

**State of Alaska**  
**Department of Transportation & Public Facilities**  
**CONFERENCE PROJECT FORM for FEDERAL FUNDING only**

Initial Request: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Meeting Registration #: \_\_\_\_\_ (Assigned by Contractor)  
Department: \_\_\_\_\_ Manager Authorizing Request: \_\_\_\_\_  
Request Submitted By: \_\_\_\_\_ Requestor's Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**1. Meeting Specifics:**

**Please provide background information on the meeting below.**

Information should include previous years the conference was held and where, focus of the meeting, and who is expected to attend.

Meeting Name: \_\_\_\_\_  
Sponsoring Division: \_\_\_\_\_  
Meeting Theme: \_\_\_\_\_  
1<sup>st</sup> Choice: Meeting Starts Date/Time: \_\_\_\_\_ Meeting Ends Date/Time: \_\_\_\_\_  
2<sup>nd</sup> Choice: Meeting Starts Date/Time: \_\_\_\_\_ Meeting Ends Date/Time: \_\_\_\_\_  
Location: City: \_\_\_\_\_ 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_  
Estimated # of Attendees: \_\_\_\_\_ Estimated # of Exhibitors: \_\_\_\_\_ Estimated # of Posters: \_\_\_\_\_

**2. Hotel Accommodations:**

Attendee Arrival

Date: \_\_\_\_\_ Attendee Departure Date: \_\_\_\_\_

**Rooms Needed Per Night (Estimate if not known)**

Date \_\_\_\_\_

Single Rooms: \_\_\_\_\_

Double Rooms: \_\_\_\_\_

**Reservation Method – Contractor will advise SOA Travel Office of all Conferences**

SOA Travel Office will book in room block      Non-State Employees to call hotel directly with pre-assigned booking code

**Method of Payment**

Room:            Individual      Master Account      CTA Card      Purchase Order

Incidentals:    Individual      Master Account      CTA Card      Purchase Order

For Additional Information Contact Procurement Officer: Janice Neal, 465-8446, [janice.neal@alaska.gov](mailto:janice.neal@alaska.gov)

### 3. Scope of Services Required:

Schedule regular conference planning committee meetings.  
Arrange teleconferences.  
Attend meetings (Meetings will take place in (city) \_\_\_\_\_ or by teleconference).  
Take minutes and track decisions.

Please check all that apply:  Add Additional Services As Desired

#### CONDUCT SITE FACILITY SELECTION

|                                  |                          |                            |
|----------------------------------|--------------------------|----------------------------|
| Conduct Competitive Solicitation | Evaluate Proposals       | Review Contract            |
| Chart Facility Responses         | Obtain Facility Contract | Conduct Final Negotiations |

---

#### DESIGN AND PRINT ITEMS

|                             |                                       |                            |
|-----------------------------|---------------------------------------|----------------------------|
| "Save the Date" Post Card   | Registration Form (printable version) | Conference Program Design  |
| Name Badges                 | Attendee Evaluation                   | Order Registration Holders |
| Standard Daily Room Signage | Exhibitor Evaluation                  | Order Promo Items          |

#### CONFERENCE REGISTRATION

|                                    |                                   |                              |
|------------------------------------|-----------------------------------|------------------------------|
| Design Online Registration Website | Produce Status Reports            | Merge Mail Lists as Required |
| Collect Registration Payments      | Solicit Mail Lists from Committee | Mail List Numbers _____      |
| No Registration Fees/No Collection | Prepare Registration Brochure     | _____                        |

**NOTE:** A conference registration website will save time and money. It will include the following: Welcome Page, Registration, Agenda, Speaker Info, Hotel Info, Parking Info, Off-Site Events, and Exhibitor & Sponsorship Info. It is not necessary to print and distribute a registration brochure with the initiation of a complete registration web site unless desired.

#### PRINTING SPECIFICS IF NECESSARY:

Provide details on quantity, design, color/black & white, binder, folder, spiral bound etc. in order to provide accurate quote:

#### CONFERENCE SPEAKER COORDINATION

|                                   |                              |                              |
|-----------------------------------|------------------------------|------------------------------|
| Featured Keynotes # _____         | Obtain Speaker Bios          | Assist with CEU Application  |
| Breakout Sessions Per Day # _____ | Obtain Speaker AV Needs      | Send Speaker Confirmations   |
| Obtain Speaker Abstracts          | Communicate Room Assignments | Arrange Airline Reservations |

#### FOOD & BEVERAGE (F&B) COORDINATION (following State regulations)

|                                 |                                   |                                   |
|---------------------------------|-----------------------------------|-----------------------------------|
| Provide Initial F&B Suggestions | Coordinate with Hotel or Facility | Review Final Billing for Accuracy |
| Provide Cost Estimates          | Approve Beverage Event Orders     | Pay Invoices                      |

