



***NATIONAL SOCIETY OF BLACK ENGINEERS***  
***REQUEST FOR PROPOSAL***  
***REGIONAL LEADERSHIP CONFERENCE – REGION III***  
**National Society of Black Engineers Region III**

**Introduction**

NSBE Region III is currently soliciting bids from interested colleges to host our Regional Leadership Conference in 2016 and 2017. For the past few years we have held RLC at Eastman Chemical Company in Kingsport, TN and we are now opening this conference to all colleges in Region 3!

**About the Organization**

NSBE is the largest student-managed Society, comprised of more than 400 chapters, nationwide and overseas. These chapters are geographically divided into six regions and are governed by a national executive board. NSBE has over 13,000 collegiate and professional members. Our membership has also grown to include over 1,200 pre-college students as well as chapters in Canada, Asia, Europe, Africa and the Caribbean. NSBE is supported by a Board of Corporate Affiliates (BCA) and major sponsors comprised of Fortune 500 Corporations who recruit NSBE members for internship, co-op and full-time employment opportunities. Sponsorship opportunities for corporate supporters exist on the national, regional and chapter levels.

We are Region 3 which is made up of the Southeastern United States; Alabama, Florida, Georgia, Kentucky, Mississippi, Tennessee, the Caribbean, and South America.

Our Regional Leadership Conference is one of the most important conferences that each region has to put on. It is a time to bring all of the student leaders throughout the region to come together for a weekend in the beginning of August to learn about the state of organization, region, and how to be more effective leaders according to our new yearly goals. There are specific needs that are required for this conference that you will see throughout this form. We really do appreciate your interest in hosting our conference this year.

**Contact**

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Region 3 Regional Leadership Conference Chair  
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Phone: 205-585-2847

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Region 3 Conferenced Planning Advisor  
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**Regional Leadership Conference Specifications**

**Deadline for return: September 18, 2015 9PM EST**



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**General Information**

<b>DURATION OF CONFERENCE</b>	4 days	
<b>MEETING DATES 2016 AND 2017:</b>	August 4-7, 2016 August 11-14, 2016 August 18-21, 2016	August 3-6, 2017 August 10-13, 2017 August 17-20, 2017
<b>*ANTICIPATED ATTENDANCE</b>	150	
<b>*PEAK ROOM NIGHTS</b>	Friday and Saturday	
<b>*DURATION EACH DAY</b>	From 8AM till 11PM	

(\*) These are estimates for (bidding year) based on history of previous RLCs.

**CONFERENCE HISTORY:**

<b>PAST CONFERENCE LOCATION:</b>	July 24 – 26, 2015 – Auburn University – Auburn, Al August 7 – 10, 2014 – Meadowview Marriott – Kingsport, TN August 9 – 11, 2013 – Meadowview Marriott – Kingsport, TN										
	<b>2015</b>				<b>2014</b>				<b>2013</b>		
	<b>7/23</b>	<b>7/24</b>	<b>7/25</b>		<b>8/7</b>	<b>8/8</b>	<b>8/9</b>		<b>8/8</b>	<b>8/09</b>	<b>8/10</b>
<b>ORIGINAL HOTEL BLOCK</b>	10	55	45		20	55	45		10	45	45
<b>FINAL PICKUP:</b>	15	49	48		12	46	46		11	68	64
<b>SLEEPING ROOM RATE:</b>	2015 – Standard Rate: \$109  2014 – Standard Rate: \$109  2013 – Standard Rate: \$99										

**Sleeping Arrangements**

Preference is for a headquarters hotel that is fairly close to the university or to have it at the dorm halls on campus with a minimum of “150” committable rooms. Below are more details.



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**HOTEL SLEEPING ROOM REQUIREMENTS:**

ROOM TYPE	THUR	FRI	SAT	SUN	Total
<b>Double/Queen:</b>	10	45	45	C/O	100
<b>Single/King:</b>	3	9	9	C/O	21
<b>Average Room Rate:</b>	\$99-\$130 (Do not exceed \$130)				

**ADDITIONAL ROOM CONSIDERATIONS:**

<b>Black Out Dates</b>	Please provide any blackout dates at your property where the rates might be significantly lower for consideration.
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**ADDITIONAL CONTRACT WISH LIST:**

- 1) Complimentary Parking
- 2) Complimentary Internet in guest rooms
- 3) One per 40 complimentary policy
- 4) Complimentary storage and handling fees
- 5) One bedroom suite at group rate
- 6) Breakfast option will be made available to the NSBE when rooming list is presented to the property

**Meals**

NSBE has about 200 attendees for RLC, it needs to be assured that there are restaurants and food choices in the area that they are able to travel to in a nearby distance; this can also include campus cafeterias. If these places are farther away, there should be a shuttle that travels back and forth from the food area to the conference site. Please look at the agenda placed above for potential time blocks for meals

**Audio Visuals**

In all the rooms we are requesting, there should be connections for a laptop, internet, and projectors or have it set up and readily available for the REB to use for their meetings.



