Proposal for

REFORMA

The National Association to Promote Library & Information Services to Latinos and the Spanish Speaking

REFORMA National Conference Region/City Selection

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I. Introduction

A description of the criteria by which the REFORMA National Conference Coordinating Committee (RNC-CC) will determine a region/community's suitability to host the REFORMA National Conference (RNC), and the criteria the RNC-CC will apply when evaluating each RFP for Region selection.

With the approval and/or directional discretion of the REFORMA Executive Committee, the RNC-CC may call for a Closed RFP for any conference.

RNC will take place continuously every odd year.

- RNC VIII will be hosted in the **Fall of 2025**
- RNC IX will be hosted in the **Fall of 2027**

Region is defined as: Geographical area, State, City, County, REFORMA Chapter, local community, and downtown area.

Venue/Site is defined as: Any space such as community centers, municipality agreements of public meeting space, libraries or any spaces available to non-profits at reduced or no cost.

One or more finalists may be requested to submit additional information. The RNC-CC reserves the right to re-open the RFP process and/or extend the timetable if submitted RFPs for Region Selection do not meet eligibility requirements and/or selection criteria.

II. Timetable

RNC VIII & IX RFP:

- By **February 2023** RNC CC – RFP process begins.
  - RFP's will be accepted from **February 28, to April 30th, 2023**
- RFP Time Period: **May 1st, 2023 through June 15th, 2023**
  - The RNC-CC will review all RFP's and select 2 finalists for the next phase in the process
- **June 16th through June 30th, 2023**
  - RNC-CC will contact chapters who have submitted to inform them of who has been invited to the next round
  - RNC-CC will work with invited chapters to schedule site visits

RNC VIII & IX Site Selection:

- Site Visits- Complete by **August 31st, 2023**

- By **Sept 14th,** RNC CC prepares and submits a report with recommendation to REFORMA EC.
- Between **Sept 15th-22nd** The REFORMA Executive Committee will review reports and select the RNC VIII Conference winning Proposal
- **September 25th 2023** – RNC CC notifies selected site for hosting RNC VIII & IX
  - Chapters or hosting organizations confirm their commitment to host RNC VIII or IX
  - REFORMA Executive Committee will announce winning proposal

- **October through November 2023** Hosting location identifies hotels to have room blocks only
- Announcement of RNC VIII & IX Details will be announced in early **2024**
  - Save the Date postcards for RNC VIII will be distributed following the announcement

III. Agreements

By submitting this proposal, you agree to the REFORMA National Executive Committee and RNC-CC that any information or data that you provide to us ("Information") is considered non-confidential and non-proprietary to you or any other party, and REFORMA has no obligation towards you or any other party to protect such information. Any information you submit shall be considered non-confidential and non-proprietary regardless of if marked "confidential" or "proprietary." REFORMA will have no obligation of any kind with respect to such information. By communicating with REFORMA, you acknowledge and agree to the foregoing terms. Please review these guidelines before submitting a proposal.

All statements submitted herein are true to the best of your knowledge.

Provide the following information about the person(s) submitting this Proposal to RNC-CC:

Year of Conference (please check one):

- ❑ **RNC VIII in 2025**
- ❑ **RNC IX in 2027**

Name:
Position:
Name of Employer:
Address of Employment:
Phone Number:
Email:

Member of REFORMA?

Yes ☐

No ☐

If YES, since_____
If NO, you may join REFORMA at www.reforma.org

For REFORMA Members only: Have you served in REFORMA as an officer, committee chair or committee member:

Yes ☐

No ☐

If YES, please list position(s) here:

_____
_____
_____
_____

_____ _____ _____
Print Name: Signature: Date:

IV. RNC Region/City Selection Eligibility

One or more finalists may be requested to submit additional information. The RNC-CC reserves the right to re-open the RFP process and/or extend the timetable if submitted RFPs for Region Selection do not meet eligibility requirements and/or selection criteria.

