

Expression of Interest and Intent Checklist

Please complete the check list below and include it with your Expression letter of interest and intent to host Congress. By checking the box for each element, the University commits to these initial requirements.

Name of university _____

We hereby confirm that we have read the Bid Guidelines documents and further offer our university's commitment as follows:

Partner commitments	
<input type="checkbox"/>	The partner university agrees to the timeline stated under Host selection process on page 4 and 5 of the Bid Guidelines.
<input type="checkbox"/>	The partner university commits to meeting the Host requirements as outlined on pages 4 through 18 of the Bid Guidelines.
<input type="checkbox"/>	<p>The partner university agrees to the statements made under Congress dates and timing on page 6 of the Bid Guidelines and present the following dates for Federation's consideration:</p> <p>Official Congress dates: _____</p> <p>Note that Congress must span over seven (7) or (8) days.</p>
<input type="checkbox"/>	The partner university has a facility that is capable of hosting Expo and Registration as well as other ancillary services, and that it is a minimum of 25,000 square feet located in a single space and on one level.
<input type="checkbox"/>	<p>The university and/or with partnering institutions have a minimum of 300 to 350 classrooms, all of which are usable and available for the duration of Congress. Please provide the number of classrooms in each size category.</p> <p># of _____ Extra small (capacity of 1-19 people)</p> <p># of _____ Small (capacity of 20-49 people)</p> <p># of _____ Medium (capacity of 50-99 people)</p> <p># of _____ Large (capacity of 100-299 people)</p> <p># of _____ Extra large (capacity of 300+ people)</p> <p># of _____ Special (gyms/studios, atriums, lounges, outdoor spaces, computer labs).</p>
<input type="checkbox"/>	<p>The partner university commits to providing the following special event spaces:</p> <ul style="list-style-type: none"> • Large event space (capacity 400 to 900 people) to host up to four (4) President's Receptions • Medium event space (capacity 125 to 150 people) to host an Opening Reception • Large Theatre (capacity 400 to 600 people) to host up to four (4) <i>Big Thinking</i> lecture series events.

	<ul style="list-style-type: none"> 12 to 15 event and office spaces for Federation sole use.
<input type="checkbox"/>	<p>The airport has sufficient flight capacity to accommodate the travel requirements of Congress. Please provide the number of incoming and outgoing flights to and from major Canadian cities.</p> <p>_____ number of in-bound flights daily.</p> <p>_____ number of out-bound flights daily.</p> <p>_____ number of travellers in-bound/out-bound daily to/from Canadian cities.</p>
<input type="checkbox"/>	<p>The partner university has reviewed the accessibility document in Appendix B and will be able to provide/accommodate a minimum of 60 per cent of the requested accessibility mobility services.</p> <p>Please indicate the percentage of accessible classrooms available for Congress _____% and overall accessible buildings on campus _____%.</p>
<input type="checkbox"/>	<p>The partner university confirms that the city can provide hotel accommodations of 10,000 to 13,000 room nights or between 1,700 and 3,000 rooms on any given night during Congress.</p>
<input type="checkbox"/>	<p>The partner university commits sufficient residence rooms for 4,000 to 6,000 room nights, or between 100 to 1,200 rooms on any given night including breakfast and affordable parking at a reasonable rate and to include a 10% commission and \$5.00 rebate payable to the Federation.</p>
<input type="checkbox"/>	<p>The partner university commits to providing Federation staff with accommodations for 20 rooms per night for 14 nights prior to and during Congress on a complimentary basis.</p>
<input type="checkbox"/>	<p>The partner university commits to identifying key team personnel as stated on page 7 thru 9.</p>
<input type="checkbox"/>	<p>The partner university commits to supporting PC/LAC requirements as stated on page 9.</p>
<input type="checkbox"/>	<p>The partner university understands the financial commitment and the investment required to host Congress as stated on pages 9 and 10.</p>
<input type="checkbox"/>	<p>The partner university commits to supporting the Federation in implementing the recommendations of the Igniting Change report as they relate to Congress planning, and strives to offer Congress attendees an equitable, diverse, inclusive, and accessible experience.</p>
<input type="checkbox"/>	<p>The partner university acknowledges and commits to respect the Federation's Code of Conduct, Igniting Change report, and EDID Initiatives for Equity Deserving Groups.</p>

<input type="checkbox"/>	<p>The partner university commits and will demonstrate support for reconciliation and respect for local Indigenous communities and acknowledgement of territorial rights.</p>
<input type="checkbox"/>	<p>The partner university or lead university understands that, if invited to present a bid proposal, that all collaborations or partnerships with affiliated institutions, colleges or convention centres must be included in the joint bid submission with individual acknowledgement of commitment to the joint bid offer.</p>