



North American Bikeshare Association 2020 Annual Conference

Request for Proposals: 2020 NABSA Conference Host City

About the Conference

The North American Bike Share Association (NABSA) connects the biggest minds in bikeshare to support, promote and enhance bikeshare across North America. NABSA is the bikeshare industry's membership organization with representation from system owners, operators, host cities, equipment providers and technology providers.

Since 2014, NABSA has facilitated annual meetings for its membership to network, learn, share, and collaborate. What began as a small, one day event has grown into a substantial, three-day conference with upwards of 300 attendees from all over the globe. The event moves to a new city each year.

NABSA seeks proposals from cities who would like to host the 2020 NABSA Annual Conference.

About the Host

Being a NABSA Conference host city is an opportunity to showcase your city and bikeshare system to 300 + enthusiastic bikeshare and shared mobility professionals. Because of this, it is also a commitment.

Past city hosts have participated heavily in the conference planning process and have secured support for the conference in funding commitments through their Travel and Tourism Bureaus, in-kind support from local venues and businesses, and staff participation in working the conference.

The minimum requirements for a host city is as follows:

- Current operating bikeshare system
- NABSA Member present within the city
- City has not hosted a NABSA conference in the past 5 years

- Ability to host a minimum 300 attendee conference (venues and hotel rooms)
- Dedicated local contact who can assist with local conference planning issues (this person should be able to dedicate a minimum of 100 hours)
- Ability to host mobile workshops and outside tours sometime between September-November

Planning Requirements of Host

- At least one dedicated local contact who can assist with local planning issues, such as securing a venue and any off-site reception locations, meeting with local venue and off-site contacts, coordinating with city for any permits required, securing any local funding to support the event, coordinating with community groups, securing in-kind support from local businesses, participating in weekly planning calls with the conference planning committee, etc.
- Help securing venue and hotel
- Help planning and implementing mobile workshops
- Have established contacts in the proposed host city

Planning Requests of Host

- At least one additional person, if not more, to support the lead contact in engaging the community, securing venue space, securing in-kind support from the community, etc.
- In-kind support from the community for items like reception venue discounts, leading mobile workshops, etc.
- Ability to provide a pool of volunteers for the conference, and help recruiting additional volunteers.
- Help securing AV, photographers, local printer and other service providers needed for the conference
- Help providing information about the community for our conference website
- Staff to assist in working the conference
- Preferable to have group event planning experience

Financial Requests of Host

- That the host solidify a grant or analogous funding of at least \$15,000 to help sponsor the conference effort

Bikeshare System Requests

- Comp passes for the duration of the conference for all attendees
- Coordination for bike drop-off to venue for bike fleet used in mobile workshops, likely first and last day of conference
- Bike valet for off-site reception as needed
- Staff person at conference venue to help distribute comp passes, answer any questions, help out with the event as needed, and represent the local bikeshare system
- Offer a facilities tour and help in the planning and implementation of mobile workshops

Proposal Scope

Please include the following in your host city proposal:

- A) Name of person submitting the application
- B) Title in Organization
- C) Organization
- D) Email
- E) Phone Number
- F) Name of city interested in being the host
- G) Bikeshare system(s) that currently operate in your city
- H) Describe why you are interested in hosting a NABSA conference and what would make your city stand out as a NABSA conference host
- I) Successful host cities should have several venue options that would accommodate at minimum 300 people. Please list 3-4 venue options in your city and the months in which they still have availability. (Each option should include both conference venue and hotel. For example, if one venue option is a conference center that does not offer lodging, please list a nearby hotel that it can pair with. If the conference venue is also the hotel, e.g. Hyatt, only the one venue name needs to be listed.)
- J) The NABSA conference is held in the Fall months of September, October or November. Please list the months in which the weather in your city would be accommodating for outdoor mobile workshops
- K) A signed letter of support from the bikeshare operator in your city to partner with NABSA on the conference.
- L) The contact name and phone number of the leader of bikeshare operations in your city
- M) A signed letter of support from the municipal government, whichever division applies in your community (Transportation, Mayor's office, etc.)
- N) The contact name and phone number of the municipal contact

Proposal Deadline: Thursday, January 31st, 2019

For submissions and questions, please contact Samantha Herr, Executive Director

executivedirector@nabsa.net

207-370-9836