Please fill in the following information:

- Proposed Region/City:
- Proposed Theme/Tagline:
- Proposed Dates (**Fall 2025 or Fall 2027**):
- Please describe the public transportation infrastructure and amenities that will facilitate and enable RNC attendee's travel and enjoyment.
- Please describe the proposed region/city location with respect to distance to/from airport and hub cities.
- Describe the proposed region/city ability to offer:
    - A choice of affordable hotels capable of housing conference guests
    - Meeting and event space for conference sessions and events
    - Suitable hybrid options

V. RNC Region/City Selection Criteria

The RNC-CC will evaluate the RFPs to select a RNC VIII/IX region/city in **2025/2027**

Recognizing that a certain amount of subjectivity (such as perceptions of an area's attractiveness, or the desire to hold the event in different geographies) will enter into the process of selecting a region, the RNC-CC accepts this as necessary to accommodate the diverse viewpoints and objectives of REFORMA's membership.

Proposals should describe in detail how a region/city meets the following criteria:

- Convenient air access from North American and International airports to accommodate national and international members who wish to travel.
- Describe the region/city area: RNC-CC would prefer a vibrant and safe area with convenient access to the airport as well as to entertainment, recreation, cultural, dining and shopping amenities for attendees and guests.
- Describe any interesting venues that showcase local history, culture, and character that would be suitable for hosting the conference sessions and events.
- List specific dates of holidays, or other scheduled conferences that could preclude participants from attending RNC VIII/IX.
- Describe the available choices of comfortable and affordable nearby off-site hotels. Many of our attendees must adhere to strict travel budgets.
- Please describe your ability to provide the necessary technological equipment to successfully run a hybrid conference

VI. Virtual Conference Criteria

RNC VIII and IX will be a hybrid conference model with a virtual option for attendees. The charge is to determine the software (if applicable) and equipment needed to support the virtual segment. There will be designated sessions as the Virtual Conference track provided by the Programming Committee. These are some equipment items to consider:

	Laptops		Audio System Set-up
	Projectors		VGA/Lightning/HDMI Cords
	Screens		Internet / Wi-Fi
	Easels		Cameras
	Microphones		Power Strips
	Extension Cords		Video
	Gaffers Tape		Speakers

Describe the technology resources available to support the hybrid/virtual conference component. Do you agree with providing the needed technology resources?

VII. RNC VIII/IX Additional Recommended Criteria

The following criteria will be given special attention when selecting a region/city for RNC VIII/IX, to provide attendees with a memorable experience.

- RNC-CC will give particular attention to how the region/city would help to incorporate unique and meaningful experiences into the conference program.
- In an attempt to support the hosting region/city, RNC-CC will look at an RFP highlighting an area that is currently facing particular challenges in promoting library and information services to Latinos and Spanish speaking populations, or where a pattern of injustice in library and information access is emerging.
- RNC-CC would also look for insights into locations and unique hospitality experiences that could be incorporated into RNC VIII and events, such as art shows, festivals, etc. happening during the conference.
- We welcome suggestions for special pre-conference activities offered to REFORMA members, their significant others, and select host partners and investors.

VIII. Commitment

Please provide detailed information regarding your commitment to host RNC VIII/IX in your proposed region/city.

- Resources Available: Sponsorships, partnerships with local city and or library system(s).
- Past experience hosting/planning a professional conference.
    - Yes ☐
    - No ☐
    - If yes, please list the name(s)

      _____
      _____

- Availability of personnel to chair, join and carry out the charge of the RNC VIII/IX Steering Committee with the RNC-CC Co-Chairs.
    - 2 local Co-Chairs
    - Names and contact information **of at least 5 active local** REFORMA members to act as the potential RNC Steering Committee

Please include the following for each member listed:

- Full name
- Position held in Library/University/Other
- Institution Name and Address
- Phone Number and Email Address
- Please identify which 2 members will serve as local co-chairs**

***A description of the duties of the RNC VIII/IX local co-chairs is included in the appendix.*

IX. Proposed Budget

The proposed base budget for RNC VIII/IX is $40,000.

