



Dear Preservationist and/or Conference Planner:

The National Alliance of Preservation Commissions (NAPC) is beginning to plan for its 14th biennial FORUM in the summer of 2024 and is asking for your help to identify a conference location. Previous FORUMs have been held in Denver, Pittsburgh, San Antonio, Indianapolis, Baltimore, New Orleans, Grand Rapids, Norfolk, Philadelphia, Mobile, Des Moines, and Tacoma (virtually). FORUM 2022 will be held in Cincinnati, OH. Our most successful FORUM attracted nearly 800 participants and filled approximately 1000 hotel room nights.

The goal of FORUM is to highlight innovative approaches to challenging local preservation issues and to provide an interactive learning environment for historic preservation commissioners, commission staff, and other preservation professionals and volunteers. FORUM is a national conference designed to enable attendees to learn from their colleagues, as well as from experts in the field. Commissioners are typically not preservation professionals and rely on FORUM for the training they need to build strong local preservation programs and administer preservation laws. FORUM blends traditional educational sessions with dynamic discussion panels, mobile workshops, and tours. FORUM 2022 promises to be an exciting preservation conference. Participants will come from local governments across the country as well as from federal, national, state and local preservation agencies and organizations.

NAPC seeks potential conference sites that are attractive to prospective participants, have a strong preservation ethic, good community support, and a substantial fundraising commitment. It is critical that the local public preservation agency, private nonprofit preservation organizations, and Convention & Visitors Bureau work together, along with the State Historic Preservation Office and statewide nonprofit organization, to present a case for hosting FORUM 2024. FORUM's success depends on the host city, and we depend on our local partners to help create a dynamic program with tours and mobile workshops highlighting the preservation issues facing your community. We also depend on a cadre of local volunteers to help manage registration tables, social events, etc. The preservation partners must commit to raise \$40,000 locally to help keep the conference affordable for participant.

NAPC is a national nonprofit organization representing local historic district commissions and architectural review boards across the country. Its mission is to help build strong local preservation programs and leaders through education, training, and advocacy. In addition to convening FORUM, NAPC publishes *The Alliance Review* quarterly journal, and produces training workshops called CAMP (Commission Assistance Mentoring Program) across the country. We maintain an information resource center and provide a voice for local commissions in Washington, D.C. Programs from previous FORUMs can be found on the NAPC website at <http://napcommissions/forum>.

Please feel free to contact me at director@napcommissions.org for additional information or to schedule a call to discuss the application process in more detail.

The application deadline is November 30, 2021. The announcement of the 2024 FORUM site will take place during the FORUM 2022 in Cincinnati, OH, July 13-17, 2022.

Thank you for your support and interest, and we look forward to hearing from you.

Stephanie Paul,
Executive Director



National Alliance of
Preservation Commissions



Selection Criteria for the 2024 National Preservation FORUM

A. **Location and Available Dates:** The host city should be a destination that is attractive to FORUM participants. The conference usually begins with pre-conference events on Wednesday and continues through Sunday, with an opening reception on Friday night. Proposed conference dates should be in July (after the July 4th holiday) through early August.

B. **Historic Resources:** The city and surrounding region should have a strong historic preservation ethic, including a local preservation ordinance and an active commission. An important part of FORUM is highlighting the work of the host city. The city and region should be able to illustrate preservation at work, including challenges, successes, and some failures, and its benefits to the community at large. Tours and mobile workshops highlighting historic resources and preservation activities are an important component of FORUM. A successful proposal will include a variety of experiences, including full-day tours, half day tours or mobile workshops, and walking tours offered through the conference.

C. **Fundraising and Community Support:** Financial support from the host city and/or the State Historic Preservation Office is essential. State and local conference underwriting is essential to keep conference registration rates affordable for volunteer commissioners, staff and community preservationists from across the country. Local partners are expected to provide a minimum of \$40,000 in local sponsorship. Additional financial support from the State Historic Preservation Office and or statewide nonprofit preservation organization is also strongly encouraged. Proposals that offer firm financial commitments from identified sources will rank higher in the selection criteria than those that do not. Support from other organizations and agencies within the city willing to provide logistical assistance and approximately 25 volunteers is also an important consideration. Host cities are expected to have a local planning committee that will work closely with NAPC staff to plan and execute the conference including session and tour development and logistics.

