



## Minnesota Alliance of Local History Museums 2019 Annual Conference Proposal Outline

### For more information:

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## **Background Information**

The Minnesota Alliance of Local History Museums (MALHM) organized in 1991 with the motto of “peers helping peers”. MALHM seeks to provide a voice for the over 500 local history organizations across Minnesota and provide timely training opportunities along with professional networking to build the strength of local history in the state. A nine member Board of Directors and one part-time staff member oversee MALHM. Since 1992, at least one conference or workshop has been held on an annual basis to provide training and networking opportunities at various locations around the state.

The two-day conference has seen increasing attendance with a record number of 94 attendees in 2016. MALHM expects that attendance will exceed 100 attendees in 2017 and continue to grow in subsequent years.

## **2019 Conference Dates**

The 2019 Annual Conference will be held April 24-25, 2019. Attendees will begin arriving on April 23 for networking events and some may choose to stay until April 26.

## **Community Involvement**

Communities interested in hosting the event should consider the resources available to host this conference. The primary contact should be a representative from a local history organization in or near your community. A host committee will have a full year to plan for the conference in conjunction with MALHM with final details available for publication by the end of January 2019.

## **Benefits of Hosting**

Communities will benefit in hosting through two ways. First, local history organizations will have the opportunity to highlight their facilities to peers. Secondly, local communities will have the opportunity to give attendees a glimpse into what is offered and may encourage a return trip later.

## Example Conference Schedule (may be adjusted by MALHM)

### Tuesday

Afternoon 6 to 9 PM	Attendees begin arriving in host community Informal mixer opportunity for early arrivals at a designated location
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### Wednesday

7:30 to 8:30 AM	Conference registration outside main conference room
8:30 to 8:45 AM	Welcoming Remarks from Board Chair & Host Committee
9 to 10:15 AM	Session I (two to three tracks)
10:15 to 10:30 AM	Morning Break in main conference room
10:30 to 11:45 AM	Session II (two to three tracks)
12 to 12:30 PM	Lunch in main conference room
12:30 to 12:45 PM	Annual Business Meeting
12:45 to 1:30 PM	Keynote Speaker
1:45 to 3 PM	Session III (two to three tracks)
3 to 3:15 PM	Afternoon break
3:15 to 4:30 PM	Session IV (two to three tracks)
4:30 to 7 PM	Dinner on own
7 to 10 PM	Attendee mixer at a local history organization

### Thursday

7:30 to 8:30 AM	Conference registration outside main conference room
8:30 to 8:45 AM	Opening Remarks from Board Chair
9 to 10:15 AM	Session V (two to three tracks)
10:15 to 10:30 AM	Morning Break in main conference room
10:30 to 11:45 AM	Session VI (two to three tracks)
12 to 12:30 PM	Lunch in main conference room
12:30 to 1:15 PM	Minnesota History Awards program
1:30 to 2:45 PM	Session VII (two to three tracks)
2:45 to 3 PM	Closing Remarks from Board Chair
After 3 PM	Attendees explore community or return home

## **Proposal Guidelines & Requirements**

Proposals can be submitted by a local history organization or official tourism organization of a community. Official tourism organizations who submit a proposal must include documentation from a local history organization (preferably the county historical society) of support for this proposal.

Submitters should fill out the Conference Proposal Agreement Form as well as a written event proposal that includes the required information outlined in the following sections.

Unless otherwise specified in this document or negotiated after awarding a proposal, MALHM will collect all fees and pay vendors directly. Decisions of MALHM are final for fees collected from attendees to support the conference.

## **Conference Facilities**

Conference facilities will need to provide a minimum of two rooms to use for concurrent sessions and main conference functions. The main conference room should be able to accommodate up to 120 people seated at tables comfortably. When rooms are used for concurrent sessions, they should be able to comfortably seat 60 to 70 people in chairs. A third room will be necessary in the event of three concurrent session tracks. Facilities that can provide a separate room for banquet functions from the concurrent session rooms should specify this in their proposal.