The following describes some of the items that the budget can be used for:

- Special and Plenary
- Publicity and Marketing
- Virtual/hybrid component
- Refreshments
- AV costs
- Venue if needed
- Other needs that the hosting region/city identifies

Do you agree to work within the budget parameters that have been listed?

- Yes ☐
- No ☐

X. Evaluation Criteria

Of the locations submitted in each RFP (max of 5) the RNC CC will narrow them down to 2 based on the site selection criteria. The final decision on site selection will be made by the REFORMA Executive Committee based on recommendations from the RNC-CC.

Criteria	**Max Worth - 1000**	**Points Awarded**
Eligibility	Pass or Fail	
Region/City Selection Criteria	300	
RNC VIII Additional Recommended Criteria	200	
Virtual Conference Criteria	300	
Commitment	100	
Proposed Budget	100	
	Total	0.00

XI. Appendices

RNC Committee Charge: The REFORMA National Conference VIII Committee will plan and develop the REFORMA National Conference in **2025 and 2027**.

I. Conference Charges:
   - Develop the annual National Conference and strive to include best practices in providing an educational and cultural enrichment for all participants.
   - All conference communication will be completed via Basecamp.
   - The conference will provide a forum for librarians, staff, graduate students, administrators, faculty, Library Board of Trustees and Friends of the Library members to discuss information needs, literacy and library services.

II. Two Local Chairs Charge: Will oversee and lead the Steering Committee in the planning of the national conference.
   - Local Chairs attend and participate in bi-weekly meetings with the RNC-CC, facilitate monthly Steering Committee meetings, and attend ALA Annual.
   - Communication: Timeline, Agenda, Meeting Minutes.
   - Prepare reports to be presented to the membership meeting and Board of Directors at regularly scheduled intervals. Must be submitted via Basecamp.

III. Steering Committee Members Charge: Assign eight chairs (two for each subcommittee) to assist in the conference planning as the Steering Committee. They consist of and include the following:

Group	PROGRAMMING	PUBLIC INFORMATION	LOGISTICS	FINANCES AND EVENTS
Steering Committee Co-Chairs	TBD TBD	TBD TBD	TBD TBD	TBD TBD
Subcommittees	Programming	International Component	Local Logistics	Events
	Special and Plenary	Publicity/Marketing	Exhibits	Finance
	Post Conference Assessment	Virtual Conference	Registration	

- Finance:
    - Fundraising and Sponsorship
    - Awards and Scholarships
- Local Logistics:
    - Volunteers
    - Venue
    - Local Arrangements
- Programming:
    - Preconference
    - Poster Sessions
- Post Conference Assessment
    - Proceedings
    - Evaluations
- Registration
- Exhibits and Placement Center
- Special and Plenary
    - Authors
    - Opening/Closing speakers
- Events:
    - Welcome Reception
    - Noche de Cuentos
    - Gala
    - Tours
    - Social gatherings
- International Component
- Publicity and Marketing:
    - Website
    - Publications
- Virtual Conference

Sample Letter of Intent and RFP Submission

July 26th, 2019

REFORMA National Conference
Coordinating Committee
Roxana Benavides Co-Chair
Abigail Morales Co-Chair

RE: LETTER OF INTENT TO HOST REFORMA NATIONAL CONFERENCE VII

Dear Ms. Benavides and Ms. Morales,

Thank you for the opportunity to be considered as a possible venue site for the seventh (VII) REFORMA National Conference, sponsored and managed by REFORMA, the National Association to promote Library and Information Services to Latinos and the Spanish-speaking.

