



**TEXAS
PUBLIC POOL
COUNCIL**

**Texas Public Pool Council
Annual Conference Host Committee
Bid Information Packet**

Table of Contents

	Page
About TPPC.....	2
Conference History.....	3
Basic Requirements to Host the Annual Conference.....	4
TPPC Conference Committees and Responsibilities.....	6-8
Conference Planning Timeline.....	9
Host Committee Responsibilities.....	10-11
Bid Submission.....	12
Bid Packet Checklist.....	13-20

About TPPC

The Texas Public Pool Council (TPPC) is an organization dedicated to providing information and education to aquatic professionals. We are a fast-growing aquatic organization with over 350 members and the majority of our members are from Texas. Although the name says "Texas," our objective as an organization is to provide information and education to all those interested, and we are proud to have members all across the nation. Members include senior lifeguard staff, pool supervisors, water aerobics and exercise instructors, recreation directors, waterpark operation managers, maintenance supervisors, and owners and managers of both private facilities and commercial companies.

Every year, TPPC hosts an annual educational conference that has been running for over 35 years. The Annual Aquatic Conference includes educational tracks, certification courses, and events for both attendees and sponsors. Over the years, the conference has grown in numbers and now over 300 people attend the conference.

Besides helping educate aquatic professionals, TPPC is also involved at the grassroots level. TPPC has a student track at the annual conference to help develop the aquatic professionals of tomorrow. TPPC also awards a scholarship to a student in a parks and recreation programs.

Finally, TPPC hosts the Texas State Lifeguard competition where the winners from the regional competitions come together to compete for the label "Best Lifeguard Team in Texas."

TPPC Annual Conference

History

2015 - College Station, TX
Hosted by City of College Station

2016 - Galveston, TX
Hosted by Region 4

2017 - San Antonio, TX - *“Fresh Ideas Shared Here F.I.S.H.”*
Hosted by Region 5 and 3

2018 - Conroe, TX - *“Making Waves”*
Hosted by City of Conroe and Region 3

2019 - San Antonio, TX - *“Navigating the Future”*
Hosted by Region 5

2020 - Austin, TX - *“Bringing Aquatics Together B.A.T.”*
Hosted by Region 5

2021- Galveston, TX – *“Facing the Challenge of Change since 1981”*
Hosted by Region 4

Basic Requirement to Hold TPPC Annual Conference

Planning and implementation of this conference is a collaborative effort between the conference planning committees and Host Region.

Logistics

- **Accessibility:** The conference location and all conference activities must be ADA accessible.
- **Size:** Any selected site should be capable of accommodating a minimum of 200 attendees.
- **Time:** TPPC Annual Conference is usually held at the end of January/beginning of February. The conference schedule begins Monday morning and ends Thursday afternoon.
- **Conference Agenda:** The TPPC schedule includes regional meetings, educational sessions, professional networking socials, an exhibitor social, elections of TPPC board members, and annual awards.
- **Accommodations:** The site should be able to provide a minimum of 250 sleeping rooms, which would accommodate conference attendees, speakers, and sponsors/exhibitors. The host committee should research local hotels to ensure there is adequate lodging for people who need accommodations.
- **Food Service:** The conference site will need to be able to accommodate a number of different events with food; reception service for Monday night, breakfast/coffee service Tuesday-Thursday, and a sit down plated lunch on Tuesday. The host committee should plan to accommodate meals for people who have special dietary concerns.
- **Transportation:** The host committee itself is not responsible for arranging transportation for conference attendees, but information should be made available about accessible, affordable transportation.
- **Presenters and Activities:** The conference planning committee within TPPC will coordinate all educational sessions, schedule speakers, and plan/coordinate all pre and post conference activities.
- **The theme and focus** of each TPPC conference is reflective of the location of the conference that year and should represent continuing professional growth and togetherness within the aquatics community.
- **Conference Registration:** Registration is managed through the TPPC conference planning committee and the Executive Director and Administrator.
- **Exhibit Space:** Vendor exhibits at the conference are vitally important to both the conference and TPPC overall, as revenue from the exhibit area funds the Association's activities for the year. The exhibit area should be a minimum of 5,000 square feet and/or be able to accommodate 45, 10' x 10' booths. It is highly desirable to have the exhibit space located close to breakout space and the general traffic patterns of the conference. For reference regarding exhibition expansion, several past conferences have provided and sold booth spaces upwards of 40.