Each room should have the following available: lectern or podium for session presenters to utilize for notes, computer, projector and screen, and audio equipment. MALHM can provide some of this equipment but it would be preferred in the host committee can ensure that all equipment is available upon arrival.

## **Lodging**

Lodging facilities should be able to accommodate up to 120 attendees in single or double accommodations. A preference for the lodging and conference facilities being adjacent is desired but not required. Lodging may be provided at multiple facilities but this should be clear in the proposal. Availability of continental breakfast is not required but should be specified clear in the proposal. Attendees will book directly with lodging facilities and will be responsible for all charges incurred.

Complimentary shuttle service to off-site events or for taking attendees around the community is preferred but not required.

Each host community are asked to provide a complimentary suite or single room accommodations for the MALHM Coordinator, a complimentary suite or double room for MALHM leadership, and a complimentary suite or double room for the Conference Program Committee as part of their proposal for three nights beginning Tuesday of the conference.

## **Meals**

The host committee is to plan for providing lunch on Wednesday and Thursday. This is paid as part of the registration cost for attendees. If the conference facility does not have catering options on-site, the proposal should include contact information for outside catering vendors for the selection committee to review. Information is to be provided on meal options and costs as part of the proposal. MALHM will make the final decisions regarding meal selection and vendor choice for lunch.

Drinks (coffee, juice – morning only, pop, water, and hot tea) should be available throughout the day in the main conference room and replenished as needed. During registration and morning break periods, pastries and fruit are to be available in the main conference room. Afternoon breaks should have a snack or dessert available.

## **Networking Events**

A key component of the Annual Conference is networking opportunities. Proposals should include an informal mixer event on Tuesday evening and a mixer event on Wednesday evening.

The Tuesday mixer is a great time for attendees to catch up with others upon arriving to the host community. The host community should designate a location for this event so that attendees know where to meet-up. This can be held at a local restaurant, bar, or other location as designated by the host committee. Responsibility for ensuring that reservations are secured for this event will be that of the host committee. Attendance: 20 to 30 people

The Wednesday mixer has become the highlight of the Annual Conference. This event is held at a local history organization's facility with hors d'oeuvres and drinks provided. Attendees will be able to explore the facility and grounds casually while networking. Attendance: 80% to 100% of conference attendees

## **Host Committee**

Proposals should identify members or organizations that have agreed to serve on the Conference Host Committee. The size of this group is dependent on what the host community feels it will need to deliver on the promises of this proposal. MALHM will provide a representative to serve as the liaison between the host committee and organization and should be included in committee meetings. A local history organization representative should serve in the capacity of committee chair.

The host committee will provide lanyards and name badges for attendees. Lanyards can be conference specific as a keepsake for attendees or be community specific and returned at the end of the conference. This distinction does not need to be established in the proposal but is included so the host committee is aware of its responsibilities.

## **Community Support**

Community support in the form of sponsorships (monetary or in-kind), promotional items, or extracurricular activities for attendees are welcomed as part of proposals. Each host community should use this opportunity to highlight its hospitality and support of local history. Items below marked with an asterisk (\*) are not required as part of submitting a proposal but will be given consideration when selecting a host community

***Sponsorships (monetary or in-kind)\**** – the host committee may solicit sponsorships to assist MALHM in covering the costs associated with the conference or its associated events. Any sponsorship that has been secured or will be solicited as part of the proposal should be included. All monetary sponsorships should be made out and addressed to MALHM. MALHM is a designated 501(c)(3) charitable organization, which allows for some contributions to be tax deductible as allowed by IRS regulations. The host committee is responsible for notifying MALHM of sponsors at least two months ahead of the conference so they can receive recognition in the conference program and on the MALHM website. **NOTE:** If the host committee states, as part of its proposal, that it will secure a certain level of sponsorships, this will be binding and required of the host committee if the proposal is accepted.

***Promotional Items*** – the host committee should provide a promotional item that reflects the community for attendees to receive upon checking in for registration. This item should go beyond the standard welcome bags or packets provided by official tourism organizations. Examples include but not limited to tumblers, mugs, or totes.

