



## 2022 U.S. Figure Skating Governing Council

The U.S. Figure Skating Governing Council is the annual business meeting for the organization and is made up of approximately 400 delegates from over 600-member clubs nationwide. The meeting incorporates the U.S. Figure Skating Board of Directors Meeting (Wednesday), Educational Seminars (Thursday) and a two-day Governing Council Meeting (Friday-Saturday) that includes all member delegates in attendance.

U.S. Figure Skating is currently seeking interested hotel properties using the following requirements in submitting a proposal. U.S. Figure Skating seeks to award this event to a property that can meet the requirements and provide a special environment for the delegates attending.

**Location:** The 2022 U.S. Figure Skating Governing Council is ideally placed in the Midwestern Section of the United States described as the following within U.S. Figure Skating structure:

**Midwestern Section:** *Alabama, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Texas and Wisconsin.*

**2022 Governing Council Required Meeting Dates:** April 25-May 1, 2022 (*These dates are not flexible*)

### Host Hotel Requirements:

- Ability to house all delegates in one host hotel.
- Room Block requirements:
  - Monday, April 25, 2022..3 (staff arrivals)
  - Tuesday, April 26..... 15
  - Wednesday, April 27 ..... 250
  - Thursday, April 28 ..... 300
  - Friday, April 29 ..... 300
  - Saturday, April 30..... 300
  - Sunday, May 1..... Departures
  - **TOTAL Room Block - 1,168**
- Hotel must have various size meeting rooms including one ballroom that can accommodate 500-700 people classroom style (12,000-15,000 sq ft. preferred) with a head table (40'x8'x4') and tech table (6 persons) with a basic conference style audio/visual set-up in room.
- Hotel must have minimum of 35,000 square feet combined meeting space dedicated to this meeting (3 days).
- Hotel must have adequate break out meeting space for multiple simultaneous meetings.
- Hotel must have meeting room dedicated exclusively for entire length (5 days) for U.S. Figure Skating Office as well as Registration Room/copy center.
- Hotel must have reception facilities capable of hosting up to 300 for the "Athlete Alumni Dinner" on Friday or Saturday night.
- Hotel must have reception facilities capable of hosting up to 500 attendees for the "Presidents Reception" on Friday or Saturday evening. It is preferred to use a different banquet room than what is used for the Governing Council meeting.
- Hotel must have multiple restaurants and food opportunities within the property or within close walking distance to manage the group breaking at the same time. 90-minute lunch hour for 400+
- Hotel must have ability to adjust/extend hotel restaurant hours and room service capability.
- Hotel must allow U.S. Figure Skating to bring in its own audio/visual equipment and staff at no additional cost.
- Hotel must be willing to provide one complimentary suite accommodation for U.S. Figure Skating President.
- Hotel must be willing to provide one complimentary suite accommodation for U.S. Figure Skating Executive Director.
- Must be flexible and willing to work well with U.S. Figure Skating officials.

## **Room Rate and Concessions**

- Hotel must be able to guarantee a competitive staff room rate of \$89-\$99 for a total of 10 staff for 5 nights.
- Hotel must be able to guarantee a competitive room rate (\$99-\$129/night) for single/double occupancy.
- Hotel must be willing to confirm a room rebate to U.S. Figure Skating of \$10/room night booked and commission.
- Hotel must be willing to confirm one complimentary room to U.S. Figure Skating for every 40 room nights paid.
- Hotel must provide complimentary high-speed internet service in each guest room (wireless).
- Hotel must provide one complimentary high-speed internet service in event registration room (wired).
- Hotel must provide complimentary high-speed internet service in all meeting rooms (wireless).
- Two complimentary executive level rooms for U.S. Figure Skating event planners (April 25-May 1, 2022).
- 20 complimentary upgrades for U.S. Figure Skating staff and VIP's.
- 20 complimentary VIP amenities (hotel choice).
- Five (5) complimentary valet parking passes with in/out privileges for duration of event.
- Reduced self parking charge at hotel not to exceed \$15/day for delegates driving to meeting.
- Complimentary easels and bulletin boards for meeting rooms (one per room).
- No charge for power to accommodate high speed copier (if applicable) in U.S. Figure Skating office (U.S. Figure Skating will rent from third party).
- 25% discount on audio visual services if U.S. Figure Skating uses in house AV services.
- Hotel must provide or cause to provide complimentary or deeply discounted airport transportation for delegates as part of proposal.
- Hotel must be willing to confirm F&B costs (including service charges) as outlined in F&B requirements as part of the proposal.
- Total cost to U.S. Figure Skating and to the attendees is primary consideration in placement of this meeting.