The Pacific Northwest chapter REFORMA Oregon proposes Portland, Oregon as the site for RNC VII with a theme that revolves around the ideas of ***E. Pluribus Unum*** (Out of many, One) and ***El pueblo unido jamás será vencido*** (The people who are united will never be defeated). We are continuing to finalize our tagline, as it is a very important decision, and will have it polished by the time the conference committee selects the winning proposal.

An already popular convention site, Portland has already had the pleasure of hosting a few national conferences. ACRL held their conference there in 2015 and PLA has chosen Portland as a conference site in both 1996 and 2010. Both PLA and ACRL are slated to return in 2022 and 2027. The successes of these previous conferences ensure us that our region would be an ideal location for RNC VII. We have no doubt that we will be able to provide a quality event for our membership, sponsors, and guests. The members of REFORMA Oregon are prepared to assist REFORMA in every way possible. This letter summarizes the information requested by the conference committee.

I. RNC Region/City Selection Eligibility

Set against the backdrop of majestic Mt. Hood, Portland combines a sophisticated, cosmopolitan atmosphere with a refreshingly friendly warmth that makes it a natural for events of all types. Continuously rated as one of the top 20 cities with the best public transportation, Portland can offer conference attendees a variety of ways to reach and experience the plethora of activities that the area has to offer. TriMet, the main public transport system, offers affordable and convenient light rail and bus services throughout the city, 7 days a week. In many areas, buses and MAX (light rail) run every 10-15 minutes. Other ways to get around include the Portland Streetcar, taxis, Uber and Lyft. For those looking for a true Portland experience, bicycles can be rented throughout the city. Visitors will have no problem exploring by bike in one of the most bike-friendly cities in the country. Shuttle services from the airport to the conference site/hotel are also available. Some of the locations we are submitting for review include free shuttle service for attendees.

Portland International Airport (PDX) is located within the Portland city limits, situated 12 miles from downtown Portland. Non-stop service to Portland International Airport is available to most major U.S. airport hubs, and it has been voted the best airport in the US for seven straight years by J.D. Power and Associates.

Portland is also home to many high-quality hotels that have room for as many as 500 guests and space to hold conference events. We have begun discussions with the hotels mentioned below on availability for the dates provided in the RFP guidelines shared with us by the Committee. While we have received a variety of proposed dates from these venues, all were selected from the list provided to us from National.

Portland Airport

Sheraton Inn
215 Guest Rooms
Total meeting space: 22,500
Proposed dates:
- February 24 – 28, 2021
- March 24 – 28, 2021
- September 22 – 26, 2021

Holiday Inn
284 Guest Rooms
Total meeting space: 15,500
Proposed dates:
- September 22-26, 2021

Red Lion Hotel on the River
320 Guest Rooms
Total meeting space: 36,000
Proposed dates:
- February 24-28, 2021
- March 10-14, 2021
- March 17-21, 2021

DoubleTree by Hilton Portland
477 Guest Rooms
Total meeting space: 45,000 sq ft
Proposed dates:
- February 24-28, 2021
- March 3-7, 2021
- March 10-14, 2021
- March 17-21, 2021
- March 24-28, 2021

II. RNC Region/City Selection Criteria

As mentioned above, the Portland International Airport can be easily accessed by both domestic and international travelers. It offers direct flights and connections to most major airports throughout the United States, and non-stop international flights to Canada, Germany, Iceland, Japan, Mexico, the Netherlands, and the United Kingdom. The PDX airport also serves as a secondary hub for Alaska Airlines and Horizon Air.

Just a few minutes away from the airport lies the Downtown Portland District and is easily accessible via car, bike or public transportation, with a mix of on-street, private and public parking garages. The compact, walkable downtown area offers easy access to great food, green spaces, cultural offerings and tax-free shopping. It also provides a unique mix of retail brands, diverse food and fine dining restaurants for visitors to enjoy. Waterfront Park, along the Willamette River, offers visitors grand views of many of Portland's famous bridges, as well as the opportunity to join either a jet boat excursion, sternwheeler ride or scenic dinner cruise on the Portland Spirit. Drenched in an interesting history that dates back to the days of Shanghai-ing, the Downtown area offers visitors a taste of Portland's past, while also acting as a modern playground for visitors from around the world.

