



Annual Education Conference Bid Guideline



Introduction

The Canadian Institute of Public Health Inspectors (CIPHI) is the only professional association for Environmental Public Health Professionals in Canada. CIPHI is a non-profit organization whose mission is to advance the profession of Environmental Public Health through certification, advocacy, education and the setting of standards.

Our mandate is to protect the health of Canadians and represent Environmental Public Health professionals across Canada. One of CIPHI's key pillars in organizational governance is the continual professional development of its members. This is accomplished through the Annual Educational Conference and other opportunities conducted via various venues across Canada.

The Annual Education Conference

CIPHI's Annual Education Conference (AEC) is designed to provide a professional forum for individuals involved with Environmental Public Health programs and for organizations to gather in the spirit of continuous self-improvement and to share program experiences, develop solutions to common challenges, and create innovative planning, exercising and training methodologies. Delegates typically represent provincial, federal, municipal and allied agencies within the continuum of Environmental Public Health.

Every year, CIPHI awards the successful bidding Branch the opportunity to organize and host an Annual Education Conference designed to meet the mandate of advancing the profession by providing a top-notch educational opportunity. This is an occasion to bring together those involved in Environmental Public Health and allied professionals and organizations to discuss:

- new approaches to environmental public health
- philosophical issues
- working with government and business
- new research findings
- and much more.

The economic impact to the host locale is immense, as is the national recognition of convening such an event. Please note, the closing date to receive any Branch bid is a minimum of three (3) years from the date of the proposed conference.

Five previous host locations	Next five host locations
2002 – Fredericton, NB	2007 – Kelowna, BC
2003 – Edmonton, AB	2008 – St. John's, NL
2004 – Charlottetown, PE	2009 – Calgary, AB
2005 – Toronto, ON	2010 – Vancouver, BC
2006 – Regina, SK	2011 – Currently unawarded

Letter of Intent to Bid

The National Executive Council, on behalf of CIPHI, encourages interested Branches to submit a formal letter to the NEC that states their interest in hosting the Annual Education Conference. This letter should be sent to the NEC prior to the annual conference three (3) years in advance of the proposed date. Included in this letter should be the specific year in which the Branch would like to host the conference, and the date on which the National Executive Council should expect to receive the formal bid package. Also included in this letter should be the following information:

1. Specific information on the bidding Branch and partner agency (if applicable) including a primary contact name, address, telephone, fax, and e-mail address.
2. Details on any financial support that the Branch, allied health organizations, or other entities may be able to provide to the conference.
3. Branch host city targeted for the conference.

Please note that under no circumstances will bids be accepted from local Convention and/or Visitor's Bureaus.

Formal Bid Package

The intent of the NEC is to have signed contracts with the Conference hotel two years in advance of the actual conference. With this deadline in mind, the Branch should plan to submit the final bid package during the month of January three years prior to when the actual conference would be held (Conferences are typically held in the summer months).

The bid package should include the following information:

1. Specific Branch information including a primary contact name, agency name, address, telephone, fax, and e-mail address.
2. Commitments on how many volunteers will be supplied by the Branch in support of the Conference (Those volunteers are utilized for working registration tables, educational program development, audio/visual-computer support, overseeing programs for spouses/guests, and for other tasks in support of the Conference.).
3. Specific details on types of equipment the Branch and partner organization(s) will be able to provide in support of the Conference (for example: number of laptops, number of LCD projectors, number of microphones, etc.). The Conference Organizing Committee may also rent these items from the hotel or from an audio/visual provider in the area. Anything that can be provided by the Branch and the partner organization is a benefit. Please include audio/visual price list for each hotel package submitted.
4. Details on any financial support that the Branch will be able to provide to the Conference. Contact information for individuals within the organization(s) providing financial assistance should also be included.

5. Specific host city targeted by the Branch for the Conference. It is preferable if the host city is serviced by a major airport. Details about transportation options from the airport are desirable. Details about the host city and its amenities for visitors are also requested.
6. At least two proposed hotels within the city (see below for specific hotel information required).
7. Proposed dates for the Conference.
8. Estimated number of delegates expected.
9. Estimated registration rate for delegates.
10. Preliminary ideas about theme, nature of the education program, etc.
11. Estimated budget, including expenses.

