St. Maarten |  |  |  |
| 2008 October | Trinidad & Tobago+ |  |  |  |
| 2009 May2009 October2010 May2010 October2011 May2011 October2012 May2012 October2013 May2013 October2014 May2014 October2015 May2015 October2016 May2016 October2017 May2018 May | JamaicaBarbadosSt. Lucia\*\*St. Vincent & the GrenadinesTortolaPuerto RicoSt. MaartenGrenadaGuyanaPuerto RicoAntiguaSaint LuciaHaitiSt. CroixJamaicaCuracaoBarbados\*\*\*Haiti |  |  |  |

\* First Conference - Provisional District Status + First Conference - Full District Status

\*\* Conference originally scheduled for Haiti \*\*\* Conference originally scheduled for Trinidad & Tobago

# Bid Processing

## Initial Request

The Program Quality Director (PQD), through the Public Relations Manager, invites expressions of interest from Division Directors and Territories. Territories indicate their intention to bid to the Administration Manager and the PQD in writing and download the latest copy of the Bid Requirements from the web site.

At least three (3) current Club Presidents and a current Area Director or past Area Governor of that Territory should support a bid from a territory.

## Timelines

Completed Bids should be submitted to the PQD (copied to the Administration Manager) by the respective closing date. This bid would be presented for consideration at the business meeting held one year prior to the conference, and the decision communicated in writing to the successful bidder.

## Contents of the Bid

Bidding Territories are required to complete the “Host Responses” section on all forms and to answer all questions, in the appropriate section of this document. All sections must have a response, even if the response is "not applicable" or "no response".

Ensure that responses are accurate, concise, clear and free of ambiguity. Organize the responses for ease of reading and clarity of information. Avoid using jargon, colloquial terms and acronyms unless clearly defined /explained.

The District Executive Council shall consider proposals from all territories provided the specific criteria contained herein are met.

The proposal to host a conference is incomplete without Appendices providing the following information (samples attached):

* Terms of Reference for the Organizing Committee
* Preliminary Conference Budget
* Preliminary Conference Programme
* Banking requirements for opening a conference account in the territory with the possibility of signatures of non-residents (District Director, Program Quality Director & Finance Manager)

## District’s Acknowledgment of Receipt of Bids

The receipt of your expressions of interest and the completed bid, by the PQD and Administration Manager of the District, will be acknowledged by email sent to the contact person listed in the proposal, usually within 48 hours.

## Selection and Announcement of Final Selection

All proposals received will be evaluated by the TRIO. When applicable, a summary of each completed bid would be circulated to member clubs at least 14 days prior to the upcoming business meeting for voting. Incomplete bids or information received after the deadline will not be entertained.

If applicable, the District Council votes to select a host territory at the Business Meeting held 12 months prior to the conference to which the bid applies. The selected host would be officially announced in said meeting. If no bids are received prior to the deadline it will be the sole responsibility of the TRIO to select the host territory based on the expressions of interest and bid received after the deadline.

## Contact Information

Official Address for all District correspondence

***District Administration Manager***

Daisiray Tracy Lake, ACB, ALB

E-mail: am@caribbeantoastmasters.com

District’s Primary Contacts for Questions regarding Conference and Bidding Process

***Program Quality Director***

Giovanni A. Piereschi, DTM

E-mail: pqd@caribbeantoastmasters.com

***District Director***

Godalys Reyna, DTM

E-mail: dd@caribbeantoastmasters.com

***Club Growth Director***

Anita Ramprasand, DTM

E-mail: cgd@caribbeantoastmasters.com

***District Finance Manager***

Jelmar Simon, DTM

E-mail: fm@caribbeantoastmasters.com

***Public Relations Manager***

Emily Thiel, ACG, ALB

E-mail: prm@caribbeantoastmasters.com

**Formal Bid to Host a District 81 Conference**

## Any Toastmaster in good standing, from a club in good standing, and who meets the eligibility requirements, may submit a completed bid. The primary contact must have achieved at least Advanced Communicator/Competent Leader status, must have served at least as an Area Governor/Director and must have attended at least two (2) District 81 Conferences.

At least three (3) current Club Presidents and a current Area Director or past Area Governor of that Territory should support a bid from a territory.

