



2020 U.S. Figure Skating Governing Council

The U.S. Figure Skating Governing Council is the annual business meeting for the organization and is made up of approximately 400 delegates from over 600 member clubs nationwide. The meeting incorporates the U.S. Figure Skating Board of Directors Meeting (Wednesday), Educational Seminars (Thursday) and a two day Governing Council Meeting (Friday-Saturday) that includes all member delegates in attendance.

U.S. Figure Skating is currently seeking interested hotel properties using the following requirements in submitting a proposal. U.S. Figure Skating seeks to award this event to a property that can meet the requirements and provide a special environment for the delegates attending.

Location: The 2020 U.S. Figure Skating Governing Council is open to all areas of the U.S.

2020 Governing Council Required Meeting Dates: April 29-May 2, 2020 *(These dates are not flexible)*

Host Hotel Requirements:

- Ability to house all delegates in one host hotel.
- Room Block requirements:
 - Monday, April 27 3 (staff arrivals)
 - Tuesday, April 28..... 15
 - Wednesday, April 29 250
 - Thursday, April 30 300
 - Friday, May 1 300
 - Saturday, May 2 300
 - Sunday, May 3..... Departures
 - **TOTAL Room Block - 1,168**
- Hotel must have various size meeting rooms including one ballroom that can accommodate 500-700 people classroom style (12,000-15,000 sq ft. preferred) with a head table (40'x8'x4') and tech table (6 persons) with a basic conference style audio/visual set-up in room.
- Hotel must have minimum of 35,000 square feet combined meeting space dedicated to this meeting (3 days).
- Hotel must have adequate break out meeting space for multiple simultaneous meetings.
- Hotel must have meeting room dedicated exclusively for entire length (5 days) for U.S. Figure Skating Office as well as Registration Room/copy center.
- Hotel must have reception facilities capable of hosting up to 300 for the "Athlete Alumni Dinner" on Friday night.
- Hotel must have reception facilities capable of hosting up to 500 attendees for the "Presidents Reception" on Saturday evening. It is preferred to use a different banquet room than what is used for the Governing Council meeting.
- Hotel must have multiple restaurants and food opportunities within the property or within close walking distance to manage the group breaking at the same time. 90 minute lunch hour for 400+
- Hotel must have ability to adjust/extend hotel restaurant hours and room service capability.
- Hotel must allow U.S. Figure Skating to bring in its own audio/visual equipment and staff at no additional cost.
- Hotel must be willing to provide one complimentary suite accommodation for U.S. Figure Skating President.
- Hotel must be willing to provide one complimentary suite accommodation for U.S. Figure Skating Executive Director.
- Must be flexible and willing to work well with U.S. Figure Skating officials.

Room Rate and Concessions

- Hotel must be able to guarantee a competitive staff room rate of \$89-\$99 for a total of 10 staff for 5 nights.
- Hotel must be able to guarantee a competitive room rate (\$99-\$129/night) for single-quad occupancy.
- Hotel must be willing to confirm a room rebate to U.S. Figure Skating of \$10/room night booked and commission.
- Hotel must be willing to confirm one complimentary room to U.S. Figure Skating for every 40 room nights paid.
- Hotel must provide complimentary high speed internet service in each guest room (wireless).
- Hotel must provide one complimentary high speed internet service in event registration room (wired).
- Hotel must provide complimentary high speed internet service in all meeting rooms (wireless).
- Two complimentary executive level rooms for U.S. Figure Skating event planners (April 29-May 3, 2020).
- 20 complimentary upgrades for U.S. Figure Skating staff and VIP's.
- 20 complimentary VIP amenities (hotel choice).
- Five (5) complimentary valet parking passes with in/out privileges for duration of event.
- Reduced self parking charge at hotel not to exceed \$15/day for delegates driving to meeting.
- Complimentary easels and bulletin boards for meeting rooms (one per room).
- No charge for power to accommodate high speed copier (if applicable) in U.S. Figure Skating office (U.S. Figure Skating will rent from third party).
- 25% discount on audio visual services if U.S. Figure Skating uses in house AV services.
- Hotel must provide or cause to provide complimentary or deeply discounted airport transportation for delegates as part of proposal.
- Hotel must be willing to confirm F&B costs (including service charges) as outlined in F&B requirements as part of the proposal.
- Total cost to U.S. Figure Skating and to the attendees is primary consideration in placement of this meeting.

