



REQUEST FOR PROPOSALS TO HOST THE ANNUAL CONVENTION OF THE NORTH AMERICAN SOCIETY FOR SPORT HISTORY

INTRODUCTION

The Time and Site Committee of the North American Society for Sport History (NASSH) invites bids to host its annual convention. An international organization of academics, NASSH's purpose is to promote, stimulate, and encourage the study of the history of sport; to support, stimulate and encourage scholarly writing and research related to the history of sport; and to cooperate with local, national, and international organizations having the same purpose.

OVERVIEW

The North American Society for Sport History (NASSH) holds its annual convention over a weekend near the end of the academic year. Traditionally, we schedule the convention over Memorial Day weekend, but on some occasions, we have met either on the preceding weekend or on the following weekend. Memorial Day weekend is the consensus preference of the membership.

By tradition, NASSH has almost always met on a university campus, especially ones with an on-campus conference center/hotel. We are now in position to consider alternative arrangements, including downtown hotels and convention centers.

LENGTH OF THE CONVENTION

The official beginning of the convention is a "Wine and Cheese" reception on Friday evening. The official close is a banquet on Monday night. Most attendees arrive for the beginning of the convention, and most, but not all, stay through the end.

NASSH's committees meet during the day on Friday. Thus, some attendees arrive on Thursday.

In recent years, the convention has included a two-day pre-convention workshop. It ran on Wednesday and Thursday, so attendees arrived on Tuesday.

ATTENDANCE

Each year, we anticipate attendance between 175-250, depending on several factors, including location. Most registrants attend most sessions. About fifty graduate students are included in this total. They often take advantage of a reduced registration fee.

GENERAL OUTLINE OF THE CONVENTION SCHEDULE

NASSH is an academic meeting. Thus, the bulk of our time is spent in sessions during which three or four individuals present scholarly papers before an audience that can vary in size from ten to more than fifty. In recent years, we have settled on five simultaneous sessions.

During several time slots, we hold functions without any counter-programming that most registrants attend. These include: the annual business meeting; two distinguished lectures; and one graduate student presentation. We also schedule two or three lunches included in the registration fee.

Occasionally, we schedule an additional plenary session, also without counter-programming.

A standard feature of every convention is our book display, a chance for publishers in sport history to exhibit their new books. The book display gets a room of its own throughout the convention.

REGISTRATION FEE

NASSH does not use the annual convention to generate revenue for the society. We set a registration fee to cover our costs. However, we need to be clear that the registration fee generally covers a variety of expenses, including the Wine and Cheese reception, the lunches, the banquet, coffee breaks and snacks, and computer/screen rentals, plus whatever administrative costs we incur for things like badges, the printed program, signage, etc. The registration fee also generally covers a gift to registrants, such as a tee-shirt.

As noted above, graduate students are sometimes charged a reduced registration fee.

MEETING SPECIFICATIONS

Wednesday and Thursday

One room for the pre-conference workshop (if held)

An on-site bar for nightly collegiality

Friday

Several rooms (4-5) for committee meetings

Area for registration (available through Monday)

Dedicated room for book display (at least 1500 square feet, available through Monday)

Wine and Cheese reception (indoors or outdoors, depending on the weather)

Saturday, Sunday

Large room for opening session. (This room can be one of the five meeting rooms used for concurrent sessions, below, and can also be used for the business meeting. Depending on configuration, this room could be used for the lunches, the distinguished lectures, and/or the banquet.)

Five rooms for concurrent sessions (might include large room listed above) with attendance of between ten and fifty. Generally, two sessions before lunch and two/three after lunch. Meeting rooms need to be equipped with chairs, podium, screen, and computer.

An open area for coffee/snacks breaks

Monday

As above for Saturday, Sunday, plus a large room for the closing banquet

HOTEL ROOMS

Nearly all registrants stay in the convention hotel. Some share rooms, of course. Graduate students may sometimes stay more than two to a room.

Some registrants, including graduate students, might also appreciate an arrangement for a more affordable alternative, sometimes a university residence facility.

PREFERENCES

None of the following are essential, but fall within what NASSH calls preferences:

--- a city that most registrants from North America can reach with no more than one change of plane and no need to rent a car

---proximity of the airport to the convention site

---reasonable transportation to and from the airport, optimally a free shuttle service

---proximity to a variety of restaurants, meaning within walking distance

---free internet access (expected, actually)

---complimentary breakfast and/or proximity to coffee shops, fast food

---free parking

---an on-site business/copy center

---pool

---a hotel rate covering the nights of the convention plus a few days before and after.

QUESTIONS TO CONSIDER

1. Is there an international airport nearby, and can we arrange inexpensive or free group transportation to and from the airport to the convention site?
2. Is there a granting or sponsoring agency that might help defray costs?
3. Can your university, college, school, or department fund some of the amenities or provide infrastructural support?
4. Is there a local company that could provide in-kind services, such as food and drink or facilities?
5. Is there a local sports facility or historical site/museum around which to build a theme or an excursion?
6. Are students who can provide support?

SUGGESTED TIMELINE

Early:

- Make hotel/accommodations/meeting room reservations
- Arrange with hat/shirt/bag company to find price and availability
- Decide on recreational activities or side trips
- Collect materials to be included in registration packet (list of restaurants, map, airport information, shuttle information, *etc.*)
- Collect gifts from local merchants for registrants

21 weeks out:

- Final decision on registration fee schedule
- Collect all materials to be sent to prospective registrants

20 weeks out:

- Get list from Program Committee of non-members who are attending so that they can receive registration materials

19 weeks out:

- Make sure payment system is working properly
- Order tee-shirt, bag, hat, or whatever the gift will be

8 weeks out:

- Prepare name tags

4 weeks out:

- Assign tasks at registration desk
- Create signage

3 weeks out:

- Prepare registration folders

2 weeks out:

- Trial run of all procedures