Portland is also home to many interesting venues that highlight the city's history and culture. The Crystal Ballroom has been around for a century. In the 1930's and 40's, famed gambling overlord, Al Winter managed his vast criminal empire from its bar. Today, this Portland event space is a unique space for events with its vaulted ceilings and crystal chandeliers, swooping balcony and famous "floating" dance floor. The Left Bank Annex, built as a parking garage in 1911, has a long and interesting history that includes stints as an art school and machine shop. Today, it's a two-story, 14,000 square foot blank canvas just waiting to host your next event. And finally, a Portland favorite, McMenamins Kennedy School in Northeast Portland. This former elementary school, which served the community in a variety of ways from 1915-1975, has been converted to a hotel, movie theater and dining establishment. Each of the school's former classrooms has been transformed into either whimsically themed guest rooms or wonderfully vibrant bars. The Kennedy School is a popular location for large social events as it can accommodate large groups and offers another unique Portland experience. Other local points of interest include:

- Microbreweries and vineyards
- Powell's Books
- Voodoo Donuts
- Chinatown
- Pioneer Square
- Shopping, including outlet shopping without sales tax
- Food carts and nationally recognized restaurants
- "Weird" events
- Museums
- Parks and Gardens
- Great outdoor adventures
- Nightlife
- City and scenic tours

In terms of nearby/offsite hotels, The Red Lion at the River is a short distance from the airport and offers ample meeting and guest rooms as well as easy access to local banking, shopping and dining. Other nearby lodging options include the Holiday Inn Express and Suites-Jantzen Beach, Rodeway Inn-Jantzen beach and the Oxford Suites Portland. For those traveling on a budget, there are plenty of AirBnB options in the area with prices ranging from $45 to $120 per night. If the Red Lion is chosen as the event site, REFORMA OR and OLA would be happy to help negotiate special pricing with these hotels.

III. RNC Additional Recommended Criteria

In 2016 the Oregon Community Foundation released its Latinos in Oregon report that highlighted the growing Latino population was growing faster than the national rate while being significantly younger than others in the state. Nearly two-thirds of Oregon's Latinos were born in the United States. The report found that Oregon Latino's were more likely to be facing economic adversity, be uninsured and undereducated compared

to their white counterparts. Fewer than half of our Latino 3rd-8th grade students met state reading and math standards, a rate far below that of white students. But nearly 90 percent of sixth graders attend school regularly, a rate equal to that of white students. These disparities are also reflective of issues libraries face in promoting services to a community in flux that faces high risk of marginalization and housing stability.

In regard to offering unique experiences to conference attendees, Portland is home to a burgeoning and evolving art scene and there are several ongoing events, art shows and festivals that take place in the area. If selected, REFORMA OR will look at events that are taking place at the time of the conference and highlight the events that would be of interest to attendees at the conference.

IV. Commitment

If selected, we will work to develop sponsorships with local library associations such as Washington Library Association, Idaho Library Association, etc., as well as local travel bureaus, cities and library systems. The following is a non-exhaustive list of potential local resources/partners:

- Travel Portland
- Oregon Convention Center
- The Oregonian and other local newspapers
- Multnomah County Library
- Washington County Cooperative Library Services
- Driftwood Public Library
- Chemeketa Cooperative Regional Library Service
- Oregon Library Association
- Lincoln County Library District
- Oregon State Library
- Portland Community College
- Portland State University
- TriMet
- Port of Portland

While this is the first time that REFORMA OR will participate in planning a professional conference, as a unit of the Oregon Library Association, our Association Manager is assisting with site/venue RFP solicitation and other related conference activities. The Association Manager has been involved with OLA Annual Conferences, OLA-WLA Joint Conference, etc. for the past 10 years. Attendance at these conferences range from 500 to 900 attendees.

