



**Site Host Bid
2024-2027**

By submitting this bid to host the UMR-ACUHO Regional Entry Level Institute (RELI), you are agreeing to a four-year (2024-2027) host commitment if selected. Bids will be reviewed based on the template provided in the application. The preferred bid format is either written document or PDF. The process for review will include an initial review by the UNI RELI Committee, then a review of finalists with the UMR-ACUHO Executive Committee.

School: _____

Primary Contact Name: _____

Primary Contact Title: _____

Primary Contact Email: _____

Primary Contact Phone: _____

Institutional Commitment

We, the undersigned, commit to the following if selected to host RELI:

1. Commit to having the designated campus RELI Chair to attend RELI 2019 to learn from prior host and help the hosts after us to learn from our experience.
2. Assist, as requested, in the transition process to the next host site.
3. Partner with the RELI Chair(s) to ensure a high-quality RELI experience is provided to participants each year for which you are responsible.

Senior Housing Officer Signature

Proposed RELI Host Signature

**Deadline for RELI Site Host Bid to be submitted is
5:00PM Friday, October 20, 2023
Selected site will be announced during Annual
Conference.**

Bid packets should be emailed to
umracuho.statemembership@gmail.com.

The following items should be addressed in your bid proposal:

Proposed Timeframe

1. Sunday – Thursday
 - a. Sunday; faculty arrive
 - b. Monday afternoon; participants arrive, RELI begins
 - c. Tuesday; RELI
 - d. Wednesday; RELI
 - e. Thursday; RELI wraps up with banquet lunch

Housing Needs

- 40 spaces (10 faculty, 30 participants; clusters of 1 faculty for every 3 participants)
- Room accommodations (apartments preferred or space where clusters can engage)
- Costs per person
- Internet availability

Meals

- Meal locations (include map of where dining establishments are located in vicinity to meeting rooms and housing accommodations)
- Private dining space vs. common dining space
- Catered meals vs. options for non-catered meals
- Dining out options (dinner out on the town)
- Approximate per person costs (specifically, what meals are being covered by this estimate)

Seminar Space Availability

- Please confirm where and what type of space would be available each day
 - Monday; Faculty meeting
 - Tuesday-Thursday; RELI sessions
- Location relative to housing accommodations and dining options
- Any costs associated with the space rental should be included
- Audio visual equipment available and associated costs
 - Space should have computer, projector, amplification, and work space

Transportation

- Airport, location to campus (miles and drive time)
- Transportation options to/from airport
- Will institution provide airport pick up? (Shuttle service)
- Local transportation (Traditionally RELI has a night on the town on Monday evening. Will transportation be covered for this evening?)

Staffing

Staff members responsible and available to assist with the institute

- Overall host; Which staff member(s) will be the main contact(s) on campus? Please include a statement from the host to include the following:
 - What interest you in being the host for RELI?
 - What type of prior experiences does the host have in planning events of this type?
 - What environment is the host wanting to create? (Host should plan to attend RELI 2019.)
- Full-time staff
- Graduate staff
- Administrative staff

Additional Information

- University hosting commitment (letter from host SHO stating the institution is making a four year commitment)
- Please show on a map the location of proposed accommodations, meeting spaces, and dining space
- Please describe what recreational/athletic facilities or opportunities will be available for participants
- Any unique opportunities that your institution could incorporate into the experience

Estimated Costs (See below for budget example.)

Please complete the budget information below---

Cost Per Meal

| | | |
|--------------------------|-------|--------------------------------------|
| Faculty | Day 1 | Evening Meal (off-site) |
| Faculty | Day 2 | Breakfast (Dining Center) |
| Faculty | Day 2 | Lunch (Dining Center) |
| Faculty and Participants | Day 2 | Lunch - Faculty Only (Dining Center) |
| Faculty and Participants | Day 3 | Breakfast (Dining Center) |
| Faculty and Participants | Day 3 | Lunch (Dining Center) |
| Faculty and Participants | Day 3 | Dinner (Dining Center) |
| Faculty and Participants | Day 4 | Breakfast (Dining Center) |
| Faculty and Participants | Day 4 | Lunch (Dining Center) |
| Faculty and Participants | Day 4 | Dinner (Dining Center) |
| Faculty and Participants | Day 5 | Breakfast (Dining Center) |
| Faculty and Participants | Day 5 | Final Luncheon (Catered) |

Housing

Describe the style of housing accommodation and the cost per night. This line item should list the total cost of housing for faculty and participants.

Room Rental

Will there be a cost associated with meeting rooms, facility usage (not housing costs), IT fees, etc., that will be charged to RELI?

Additional costs

- Certificates
- Certificate Holders
- Engraved Paper Weights (Faculty Recognition)
- Postage
- RELI Pins (provided)
- Other Trinkets

Total registration cost per participant (anticipated)

UMR-ACUHO plans to continue to provide financial assistance for RELI.

RELI 2018 Budget

| | |
|---|--------------------|
| Revenue | |
| UMR-ACUHO Sponsorship | (3,500.00) |
| Registration Fees (26@\$295) | (7,670.00) |
| | (11,170.00) |
| Expenses | |
| Office Supplies | 235.66 |
| RELI Meals | 4,339.01 |
| <i>Faculty Dinner - \$219.96</i> | |
| <i>Dining Center Meals - \$2,166</i> | |
| <i>Final Banquet Lunch - \$1,953.05</i> | |
| Misc. Supplies | 141.29 |
| Housing Costs for participants | 4,840.00 |
| Parking Permits | 475.00 |
| Marketing Materials and Faculty Gift | 797.10 |
| Overhead Allocations | 270.70 |

RELI 2018 Schedule

SUNDAY, JUNE 3, 2018

| TIME | TOPIC | LOCATION |
|-------------|-----------------------------|------------------------|
| 2:00p-5:00p | Faculty arrive and check in | Panther Village office |
| 5:15p | Meet for dinner | Panther Village lobby |
| 6:00p | Dinner | Whiskey Road |

MONDAY, JUNE 4, 2018

| TIME | TOPIC | LOCATION |
|--------------|---|------------------------------|
| 7:00a-8:00a | Breakfast | Piazza Dining Center |
| 8:30a-11:45a | Faculty: Welcome, stories, faculty guide, preparation meeting | Panther Village meeting room |
| 12:00p-1:00p | Lunch | Piazza Dining Center |
| 1:00p-4:00p | Participant check in | Panther Village office |
| 1:00p-4:00p | Faculty: Preparation meeting | Panther Village meeting room |
| 4:00p-4:45p | Cluster welcome | Panther Village apartments |
| 4:45p-5:00p | UNI/DOR welcome/orientation | Panther Village lobby |
| 5:15p-6:00p | Opening reception & introductions | Panther Village lobby |
| 6:00p-8:30p | Dinner on the Town/Cluster Time | Downtown Cedar Falls |

TUESDAY, JUNE 5, 2018

| TIME | TOPIC | LOCATION |
|---------------|--|----------------------------|
| 7:00a-7:45a | Breakfast | Piazza Dining Center |
| 8:00a-9:30a | Session 1: Theory & Competencies | Towers West Lounge |
| 9:45a-11:15a | Session 2: Policies & Legal Issues | Towers West Lounge |
| 11:15a-11:30a | | Travel time to lunch |
| 11:30a-12:45p | Lunch | Piazza Dining Center |
| 12:45p-1:00p | | Travel time to institute |
| 1:00p-1:15p | Announcements | Towers West Lounge |
| 1:15p-2:45p | Session 3: Facilities Management | Towers West Lounge |
| 3:00p-4:30p | Session 4: Emergency Protocols & Preparation | Towers West Lounge |
| 4:45p-5:15p | Faculty meeting | Towers West Lounge |
| 5:00p-6:00p | Dinner (eat with another cluster) | Piazza Dining Center |
| 6:00p-7:00p | Cluster meetings / Reflection / Takeaways | Panther Village apartments |

WEDNESDAY, JUNE 6, 2018

| TIME | TOPIC | LOCATION |
|---------------|---|--------------------------|
| 7:00a-7:45a | Breakfast (eat with another cluster) | Piazza Dining Center |
| 8:00a-9:30a | Session 5: Budgeting & Finance | Towers West Lounge |
| 9:45a-11:15a | Session 6: Contracting & Occupancy Management | Towers West Lounge |
| 11:15a-11:30a | | Travel time to lunch |
| 11:30a-12:45p | Lunch | Piazza Dining Center |
| 12:45p-1:00p | | Travel time to institute |
| 1:00p-1:15p | Announcements | Towers West Lounge |
| 1:15p-2:45p | Session 7: Management & Supervision at the Next Level | Towers West Lounge |
| 3:00p-4:30p | Session 8: Communication & Social Media | Towers West Lounge |
| 4:45p-5:00p | Faculty meeting | Towers West Lounge |
| 5:00p-6:00p | Dinner | Piazza Dining Center |
| 6:00p-7:30p | Faculty Panel | West Towers Lounge |
| 7:30p-??? | Social time | Panther Village lobby |

THURSDAY, JUNE 7, 2018

| TIME | TOPIC | LOCATION |
|---------------|--|---|
| 7:00a-7:45a | Breakfast | Piazza Dining Center |
| 8:00a-9:30a | Session 9: Politics & Savviness | Towers West Lounge |
| 9:45a-11:15a | Session 10: Program Development & Assessment | Towers West Lounge |
| 11:15a-12:00p | Takeaways | Towers West Lounge |
| 12:00p-1:15p | Time to freshen up/pack up | Panther Village apartments |
| 1:30p-3:00p | Closing banquet | Gallagher Bluedorn Performing Arts Center |
| 3:00p-5:00p | Faculty/Participants depart | Panther Village office |