The conference traditionally rotates among regions of the country. Are there areas of the country not under consideration for the conference?

We are open to proposals from all areas of the country.

Can we get a general idea of which months in the timeline the hosts would be most active? Also is there an estimate on the amount of time the host spent in advance of the conference?

The three months leading up to the conference are the busiest. For much of the time we hold monthly conference planning calls, but they move to weekly or bi-weekly as the conference gets closer. The previous local hosts have spent varying amounts of time working on the conference. It depends, in part, on how involved the local host wants to be in different aspects of the conference.

When would you ideally like the proposals submitted?

Receiving proposals by February would be great. We would like to have a decision made by April, but by the end of May at the latest.

Is the local host responsible for finding the Conference Admin company mentioned in the presentation?

No, National RTAP will be responsible for the Conference Admin RFP and procurement process.

Can we submit promotional printed materials from the proposed host city along with our application and if so, is that considered part of the 6 pages?

The 6-page limit is more of a suggestion than a strict limit. Feel free to include promotional printed materials in your proposal. The convention and visitors’ bureaus have sent us materials for their cities after we selected the locations in the past, which helped us promote the conferences. We distributed them at our exhibitor booth at conferences we attended.

Do you need us to include letters of support from the DOT, Transit Association, etc. in the proposal?
Yes, please include those in the proposal.

Is there any coordination with NRTAP and the selection or solicitation process for the 2022 RIBTC conference?

That is a possibility, but not certain at this time.

What financial obligations are expected of the local DOT along with CVB?

None, other than registration fees for state DOT staff attending the conference. In past years the CVB has provided us with marketing brochures, but no financial contributions.

Would you be willing to move your site visit from summer to May?

The site visit dates are flexible and up in the air. They will depend on when we receive the proposal, when the site is selected, National RTAP staff’s travel schedule, etc.

How many sleeping rooms do you need on a peak night?

Our room block in Portland in 2019 had 200 rooms on peak nights (Sunday-Tuesday nights) and a range of 20-50 rooms on the off-peak nights (Saturday, Wednesday, and Thursday). Total sleeping room nights was 690. We sold out of our room block and the hotel completely sold out of rooms.

Do you have a breakdown of sleeping room needs per day? I don't see that in the RFP.

We will include this in the Hotel RFP that we do after we select the location.

Do you not want hotel bid proposals in the first bid from the destination?

Correct. However, it would be good to identify potential hotels/venues that could generally accommodate our site requirements. We need to know there are hotel options that fit our needs before we select the local host site. You could put out a Request for Information to get general rates and information from the hotels in your area.

Do you have a food/beverage budget?

The food/beverage minimum for the hotel in Portland in 2019 was $80,000. For Omaha in 2017 it was $70,000. (Tax and services charges not included.)

Sleeping room comp ratio?

Our hotel contract in Portland stated that we received one complimentary room night per every 50 revenue room nights utilized by our group. The hotel also provided at least one complimentary one-bedroom Governor Suite.
In Omaha the hotel provided one complimentary room for every 40 booked rooms. The contract at that hotel also included additional complimentary rooms, suites, and room upgrades for VIPs/staff.

**Do you need a hospitality room?**

Yes, we have had a hospitality room as part of our hotel contracts in the past, for our use or to offer to vendors.

**When offering local excursions for attendees, similar to the outing to Cannon Beach or the Big night out at the Portland Conference, do those events cost attendees additional money?**

For example, if we propose a sight-seeing tour on Sunday morning before the conference, would that be provided as a free event for a limited number of attendees or are those events set up as a pre-registration and additional fee?

**Local Tours**

In 2019, the pre-conference local trips were either free or they cost the price of a transit fare, which the participants paid themselves. These were tours organized by Oregon DOT and local transit agencies using regular transit routes. There was no cost to National RTAP to provide the trips. See more information at event.com/events/national-rtap-2019-technical-assistance-conference/custom-20-d36eb0ba0ecf47e280033c1f46e01d0.aspx#Daytrips. There were no tours in Omaha in 2017. Whether there is a fee for future tours (which could be held on Sunday or Wednesday) will depend on what the tour is. It is likely that pre-registration would be required and it may be limited to a certain number of attendees, but it depends on the tour type, the capacity, and how much interest we expect, etc.

**Big Night Out**

In 2017 in Omaha we charged for tickets ($35) for the evening at the Joslyn Art Museum, which included dinner, access to one gallery, a DJ, a drink ticket, and transport to the venue. After that conference we heard that it was helpful to have it included in the price of the ticket, as many people could not get it reimbursed by their DOT etc., but if it was included it would be. In 2019 we included it in the price of registration. We provided heavy appetizers, music, and some activities at a local event space. For 2021 we have not yet decided whether the ticket for the big night out will be included or a separate fee; it will depend on the venue.

**How many volunteers from the State DOT/Local Host Committee are needed to be onsite at the conference?**

The number of volunteers from the State DOT/Local Host can be flexible, but you should plan on having 5-10 volunteers. In Omaha we had around 8 volunteers, some of which were from the State DOT but many were from the University of Nebraska, which was part of Local Host Committee. In Portland we had around 20 volunteers, many from the State DOT and some from local transit agencies and the state transit association. However, in Portland there were more events that the Local Host offered to organize (like TransportationCamp and local trips on transit) that necessitated more volunteers. The volunteers help by moderating sessions, serving as room monitors, stuffing conference bags, and working at the registration desk.
We had a couple questions about the hotel/conference site requirements. (1) Does the space described in item 1 and 2 need to be two separate rooms that will be in use simultaneously — one set up classroom-style and one banquet-style? (2) And will there be plenary sessions where the whole room (350–450 guests) will need to be seated classroom style?

(1) No, probably not. (2) No, it will usually be set up in rounds of 8-10 people. Apologies for the confusion on the requirements.