D. **Cost and Convenience to Attendees:** Hotel, meal and travel costs for conference attendees are a major selection factor. Many travel on limited state and local budgets and follow strict per diem rates. In the past, a third of attendees have driven to FORUM, so the number of likely attendees within driving distance is a consideration. The accessibility of the airport serving the host city is also a factor, including the number of major airlines/flights, whether the airport is a hub, and the proximity and accessibility of the conference facilities to the airport.

Hotel room cost is also important. Nightly room rates at the conference hotel should ideally be in the \$150-\$175 range (before taxes). We anticipate a national audience of at least 600 people. An adequate number of hotel rooms (historic hotels are preferred) should be available in close proximity to the conference facilities in or within walking distance to a downtown area with restaurants, nightlife, shopping, and sightseeing opportunities, including historic sites.

E. **Meeting Facilities:** A minimum of 10,000 square feet of meeting space is required for the various sessions, preferably located in the conference hotel. If multiple buildings are required to meet the space requirement, they must be in close proximity so participants can walk to them quickly between sessions. Meetings occur throughout the five days of the conference, but concurrent sessions on Friday, Saturday, and Sunday morning will require theater seating for four rooms with approximately 100-200 persons; and one additional one with seating ranging from 75 to 100 persons at 10-person round tables. Costs for room set-ups, audio-visual equipment, and catering needs are a consideration.

At minimum, NAPC has the following space needs:

1. Registration and exhibition hall area open from Wednesday through Sunday with ~ 2000-3000 square feet of exhibit space.
2. A locked office space for staff Monday through Sunday.
3. Wednesday: Three (3) meeting rooms with capacity to seat 50-75 people classroom style [short course, affiliate meetings, & CLG coordinators meeting] and one (1) meeting room to accommodate 30 people boardroom style.
4. Thursday: Three (3) meeting rooms with capacity to seat 50-75 people classroom style [short course, affiliate meetings, & CLG coordinators meeting] and one (1) meeting room to accommodate 30 people boardroom style.
5. Friday: Four (4) meeting rooms with capacity to seat at least 100-200 people theatre style [concurrent educational sessions] and one (1) meeting room with capacity to seat at least 75-100 banquet style [roundtable discussion]. One room with capacity to seat 600 people theater-style for plenary. Banquet space with capacity to hold 500-700 people reception style. Locations for plenary and reception could be offsite, but the proposal should address how far these locations are from the hotel and how organizers propose moving attendees from one location to another.
6. Saturday: Four (4) meeting rooms with capacity to seat at least 100-200 people theatre style and one (1) meeting room with capacity to seat 75-100 banquet style. Additional space with capacity to hold 100-150 people banquet style for plated luncheon with speaker. One room with capacity to seat 600 people theater-style for plenary. Banquet space with capacity to hold 500-700 people reception style. Locations for plenary and reception could be offsite, but the proposal should address how far these locations are from the hotel and how organizers propose moving attendees from one location to another.
7. Sunday: Three (3) meeting rooms with capacity to seat at least 100-200 people theatre style and one (1) meeting room with capacity to seat 75-100 banquet style. As conference planning develops, additional spaces may be needed to accommodate additional educational settings and affinity events for our partners.

INSTRUCTIONS FOR PROPOSAL SUBMISSIONS

Each proposal for consideration as the host city for the FORUM 2024 must include:

- A completed proposal form (provided below) that addresses historic resources, facilities and local support
- Additional information may be submitted addressing each of the selection criteria which may include a narrative, photos, and other relevant attachments
- A visitor map or city marketing materials indicating hotels, sites of interest, and historic sites
- Marketing materials for historic sites, and marketing materials for all proposed hotels.
- Site maps and rental and set-up rate sheets for all hotels/venues at which meeting space is proposed.
- Rate sheets for audio-visual equipment rental/usage for all proposed venues.
- Food and beverage service/catering rate sheets for all catering and proposed venues, including service fees/percentages. Suggested menus are optional.
- Support letters or other indications of support from the relevant state and local preservation agencies, as well as related agencies, organizations, and other groups that offer significant support for FORUM at the proposed site. These may include indications of financial or in-kind support for FORUM.
- A clear indication of commitments that make up the \$40,000 local fund-raising goal. If solid commitments are not available, please indicate the local sources that would be approached and the likelihood of a positive response. **Please indicate whether prospects have already been contacted.**
- Contact information for the person(s) who will take the lead on answering questions and making the commitments necessary to secure space, funding and other support.