#### EXHIBITOR/POSTER SESSION MANAGEMENT

|                                  |                               |                                    |
|----------------------------------|-------------------------------|------------------------------------|
| Design Registration Web or Print | Coordinate Tables w/ Facility | Identify Poster Session Parameters |
| Solicit Exhibitors (Mailing)     | Coordinate AV Needs           | Confirmation Notices               |
| Solicit Exhibitors (Email Blast) | Coordinate Electrical Needs   | Space Assignments                  |

#### EVENING EVENT COORDINATION

|                               |                                  |                               |
|-------------------------------|----------------------------------|-------------------------------|
| Arrange for Evening Banquet   | Provide Food & Beverage Planning | Arrange Entertainment         |
| Arrange for Evening Reception | Arrange Theme Décor              | Arrange Ground Transportation |
| Arrange Off-Site Event        | Send Invitations                 | _____                         |

**ON-SITE MANAGEMENT**

- |                                 |                                   |                        |
|---------------------------------|-----------------------------------|------------------------|
| Set Up Registration Desk        | Monitor all Rooms for Set-Up      | Exhibitor Management   |
| Procure Volunteers for Staffing | Monitor Food & Beverage Events    | Speaker Management     |
| Staff for Registration Handouts | Provide Supplies for Registration | Manage AV Requirements |

**POST CONFERENCE CLOSEOUT REPORTS**

- |                                    |                               |                                   |
|------------------------------------|-------------------------------|-----------------------------------|
| Record All Monies for Registration | Produce Financial Reports     | Submit Detailed Lists of Expenses |
| Record All Monies for Exhibitors   | Track Income & Expenditures   | Prepare Final Report Summary      |
| Record All Monies for Sponsors     | Pay Conference Supplier Costs | Tally Evaluations                 |

**4. Quote for this Project - Completed by Contractor:**

**Actual Costs**

- Meeting facility..... \$ \_\_\_\_\_
- Food and beverages..... \$ \_\_\_\_\_
- A/V equipment..... \$ \_\_\_\_\_
- Lodging..... \$ \_\_\_\_\_
- Travel..... \$ \_\_\_\_\_
- Other..... \$ \_\_\_\_\_

**Pass-Through Subtotal**..... \$ \_\_\_\_\_

**Contractual Costs**

- General Manager \$ \_\_\_\_\_/hr x \_\_\_\_\_ hours = \$ \_\_\_\_\_
- Project Manager \$ \_\_\_\_\_/hr x \_\_\_\_\_ hours = \$ \_\_\_\_\_
- Project Assistant \$ \_\_\_\_\_/hr x \_\_\_\_\_ hours = \$ \_\_\_\_\_
- Graphic Designer \$ \_\_\_\_\_/hr x \_\_\_\_\_ hours = \$ \_\_\_\_\_
- Web Designer \$ \_\_\_\_\_/hr x \_\_\_\_\_ hours = \$ \_\_\_\_\_

**Contractual Subtotal**..... \$ \_\_\_\_\_

**Total Quote**..... \$ \_\_\_\_\_

**5. Approvals:**

Work must not commence until the contractor receives a fully executed CPF. Any work performed in advance of an executed CPF is at the contractor’s risk. The Department of Transportation & Public Facilities will not approve any CPF under which work is known to have started prior to approval.

**Contractor**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Typed/Printed Name and Title

**DOT&PF Ordering Agency**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Typed/Printed Name and Title

**Department of Transportation, Statewide Contracting and Procurement**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Typed/Printed Name and Title

For Additional Information Contact Procurement Officer: Janice Neal, 465-8446, [janice.neal@alaska.gov](mailto:janice.neal@alaska.gov)

## 6. Send Request To:

**NOTE:** The first ranked contractor **must** be contacted first. If the State determines that: (1) the first ranked contractor cannot complete a conference project in the time required by the State, (2) the costs of the conference project are not agreeable to the ordering agency, and/or (3) payment terms are not acceptable to the State or the contractor, the State may, in its discretion, assign the conference project to the next highest-ranked contractor.

### ***☒ CHECK WHICH CONTRACTOR USED FOR EACH MEETING OR EVENT***

- First Ranked Contractor:**  
Contract Award #2514H036-1  
Event Travel Management – Allyson Taylor, Sr. Director  
Phone: 907-786-0130  
Fax: 907-562-2016 or E-mail: [allyson.taylor@traveletm.com](mailto:allyson.taylor@traveletm.com)
  
- Second Ranked Contractor:**  
Contract Award #2514H036-2  
Alaska Destination Specialists – Char McClelland, President  
Phone: 907-276-5504  
Fax: 907-929-5707 or E-mail: [char@alaskadestinations.com](mailto:char@alaskadestinations.com)
  
- Third Ranked Contractor:**  
Contract Award #2514H036-3  
Denali Daniels & Associates Inc. – Denali Daniels, General Manager  
Phone: 907-317-0078  
E-mail: [denali@DDAalaska.com](mailto:denali@DDAalaska.com)