



# *International Institute of Municipal Clerks*

Professionalism in Local Government through Education

## **GENERAL INFORMATION ON IIMC 4-DAY ANNUAL CONFERENCES**

The International Institute of Municipal Clerks (IIMC) accepts Requests For Proposal from Cities, CVBs, and Hotels in your area that would like the opportunity to bid to host future IIMC Annual Conferences in the month of May. If you are interested in undertaking this project, please review the attached RFP.

**IIMC CONFERENCE PHILOSOPHY** The Organization's main purpose is to provide a 4-day Annual Conference featuring education programs, an exhibit hall and opportunities for IIMC members to network with their colleagues. This major event is intended to raise funds to supplement IIMC's existing programs, to develop new ones and to implement new products and services to benefit IIMC's members.

### **IIMC ANNUAL CONFERENCE RESPONSIBILITIES**

IIMC is responsible for the fiscal, education, marketing and planning of its Conference. This includes but not limited to:

- Establishing all fees, costs and schedules;
- Developing educational programs and sessions;
- Selecting speakers and instructors;
- Selecting facilities, sites and services;
- Developing exhibit program through IIMC and local vendors;
- Marketing and promoting the Conference; • Creating and selecting promotional products; and
- Fundraising through IIMC sponsored companies and vendors.

### **HOST COMMITTEE/CITY RESPONSIBILITIES**

Host City/Host Committee will aid IIMC staff in planning this Conference. IIMC will require the local Host Committee to help:

- Suggest speaker names and possible session topics;
- Fundraising toward embellishment of conference (discuss with Executive Director)
- Suggest venues for the All Conference Event; and
- Provide volunteers (minimum 20 - 40) throughout the week.

### **Deadlines – DATES TO BE DETERMINED**

- Deadline for returning the RFP to IIMC Headquarters;
- Short list qualifying cities;
- Notify qualifying finalists and schedule a site visit; and
- IIMC Board of Directors vote on site.

### **TO INCLUDE IN SUPPORT OF YOUR PROPOSAL – (Please address the following check list with your proposal):**

- Letters of support (mayor, host clerk, local or national associations, etc.);
- Cultural & Social Events (pre/post tour options & major attractions in your city;)
- Ideas on marketing your city and promotional assistance you can provide IIMC;
- List conventions (more than 1,000 attendees) held in your city in the past three years;
- Financial incentives and support (in-kind or hard dollars to offset costs); and
- IIMC Site visits – assistance with all costs regarding the site visits including airfare and accommodations for up to five IIMC representatives. Site visits include: 1) qualifying visit; and 2) after conference is awarded – one year prior to conference date.

Sincerely,

*Chris*

Christian Shalby  
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