

The National Humanities Conference

2020

R E Q U E S T F O R P R O P O S A L

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PRESIDENT'S LETTER

Dear Colleagues,

The National Humanities Conference, which has been an annual highlight for councils for nearly forty years, is now held in partnership with the National Humanities Alliance and has been expanded to include colleagues from the academic community. In addition to exchange of ideas and information about council work, therefore, the conference will now include conversations about the relationship between the academic and public humanities and ways we can come together to more fully engage the public with the humanities.

The setting for the conference has always played a major role in its success and will continue to do so with this new partnership. Spending time in cities in various regions of the country allows all of us to become familiar with the unique cultures that make up our national fabric and to deepen our understanding of the importance of place. Each host city, through its individual identity, helps define our discussions.

Understanding how important it is to be in a place that offers these advantages but also recognizing economic realities, we ask councils who are interested in hosting this event to provide the Federation board (who will make this decision in consultation with the National Humanities Alliance board) with information about both the cultural and intellectual attractions of the host city and the logistical advantages the city offers. In the following pages you will be asked to describe likely venues and partners as well as transportation possibilities.

We very much look forward to hearing the ways you believe the state humanities councils and their partners in academia would benefit from a gathering in your state, and we thank you for your interest.

Best wishes,

Esther

ANNUAL NATIONAL CONFERENCE

Statement of Purpose

An annual national meeting will be held for the membership of the Federation of State Humanities Councils and of the National Humanities Alliance. The primary purpose of the meeting is to provide a forum for sharing information and ideas about council programming, governance and operations, to explore and strengthen connections between the public and academic humanities communities, and to discuss the myriad ways the humanities enrich communities and strengthen American democracy.

Logistics

1. The conference will be held in the fall of each year, usually November.
2. The conference will be held in airline hub cities with a hotel that can meet our meeting and space requirements. The annual meeting will be held in different regions of the nation if possible.
3. Site selection is recommended by the staff and approved by the Federation board in consultation with the National Humanities Alliance board and staff.

INFORMATION

FEDERATION CONTACT

Any questions in completing this Request for Proposal should be directed to:

Name	Shannon Loburk
Phone	703.908.9700 ext: 212
Email	sloburk@statehumanities.org

SCHEDULE OF IMPORTANT DATES

Event	Date
RFP Distribution	December 1, 2017
Proposal Due Date	February 1, 2018
Preliminary site selection by Federation Board	February 5 - 9, 2018
Consultation with NHA	February 12 - 14, 2018
Selected host council notified by	February 15, 2018
First committee planning meeting	Early-Mid June, 2019
Second committee planning meeting	Early-Mid April, 2020
National Humanities Conference 2020	Early November, 2020

GUIDELINES

PROPOSAL SUBMISSION

The decision resulting from this RFP will be based upon the council whose proposal is determined to be the most advantageous to the National Humanities Conference in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

All proposals should be sent via email to sloburk@statehumanities.org by February 1, 2018.

HOST COUNCIL RESPONSIBILITIES & RFP CRITERIA

Prospective Host Council should describe plans for providing the following:

1. A conference location that is very accessible by air travel, in order to minimize travel costs and time constraints.
 - a. Note: A major airport should be less than a 40 minute drive from the host hotel.
2. A hotel/s with at least 400 committable sleeping rooms and meeting space to accommodate a conference with the following format:
 - a. 1 office room and 1 AV storage room Tuesday – Sunday.
 - b. 1 breakout room for board meeting, capacity 25, on Thursday and Sunday.
 - c. 2-4 preconference breakout rooms, capacity 20-60, on Wednesday
 - d. 6-8 preconference breakout rooms, capacity 20-60, on Thursday.
 - e. 8-10 breakout rooms, capacity 20-60, on Friday and Saturday.
 - f. 1 large foyer or communal room for registration and coffees breaks on Thursday - Saturday.
 - g. 1 large ballroom for plenary sessions and seated meals, capacity 450, on Friday and Saturday.
 - Note: We gladly welcome suggestions from the local committee; however, we request that all negotiations with hotels be handled by FSHC and our site selection vendor to ensure the best possible rate.
3. Possibilities for a Thursday evening Opening Reception for approximately 350 people. Arrangements should include transportation costs or any other associated expenses for an offsite venue.
 - a. Note: Conference registration fees do not cover attendance at the reception. Tickets are purchased separately during registration. The host hotel is a possible location if other sites are not available or convenient.
4. Possibilities for a Friday or Saturday evening reception for approximately 400 people. Depending on the planning committee's wishes this event can be associated with the Capps Lecture or a closing event. Arrangements should include transportation costs or any other associated expenses for offsite venues.
 - a. Note: An offsite venue for the Capps Lecture should include seating for 350-400 people. The host hotel is a possible location if other sites are not available or convenient.
5. Information about offsite tours. The host council is responsible for organizing and arranging initial details for tours to be presented to the planning committee. All transportation and other associated expenses for possible tours should be clearly defined.
 - a. Conference registration fees do not cover attendance on any tours. Tickets are purchased separately during registration.
6. Local information material to be posted on the conference website and distributed during registration for approximately 600 attendees. We recommend working with your CVB to provide information on recommended dining, special attractions, and maps.
7. Sponsorships through collaborations with your partners. The Federation and NHA encourage this chance to work with local organizations in order to enhance the conference in a variety of possibilities. The host council is also encouraged to present ways they would like to be a sponsor for the event. For example, past host councils have contributed towards the opening reception, special lecture events, and offsite venue rental fees.
8. Staffing at the registration table during the conference. Volunteers will be needed to assist at the registration desk from Thursday at eleven through Saturday at five. At least two volunteers during the duration of the registration desk hours are requested. The host council may schedule shifts of council staff, board, or local volunteers dependent on availability to cover the hours of the desk.