## **Hotel Agreement**

### **Hotel must agree to include the following in any proposed agreement:**

*U.S. Figure Skating will not accept or agree to any proposal or contract containing conditions, terms, or clauses which unreasonably restrict our choice of third-party suppliers for our event(s) at any meeting facility, whether such conditions are expressly stated in the proposal or contract, or whether they are contained in the general operating policies of the facility, be they published or unpublished. Furthermore, U.S. Figure Skating will not accept or agree to any fees, surcharges, or penalties of any type charged by a meeting facility that are in any way based on or tied to our choice of third party suppliers, whether such fees are expressly stated in the proposal or contract, or whether they are contained in the general operating policies of the facility, be they published or unpublished. This "Buyer's rights regarding third party suppliers" clause shall be appended to all contracts that are executed by U.S. Figure Skating, and if it is determined that this clause is in conflict with any other clause, portion of any contract, or any general operating policy of the facility, then this "Buyer's rights regarding third party suppliers" clause shall be deemed to take precedence over the other item(s) with which it is determined to be in conflict, unless specifically agreed otherwise.*

### **Location - Transportation:**

- Preference to be located in major airline hub city. Must have good airline accessibility from all parts of the United States.
- Must have good accessibility from airport to hotel at reduced or free transportation for delegates.

## **RFP Timeline**

May 2019 – U.S. Figure Skating distributes RFP

June 1, 2019 – Completed proposals due to U.S. Figure Skating

June/July 2019 – U.S. Figure Skating reviews and follows up with properties with additional questions

August 2019 – U.S. Figure Skating Board of Directors confirms location of 2022 Governing Council

### **Send Proposals by June 1, 2019:**

Bob Dunlop, Sr. Director of Events

U.S. Figure Skating, 20 First Street, Colorado Springs, CO 80906

[Bdunlop@usfigureskating.org](mailto:Bdunlop@usfigureskating.org)

## **U.S. Figure Skating Governing Council -- Sample Schedule**

### **Monday, April 25, 2022**

Arrival of U.S. Figure Skating event staff

### **Tuesday, April 26, 2022**

9:00 a.m. – Pre-Convention Meeting

10:00 a.m. - Set-up of U.S. Figure Skating Registration room and office

### **Wednesday, April 27, 2022**

12:00-9:00 p.m. - Registration open

1:00 - 8:00 p.m. – Club Education Seminar

6:00-10:00 p.m. – U.S. Figure Skating Board of Directors Meeting (1<sup>st</sup> half)

### **Thursday, April 28, 2022**

8:00 a.m. – 9:00 p.m. – Registration open

8:00 a.m. – 12:00 p.m. – Board of Director Meeting (2<sup>nd</sup> half)

8:00 a.m. – 10:00 p.m. - Seminars conducted in six separate small to medium meeting rooms. Various set-ups required and all with basic AV.

### **Friday, April 29, 2022**

7:00 a.m. – 7:00 p.m. – Registration open

8:30 a.m. – 12:00 p.m. – Eastern Sectional Meeting (250/theatre)

8:30 a.m. – 12:00 p.m. – Midwestern Sectional Meeting (250/theatre)

8:30 a.m. – 12:00 p.m. – Pacific Coast Sectional Meeting (250/theatre)

1:30-5:30 p.m. – U.S. Figure Skating Governing Council (see sample diagram on next page)

7:00-10:00 p.m. – Athlete Alumni Dinner (250-300)

### **Saturday, April 30, 2022**

7:00 a.m. – 12:00 p.m. – Registration open

8:00 a.m. - 5:00 p.m. – U.S. Figure Skating Governing Council (see sample diagram on next page)

6:00 p.m. – Presidents Reception (up to 500)

### **Sunday, May 1, 2022**

8:00-10:00 a.m. – New Board of Directors orientation meeting

All delegates depart

**Sample Diagram of U.S. Figure Skating Governing Council Meeting Set-up (Classroom for up to 700)**

