



Hosting Minimum Requirements

The North Dakota League of Cities Spring Workshop & Elected Officials Training is a yearly education event for city elected and appointed leadership. The event draws approximately 175 city representatives.

We will consider proposals from facilities that can provide a professional and appropriate environment for learning. In addition, the host facility must assign an event manager to be available during the event and enough staff to appropriately manage the event.

Event Dates

NDLC will consider Wednesday-Thursday of either the 3rd or 4th week of March as possible event dates.

Meeting Room Requirements

Meeting Room A

- seat 125 people in classroom style or ½ rounds (tables required)
- adequate space for a podium, head table and 15' screen at the front of room
- adequate space for production company equipment – 3 8' tables opposite the podium

Meeting Room B

- seat 175 people in classroom style or ½ rounds (tables required)
- adequate space for a podium, head table and 15' screen at the front of room
- adequate space for production company equipment – 3 8' tables opposite the podium

Meeting Room C

- seat 175 people in crescent rounds
- adequate space for a podium, 8' table and 15' screen at the front of the room
- this room will be used for meals, awards and combined group gatherings

Vendors

- Space for approximately 10 vendor tables
- Vendors can be in Room C or adjacent to the meeting rooms
- Adequate space to hold breaks and social in the vendor area

Food Service

- Ability to serve plated meal for up to 175 people either through in-house or outside catering in a timely manner.
- Ability to provide meal buffets, breaks, non-alcoholic beverages, alcoholic beverages, and hot and cold appetizers through in-house or outside catering

Other Facility Requirements

- Appropriate registration area adjacent to meeting rooms with access to electricity (space for approximately three 8' tables)
- Secure room available to use for storage and staging adjacent to registration area
- Adequate free WiFi available to event participants and for speaker presentations in meeting rooms (minimum 30 MB upload and download speeds and a firewall that allows normal internet functions)
- Access to a dedicated hard-wired internet line for live streaming (minimum 30 MB upload and download speed and a firewall that allows live streaming)
- Adequate staff and flexibility to make changes to set-up during event
- Access to podiums, house audio, microphones, projectors and screens a plus

Sleeping Rooms

- Our event requires 150 sleeping rooms for the Tuesday prior and Wednesday of the event.
- Hotels offering room blocks for our event must be in close proximity (short walking distance) to the event facility or host city must provide regularly scheduled transportation for the duration of event activities.
- State rate for hotel rooms is requested.

Other Information Requested from Facility

- What other events will be occurring in your facility during our event and how will that impact our event?
- Fee schedule for equipment, tables, chairs, audio, video, etc.
- Current menus

Host City

- Access to services provided by convention & visitors bureau, including sponsorship/grant funds
- Planning assistance from convention & visitors bureau and/or city representative as needed

Proposals can be sent to Carissa Richter at carissa@ndlc.org or 410 E Front AVE, Bismarck, ND 58504.