Bid Requirements and Selection Process

Purpose

To establish the requirements that potential hosts must meet in bidding to host the Annual World Conference of the Organization and establish the procedures through which bids are presented to and accepted by the Organization.

Section 1 – Organizational Eligibility

In order to be eligible to bid as a potential host of the Annual World Conference of the Organization, a member organization must:

A. be a Full Member organization in good standing for at least four (4) consecutive years;
B. have attended two (2) of the previous three (3) Annual World Conferences;
C. has produced a conference type event within the last 5 years;
D. have an annual budget of at least USD$50,000 and
E. be a fiscally-stable organization with no operating deficit exceeding ten percent (10%) of gross revenues in the most recent consecutive three (3) year fiscal period.

Section 2 – Location Eligibility

In order to be eligible to bid as a potential host of the Annual World Conference of the Organization, any proposed host city must have at least one airport, within a fifty (50) mile radius, offering direct international flights and have substantial airline service from at least one major airline.

Section 3 – Notice

Any eligible member organization intending to make a bid to host a future Annual World Conference must present such bid to the chair of the Conference Structure and Integrity Committee (CSIC) no later than ninety (90) days prior to the AGM at which their bid would be made. This is intended to provide CSIC time to review the bid and to ensure it meets the requirements of InterPride’s standing rules, policies and procedures.

Section 4 – Bid Content Requirements

Any bid presentation made by a member organization to host the Annual World Conference must include the following:

A. Endorsements or letters of support or invitation from:
   a. local and/or state/provincial, and/or national governments;
   b. tourism offices and/or convention/visitors’ Bureau;
   c. local and/or state/provincial and/or national peer LGBTI organizations.
B. Detailed information on the proposed host hotel and conference venue(s), including room rates, internet service and parking expenses.
C. A letter of intent from the proposed host hotel.
D. The proposed dates of the Annual World Conference. The conference must be at least four (4) days long, include both days of a given weekend and take place no earlier than 15 September and no later than 15 November in a given year.
E. General information concerning the host city including language(s) spoken.
F. Outline of proposed educational tracts, workshops and caucuses and possible presenters/leaders.
G. Information on the local LGBTI community infrastructure (including entertainment options) and an outline of proposed social activities during the AGM. This should include a map showing the city, points of LGBTI interest and the location of the proposed host hotel and conference venue(s).
H. Detailed information demonstrating an understanding of diversity in relation of those likely to attend the Annual World Conference, including (but not limited to) disabled access, translation and interpretation services and dietary requirements.
## Bid Requirements and Selection Process

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<td>A proposed budget or outline of intended financing for the Annual World Conference. This must include the proposed registration fee(s) for delegates.</td>
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<td>J.</td>
<td>The bidding organization must provide <em>Statements of Financial Income &amp; Expense</em> and <em>Statements of Financial Position</em> for the most recent consecutive three (3) fiscal years.</td>
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<td>K.</td>
<td>A schedule of transportation costs that delegates could incur attending the Annual World Conference in the proposed host city.</td>
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<td>L.</td>
<td>All figures presented must be in United States Dollars.</td>
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### Section 5 – Bid Timeframe

The Membership of the Organization at any AGM shall decide the venue for the Annual World Conference two years hence. Only bids relating to the Annual World Conference to be held in that year shall be permitted to make a presentation to the Membership, as outlined in Section 6 below. Indications of interest to host Annual World Conferences outside of this timeframe may be made after the conclusion of the selection process noted below in Section 7.

### Section 6 – Bid Presentation

Each bidding organization shall be provided no more than ten (10) minutes to make their presentation during the second plenary session of an AGM. A question and answer period must follow presentation of all bids at a specific conference.

An Annual World Conference’s Host Organization, in consultation with CSIC, may provide additional opportunities during that Annual World Conference outside plenary sessions to permit bidding organizations to provide the Membership with additional information regarding their bid. Such additional opportunities shall be provided to all bidding organizations on an equal basis. Private parties and excessive ancillary spending by a bidding organization is strongly discouraged.

### Section 7 – Bid Selection

The Membership shall vote on the venue for the Annual World Conference two years hence using the process outlined in the Bylaws, Article IX, Section 4, Subsection A. This vote will take place by ballot during the third plenary session of any given AGM.

### Section 8 – Executive Committee Neutrality

Members of the Executive Committee who are not part of a bidding member organization shall not endorse nor support any bid to host an Annual World Conference.

### Section 9 – Requirement Suspension

Any bidding organization can ask for a waiver of one or more provisions of this standing rule. The request must be received at least 180 days before the AGM where their bid will be presented. CSIC will review this request and make a determination through the majority vote of those members of the committee present and voting. The committee’s decision must be made within Fifteen (15) days of such request. Such waivers shall be disclosed to all bidding organizations.