A copy of the proposal must be submitted by **November 30, 2021**. Please send to director@napcommissions.org, via Google Drive or Dropbox if the files are too large.

PROPOSED LOCATION FOR FORUM 2024 _____

Contact Information (if handwritten, please print clearly):

Lead Agency (Local government entity, SHPO, or non-profit only)

Address

City, State, Zip

Telephone number

Fax number

Lead Agency Contact Name

Email address

Nominated City Local Government Contact

Telephone number

Fax number

A. Location and Available Dates

1. What dates do you propose for the 2024 National Commission FORUM in your city? You may propose more than one set of dates when all necessary facilities are available.

Option 1

Option 2

Option 3

2. Are July and August considered "high season" for conferences in your city?

Yes No

3. What is the average temperature for July? _____ August? _____

4. What festivals, other citywide activities, statewide conferences (give dates) are usually held in July and August?

B. Historic Resources

- 4. Does the city have a local preservation ordinance? Yes No Is it a CLG? Yes No
- 5. How many Certified Local Governments (CLGs) are in the host state _____
- 6. Does the city have a Historic Preservation Commission or Design Review Board? Yes No
- 7. Is the political and business environment of the city generally supportive of preservation? Yes No
- 8. What are the major historic preservation successes/challenges facing your community?

9. What opportunities are there for special tours or mobile workshops? Include estimated travel time and amount of time on site for each one.

C. Fundraising and Community Support

10. Local partners are expected to provide a minimum of \$40,000 in local sponsorship, grants and unrestricted financial support. Priority will be given to proposals offering firm financial commitments from identified sources.

Total host city commitment: \$ _____

Sources/Amount/Commitment letter enclosed?

_____	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

11. Indicate below what organizations and agencies are present in your community and how they will assist with conference planning, logistics, tours/events, volunteers, or other support. Support letters specifying the type and extent of assistance are required.

Local government: _____

Type of support/assistance: _____

Historic Preservation Commission: _____

Type of support/assistance: _____

Local preservation nonprofit organization: _____

Type of support/assistance: _____

State Historic Preservation Office: _____

Type of support/assistance: _____

Statewide nonprofit preservation organization: _____

Type of support/assistance: _____

Local Main Street organization: _____

Type of support/assistance: _____

Convention/Visitors Bureau: _____

Type of support/assistance: _____

Downtown merchants association: _____

Type of support/assistance: _____

Other: _____

Type of support/assistance: _____

Other: _____

Type of support/assistance: _____

D. Cost and Convenience to Attendees

12. What is the nearest major airport(s)? _____

13. Does the airport serve as a hub for any major carriers? Yes No

Which airlines?

14. What other airlines service this airport?

15. How far is the airport from downtown? Miles: _____ Minutes: _____

16. What is the type and cost of public transportation (i.e., rail, bus, taxi, or shuttle service) to the airport?

17. Are the majority of downtown attractions, museums, and restaurants/shops open on the weekend? Yes No

18. As a 501(c)(3) nonprofit organization, will NAPC be exempt from sales tax (for hotels, food and beverage, etc.) in the proposed city and state? Yes No

What are the requirements to be eligible for exemption?

19. Hotel information (anticipate approx. 300 rooms on peak nights Fri/Sat; 1,000-1,100 room nights total for conference):

Please indicate if employees at the proposed hotels and other venues work under a union contract.

Hotel 1:

_____ # of sleeping rooms

_____ approximate nightly room rate

Historic hotel Downtown location Union contract? Yes No

Contact information

Hotel 2:

_____ # of sleeping rooms

_____ approximate nightly room rate

Historic hotel Downtown location Union contract? Yes No

Contact information

20. Where would you propose to hold the opening reception? Please include images of reception space.

Possible sponsor(s) for the opening reception?

Your proposal package must be received by November 30, 2021. Digital submissions are preferred. Please email your proposal package to director@napcommissions.org, via Google Drive or Dropbox if the files are too large.

Thank you for your submission!