Oregon Reformistas are very excited about the opportunity to work with REFORMA National to bring RNC VII to our area. The following Reformistas have agreed to staff the conference committee:

Local Co-Chairs:

Eduardo Arizaga, REFORMA OR Vice president
- Title
- Library or system affiliation
- Phone number
- Email address

Star Khan, REFORMA OR President

- Title
- Library or system affiliation
- Phone number
- Email address

Sub-committee members:

Martin Blasco
- Title
- Library or system affiliation
- Phone number
- Email address

Elizabeth Lopez
- Title
- Library or system affiliation
- Phone number
- Email address

MaryKay Dahlgreen
- Title
- Library or system affiliation
- Phone number
- Email address

Bobbye Hernandez
- Title
- Library or system affiliation
- Phone number
- Email address

Alma Plasencia
- Title
- Library or system affiliation
- Phone number
- Email address

Leonora Ramirez
- Title
- Library or system affiliation
- Phone number
- Email address

While the Pacific Northwest is not the first area to spring to mind at the mention of Latinos or Spanish-speakers, it nevertheless finds itself home to a sizable, and ever-growing population. In an effort to promote and better library services to these Latinos and Spanish-speakers, we have created the REFORMA Oregon chapter.

We of REFORMA Oregon hereby submit this letter to the REFORMA National Conference Committee to communicate our willingness to enter into the venue/site suitability process. Thank you.

Signature: _____

Star Khan
REFORMA Oregon President 2019-2020

Sample schedule

Preferred date format is Wednesday-Sunday

RNC VII Conference Schedule Draft 6.23.20							8:00am-9:15am = Session 1	2:15pm-3:30pm = Session 4	Noche on Saturday = Off site @ 7pm
							9:30am-10:45am = Session 2	3:45pm-5:00pm = Session 5	
Key Legend	ARL	REFORMA	Joint Usage	Multi-purpose	Wellness Track		11:00am-12:15pm = Session 3	5:15pm-6:15pm = Session 6 Posters Saturday only	
							Lunch 12:15pm-1:15pm	Coffee Break 1:45pm-2:15pm	

Date	Start Time	End Time	Function Type	#PPL	Set-Up Style	Function Space	Notes	Program Name	Presenters
Wednesday, November 3, 2021									
11/3/2021	7:00:00 AM	11:59:00 PM	Staff Room	40	Lounge	Portland			
11/3/2021	7:00:00 AM	11:59:00 PM	Board Meeting	20	U-Shape	Eugene			
Thursday, November 4, 2021							Mt. Hood? Exhibit Hall set-up afternoon?		
11/4/2021	7:00:00 AM	11:59:00 PM	Staff Room	40	Lounge	Portland			
11/4/2021	7:00:00 AM	11:59:00 PM	Board Meeting	20	U-Shape	Eugene			
11/4/2021	7:00:00 AM	11:59:00 PM	Registration	1	Registration	Registration Desk			
11/4/2021	7:00:00 AM	11:59:00 PM	Registration	1	Registration	Ballroom Foyer			
11/4/2021	7:00:00 AM	11:59:00 PM	Special	1	Special	Salem			
11/4/2021	6:00:00 AM	11:59:00 PM	Preconference 4	25	Schoolroom	Columbia			
11/4/2021	6:00:00 AM	11:59:00 PM	Preconference 6	25	Schoolroom	Pearl			
11/4/2021	8:30:00 AM	11:59:00 PM	Preconference 2	25	Schoolroom	Salon G			
11/4/2021	8:30:00 AM	11:59:00 PM	Preconference 5	25	Schoolroom	Salon I			
11/4/2021	8:30:00 AM	11:59:00 PM	Preconference 3	25	Schoolroom	Salon H	Can be used for the Leadership Day 1, theater 60ppl		
11/4/2021	8:30:00 AM	11:59:00 PM	Preconference 1	300	Schoolroom	Salons A-F	Can be broken into 6 Breakouts with 5 sessions each		
11/4/2021	7:00:00 AM	11:59:00 PM	University Placement Center	20	Special	Medford	Can be used during the day. Set-up during the afternoon/evening		
11/4/2021	6:00:00 PM	8:00:00 PM	Welcome Reception	25	Cocktail Rounds	Eastside Rooms - Hawthorne/Belmont/Laurelhurst	Available from 8am-4pm for sessions with theater 75ppl		