### Section 10 – Enactment and Precedence

This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.
Purpose

To assign responsibilities and establish minimum requirements for the Annual World Conference of the Organization.

Section 1 – InterPride Responsibilities

InterPride shall be responsible for the following aspects of each year’s Annual World Conference:

A. Through the Executive Committee:
   a. Defining the agenda for each plenary session, meeting of the Board of Directors and meeting of the Executive Committee.
   b. Providing the Host Organization with copies, paper or electronic, of all forms and other documents needed to facilitate the conduct of business (at a minimum, the Methods and Standards Guide) at the AGM no later than two (2) months prior to an Annual World Conference.
   c. Providing the content and facilitator for the required plenary business procedure orientation session as outlined in Section 9, Paragraph D, and Subparagraph 2 of this Standing Rule.
   d. Conducting the delegation credentialing process at the Annual World Conference. The Treasurer shall provide verification of dues payment. Collection of member organization and event information shall be handled by a President, the Vice President of Member Services or the Secretary.
   e. Advising the Host Organization of any sponsorship arrangements and liaising with the Host Organization to ensure the fulfillment of any sponsorship obligations InterPride might have regarding the Annual World Conference.

B. Through CSIC and its chair:
   a. Reviewing and approving the schedule for committee meetings as submitted by the Host Organization.
   b. Reviewing proposals for workshops and educational presentations to be hosted at the Annual World Conference as submitted by the Host Organization and making suggestions regarding content and presenters.
   c. Reviewing the conference budget, as updated and submitted by the Host Organization.
   d. Reviewing and approving, based on submissions from the Host Organization, curricula and other course materials for educational content to be presented at the Annual World Conference. Approvals should take place no later than three (3) months prior to an Annual World Conference.

C. Through the entire Board:
   a. Assisting with the marketing and promotion of the Annual World Conference.
   b. Assisting with the Mentorship program.

Section 2 – Host Organization General Responsibilities

The Host Organization for an Annual World Conference shall be responsible for the following:

A. Securing a host hotel and making all arrangements for the conference venue.
B. Liaising with the host hotel and conference venue prior to and during the conference.
C. Coordinating the provision of all meals required for or otherwise provided as part of the conference.
D. Coordinating the conduct of all conference educational content, including providing the CSIC and its chair with curricula and other course materials no later than four (4) months prior to an Annual World Conference.
E. Coordinating the conduct of all conference-sponsored social activities, including providing directions and/or transportation should they occur outside of the conference venue.
04 – Annual World Conference

Revised 15 June 2011

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F. Developing and executing a marketing plan, including mailings, to promote the conference.
   a. All Marketing materials are to be shared with the Board so that they can assist with the promotion of the Annual World Conference.

G. Developing and maintaining a database of conference attendees and their member organizations.

H. In conjunction with the Board, establish a mentorship program for delegates.

I. Coordinating the fulfillment of any sponsorship obligations of the Organization.

Section 3 – Conference Requirements – Finances

The Host Organization shall adhere to the following requirements regarding finances for an Annual World Conference:

A. The Host Organization is responsible for all conference income and expenditures. This includes the responsibility for collection of fees, payment of expenses and recordkeeping and accountability for all monies.

B. The Host Organization shall present a preliminary conference budget to the chair of CSIC at the Mid-Year Meeting of the Board of Directors prior to the conference they will host.

C. Expenses related to the hiring of outside consultants to help with aspects of hosting the conference by the Host Organization shall not be included in any calculation of a conference’s surplus or deficit.

D. Conference registration fees should include breakfasts, lunches, workshops/educational presentations, social events and a banquet dinner. In all promotional materials the Host Organization must make clearly known any and all meals not included in the registration fee.

E. Two percent (2%) of registration monies collected by the Host Organization will be provided to the following year’s Host Organization. These funds shall be payable to the following year’s Host Organization along with the final report, within sixty (60) days of the conclusion of the conference.

F. The Host Organization is free to seek and obtain conference sponsors provided that no obligation is placed upon InterPride without its prior consent, as expressed in a duly-passed motion of the Executive Committee or Board of Directors.

G. The Host Organization shall not grant any scholarship, working or otherwise, without seeking the guidance and approval of the Scholarship Committee. Any scholarship granted without the approval of the Scholarship Committee shall not be included in any calculation of a conference’s surplus or deficit.

H. The Host Organization will provide a final financial statement to the Executive Committee within sixty (60) days of the conclusion of the conference. If this is not provided, the Host Organization shall lose all member benefits, including voting rights, for two (2) years.