Financial

- Texas Public Pool Council's annual conference is directly funded through membership dues, conference registration fees, and vendor/exhibitor fees. There is not an expectation of funding from the host region or city.
- All conference expenses are paid out of the TPPC general budget.
- The minimum financial goal of an Annual Conference is to end up with a zero balance; expenses should equal revenue. Should a conference have excess revenue after all expenses are paid, this "profit" reverts back to the TPPC general budget; no host committee, institution or individual may retain these funds.
- The cost of the guest room is arranged between the executive director and the site. The goal should be to keep this fee as low as possible as attendees are affected by the entire cost of attending the conference, not just the registration fee. Typically, this fee has not been more than \$170/night (not including taxes and fees).
- Sponsors and exhibitors of the conference are integral to the function of the conference, as revenue from sponsors and exhibitors funds the conference. The TPPC vendor committee is responsible for recruiting and registering sponsors and vendors.

TPPC Conference Planning Committees and Responsibilities

TPPC has an elected board consisting of the President, President-Elect, Region 1-6 Representatives, Vendor Representative. The board also consists on the Executive Director of TPPC. Each position serves a 2-year term. Each region votes for their respective presentative and the general TPPC body votes on a President-Elect to become president. The current president will then select/appoint members to various internal committees that then plan and coordinate the majority of activities associated with the annual conference.

Conference Planning

Erica Peace, City of Galveston | Sara Hayes, City of Galveston | Bridget Russell, City of College Station

- Coordinate and plan Welcome Social, BBQ Social, and Awards Luncheon
- Coordinate travel arrangements if needed for travel to and from social locations is offsite from hotel.
- Arrange and coordinate volunteers for room monitors, check in tables, and other areas as needed.
- Arrange A/V equipment for speaker sessions and socials as needed.
- Coordinate printing/ordering of all required signs, banners, and conference giveaways.
- Coordinate and manage check in/registration table.
- Coordinate, plan, and manage any additional areas needed for the conference.

Marketing Committee

Julie Saldiva, Texas State University | Paul Macias, City of Farmer's Branch
Madison Bass, City of Hurst | Jen Post, City of University Park

- Coordinate and manage the conference mobile application.
- Upload marketing, vendor ads, vendor push notifications, and other graphics to mobile application.
- Upload and organize the educational session on the mobile application.
- Design and produce the conference guide.
- Manage the TPPC website.
- Manage the TPPC Facebook group.
- Manage and design all Jot forms used on the website.
- Ensure information is being sent to respective committees.

Scholarships & Awards Committee

Tammy Jaster, City of Brenham

- Arrange and monitor award and scholarship submissions for the upcoming conference.
- Committee will then select award recipients.
- Order the awards to be handed out.
- Maintain archival records of past award winners and State Competition Winners.

Speakers Committee

Jenna Stevenson, City of Baytown

- Reach and coordinate speakers and presenters for the education sessions.
- Coordinate travel plans, flight and hotel arrangements.
- Build the conference schedule grid.
- Arrange and submit invoices for speaker payments.
- Collect speaker pictures/session descriptions.
- Order speaker gifts.

Vendors Committee

Bridget Russell, City of College Station

- Contact potential sponsors and vendors to come to the conference.
- Manage a master vendor contact list.
- Oversee and manage vendor registration.
- Make name badges and drink ticket orders.
- Collect marketing materials from sponsors and pass on to marketing committee.
- Organize and run Vendor/Casino night.
- Work with the hotel on exhibit space, layout, and set up.
- Coordinate and assist with vendor shipping needs.

Conference Planning Timeline

September-November (26 months prior)	Interested parties scout out hotels and event locations and start preparing their bid application
December 1 st	Bid packages are due to the Executive Director
January (2 years out)	TPPC membership body votes on locations for 2 years out.
Spring following selection	-Conference site confirmed and contract signed -Other event sites confirmed and contracts signed (BBQ Social and Tours)
January (1 year out)	-Give presentation to TPPC Board and again during general business meeting to the location/dates/theme and any additional updates.
Spring (8-12 months prior)	-Board meeting in April -Host works with conference committee within TPPC on conference planning -Speaker Proposal requests will go live online -Final confirmations on all pre and post conference activities and tours. -Aquatic facility confirmed for in water trainings
Summer (6-8 months prior) Speaker Proposals due Sept. 1 st	-Speaker proposals due -Lock in transportation needs if applicable -Continue to offer support and communication to conference planning committees
Fall (2-4 months prior) Board Meeting in Oct. at Conference Location Awards Nominations Due Dec. 1 st	-Hotel Room blocks go on sale -Registration open and materials are prepared -Vendors/Sponsors confirmed and registered -Confirmation of room setups, AV needs, meals. -Confirmation of speakers and schedule is posted. -Order awards
December/January	-Complete and print conference guides -Mobile app is up and available -Confirm all vendors/exhibitors -Confirm all negotiated services -All signage needs are completed -Confirm volunteer/room monitors -Prepare conference giveaways and speaker gifts -Complete/prepare registration, name badges, etc. -Complete all necessary printing of all forms -Complete all last minute details