Friday, November 5, 2021							
11/5/2021	7:00:00 AM	11:59:00 PM	Staff Room	40	Lounge	Portland	
11/5/2021	7:00:00 AM	11:59:00 PM	Board Meeting	20	U-Shape	Eugene	
11/5/2021	7:00:00 AM	11:59:00 PM	Registration	1	Registration	Registration Desk	
11/5/2021	7:00:00 AM	11:59:00 PM	Registration	1	Registration	Ballroom Foyer	
11/5/2021	7:00:00 AM	11:59:00 PM	Special	1	Special	Salem	
11/5/2021	6:00:00 AM	11:59:00 PM	Opening Session	300	Rounds of 10	Salons A-F	Joint opening session
11/5/2021	8:30:00 AM	9:30:00 AM	Continental Breakfast	500		Salons A-F	
11/5/2021	6:00:00 AM	11:59:00 PM	Breakout 2	100	Theatre	Mt. Hood	Wellness Track
11/5/2021	6:00:00 AM	11:59:00 PM	Breakout 5	90	Theatre	Columbia	
11/5/2021	6:00:00 AM	11:59:00 PM	Breakout 6	75	Theatre	Pearl	
11/5/2021	6:00:00 AM	11:59:00 PM	Breakout 3	89	Theatre	Salon G	
11/5/2021	6:00:00 AM	11:59:00 PM	Breakout 7	75	Theatre	Eastside Rooms - Hawthorne/Belmont/Laurelhurst	ARL use, 5 sessions
11/5/2021	6:00:00 AM	11:59:00 PM	Breakout 1	100	Theatre	Salon I	ARL use, 5 sessions
11/5/2021	6:00:00 AM	11:59:00 PM	Breakout 4	60	Theatre	Salon H	Can be used for Leadership Day 2
11/5/2021	12:15:00 PM	1:15:00 PM	Lunch	100		Salons A-F	
11/5/2021	12:30:00 PM	2:00:00 PM	Author Readings	500		Salons A-F	
11/5/2021	6:30:00 PM	8:00:00 PM	Gala Awards Banquet	500		Salons A-F	Gala set-up from 2-6pm
11/5/2021	7:00:00 AM	11:59:00 PM	University Placement Center	20	Special	Medford	
11/5/2021	8:00:00 AM	11:59:00 PM	Exhibits	50	Exhibits	Exhibit Hall	
11/5/2021	3:45:00 PM	4:15:00 PM	Coffee Break	500			No Conflict time?