I. Should the Host Organization generate a surplus, it shall retain seventy-five percent (75%) of any such surplus, with the remaining twenty-five percent (25%) going to InterPride. Such funds shall be due of the Host Organization along with its final financial statement to the Executive Committee, as outlined in subsection H, above.

J. Should the Host Organization generate a deficit, InterPride shall provide funds to cover twenty-five percent (25%) or $5,000 of any such deficit, whichever shall be the lesser amount. Such funds shall be paid by the Organization no later than fourteen (14) days after the presentation of its final financial statement to the Executive Committee, as outlined in Subsection H, above.

Section 4 – Conference Requirements – Conference and Social Activity Venues

The Host Organization shall adhere to the following requirements regarding conference and social activity venues at the Annual World Conference:

A. The conference venue and all venues for official social activities must be accessible to the disabled.

B. All conference rooms must have high speed internet access available to all attendees as part of the registration fee.
C. The conference office must be located near the main conference area. It should be open and staffed, each day of the conference when activities are scheduled at the hotel. Office hours must be posted and adhered to.

D. If there is not a way to distribute updates to all delegates electronically, the conference office must have a high speed photocopier capable of making sufficient copies for all delegates available for Host Organization and InterPride use.

E. A conference room at the conference venue must be designated as the Boardroom. The Boardroom must be available to members of the Executive Committee and Board of Directors at any time during the conference.

F. The Boardroom must have the following items:
   a. a table or tables that seats at least thirty (30) people
   b. seating for another thirty (30) people in a gallery setting
   c. power strips and power must be provided in the Boardroom to accommodate at least thirty (30) portable computers
   d. high speed internet connection
   e. computer projector and screen

G. The Boardroom must have water and ice available during normal conference hours. The Executive Committee must make arrangements with the Host Organization for provision of this service outside normal conference hours.

H. Power strips and power must be provided at the plenary venue to accommodate at least ten (10) portable computers at the dais.

I. The plenary venue must have at least one (1) microphone on the dais and two (2) on the floor.

J. The Host Organization will provide staff in a convenient location and/or accessible by electronic communication that are familiar with the host city.

Section 5 – Conference Requirements – Electronic and or Postal Mailings and Marketing

The Host Organization shall adhere to the following requirements regarding electronic and or postal mailings and marketing in support of the AGM:

A. All electronic or postal mailings and other marketing materials shall be subject to the review and approval of CSIC.

B. The first required electronic or postal mailing shall occur no later than one hundred and fifty (150) days prior to the conference. This electronic or postal mailing must include information about the dates, conference venue, host hotel, costs of attendance, and current conference schedule.

C. The Host Organization shall make the above-referenced information available in electronic format, either via a Host Organization-operated conference website or the InterPride website no later than one hundred and fifty (150) days prior to the start of the conference.

D. The Host Organization shall ensure that registration documentation is available in electronic format, either via a Host Organization-operated conference website or the InterPride website no later than one hundred and fifty (150) days prior to the dates of the AGM.

E. The final required electronic or postal mailing shall occur no later than forty-five (45) days prior to the conclusion of “early registration” for the conference and is subject to the same requirements as outlined in Subsection B, above.

F. The Board shall have the option to include information in any electronic or postal mailing. If the Host organization is doing a postal mailing, the information should be limited to two (2) sheets of standard paper.

G. If, in order to facilitate postal mailings, a Host Organization should opt to utilize the services of individuals and/or organizations located outside the country in which the conference is to be hosted, arrangements should be made by the Host Organization to cover any postal mailing expenses that could be incurred.
Section 6 – Conference Requirements - Personnel

The Host Organization shall adhere to the following requirements regarding personnel arrangements at the Annual World Conference:

A. The Host Organization will designate a roster of “on call” personnel. At least one (1) such person must be available at any time during the conference. A schedule of such personnel and their appropriate contact information will be provided to all delegates in their registration packets.

B. Host Organization members will be trained to answer general conference questions. Host Organization members assigned to the conference office should be well-versed on the workings of the conference and any last-minute changes that may occur.

C. Host Organization members must be easily identified by highly visible means (shirt, hat, badge, etc).

D. The Host Organization will maintain a visible presence throughout the conference. This will include providing monitors for all educational sessions. These monitors will ensure that facilitators are adequately supported, collect information on the number of attendees in each session, and collect session evaluations from all participants.

Section 7 – Conference Requirements - Logistics

The Host Organization shall adhere to the following requirements regarding logistical arrangements at the Annual World Conference:

A. At least one (1) computer and one (1) printer will be made available for use by registered delegates at the conference office or another designated location. The Host Organization will provide a large master schedule in the main conference area.

