

Friday, October 3, 2008

Dear Prospective Host,

Thank you for your interest in hosting a future session of the Imperial Court System's Parliament. To formally bid on a hosting a future annual meeting, please complete the attached form and include a letter from your Board of Directors detailing your offer.

We are currently taking bids for our 2009 & 2010 sessions. For each of these two sessions Parliament has a possible member attendance of 65 seated members, 65 alternate members, 4 Parliament officers, the members of the International Court Council (up to 30 current members) and the Queen Mother. This is a possible grand total of 164 attendees. This number does not include visitors, guest speakers or any traveling companions of our members.

Future Parliament meeting schedules calls for a Thursday night Meet & Greet and our main session to be held the following day on Friday. Bidding organizations will need to detail how they will provide us with those two venues and what these venues have to offer us.

Please provide as much information as you can about the offered venue space, airport, and host hotel. Please also include an event schedule for your coronation and ticket prices. We are expecting a significant number of competing bids, so good information is vital for us to make the best possible decision.

The Parliament planning committee will be reviewing each bid for:

- Affordability of travel, food and lodging
- And how well the proposed venue meet our members needs
- Complete contact information for your planning liaison along with the documented approval of your governing body to okay hosting costs.

MINIMUM VENUE REQUIREMENTS:

Thursday night Meet and Greet (2 - 4 hours)

- Meeting & Greet space for up to 136 persons.
Our first Meet & Greet was held in a local GLBT bar
No host bar but food was provided
Sign in table area will be needed in a quiet corner.

Friday Parliament Session (9am – 5pm)

- 136 person Classroom layout. *Optimally with 2 persons per table.*
Seating for Queen Mother and ICC members present.
Additional theater style seating in the rear if the room for 40 visitors
- Sign in table area and Parliament approved vendor space
- Audio/Visual setup with a min of 3 microphones, *4 preferred.*
Please state in your bid what type of sound system you will be using.
(example: build in ceiling speakers)
- Please state if you are providing a complementary lunch and for how many
OR List lunch options available to members during the lunch 1 hour recess.

Upon approval, the Speaker of the House shall contact the listed contact person and notify them of the selection of their city as host. At that time the host city shall provide 200 coronation tri-folds which will be used to promote the city to the Parliament membership.

If you have any questions about the needs of Parliament or questions on the bidding process, please contact the Speaker of the House at: speaker.ics@gmail.com

Again thank you for your interest and we look forward to receiving your packet.

Sincerely,

Anthony DePrada
Speaker of the House
ICS Parliament

Bid Packets should be mailed to:

Parliament Bid Packet
Anthony Deprada
10958 SE Pine Court
Portland Oregon 97216

ICS PARLIAMENT BID FORM

CONTACT INFORMATION

Court Name : _____

Mailing address: _____

Court website: _____

Contact person: _____

Contact Email & Phone Number _____

Dates offered: _____

TRANSPORTATION

Host City airport(s): _____

Please list the airlines that serve your city: _____

If a US based court, does your airport service direct international flights from Canada?

If yes please list airlines:

What transportation is offered from the airport to the hotel? Please also list estimated costs.

HOST HOTEL

Host Hotel (name, address and website): _____

Do you have a special rate for our members? Please list rates:

MEET AND GREET VENUE

Meet and Greet Venue Space (name and address): _____

Please describe the Meet and Greet Venue Space (Feel free to attach additional information):

PARLIAMENT VENUE

Parliament Venue Space (name and address): _____

Please describe the Venue Space (attach any brochures and additional information): _____

Distance from Host hotel & estimated cab fare): _____

CORONATION INFORMATION

Price of Coronation tickets. Please list any packages: _____

Tell us about your coronation: _____