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**Typical Annual Meeting Schedule (based on current logistics)**

*Information is Subject to Change (All space requested on 24hr. hold).*

Start Time	End Time	Event	Set-Up	Capacity
<b>THURSDAY</b>				
8:00PM		REB ARRIVES		
9:00PM-11:00PM		REB MEETING		25
<b>FRIDAY</b>				
24 Hours		REB Headquarters	Conf. Rm	30
24 Hours		FRCPC Headquarters	Conf. Rm	10
8:00AM-10:00AM		REB Walk-Throughs	-	20
10:00AM-12:00PM		RLC Registration	3 Tables	10
12:00PM-2:00PM		REB Lunch	-	20
2:00PM-4:45PM		RLC Registration	All	
2:00PM -3:00PM		Event	Classroom	40
3:15PM -4:15PM		Event	Classroom	60
4:30PM-5:30PM		Event	Classroom	70
6:00PM-7:15PM		Opening Session	Theater	200
8:00PM-10:00PM		REB& CEB Mixer	Theater/Large Open Area	200
<b>SATURDAY</b>				
24 Hours		REB Headquarters	Conf. Rm	30
24 Hours		FRCPC Headquarters	Conf. Rm	10
7:00 AM - 7:50 AM		Breakfast		
7:00 AM - 8:00 AM		RLC Registration	3 Tables	10
8:00 AM - 9:30 AM		General Session	Theater	200
10:00 AM - 11:15 AM		Presidents Functional	Classroom	30
		Vice-Presidents Functional	Classroom	30
		Treasurers & CPC Functional	Classroom	30
		Secretaries Functional	Classroom	30
		PCI Chairs Functional	Classroom	30
		AEX Functional	Classroom	30
		Programs/TORCH Functional	Classroom	30
		PR & Publications Functional	Classroom	30
		Membership Functional	Classroom	30
		TComm Chairs Functional	Classroom	30
		Parliamentarian Functional	Classroom	30



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11:30 AM - 12:30 PM	Dress for Success (Male)	Classroom	100
	Dress for Success (Female)	Classroom	100
12:30PM-1:45PM	Lunch (On Your Own)		
2:00 PM - 3:15 PM	Is the REB for You?	Classroom	70
	Event	Classroom	70
	Event	Classroom	70
3:30 PM -4:45 PM	P&VP Functional	Classroom	40
	Comm Zone Functional	Classroom	40
	Finance Zone Functional	Classroom	40
	Programs Zone Functional	Classroom	40
	Membership Zone Functional	Classroom	40
	Parliamentarian Functional	Classroom	40
5:00PM-6:15PM	Operation: Programs	Stay in Same Rooms	
7:00 PM - 9:00 PM	Dinner		
10:00 PM - 2:00AM	Student Social Activity	Large Open Area	200
<b>SUNDAY</b>			
24 Hours	REB Headquarters	Conf. Rm	30
7:30AM-8:30AM	REB Meeting	-	-
9:00AM-10:00AM	Closing Session/Town hall	Classroom	100
10:00 AM - Until	Departures	-	-



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**To be included with your written proposal**

Please provide the following information pertaining to your city and facilities for comparison purposes. A chart will be prepared for analysis by the annual meeting site selection committee.

City: \_\_\_\_\_

Proposed Dates: \_\_\_\_\_

Conference site price per square foot: \$ \_\_\_\_\_

Are there additional charges with rental? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the conference site have accessible internet? Yes \_\_\_\_\_ No \_\_\_\_\_



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For the following, feel free to offer more than one suggestion for the venues listed. This will give NSBE Region III an idea of availability and diversity for these events.

Suggested location and maximum number of Opening/General Session seating (200 seating theater):

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Suggested location, maximum capacity and rental fees (if applicable) for the Friday night REB &CEB venue (reception for 200 people):

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Suggested location, maximum capacity and rental fees (if applicable) for the Saturday night dinner/banquet (if budget permits) (reception for 200 people):

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Suggested location, capacities and rental fees (if applicable) for the Student Social Session held Saturday evening (reception for 200 people)

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Suggested location, maximum capacity and rental fees (if applicable) for the Sunday morning Closing Reception venue (reception for 150 people):

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Please attach a list of participating hotels/dorms, number of committable rooms (single and double) at each, suites, distance from the conference site, and current room rates. If possible, please provide these listings in a chart format.

Total number of rooms in block: \_\_\_\_\_

Total number of committable rooms: \_\_\_\_\_

Hotel room tax: \_\_\_\_\_%

Food tax: \_\_\_\_\_%

Other taxes/additional rates added to hotel cost: \_\_\_\_\_

Proposed headquarter hotel/Sleeping area: \_\_\_\_\_



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Jeremy Woods  
Region 3 Regional Leadership Conference Chair  
Email: [r3rlc@nsbe.org](mailto:r3rlc@nsbe.org)  
Phone: 205-585-2847

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**THANK YOU** for your interest in serving NSBE Region III!