

Request for Information/Proposals

Purpose

AAG is considering hiring an outside contractor to handle our on-site attendee check-in and registration needs for our 2011 Annual Meeting. Our decision will be based on potential costs.

About AAG

The Association of American Geographers (AAG) is a nonprofit scientific and educational society founded in 1904. For 100 years the AAG has contributed to the advancement of geography. Its members from more than 60 countries share interests in the theory, methods, and practice of geography, which they cultivate through the AAG's Annual Meeting, two scholarly journals (*Annals of the Association of American Geographers* and *The Professional Geographer*), and the monthly *AAG Newsletter*.

About the Meeting

The 2011 AAG Annual meeting will be held in Seattle, Washington from 12-16 April 2011. We estimate an attendance of over 8000 attendees.

We currently manage our system in house, and we use 10 attendee check-in stations staffed by volunteers that we provide. We also staff 2 on-site registration stations for attendees who want to add workshops and field trips, or who haven't yet registered. We usually only register 500 people on-site. All attendees also pick up a tote-bag with their badge.

Registration hours and dates can be found here: http://www.aag.org/cs/annualmeeting/schedule_and_program

Questions?

Contact Oscar Larson at olarson@aag.org with questions about the proposal.

Proposal Guidelines

Due date: 6 January 2011

Your estimate should include an itemized list of all costs associated with attendee check in and on-site registration, including on-demand badge printers, meeting receipt printers, computers, onsite tech support, internet access etc. AAG will provide staff for all stations. Include a backup/contingency plan in case of system failure. Please provide references for similar setups/meeting sizes.

Submit proposals to Oscar Larson at olarson@aag.org

Note: AAG can provide a copy of the event registrations in an Excel Format or as a SQL 2005 database.