Hotel Agreement

Hotel must agree to include the following in any proposed agreement:

U.S. Figure Skating will not accept or agree to any proposal or contract containing conditions, terms, or clauses which unreasonably restrict our choice of third party suppliers for our event(s) at any meeting facility, whether such conditions are expressly stated in the proposal or contract, or whether they are contained in the general operating policies of the facility, be they published or unpublished. Furthermore, U.S. Figure Skating will not accept or agree to any fees, surcharges, or penalties of any type charged by a meeting facility that are in any way based on or tied to our choice of third party suppliers, whether such fees are expressly stated in the proposal or contract, or whether they are contained in the general operating policies of the facility, be they published or unpublished. This "Buyer's rights regarding third party suppliers" clause shall be appended to all contracts that are executed by U.S. Figure Skating, and if it is determined that this clause is in conflict with any other clause, portion of any contract, or any general operating policy of the facility, then this "Buyer's rights regarding third party suppliers" clause shall be deemed to take precedence over the other item(s) with which it is determined to be in conflict, unless specifically agreed otherwise.

Location - Transportation:

- Preference to be located in major airline hub city. Must have good airline accessibility from all parts of the United States.
- Must have good accessibility from airport to hotel at reduced or free transportation for delegates.
- Convenience is primary consideration.

RFP Timeline

November 2018 – U.S. Figure Skating distributes RFP

January 28, 2019 – Completed proposals due to U.S. Figure Skating

February, 2019 – U.S. Figure Skating reviews and follows up with properties with additional questions

Feb./March, 2019 – U.S. Figure Skating makes site visit to finalists (if necessary) to ensure property meets overall demands of the meeting.

April 2019 – U.S. Figure Skating Board of Directors confirms location of 2020 Governing Council

Send Proposals by January 28, 2019:

Bob Dunlop, Sr. Director of Events

U.S. Figure Skating, 20 First Street, Colorado Springs, CO 80906

Bdunlop@usfigureskating.org

U.S. Figure Skating Governing Council -- Sample Schedule

Monday, April 27

Arrival of U.S. Figure Skating event staff

Tuesday, April 28

9:00 a.m. - Pre Convention Meeting

10:00 a.m. - Set-up of U.S. Figure Skating Registration room and office

Wednesday, April 29

12:00-9:00 p.m. - Registration open

1:00 - 8:00 p.m. – Club Education Seminar

6:00-10:00 p.m. – U.S. Figure Skating Board of Directors Meeting (1st half)

Thursday, April 30

8:00 a.m. – 9:00 p.m. – Registration open

8:00 a.m. – 12:00 p.m. – Board of Director Meeting (2nd half)

8:00 a.m. – 10:00 p.m. - Seminars conducted in six separate small to medium meeting rooms. Various set-ups required and all with basic AV.

Friday, May 1

7:00 a.m. – 7:00 p.m. – Registration open

8:30 a.m. – 12:00 p.m. – Eastern Sectional Meeting (250/theatre)

8:30 a.m. – 12:00 p.m. – Midwestern Sectional Meeting (250/theatre)

8:30 a.m. – 12:00 p.m. – Pacific Coast Sectional Meeting (250/theatre)

1:30-5:30 p.m. – U.S. Figure Skating Governing Council (see sample diagram on next page)

7:00-10:00 p.m. – Athlete Alumni Dinner (250-300)

Saturday, May 2

7:00 a.m. – 12:00 p.m. – Registration open

8:00 a.m. - 5:00 p.m. – U.S. Figure Skating Governing Council (see sample diagram on next page)

6:00 p.m. – Presidents Reception (up to 500)

