

NAPSA Call for Conference Site Proposals

Each year, the NAPSA Board of Directors entertains proposals from jurisdictions interested in having the conference in their city. The Board is now entertaining proposals for the 2013 and 2014 sites. We hope you will seriously consider bringing the NAPSA Conference to your locality. Having a NAPSA conference in your location can be a rewarding and program stimulating endeavor. Over the years of doing conferences, the Board has developed some basic guidelines for localities that are considering hosting a NAPSA conference. We have included them in this announcement to assist you in deciding if you have the resources to support such an undertaking.

The minimum requirements for qualifying as a conference site are:

- There must be sufficient local support and resources for such an event. The Local Host Committee is responsible for many varied tasks including local logistics, program planning, fund raising, identifying local presenters, and key note speakers. Most local conference committees are comprised of staff of pretrial programs and other volunteers. The proposal must include a statement of how the locality is prepared to support the conference planning and implementation. If there is support for a conference at the jurisdiction beyond the pretrial program, please enclose a statement of such support.
- The proposal must include a statement that there is a selection of hotels in the locality that meet the minimum hotel requirements. Those requirements are that the facility have sufficient space to accommodate up to 500 participants, have adequate accommodations to house all participants plus guests, must have sufficient number of workshop breakout rooms (up to six rooms at a time which can accommodate up to 100 per room), a large enough space for all participants to meet together and the hotel must have banquet services prepared to meet the demands of a large gathering. The NAPSA Board will handle the all hotel negotiations. At the time of the proposal, only a statement that there is a selection of hotels available that meet the minimum requirements is sufficient.

If you are interested in hosting a NAPSA Conference in your city, please complete a proposal including the above details and the application which follows. Proposals can be sent to NAPSA, PO Box 67200, Rochester, NY 14622 or sent by email to the address listed below for the Executive Director. The NAPSA Board will review all proposals and invite selected groups to make a presentation to the Board. Please contact the NAPSA Executive Director, Barbara Darbey, at execdirector@napsa.org with any questions.

The deadline for proposals is 11:59 pm December 1, 2011. Mailed proposals must be postmarked by December 1, 2011.

Application to Host NAPSA Conference
(Please use this outline to make sure your application has all the required information.)

Contact Information

Organization Name

Street Or Mailing Address

City

State

Zip Code

Country

Phone

Fax

E-Mail Address

WWW Address

Primary Contact - Prefix (Enter Mr., Ms., Mrs., Dr., Etc)

Primary Contact - First Name

Primary Contact - Last Name

Primary Contact - Title

Primary Contact - Office Street Or Mailing Address (If Different From The Organization Address. If Not, Leave Blank And Skip To Organization Description Section).

Primary Contact - City

Primary Contact - State

Primary Contact - Zip Code

Primary Contact - Country

Primary Contact - E-Mail

Primary Contact - Phone

Primary Contact - Fax

Organization Description

City proposed/date:

Has the site ever been a NAPSA conference site? If not, have any other large criminal justice related conferences been in that city in the last year or are planned in the next year?

Who are the local partners? Federal Pretrial, Board member, etc.

Who would comprise the host committee – names and titles/organization or agency and role in conference committee?

How many pretrial programs are within the state? Is the state an affiliate of NAPSA?

Please describe the location that makes you believe it is a good site for a NAPSA conference?

- Include destination desirables, travel & lodging options for the conference, attractions
- How far from the airport are potential hotels?
- What is the local transportation system (subway, cabs only, need rental cars, etc.)?

If your site is selected for further review, you will be notified and asked to prepare a presentation for the NAPSA Board of Directors. Please DO NOT include any hotel vendors in your proposal, other than a local Visitors Bureau.

Thank you!