Lodging Accommodations

It is recommended that the host city have a minimum of two lodging facilities to consider for the Conference. Information which is desired for each hotel being considered includes:

1. Hotels must have a no-smoking policy in effect.
2. Hotels must be willing to offer current government rate (if possible) on the sleeping rooms for attendees.
3. Hotels must be capable of lodging approximately 350 – 400 persons.
4. It is recommended that hotels be located in a safe location where attendees can walk to restaurants, shops, places of entertainment, etc. Ample restaurants (of various types) should be within reasonable walking distance.
5. Hotels must have overflow facilities within close proximity for the same rate or lower.
6. Hotels must have a meeting room large enough for plenary sessions of the conference seating 250+ individuals.
7. Hotels must have an additional meeting room with controllable access of sufficient size to hold at least 25 vendor booths. There should also be sufficient space for refreshment break s to be served in this area. Vendor booths are typically 8-10 foot tables. Electrical service and/or internet connectivity may be required at some booth locations.
8. Hotels must have at least three additional meeting rooms for breakout style sessions, which can seat a minimum of 100 individuals each.
9. Hotels must be able to provide these meeting rooms without charging a rental fee.
10. It is desired, but not required, that hotels also have an additional meeting room large enough to seat 350+ individuals at round tables for the luncheon (NOTE: If circumstances require, the use of the same meeting room as the plenary sessions of the meeting may be approved.).

11. Hotels must be willing to provide a complimentary Presidential Suite for the National President. Hotels must be willing to provide one or more additional complimentary Junior Suites to the Conference Steering Committee.
12. It is desired, but not required, that hotels also provide VIP upgrades to the rooms for the Conference Steering Committee members.

Schedule for Meetings and Events at Conference

The typical schedule for meetings at the Annual Education Conference is as follows (schedule may vary):

Friday, Saturday and/or Sunday: National Executive Council and Board of Certification will meet, jointly and separately. Conference rooms to comfortably accommodate 20 people should be available at the event hotel for these meetings. This room will also be used as an office by the Conference Committee throughout the week.

Monday: Annual General Meeting

Monday, Tuesday, Wednesday - Plenary and breakout sessions will be held.

Tuesday: Awards Luncheon

Wednesday: President's Banquet

Food and Beverage

A continental breakfast and refreshment breaks in the morning and afternoon are typically served on Monday, Tuesday, and Wednesday during the conference. Luncheon is served on Tuesday only. The hotel may be requested to cater other social events. A catering menu price list with each hotel package must be provided.

Other Considerations

In recognition of CIPHI's mandate of advocacy for the field and profession of environmental public health, the Branch awarded the Annual Education Conference should make plans for inclusion of local media, if possible, including: radio, television and print. These considerations should include Pre-conference and Post-conference coverage in addition to communications plans for the duration of the conference.

As well, the successful Branch must be willing to adhere with CIPHI's Conference Planning Guide document, which can be obtained from the National Office.

Finally, if a Branch is awarded an AEC, a complimentary agreement must be signed between the hosting Branch and CIPHI National recognizing items such as:

- Any profits generated will be shared with National on a 50-50 basis; and
- Reduced registration rates will be offered for members of the NEC, students and retired members; and
- Members of the NEC, students and retired members will enjoy the same benefits as full registrants, regardless of reduced registration rate; and

- Any other item mutually agreed to by the hosting Branch and CIPHI National that may be identified during the bidding process.

In Conclusion

The formal bid package may take the form of your choosing, however it must include all of the information requested above and must include a formal resolution of commitment from the membership of the bidding Branch.

Formal bids must be received three (3) years prior to the proposed conference date. Four (4) hard copies of the bid package should be mailed or couriered to:

CIPHI
#720-999 West Broadway Ave
Vancouver BC V5Z 1K5

www.ciphi.ca

For more information, contact the CIPHI National office via email (office@ciphi.ca) or toll-free (1-888-245-8180).