Host Committee Responsibilities

1. Provide locations for the Conference (Hotel)

a. General Hotel Requirements

- i. Rooms for 5 consecutive days
- ii. Complimentary rooms (2 minimum preferred)
- iii. Three (3) rooms to hold minimum of 25 ppl in each room
- iv. Two (2) rooms to hold minimum of 50 people in each room
- v. Banquet facilities for 200
- vi. Exhibition or main Hall to hold 200 with electrical outlets available

b. Host must also determine additional details to submit to the Executive Director. (See attached Hotel Spec Sheet/Checklist)

- i. Room Rate (\$100-\$200/night preferred)
- ii. Complimentary Items (A/V equipment, wifi, parking, rooms, etc)
- iii. Food/Beverage options and costs (Breakfasts, Welcome Social options, Awards Luncheon, and Vendor night)
- iv. Shipping/Mailing options for vendor equipment and supplies
- v. Computer/Printing Access within the hotel

2. Provide TPPC with Locations and Options for the following Conference Events

a. Pre-Conference Golf Tournament (Monday Afternoon)

- i. Capacity of 20 people
- ii. Pricing and times available
- iii. Availability of rental equipment
- iv. Lunch options and pricing

b. Welcome Social (most often at the Hotel) (Monday Evening)

- i. Capacity of 100 people
- ii. Cost of food and beverage
- iii. Cost of the space for 2-3 hours

c. BBQ Social Dinner (Wednesday Evening)

- i. Capacity of 100 people
- ii. Locations available that will let us serve our own food
- iii. Security needed on site if applicable
- iv. Shuttles and transportation options from the hotel to venue

3. Provide locations for Aquatic Facilities to host possible training events

- a. Indoor pool preferred
- b. Pricing and availability

4. Miscellaneous Considerations

a. Print Materials, Printing, and Copying

- i. TPPC will develop/design all of the marketing/educational/promotional materials and will print and copy the majority of items.
- ii. Host must be available to provide backup printing and copying if needed during the conference. Items could include but not limited:
 1. Speaker handouts
 2. Evaluation forms
 3. CEU forms

b. Mailing and Shipping Options

- i. In the event that the hotel can't coordinate vendor material shipping the host will provide backup locations.

c. Additional Storage of TPPC equipment and conference materials

- i. Host will be able to provide storage of any needed items, equipment, and material for TPPC before, during, and after the conference if needed.

d. Provide additional support when needed and act as back up support for the TPPC Conference Planning committee

- i. Be able to locate/acquire/provide any back up equipment such as A/V for presentations.
- ii. Manpower support as able to.
- iii. Support and assist in problem solving any issues that may arise.

Bid Submission

Bid Requirements:

- 1) A bid form must be completed and submitted to the Executive Director by December 1 prior to the annual meeting. A signed digital copy can be sent to info@tppc.org.
- 2) Following the selection of the annual meeting site a formal contract will be executed by and between the TPPC Executive Director and the approved host hotel.
- 3) If selected, the following year the recipient must update the board during the board meeting at the annual conference. In addition the recipient will update the general body during the business meeting at the annual conference.
- 4) If for any reason the recipient is unable to uphold all obligations, the Executive Director must be notified immediately. The Executive Director will have the right to investigate any neglect or shortcomings of the future conference host, and recommend to the TPPC Board any actions, including withdrawal of the conference site, for the betterment of the Texas Public Pool Council.

Best wishes in your bid submission!