***Extracurricular Activities\**** - the host committee may provide extracurricular activities for early arrivers or those not quite ready to go home after the conference ends on Thursday. Proposed extracurricular activities do not have to be historic in nature but can also highlight interesting community features. Activities may include but not limited to bus or walking tour of historic sites in the area, tours of area businesses with a long history in the community or a niche market, or exclusive tours at local history organizations. **NOTE:** Information and costs on extracurricular activities that will be offered should be given to MALHM by December 31, 2018 so they may be included in the event schedule and promotion when registration opens.

## **Decision Making Process & Timeline**

All proposals must be sent as a single PDF document to the event contact listed on the cover page of this document. Proposals will be acknowledged within 24 hours of receipt (Monday through Thursday) or the next business day (Friday through Sunday). The event contact will open the document to make sure the proposal is readable but will not check for completeness. If a proposal document is unable to be opened or is not readable, the proposal will be considered submitted but the community submitting the proposal will be given 48 hours to correct the issue to continue moving forward in the proposal process. Any proposal found incomplete or missing required information is disqualified from consideration. MALHM reserves the right to reject all proposals and reopen the process to new or revised proposals.

## **2019 Regional Preference**

In an effort to move the Annual Conference around the state, MALHM may establish preferred regions for a host location. Proposals from the preferred regions will receive higher consideration than those outside of the preferred regions but must still meet all the same criteria.

**For the purposes of the 2019 proposal process, MALHM has established the following preferred regions:**

*Northwest* – Counties of Becker, Beltrami, Clay, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, & Roseau

*Southeast* – Counties of Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, & Winona

*Southwest* – Counties of Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, & Rock

*Western* – Counties of Big Stone, Chippewa, Douglas, Grant, Lac qui Parle, Otter Tail, Pope, Stevens, Swift, Traverse, Wilkin, & Yellow Medicine

**Proposals from other regions will be accepted and are defined as:**

*Central* – Counties of Benton, Cass, Crow Wing, Kandiyohi, McLeod, Meeker, Morrison, Renville, Sherburne, Stearns, Todd, Wadena, & Wright

*Metro* – Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, & Washington

*Northeast* – Counties of Aitkin, Carlton, Chisago, Cook, Isanti, Itasca, Kanabec, Koochiching, Lake, Mille Lacs, Pine, & St. Louis

*South Central* – Counties of Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, & Watonwan

### **Timeline for Award of Proposal**

November 7, 2016	Proposal solicitation open
December 16, 2016 at 4 PM	2019 Annual Conference proposals due
January/February 2017	Site visits by selection committee
March 20, 2017	MALHM Board selects site
March 24, 2017	Site notifications mailed
April 26 & 27, 2017	2017 Annual Conference – public announcement of 2019 site
June 2018	2019 Host Committee begins meeting

## 2019 Minnesota Alliance of Local History Museum's Annual Conference Proposal Agreement Form

Please complete and sign the agreement below and attach to the proposal information requested in the specifications.

Name of Sponsoring Organization \_\_\_\_\_

Host Community \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

Region:        Central \_\_\_ Metro \_\_\_ Northeast \_\_\_ Northwest \_\_\_ South Central \_\_\_  
                 Southeast \_\_\_ Southwest \_\_\_ Western \_\_\_

Sponsoring Organization Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signing this form signifies agreement of the organization to provide a minimum of the requirements as outlined in the attached proposal information if selected as the 2019 Minnesota Alliance of Local History Museum's Annual Conference host community and sponsoring organization.

**Disclosures:** Proposals are carefully considered and compared. This request for proposal does not obligate MALHM to award the proposal. MALHM reserves the right to cancel the solicitation if it is considered in its best interest.

**All documents must be received by December 16, 2016 by 4 PM to be considered for hosting the conference.**

**Proposals should be emailed as a single PDF document to:**  
Marci Matson at [marci@minnesotahistorymuseums.org](mailto:marci@minnesotahistorymuseums.org)