



Dear Interested Organizations,

Thank you for your interest in hosting the 2020 Biennial International Conference for the International Association of Women in Fire & Emergency Services. I have enclosed a Fact Sheet and Questionnaire to serve as the basis for your proposal. Please read through the Fact Sheet before bidding to ensure you have a clear understanding of our needs and expectations. The Questionnaire must be completed and returned with your bid in order to be accepted as complete.

The Host City or area should have easy access to airports, restaurants, and recreational or entertainment options. Although our preferred timeframe for this conference is early Fall, we are open to looking at other times due to regional weather and activities. The site must also be within a short drive to a Fire Training Tower or Training Center.

Our conference requires approximately 150 – 200 hotel rooms, located in the same hotel. Three hotels within the area and that can accommodate the conference should be listed. You do not need to work with the hotels to get pricing or other information. iWomen will be responsible for working with the suggested hotels to acquire the best rates. Additional information is requested in the Conference Questionnaire.

Since this Conference will need support from the local Fire Department and its staff, we require a letter signed by the Fire Chief stating they are aware of this bid and are willing to support the event.

Submission deadline is 5:00 p.m. Central Time on December 31st, 2018. If everything is submitted as requested, phone interviews will be scheduled and a site-visit may be required. The final decision on location will be made by February 28th, 2019, and will be announced at the 2019 iWomen Conference.

Please forward your completed bid package to:

Kimberly Cox, Executive Director
I-Women
1707 Ibis Drive
Buffalo, MN 55313

If you have any questions, or would like additional information, please contact me at 763-595-1207 or at executivedirector@i-women.org.

Sincerely,

Kimberly Cox
Executive Director



CONFERENCE FACT SHEET

The International Association of Women in Fire & Emergency Services

The mission of the International Association of Women in Fire and Emergency Service is to provide a proactive network that supports, mentors, and educates current and future women in the fire and emergency services.

Biennial International Conference

Our International Conference is held on even years. The Conference changes locations to accommodate travel for national and international attendees. Our goal is to provide a safe location, as well as convenient. Price is also a factor as most public safety officials are members of local, state or federal government agencies that must adhere to per diem rates, and lower budgets.

Many attendees travel with family members so it is important to have options available for visitors to see your city or state.

Host City/Department Sponsorship

This Conference must have the support of the local fire chief(s), City Officials, and the local union. Support should include assistance with site visits, recommendations, and planning of extra events and activities. Depending on arrangements, trustees may need to be picked up from airport upon arrival and brought back to airport when departing.

The Conference Site

The classroom sessions are usually located within the host hotel, while the hands-on sessions are located at a Training Center. The Conference Committee from iWomen will make the final decision on the Conference Site (including hotel).

The Bid Process

Bids packages must be postmarked no later than December 31st, 2018.

Sites of Previous Conferences:

Fairfax County, Virginia
Phoenix, Arizona
Tucson, Arizona
Sacramento, California
Tampa, Florida
Boulder, Colorado

Items to be Included in Bid Package:

- List of suggested activities for family members.
- List of restaurants and points of interest in close proximity.
- Letter from the Fire Chief pledging support.
- Letter from the local Union pledging support.