B. The Host Organization is responsible for the copying and/or electronic distribution of all documents necessary for delegates to participate, including one copy of the Methods and Standards Guide for each organization in attendance. The Host Organization is not responsible for the duplication of educational materials unless it volunteers to provide such services.

C. The Host Organization will create and place at least one (1) “drop box” where ballots may be deposited. They should be in an easily accessible location and prominently marked. The drop box(es) must be locked if it will be left in an unstaffed location.

D. A sound system must be available in any location that a conference-sponsored meal occurs so that announcements can be made, if necessary.

E. If provided by the Host Organization, vendor space should be located away from the entry to workshops or other educational presentations.

Section 8 – Conference Requirements – Registration and Credentialing

The Host Organization shall adhere to the following requirements regarding registration and credentialing during the Annual World Conference:

A. The Host Organization will provide all delegates with a “goodie bag”, which must include local orientation materials. These goodie bags must be assembled prior to the commencement of registration at the conference. The Host Organization is encouraged to provide the local orientation materials via electronic means in advance of the conference.

B. The Host Organization will provide badges to all delegates upon their registration at the conference. At a minimum, these badges must contain: delegate’s first name, last name and member organization name. Additionally, badges must indicate whether the delegate is in any of the categories: Executive Committee member, Regional Director (or alternate), speaker/presenter, and/or Host Organization member.
C. All forms required by delegates, along with any other forms deemed appropriate by the Executive Committee, the Board of Directors and/or the Host Organization must be included by the Host Organization in the attendees' registration packets or the credentialing packet (one per member organization), as appropriate. These forms must also be made available at the conference office. It is encouraged to provide these forms electronically in advance of the conference.

D. Registration forms must request whether attendees will require translation and/or interpretation services. Every attempt will be made by the Host Organization to accommodate such requests.

E. The registration form must provide a place for the delegate to indicate if they are the spokesperson or one of the alternate spokesperson(s) for their organization.

Section 9 – Conference Requirements – Conference Content

The Host Organization shall adhere to the following requirements regarding conference content before and during the Annual World Conference:

A. The Host Organization shall present a preliminary conference schedule to the Board at the Mid-Year Meeting of the Board of Directors prior to the conference they will host.

B. The schedule for any conference shall provide for meetings of all committees and subcommittees authorized by standing rule. These meetings must be held prior to the first plenary session of the AGM.

C. The Host Organization will make every effort to ensure that educational content is facilitated in such a manner as to be relevant to member organizations of varying size and status.

D. Each conference shall be required to have the following content:
   1. A conference and plenary business orientation session prior to the first plenary session; organizers should highly encourage first-time delegates to attend.
   2. A minimum of two (2), hour-long regional caucuses, one each on Friday and Saturday after the plenary sessions on those days. While regions may choose to hold joint meetings, multiple regions should not be scheduled to meet in the same space if at all possible.
   3. A presentation of a report and an educational session on the “State of International Human Rights”; the Host Organization should liaise with the Human Rights and Diversity Affairs Committee in this regard.
   5. A session to facilitate the selection of the annual International Pride Theme. This session shall occur no earlier than the deadline for Theme submissions and no later than the final plenary session.

E. Educational sessions shall be defined by track, with track identification to be included in any published description of the workshop.

F. A complete conference schedule will be provided in each delegate’s registration packet. If there is a change in the published schedule, new information will be posted at the location of the changed session and at the conference office. Announcements of the schedule change will also be made as opportunities permit. Electronic distribution of the schedule in advance of the conference is strongly encouraged.

G. Scheduled plenary sessions shall not run longer than three (3) hours.
Section 10 – Conference Requirements – Database and Conference Continuity

The Host Organization shall adhere to the following requirements regarding databases and conference continuity before and during the Annual World Conference:

A. The Host Organization shall create a database collecting the contact information (including, but not limited to names, member organizations, mailing and electronic mail addresses) of those registering to attend, along with event information (including, but not limited to major event name(s), size and current and upcoming year dates). The Host Organization will provide the means and method by which attendees may correct, edit or update the information in this database during the AGM.
   a. The Host Organization will provide an electronic copy of the database to all attendees at the conclusion of the AGM.
   b. The Host Organization will provide the InterPride VP/Member Services with a functional electronic copy of the database within 15 days after the conference.

B. The Host Organization will endeavor to stay in contact with the following year’s Host Organization and to provide all information regarding the planning and execution of the AGM. The Host Organization will also make provision to have a member of the following year’s Host Organization to observe and/or participate in the planning and execution of the AGM and vice versa.

C. The Host Organization will provide copies of all planning and execution documents and files for storage in InterPride’s electronic filing cabinet.

Section 11 – Enactment and Precedence

This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee.