

District Convention Bid Criteria

- Host Hotel to be able to block off a minimum of 100 rooms and is either attached to a convention centre or within a 10 minute walk. The following groups would have first choice at the reservations: Governor, Governor Elect, IPG, Intl Trustee and other KI personnel, LG's, LGE's, PG's, District Committee Chairs, Trainers and Sponsored Youth.
- The Host Hotel to contain two suites with a common area in the centre for the Governor and Governor Elect. The common area could be used for the Gov. and Gov. Elect receptions and for the Finance, Executive, PG and District Convention Committee meetings subject to the Governor's approval.
- The Host Hotel Restaurants should open early, 6:00 A.M. for hot/cold breakfast, lunch and dinner.
- The Host Hotel or Convention Centre must have A MINIMUM of 5 meeting rooms for Board of Directors, PLG Committee, Finance, Executive, PG and District Convention Committee meetings.
- The Host Hotel or Convention Centre must be able to accommodate the Forums at one location. There should be a room large enough to hold the plenary sessions and have rooms to accommodate at least six forums, two of which accommodates 60 persons.
- Primary and secondary hotels will be required to have 500 rooms. It is preferred that the secondary hotels are within walking distance from the Convention Centre and the Host Hotel thereby eliminating the need for buses. A list of B&B's and Campgrounds close to the Convention Centre, this information should be available in the information package circulated to Convention participants.
- The Convention Centre / Sportsplex should be large enough to house the Information Centre, Registration, Credentials and the District office. There should be sufficient square footage for other requirements including 10 booths for exhibits and one for the Kiwanis store. These should be close to each other. There should also be space for the Host Convention Office, this should be a fair size room to accommodate computer, telephone, boxes, desks etc..

- **Pre-Convention:**

- Training for LGE for 2 days, room should accommodate 35 people. Meals are provided for breakfast and lunch.
- Partners program for LGE's, PG, Faculty and any others arriving early.
- Registration Packages to be ready for Gov., Gov. Elect, IPG, LGE's, Faculty and KI International Trustee.

Convention:

- Babysitting facilities (i.e. Key Clubbers if available)
- Children's program
- Late registrants – extra rooms at secondary hotels.
- Entertainment – explore Kiwanis sponsored activities – Kiwanis Festival winners, local talent.
- Roadmaps re: District Office, Information Centre, Registration, Credentials, etc.
- Greeters at each hotel prior to opening night.
- Decorations committee – to match convention theme or ambiance.
- Guest Speakers – informative about Kiwanis and / or motivational. The Governor should advise the specific theme to follow, keeping in mind sponsors who have donated funds or services.
- No outside catering for meals especially the Governor's Ball. If it is not possible to have in-house catering then proper management of the contract is a must. In either case this is an area where strict control is necessary.
- Specific instructions to Kiwanians flying into the convention site including ground transportation links. Greeters should be at the airport, particularly if there are V.I.P.'s arriving i.e. Kiwanis International President, International Trustee, Kiwanis International personnel.