Sunday, May 3

8:00-10:00 a.m. – New Board of Directors orientation meeting

All delegates depart

Sample Meeting Plan

Tuesday				
Description	Room	Setup	Additional details and AV	F&B
Event Registration	Meeting Room 1	Self set-up	(5) 6' tables, 8 chairs, hard wired internet connection	NA
U.S. Figure Skating Office	Meeting Room 2	Self set-up	(5) 6' tables, 8 chairs	NA
Wednesday				
Description	Room	Setup	Additional details and AV	F&B
Event Registration	Meeting Room 1	Existing setup	Existing set-up	a la carte continental breakfast
U.S. Figure Skating Office	Meeting Room 2	Existing setup	Existing set-up	all day coffee service
U.S. Figure Skating Merchandise	Meeting Room 3 or open space	Existing setup	5 tables, 8 chairs	NA
Silent Auction	Meeting Room 4 or open space	Existing setup	5 tables, 4 chairs	NA
U.S. Figure Skating Board of Directors	Meeting Room 5	Hollow Sq, 20	20 chairs at one end, AV	coffee service, soda on consumption
Thursday				
Description	Room	Setup	Additional details and AV	F&B
Event Registration	Meeting Room 1	Existing setup	Existing set-up	
U.S. Figure Skating Office	Meeting Room 2	Existing setup	Existing set-up	all day coffee service
U.S. Figure Skating Merchandise	Meeting Room 3 or open space	Existing setup	Existing set-up	
Silent Auction	Meeting Room 4 or open space	Existing setup	Existing set-up	
Board of Directors	Meeting Room 5	Existing setup	Existing set-up	coffee service, beverage station, food TBD
Seminar 1	Meeting Room 6	Half Rounds, 54	head table w/ mic, LCD support pkg & screen	
Seminar 2	Meeting Room 7	Class, 125	head table w/ mic, LCD support pkg & screen	
Seminar 3	Meeting Room 8	TH, 170	head table w/ mic, standing mic, LCD support pkg & screen	
Seminar 4	Meeting Room 9	TH, 170	head table w/ mic, standing mic, LCD support pkg & screen	
Seminar 5	Meeting Room 7	Class, 125	head table w/ mic, LCD support pkg & screen	
Seminar 6	Meeting Room 10	TH, 600	head table for 6, LCD support pkg & screen	
Prep for Governing Council Meeting	Large Ballroom	Class, 600	Begin set-up for Friday afternoon session	
Seminar 7	Meeting Room 11	Classroom, 40	head table w/ mic, LCD support pkg & screen	
Seminar 8	Meeting Room 6	Hollow Sq, 30	speakerphone	
Seminar 9	Meeting Room 8	TH, 170	head table w/ mic, standing mic, LCD support pkg & screen	
Seminar 10	Meeting Room 9	TH, 170	head table w/ mic, standing mic, LCD support pkg & screen	
Seminar 11	Meeting Room 10	TH, 240	head table w/ mic, standing mic, LCD support pkg & screen	
Seminar 12	Meeting Room 6	Hollow Sq, 30	speakerphone	
Seminar 13	Meeting Room 8	TH, 170	head table w/ mic, standing mic, LCD support pkg & screen	
Seminar 14	Meeting Room 9	TH, 170	head table w/ mic, standing mic, LCD support pkg & screen	
Seminar 15	Meeting Room 10	TH, 240	head table w/ mic, standing mic, LCD support pkg & screen	
Seminar 16	Meeting Room 11	Classroom, 40	head table w/ mic, LCD support pkg & screen	
Governing Council Script Meeting	Small Meeting room	Conf for 4	Typically an existing conferenc room	
Seminar 17	Meeting Room 9	40	chairs in a circle w/ addl chairs stacked in corner	
Seminar 18	Meeting Room 6	40	chairs in a circle w/ addl chairs stacked in corner	
Roundtables	Meeting Room 8		11 rounds scattered, 8 chairs at each (1 hr to flip)	
AAC Meeting	Meeting Room 11	Classroom, 40		
Friday				
Description	Room	Setup	Additional details and AV	F&B
Event Registration	Meeting Room 1	Existing setup	Existing set-up	
U.S. Figure Skating Office	Meeting Room 2	Existing setup	Existing set-up	all day coffee service
U.S. Figure Skating Merchandise	Meeting Room 3 or open space	Existing setup	Existing set-up	
Silent Auction	Meeting Room 4 or open space	Existing setup	Existing set-up	
Membership Committee Meeting	Meeting Room 5	Hollow Sq, 30		a la carte continental breakfast
Parents Committee Meeting	Meeting Room 6	Hollow Sq, 30		
Technical Group Meeting	Meeting Room 7	Existing setup		
Eastern Sectional Meeting	Meeting Room 8	TH, 250	head table w/ mic, 2 standing mics, LCD support pkg & screen, F&B	coffee service and soda on consumption
Midwest Sectional Meeting	Meeting Room 9	TH, 250	head table w/ mic, 2 standing mics, LCD support pkg & screen, F&B	coffee service and soda on consumption
Pacific Coast Sectional Meeting	Meeting Room 10	TH, 200	head table w/ mic, 2 standing mics, LCD support pkg & screen, F&B	coffee service and soda on consumption
Governing Council Meeting	Large Ballroom	Class, 700	special setup information will be provided	
Athlete Alumni Dinner	Additional Ballroom or large hall	Barq	special setup information will be provided	Menu TBD for 250
Saturday				
Description	Room	Setup	Additional details and AV	F&B
Event Registration	Meeting Room 1	Existing setup	Existing set-up	
U.S. Figure Skating Office	Meeting Room 2	Existing setup	Existing set-up	all day coffee service
U.S. Figure Skating Merchandise	Meeting Room 3 or open space	Existing setup	Existing set-up	
Silent Auction	Meeting Room 4 or open space	Existing setup	Existing set-up	
Governing Council Meeting	Large Ballroom	Existing setup	Existing set-up	
President's Reception	Additional Ballroom or large hall	Reception	mix of rounds and hi-tops, stage, podium w/ microphone	Wine, beer, cash bar and hors d'oeuvres
Sunday				
Description	Room	Setup	Additional details and AV	F&B
New Board of Directors Meeting	Meeting Room 1	Hollow Sq, 20		coffee service
Club Education	Meeting Room 2	Rounds	LCD support pkg & screen, possible F&B	coffee service, soda on consumption, food TBD

Sample Diagram of U.S. Figure Skating Governing Council Meeting Set-up (Classroom for up to 700)

