



MEMORANDUM

TO: NACW Member Commissions

FROM: Glenda R. Woods, M.A.Ed.
Vice President/Conference Committee Chair

DATE: March 22, 2010

RE: ***Call for Intent to Bid letters and Call for Bid Proposals
2011 41st Annual NACW Business Meeting and Conference***

Greetings!

The National Association of Commissions for Women (NACW) is seeking Intent to Bid letters and Bid Proposals for the **2011 41st Annual NACW Business Meeting and Conference**. During the course of our many years, NACW members have traveled to exciting venues and enjoyed productive conferences. If your Commission is interested in serving as the 2011 Host Commission, please read the following instructions and complete the necessary requirements:

Step 1: Prepare the ***Intent to Bid*** letter. This letter will be from the prospective Host Commission, state the desired conference year, partnership with local convention and visitor's bureau, partnership with any other local women's commissions, potential sponsorships, and demonstrate commitment by commissioners/staff to organize and fundraise. Please attach a list of commissioners and staff with contact information. *Please note: Host Commissions submitting the Intent to Bid letter will receive the NACW Business Meeting and Conference Planning Guideline.*

Postmark envelope, **no later than July 1, 2010**, to Glenda R. Woods, NACW 2011, 57 Hillcrest Street, Lynnwood Estates, Grayson, KY 41143. *Early submissions are appreciated.*

Step 2: Please review attached *Contents of the NACW Conference Bid Proposal package*. Prepare the ***Conference Bid Proposal*** packet. Prospective Commissions desiring to host the 2011 41st Annual NACW Business Meeting and Conference must submit a total of three (3) bid proposals. The original Conference Bid Proposal Package and one copy must be sent to Glenda Woods. The second copy must be sent to Bonnie Coffey, President, 2815 Park Place, Lincoln, NE 68506.

All bid proposal packages should be delivered via return receipt mail and must be postmarked no later than **July 15, 2010**. Conference Bid Proposals received after this date will not be considered. Proposals submitted outside this process will not be accepted. Once again, early submissions are appreciated.

The selected 2011 Host Commission will be announced during the 2010 NACW Conference and will work in consultation with both the NACW Executive and Conference Committees in planning a successful conference.