Saturday, November 6, 2021							
11/6/2021	7:00:00 AM	11:59:00 PM	Staff Room	40	Lounge	Portland	
11/6/2021	7:00:00 AM	11:59:00 PM	Board Meeting	20	U-Shape	Eugene	
11/6/2021	6:00:00 AM	11:59:00 PM	Registration	1	Registration	Registration Desk	
11/6/2021	6:00:00 AM	11:59:00 PM	Registration	1	Registration	Ballroom Foyer	
11/6/2021	7:00:00 AM	11:59:00 PM	Special	1	Special	Salem	
11/6/2021	6:00:00 AM	11:59:00 PM	Exhibits	50	Exhibits	Exhibit Hall	
11/6/2021	1:45:00 PM	2:15:00 PM	Coffee Break	500			No Conflict?
11/6/2021	6:00:00 AM	11:59:00 PM	Breakout 2	100	Theatre	Mt. Hood	Wellness Track
11/6/2021	6:00:00 AM	11:59:00 PM	Breakout 6	75	Theatre	Pearl	
11/6/2021	6:00:00 AM	11:59:00 PM	Breakout 5	90	Theatre	Columbia	
11/6/2021	6:00:00 AM	11:59:00 PM	Breakout 3	89	Theatre	Salon G	
11/6/2021	6:00:00 AM	11:59:00 PM	Breakout 7	75	Theatre	Eastside Rooms - Hawthorne/Belmont/Laurelhurst	ARL use, 5 sessions
11/6/2021	6:00:00 AM	11:59:00 PM	Breakout 1	100	Theatre	Salon I	ARL use, 5 sessions
11/6/2021	6:00:00 AM	11:59:00 PM	Breakout 4	60	Theatre	Salon H	ARL Use, 5 sessions
11/6/2021	6:00:00 AM	11:59:00 PM	Author Readings	500	Rounds of 10	Salons A-F	Poster Session at 5PM, set-up after lunch
11/6/2021	12:00:00 PM	1:00:00 PM	Lunch	500			
							Saturday night open for ARL event in Salons A-F after poster session
11/6/2021	7:00:00 AM	11:59:00 PM	University Placement Center	20	Special	Medford	
Sunday, November 7, 2021							
11/7/2021	7:00:00 AM	11:59:00 PM	Staff Room	40	U-Shape	Portland	
11/7/2021	7:00:00 AM	11:59:00 PM	Board Meeting	20	U-Shape	Eugene	
11/7/2021	10:00:00 AM	12:00:00 PM	Closing Session	250	Theatre	Salons A-F	Joint closing session
							Can ask to have Breakouts 1-7 from 8am-9:45am if we need overflow
							Mt Hood? before closing session?

Audio visual requirements

- LCD Projector, screen, WiFi
- Microphones for general sessions, receptions, dance floor

Number of exhibits: 20-40 depending on space

History of meetings: This is FYI
Year, Hotel, City, Rate Paid

RNC VII	2021: Portland, OR	$ *Virtual due to COVID-19*
RNC VI	2017: San Juan, Puerto Rico	$ *Canceled due to Hurricane*
RNC V	2015: Omni, San Diego, CA	$144.00 ($5.00 rebate)/$119.00 staff rate
RNC IV	2011: Westin, Denver, CO	$ Not available
RNC III	2008: Camino Real, El Paso, TX	$105 ($7 rebate)
RNC II	2000: Holiday inn City Center, Tucson, AZ	$87 s/d
RNC I	1996: Austin, TX	$ Not available

Area(s) of city to consider:

What is the guest room rate range? $140.00 to $165.00 (may be higher with higher per room rebates to Association, or with Association making reservations to extract rebate)

Other cities being considered: (If you are looking at other cities in the area, list here. If no other cities are being considered enter NONE)

Decision making process: Review of proposals and site visit by RNC CC

Decision makers: REFORMA Board of Directors Executive Committee

What are the deciding factors involved in the decision making process? (Not in ranked order).

- Cost of lodging
- Concessions
- Comp Meeting Space at 75-80% of contracted pick up
- F&B: $25K or less
- Preferred dates

Deadline for receipt of proposals: (Identify when you want to be notified)

Site Inspections Dates: (Identify your preferred dates to do the site visits)

Decision Date: (Contact Executive Committee for exact dates)

Deciding factors: Meeting space – dates and prices

Contact Information: (For Your Contact Person)

Website: http://www.reforma.org

Attendee Profile: Librarians (Public/Academic) 65%; Library Staff 20%; Teaching faculty 5%, Administrators 7%, Graduate Students 3%