



ASSOCIATION OF
INTERMOUNTAIN
HOUSING OFFICERS

2021 RAppin' Host Site Bid Proposal Form

Thank you for your interest in submitting a bid to host the 2021 RAppin' Conference. We appreciate your support of the region through your interest in this process. The RAppin' Conference Planning Manual can be found on the AIMHO website, please review the Planning Manual prior to submitting your bid. <http://www.aimho.org/?page=hostinginfo>

Please complete this form and submit it to the AIMHO Past-President, one week (minimally) prior to the annual AIMHO conference in November. For information on AIMHO or dates of the conference, visit the website at www.aimho.org.

A Host Committee (school) bids to host RAppin' at the AIMHO annual conference two years prior to their hosting year (e.g. bids are presented at the 2019 AIMHO conference for hosting the 2021 RAppin' conference).

In addition to completing this form, schools interested in bidding to host the RAppin' annual conference should be prepared to present for up to 10 minutes, including a 5-minute PowerPoint presentation (or any other form of presentation equivalent in time) with 5 minutes for questions, at the AIMHO annual conference highlighting the details found in this form. The information requested for inclusion in the presentation is indicated with an * on the form.

In addition, schools are not required to provide any written information about their conference bid as a means of supporting sustainability efforts. If, however, the bidding institution receives printed brochures (free) from the hotel of choice, they may distribute them, if they wish. Schools are not required or requested to provide any giveaways when presenting a bid proposal.

Contact Information

Contact Person's Name: **Alisha Maes** Contact Person's Title: **Assistant Coordinator of Student Life**

Contact's Phone: **970-947-8204**

Contact's Email: **amaes@coloradomtn.edu**

University/College Name: **Colorado Mountain College**

Is your institution an AIMHO Member through the payment of Dues? Yes No

Institutional Support

The Senior Housing Office at the bidding institution is asked to submit an email in support of the bid to the Past President at the email address identified above.

General Information

* Conference Location – Please share a few bullets/brief information on your conference site location (e.g. history of the town, size, location, etc.)

- **Glenwood Springs, Colorado**- Is a resort city in Colorado where world-famous hot springs meet year-round outdoor adventures. It sits in the rugged Rocky Mountains surrounded by the vast White River National Forest. Glenwood Canyon is rich with wildlife and features Hanging Lake, with its striking turquoise waters and Glenwood Caverns that are ancient underground caves.
 - Population 9,962
 - Elevation 5,761'
 - Average October Weather: high 65° & low 33°

* Conference Host Institution(s) – Please list all colleges and/or universities who will assist in hosting the RAppin' annual conference on this bid proposal form.

- **Colorado Mountain College**

* Institutional Support – Please indicate if the Senior Housing Officer(s) of the bidding host institution(s) have offered support to the bid.

- **YES**

* Proposed Conference Dates – Note: The RAppin' annual conference is typically held in mid-October with care given to avoid any conflicting conferences.

- **October 15-16 or October 22-23**

* Transportation to/from Conference Site – Please describe how participants get to the conference location (e.g. driving, plane, etc.) and what the nearest/most economical airport would be for those choosing this type of transportation.

- **Air Travel:**
 - Grand Junction Regional Airport: Grand Junction, CO
 - Distance from CMC: 1 ½ Hours
 - Eagle County Regional Airport: Eagle, CO
 - Distance from CMC: 45 Minutes
 - Denver International Airport: Denver, CO
 - Distance from CMC: 3 ½ Hours
- **Driving:**
 - Glenwood Springs is conveniently located off of I-70
 - Shuttle Options from Airport:
 - Colorado Mountain Express
 - Bustang
- **Train:**
 - Amtrak

* Host Committee Staff Support – How many staff has the host committee identified to assist with the planning and implementation of the RAppin’ annual conference.

- **3 Professional Staff Members**
- **1 Senior Resident Assistant**
- **4 Resident Assistants**
- **4 Student Affairs Work Study Students**
- **RHA Executive Board + Volunteers**

Conference Hotel Information

Hotel space for the RAppin’ annual conference needs to accommodate approximately 200-250 attendees (delegates and advisors). Delegate accommodations are typically offered in hotel rooms with two queen beds for four delegates. Advisor accommodations are typically offered in hotel rooms with two queen beds for two advisors or single rooms with either one or two queen beds. The costs would differ for advisors based on the accommodations selected. Cost of rooms should be taken into consideration as school budgets are often very limited.

If conference programming is hosted in a hotel facility, 6-7 breakout (programming) rooms are needed for the conference. Breakout room size should ideally include enough space for 30-40 delegates per room. A large meeting space is needed either on campus or at the hotel for meals and banquets as well as other programming such as roll call, keynote speakers, entertainment, etc. Please also identify if there is an opportunity to provide gender-neutral restroom facilities. The RAppin’ annual conference typically begins on a Friday Opening Banquet and ends with Closing Banquet on Saturday, with delegations leaving first thing Sunday morning.

* Features in the Hotel –Please share a few highlights of what the hotel has to offer (e.g. wireless, business center, fitness room, etc.)

- **Hotel Options:**

- Hotel Colorado- Steeped with History (might be haunted) is the #1 lodging choice for visitors to Glenwood Springs, including Presidents, since it’s opening in 1893. Across the street from the World’s Largest Host Springs Pool.

Conference Meeting Information/Facilities

See narrative under “Conference Hotel Information” regarding facilities needs for the RAppin’ annual conference.

* Are there 6-7 breakout (program) rooms available for the conference? Yes No

* Is there banquet space for meals accommodating 200-250 attendees? Yes No

*Is there an opportunity to provide gender-inclusive facilities? Yes No

*Are the gender-inclusive facilities near conference rooms? Yes No

Meals – Please share a rough estimate (average) of the cost of breakfast, lunch, and 2 Banquets:

Breakfast = \$10 per guest

Lunch = \$16 per guest

Banquets = \$ 20 per guest per each dinner banquet

* Are other meeting rooms available in the hotel? Yes No If “yes”, please describe

- 7 Spacious meeting rooms for up to 250 people
- 10,000 square feet of meeting space for banquet sessions

*Where is the meeting space (e.g. breakout rooms, banquet space, etc.) located?

Yes No If “no”, please explain location

• **Conference Programming:**

- We would host the Saturday conference programming on campus in our Field House and Academic Building.
 - We have 8 rooms that would accommodate 30-40 delegates per room for break-out sessions.
 - Breakfast & Lunch would be served in our Field House banquet style.

• **Opening/Closing Banquet:**

- We would host these at the Hotel banquet room.

* Proposed Attendee Costs - Lodging Rates, Conference Registration and Travel Options *(Please share cost per participant for both students and advisors. Proposals should provide as detailed of cost estimates as possible for the Association to consider):*

- **Lodging Rates:**
 - Double Queen Room (sleeps 4): \$140 per night
 - Single King Room: \$130 per night
- **Conference Registration** (without Hotel):
 - Student & Advisor: \$100

Estimated Cost Break Down (for 200 attendees):

- Food: ~\$10,000
- Hotel Event Space Rental: ~\$1000
- Shuttles from Hotel to Campus: ~\$500
- Branding/Advertisement: ~\$100
- Swag/Giveaways: ~\$500
- DJ/Closing Banquet Festivities: ~\$1000
- Hot Springs Passes (maybe-if it can fit into the budget): 2,000

Total: 15,100

Updated by the Executive Committee 10/2019