Year: \_\_\_\_\_\_\_\_\_

## Conference Team & Committees

**The organizational framework must include, but not be limited to, representatives from local Member Clubs, District and or Division Councils. Attach at Appendix A the Terms of Reference for the Organizing Committee and sub-committees.**

Please provide information about persons who have committed to supporting this bid.

|  |  |  |
| --- | --- | --- |
| Name | Current or Last Office held | Home Club |
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Please provide information about members who would be assisting with the planning and running of the conference. The final structure of the committees may be different. However, the following minimum functions are required for consideration of the proposal.

|  |  |  |
| --- | --- | --- |
| Committee | Name of appointee or possible appointee | Name of Alternate / Deputy appointee |
| **Conference Chair** |  |  |
| **Conference Secretary** |  |  |
| **Registration & Admin Chair** |  |  |
| **Finance Chair** |  |  |
| **Arrangements / Facilities / Logistics Chair** |  |  |
| **Education Chair** |  |  |
| **Hospitality (Accommodation and Guest Relations)** |  |  |
| **Sergeant-at-arms** |  |  |
| **Events Chair** |  |  |
| **Public Relations & Communication Chair** |  |  |

|  |
| --- |
| Is it anticipated that all of these persons in the list above will be available throughout the year leading up to the conference to participate in the planning process?**Yes** □ **No** □ (**If no please explain how this will be addressed.)** |
|  |

## Funding

**A conference is a District event expected to be self-funded through registration fees and sponsorship. Toastmasters International (TI) operates under this strict funding policy which is to be adhered to always. The guidelines are available on the TI web site. Applicable guidelines are also found in the District Events Sponsorship Procedures.**

**Note that all conference bank accounts are District Accounts and the signatories must include District Executive Officers. Bank accounts must be closed within 30 days after the completion of the conference, and any surplus transferred to the District Account.**

The following information is to be submitted as part of the formal bid.

1. A preliminary conference budget. See the Addendum for a sample budget template. The final budget is to be submitted at least 6 months before the conference date.
2. A list of possible source of funding other than registration fees.

###

### **Sponsors/Donors**

### Please provide a list of possible Sponsors / Donors

| Business name | Nature of business | Type of contribution | Target Value (USD) |
| --- | --- | --- | --- |
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### **Fundraising Activities**

Please provide a list of other proposed additional fundraising activities.

| Event/Activity | Product / Service  | Target Amount USD |
| --- | --- | --- |
|  |  |  |
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##

###### Education Program

A significant part of any conference is the educational program. This includes education sessions, speech contests, and workshops for trainers, district executive and club officers.

### **Educational Workshops**

The educational sessions generally cover these areas: Communication, Leadership, Skill Building and

Club /District Success. The schedule may include plenary sessions (open to all registered participants) and concurrent sessions (participants elect to attend from among 2 or more sessions). Note: the overwhelming preference is for plenary sessions.

Please provide a list of possible workshop topics and subject areas for consideration by the Program Quality Director

| Track | Proposed Topic/ Subject area | Plenary / Concurrent |
| --- | --- | --- |
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### **District Training Workshops**

The District Training workshops would be coordinated by the Program Quality Director (PQD) with the support of the Education Committee.

*Please provide information regarding your preparations for these workshops. Contact PQD for programme and scheduling requirements*

|  |  |  |  |
| --- | --- | --- | --- |
| Workshop | Expected Participants | Location | Local Resources |
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### **Contests**

The District holds two contests at the conference: International Speech and Table Topics.

Please provide the following information regarding plans for these contests

**International**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Duration | Local Resources |
| Expected no of contestants  | Recording arrangements | Location / Room | Date for ordering supplies |
|  |  |  |  |

**Table Topics**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Duration | Local Resources |
| Expected no of Contestants  | Recording arrangements | Location / Rooms | Date for ordering supplies |
|  |  |  |  |

List of Suggested Contest Chairs

| Name | Territory | Club (if Known) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
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List of Suggested Chief Judges

| Name | Territory | Club (if Known) |
| --- | --- | --- |
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List of Possible Judges

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Territory | Club (if Known) |  |
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## Other Conference Requirements

| Item | Standard Requirements | Host Response | Estimated cost USD |
| --- | --- | --- | --- |
| Conference Dates | 3rd weekend May |  |  |
| Conference Days | All Day - Thursday through Sunday |  |  |
| Air Access to Territory | Territory should have air service which is accessible to most District Toastmasters.Please indicate the main airlines which serve the Territory. |  |  |
| Visa Requirements | Please indicate if there are any District 81 Territories whose citizens will require a visa to enter the host Territory. Indicate cost for such a visa. |  |  |
| Arrivals  | Wednesday (vacationers may arrive a few days prior) |  |  |
| Departures | Sunday evening or Monday (vacationers may depart a few days after) |  |  |
| Approximate Attendance | 100 – 300 (including presenters, contestants & delegates) |  |  |
| Main Conference Space *(general education sessions, speech contest and business meeting)* | 100 – 300 seats; classroom or theatre style with podium (raised platform / speaking area)  |  |  |
| Breakout rooms *(concurrent education sessions or training workshops)* | 75-100 seats; classroom or theatre stylewith podium (raised platform/ speaking area) min 8 sq. ft. |  |   |
| Banquet Space | 100 – 300 persons (8 - 10 persons per table), with adequate stage area (Saturday night) |  |  |
| Reception / Information Area | 500-600 sq ft with Participant’s message board |  |  |
| Credentials Desk  | Min 6 x 4 desk with two chairs is to be set up for meeting delegates to receive ballots. |  |  |
| Candidates Corner | Room or area with chairs and tables for candidates to display campaign material. |  |  |
| Secretariat  | 500-600 sq ft, secure area with* Fax
* Photocopier
* 2-3 computers / laptops
* 1-2 printers
* internet access
 |  |  |
| Conference Location: Venue | Provide the name and location of at least 2 proposed locations in order of preference. |  |  |
| Conference Location: Terms | State any special rules and regulations or terms of condition that may apply to the use of the proposed conference locations |  |  |
| Typical Education Sessions | **Thursday**General Session(s)**Friday**General Session(s)Concurrent Sessions (maximum 2 sets) … the District prefers ALL general sessions**Saturday**General session(s)Concurrent sessions (maximum 2 sets) … the District prefers ALL general sessions |  |  |
| Contests: Venue  | Two contests per conference (main conference area)* Holding room available (out of earshot)
* Stage area available
* Potential for video taping
* Wheelchair accessible
 |  |  |
| Recording of conference sessions | Any of the sessions at the contest may be recorded. The presenters, contestants and or trainers must be so advised before the conference. Provide details of any audio or video recording to be done |  |  |
| Training *(To be determined by PQD)* | * 2-3 concurrent session for Trainers
* 2-3 concurrent session for Club & District Officers (Sunday am).

40-75 seats class room or theatre style |  |  |
| Meeting Space | * District Executive Committee Meeting (Friday afternoon)
* General Business Meeting (Saturday) 100-200 delegates
* Conference Debrief, Sunday (conference team with TRIO) mandatory
* Monday-Tuesday after conference: Trio hand over - meeting room for 3-6 people
 |  |  |
| Other events space | * Opening ceremony (Thursday pm)
* Mix & Mingle (Thursday pm)
* Hall of Fame (Friday pm)
* Installation Banquet (Saturday pm)

**For all paid participants**  |  |  |
| Exhibit / Display area for:Sponsors & DonorsDistrict Exhibits | *Optional:** Space for Sponsors signage / displays (determined by host)
* Space for other District Exhibits (if requested by District)
* Space for Candidates
 |  |  |
| Restrooms | Adequate and separate restroom facilities for male, females and the disabled. Must be near meeting rooms. |  |  |
| Amenities and other requirements | Basic safety & security and lighting of walk area. Easily accessible by disabled |  |  |
| Local events | Host territory may organize other events to enhance the conference experience. Such events may include:* Tours
* Entertainment (Wednesday pm)
* Any other district approved event

Indicate any such events | . | .  |
| Presentation & Training equipment | * Multimedia display (one per concurrent session)
* Screen/ area for projecting
* Computers/ laptops (one per session)
* Lectern – Business Meeting & contests
* Micro phones (preferably cordless, portable) – Business Meeting and Contests, large training rooms
* Flip chart & flip chart paper (one per session)
 |  |  |
| Accommodation | Preferably at the same location or within 5 minutes walking distance to the conference venue. Complete the Conference Accommodation Form below.Recommended cost: US$100-150 per person |  |  |
| Other accommodation / lodging | Access to near accommodations other than conference hotel with easily accessible transportation to conference venue |  |   |
| Transportation | * To and From Airport(s) for overseas participants (at participants cost)
* Between Conference Hotel and Conference Centre (if not within walking distance).
* Tour and other offsite conference events.

Provide Information on local transportation. State any cost to participants |  |  |
| Conference Registration | All Registration forms for conference and Hotel shall be available at least 4 months prior to conference date.Conference registration fee should not exceed US$120.00. A late registration fee not exceeding US$30.00 may be charged not earlier than 6 weeks before start of conference. |  |  |
| Conference Program | The Conference at a Glance (CAG) sample attached shows the events / activities that the District expects to be accommodated on the conference program. Provide details on any proposed changes / additions to this list. |  |  |
| Conference Communication | The conference website shall be hosted on the district web site [www.caribbeantoastmasters.com](http://www.caribbeantoastmasters.com). The conference address will be [www.caribbeantoastmasters.com/conference](http://www.caribbeantoastmasters.com/conference).All conference communication shall use the official conference website address and conference email address toastmastersd81conference@gmail.com Access to the conference mailbox is available upon request. Provide the name and contact of the persons to have access to the mailbox as well as your webmaster. (Indicate if you would need assistance with maintaining the conference web space). |  |  |
| Conference Bank account | Conference finances are to be managed and reported separately from any other district account. TI policy requires the District Director, PQD & or CGD and Finance Mgr. to be signatories on all accounts held by the district.**Please provide the requirements in the territory to facilitate the opening of conference bank account.** Name of account should be “**Toastmasters International, D81 Conference”.** |  |  |

###

### **Options for Conference Venue**

Please provide information for at least three possible conference locations being considered by the host committee, in order of preference.

| Business name | Location | Distance from airport | Size of main conference room | No of break out rooms meeting requirements | Catering | Cost in USD |
| --- | --- | --- | --- | --- | --- | --- |
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### **Options for Conference Accommodation**

Please provide information for at least three possible conference hotels as well as other accommodation being considered by the host committee, in order of preference.

| Business name | Location | Room Rates single/doublePlus Taxes | Other Room rates  | Restaurant facilities | Distance for main location  | Transport Cost US $ |
| --- | --- | --- | --- | --- | --- | --- |
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# Additional Information & Requirements

## Start-up funds

The conference is expected to be financially self-supporting. However, a written submission for start-up funds not exceeding US $3000 may be requested by the host Territory. Such submission along with justification must be sent to the District Director through the PQD for approval. The amount provided would be subtracted from (added to) any conference surplus (loss).

## Conference reports

The Conference Chair is expected to provide monthly progress reports and or minutes of meetings of the Organizing Committee on the planning for the conference. Weekly updates are to be submitted during the last two months prior to the conference. Updates are to be sent to TRIO.

The final Conference Chair Report, along with the original conference registration forms is due no later than thirty (30) days after the end of the Conference.

Financial Reports – Prior to the Conference, the Conference Chair’s reports must include report on the financing of the conference.

The final conference financial report is due no later than thirty (30) days after the end of the Conference along with all original transaction documentation (invoices, receipts, vouchers, etc) plus a check payable to the District, if there is a surplus. Unpaid bills, if any, are to be recorded as accounts payable and the creditors informed of the closing of the account. Thereafter, all financial related queries may be directed to the District’s Finance Manager.

Conference budget

The first draft of the conference budget is due before August 31 for inclusion into the annual budget submitted to Toastmasters International. The Final budget is to be submitted to the TRIO and District Finance Manager at least six months prior to the conference date. Progress on income and expense and budgets are updates to be included in the conference updates.

Contest Participation and Announcements

* All qualified participants are to compete regardless of the number of competitors.
* Where there are fewer than five contestants, only the top two positions are to be announced, otherwise the third place is to be announced. Contest winners are to be announcements at the end of the contest.

Credentials Desk and Candidates Corner

* A Credentials Desk is to be made available for the disbursement of ballots for the Business Meeting delegates.
* At the May conference an area with chairs and small tables are to be provided for election candidates to conduct campaign interviews and display campaign material.

## Toastmasters Name and Logo

**The names “Toastmasters” and “Toastmasters International” as well as the logo are trademarks and cannot be printed, engraved or placed on any other items (e.g. badges, trophies, plaques, certificates, coffee mugs clothing, etc.) without written approval from WHQ. Any such use is a violation of trademark law and TI policy. For example, Club 9999 may not purchase trophies from a local shop and have “Toastmasters International” engraved on them. Similarly, a logo removed from a name badge purchased from WHQ cannot be placed on a trophy or other item purchased locally as this use of the emblem is not licensed. Permission to use the trademarks has not been granted to any outside vendors, so please notify WHQ of any unauthorized uses.**

Please request through the District Director, TI’s permission to use the Toastmasters Logo and Name on any material not explicitly approved in the TI policy. The request letter should include a sample of what will be printed and the printer’s name and address.

## Supporting Documents

* Appendix A - Committee Terms of reference
* Appendix B – Conference Budget Template
* Appendix C – Conference Proposed Program

## Reference Material that Planning Committee can Download or Purchase

* District Leadership Handbook
* Putting on a Good Show

Updates

The district council reserves the right to update these procedures from time to time to address the needs of the district members. The process is the responsibility of the DEC, led by the PQD. This document was last updated in March 2018.