Conference Bid Packet Checklist

Hosting Region/Agency: _____

Hosting City/Location: _____

Host Point of Contact/Representative: _____

Phone Number: _____

E-mail Address: _____

1. Hotel Locations

Please attached completed copy of Hotel Spec Sheet/Checklist of possible hotel locations for review. Host may submit multiple options to the Executive Directive for review. Each possible location must have a completed spec sheet. See Attachment A

2. Golf Tournament Locations

See Attachment B

3. Welcome Reception Social Locations

Can be held at the conference hotel or off-site. See Attachment C

4. BBQ Dinner Social Locations

See Attachment D

6. Aquatic Facilities for In-Water Training

See Attachment E

7. Are you able to provide the following?

a. Location for mailing and shipping needs: **yes / no**

b. Location for copying and printing needs: **yes / no**

c. Location for storage of conference supplies/items if needed: **yes / no**

d. Is there at least 1 representative that will be available for support and operational needs during the conference (does not have to be the same person every day, but all persons involved would need to be at the same knowledge level)? **yes / no**

e. Transportation options for events occurring off-site from the hotel: **yes / no**

Signature of Agency Representative

Date

Official Use Only

Date received by TPPC: _____

Bid Approved: **YES / NO**

Executive Director

Date

Attachment A: Hotel Specification and Info Form

Any hotel info that can't fit in the below spaces can be attached on a separate sheet such as room dimensions, pricing, meal options, etc.

Name: _____

Address: _____

Hotel Point of Contact Name: _____

Phone Number: _____

E-mail Address: _____

Hotel Information

Room Rate: _____

Check in/out time: _____

Complimentary rooms available: _____

Additional Complimentary Items: _____

Parking Information:

Reservation Information: _____

Office amenities available?

Meeting Room Information:

Spaces available (Please Attach Meeting Space outline w/dimensions):

Pricing:

Is A/V equipment available and pricing? _____

Amenities included with meeting space (water, etc)

Awards Luncheon Information

Banquet space available (Please attach spec sheet w/dimensions)

Price of room: _____

Meal options and pricing

Food and Beverage

Breakfast options and pricing

Alcohol policies and pricing

Restaurants and other meal options available:

Casino/Vendor Night

Space available and pricing (access to electrical outlets required) please attach dimension sheet of meeting space:

Alcohol options:

Set up and Tear Down responsibilities:

Incoming and Outgoing Packages/Mail

Are there mail options on-site? _____

Do they receive mail? _____

Do they ship out?

Any Additional Notes/Comments:

Attachment B: Pre-Conference Golf Tournament

(If submitting multiple locations, each location needs its' own sheet filled out in entirety)

Name: _____

Address: _____

Distance from Hotel(s): _____

Price per person: _____

Lunch available from Golf Club: _____

If so, price person: _____

Is lunch able to be brought in?: _____

Rental equipment available: _____

Location Point of Contact Name: _____

Phone Number: _____

E-mail Address: _____

Additional information: _____

Attachment C: Welcome Reception/Social

(If submitting multiple locations, each location needs its' own sheet filled out in entirety)

Name: _____

Address: _____

Distance from Hotel (if not at hotel): _____

Cost of Rental and included amenities: _____

Is food/drinks available from this location? _____

If yes, general price range: _____

Is alcohol available at this location? _____

If yes, general price range and options available: _____

Is security needed?: _____

Location Point of Contact Name: _____

Phone Number: _____

E-mail Address: _____

Additional information: _____

Attachment D: BBQ Dinner Social

(If submitting multiple locations, each location needs its' own sheet filled out in entirety)

Name: _____

Address: _____

Distance from Hotel (if not at hotel): _____

Cost of Rental and included amenities: _____

Are we able to bring in outside food? _____

Are we able to cook on site? _____

Is there an onsite kitchen available for use? _____

Is alcohol available at this location? _____

If yes, general price range and options available: _____

Is security needed?: _____

Location Point of Contact Name: _____

Phone Number: _____

E-mail Address: _____

Additional information: _____

Attachment E: Aquatic Facilities

(If submitting multiple locations, each location needs its' own sheet filled out in entirety)

Name: _____

Address: _____

Distance from Hotel: _____

Cost of Rental and included amenities (on duty lifeguards are a requirement):

Indoor: **yes / no**

If not indoor, the pool must be heated: **yes / no**

Bathrooms available for use: **yes / no**

Locker rooms available for use: **yes / no**

Classroom space available for use: **yes / no**

Rescue and training equipment available for use: **yes / no**

Additional information: _____

Location Point of Contact Name: _____

Phone Number: _____

E-mail Address: _____