



## **Request for Proposals Economic Development Association of North Dakota 2025 Fall Conference Host**

### **Introduction**

The Economic Development Association of North Dakota (EDND) is soliciting proposals for a host community for the 2025 Fall Conference. Host communities benefit from the recognition and increased visibility that comes as a result of new visitors coming into the area and learning from a community's achievements, as well as the economic impact of the conference itself.

This request for proposals (RFP) details the requirements for hosting the EDND Fall Conference and provides guidelines for submitting a formal proposal.

### **General Information**

- The proposal to host the EDND Fall Conference must be submitted by an organization(s) that is a current EDND member(s).
- The fall conference should be held at the end of September or in October. A Tuesday to Thursday schedule is preferred. Proposed dates must avoid all government holidays and religious observances.
- The conference will begin with an afternoon session or evening social the first day, include a full second day, and conclude by 12 p.m. the third day.

### **Proposal Outline**

Please include:

1. A formal letter from the EDND member organization(s) submitting the proposal, acknowledging and agreeing to undertake the actions and responsibilities detailed in this document;
2. The proposed dates;
3. List of proposed host committee members (names and organizations of persons from the region with knowledge of economic development in the area);
4. Hotel, meeting room, meal and transportation information (outlined in the logistics section of this document);
5. Any other materials that would support and reinforce the community's competitive position in the selection process, including why you feel your community would be a good location, potential speakers, topics, and a theme.

### **Submission Deadline**

The deadline for submission is close of business **March 1, 2025**. Proposals may be emailed (preferred), faxed, or mailed but must be received on or before the submission deadline.

#### Mail

EDND  
PO Box 1091  
Bismarck, ND 58502

#### Email

ednd@ednd.org

#### Fax

701-223-4645

### **Host Committee Responsibilities**

The local Host Committee is responsible for the following:

1. **PROGRAM DEVELOPMENT:** The Host Committee will work with EDND Board of Directors to plan the program for the conference. In order to meet deadlines for mailing the promotional brochure, the program must be substantially complete eight weeks prior to conference.

Through regular conference call meetings, the Host Committee will collaborate with EDND to develop the following:

- Theme
- Program schedule, including speakers
- Educational tours
- Special workshops, if desired
- Marketing materials, including conference program and e-blasts

2. **FUNDRAISING:** The EDND conference includes education/training, networking and fun. The conference is also a source of operating funds for EDND. As such, it is critical the maximum amount of sponsorship contributions be realized.

The Host Committee agrees it will raise enough in local sponsorships to realize a minimum of \$5,000 net profit after all conference expenses are paid. EDND will solicit additional support from state resources to assist with speaker fees and expenses. Unless other arrangements are made in advance, all sponsorships and conference registrations will be invoiced by and funds remitted directly to: EDND, PO Box 1091, Bismarck, ND 58502.

3. **LOGISTICS:** The EDND conference may be held anywhere within the state of North Dakota. The Host Committee is responsible for making all logistical arrangements, including meeting space, lodging, meals, and transportation.

**Hotel Information:** The proposal must include a list of hotels that can provide up to 75 guestrooms on the conference peak night(s). There is not a requirement for the hotel(s) to be attached to the meeting facility; however, preference would be to have the hotel co-located with the meeting facility and/or a restaurant. Hotels offering state rates are preferred.

A. **Meeting Rooms:** Meeting rooms must accommodate the following:

- Registration area
- General sessions to be attended by up to 125 delegates
- Accommodation of 5-10 exhibitors (if possible)
- Audio/visual equipment including laptops, LCD projectors, microphones/sound system, internet access, etc. in meeting rooms
- ADA compliant meeting facilities
- Typical conference scheduling would require use of meeting rooms from 7 a.m. – 5 p.m. on Day 2 and 7 a.m. – 4 p.m. on Day 3

B. **Meal Functions:** Past meal functions have included approximately 90 attendees for the following:

- Day 1: Social (evening)
- Days 2 & 3: Continental Breakfast
- Day 2: Lunch, Social and Dinner (evening)
- Days 2 & 3: Multiple Breaks

C. **Transportation:** If conference venues for lodging, meeting rooms, or social functions are at different locations, transportation between sites should be planned.

### **Past Conferences**

As a point of reference, a list of recent EDND conference locations/hosts is included below.

Fall Conference 2024 – Bismarck	Spring Conference 2024 – Grand Forks
Fall Conference 2023 – Bowman	Basic Training Course 2023 – Bismarck
Fall Conference 2022 – Bismarck	Summer Conference 2022 – Beulah
Fall Conference 2021 – West Fargo	Summer Conference 2021 – Bottineau
Fall Conference 2020 – Bismarck	Summer Conference 2019 – Mandan

**Evaluation Criteria**

Proposals will be evaluated by the EDND Site Selection Committee on a range of factors including but not limited to:

- The strength of the proposing member organization(s) and the proposed Host Committee;
- The transportation accessibility of the community;
- The attractiveness, reputation, and accessibility of the community;
- The quality of the hotel(s) and meeting location(s);
- The level of community as a learning laboratory and its ability to showcase projects that represent state-of-the-art economic development approaches or issues;
- Any additional factors the Site Selection Committee may deem important during its review.

For more information, contact the EDND office at 701-355-4458 or [ednd@ednd.org](mailto:ednd@ednd.org).

# MEMORANDUM OF UNDERSTANDING

## for 2025 EDND Fall Conference

### between the Economic Development Association of North Dakota (EDND) and the Host Committee

This Memorandum of Understanding (MOU) outlines the roles and responsibilities related to the annual EDND Fall Conference and will guide the working relationship between EDND and the Host Committee. It may be amended, in writing, at any time with concurrence of both parties.

#### A. EDND will:

1. Design and distribute the conference brochure
2. Promote the conference via website and email communications
3. Send confirmation and thank you letters to all presenters and sponsors
4. Obtain background information from presenters and prepare introductions
5. Print nametags, conference program, signs, etc. for event
6. Obtain audio/visual needs from presenters
7. Collect registrations and registration fees
8. Collect conference invoices and issue payment
9. Prepare and distribute news releases

#### B. The Host Committee will:

1. Secure conference site and a block of sleeping rooms
2. Make all arrangements at conference site, including room set-up, audio/visual needs, meal selections and guarantees
3. Have EDND review and sign all contracts
4. Secure additional facilities for tours, socials, etc.
5. Secure transportation (when needed) between events
6. Develop a conference theme and budget, with input from EDND staff
7. Handle registration during the conference
8. Secure sponsors for the conference (net profit of \$5,000)
9. Determine topics and presenters, using input from the EDND board
10. Invite presenters to participate
11. Assist with introductions during the conference

#### EDND

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

#### Host Committee

\_\_\_\_\_  
EDND Member

\_\_\_\_\_  
Date