



Occupational Therapy  
Association of Colorado  
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**Request for Proposals**  
**OTAC's Annual State Conference 2009**

Mission: The Occupational Therapy Association of Colorado advances the occupational therapy profession by focusing on legal / financial issues, professional development, and member services.

**The OTAC Board is accepting Requests for Proposals for hosting the 2009 annual State Conference. Please submit a written proposal, outlining considerations listed below, to the OTAC Board, by May 15, 2008.**

Expenses and Revenue Forecasting (e.g., number of attendees expected, vendor partnerships, event sponsors)  
Marketing (e.g., brochures, website advertisement)  
Site Selection (e.g., meeting room accommodations for general session (e.g., keynote speaker) and breakout sessions, food, lodging availability, AV/IT equipment use and support)  
Event Planning (e.g., workshops, 6<sup>th</sup> annual OTAC Soirée, Conference Fundraising Event with proceeds to benefit student education (e.g., silent auction), 'vendor bingo,' and the like)  
Logistics and Planning (e.g., theme, communication between planning cohort and with the OTAC Board, nametags, certificates of attendance)  
Budget (revenues must exceed costs, traditionally by 10%)

The State Conference is primarily an educational and networking event, and secondarily, a fundraising event. The conference is traditionally held the second weekend of October (2-day event, Friday and Saturday). Vendor and Sponsor contracts are posted on the website mid-Spring. "Call for Proposals" for workshops are due the end of May. The brochure and registration forms are mailed to invitees 8-10 weeks prior to the conference. Thank you's are sent by the end of the month (October), and all final bills are submitted for payment prior to November 1<sup>st</sup>.

Resources for the planning cohort include past Conference Chairs and 2007 Board Members, AOTA's "Meeting Planning 101" PowerPoint presentation, local Convention and Visitors Bureau, and the local Chamber of Commerce. Past conference policies, procedures, and forms are in place for use and/or potential revisions. Vendor, speaker, printing/ mailing, and sponsor contact information listings are available. The Board will provide support in overseeing the functions of the chair and the committee, with specific board chairs serving as liaisons and supporters.

Qualifications of the planning committee: 1) be OT Practitioners who are members in good standing with OTAC; membership in good standing with AOTA is preferred; 2) key members should be experienced in conference attending, presenting, and/or exhibiting; 3) several key members should possess demonstrated abilities, direct or transferable, for leading the hosting of an educational and networking event (e.g.: event planning, financial management, professional networking, food and beverage and/or catering services, and/or activism); 4) several members should exhibit group leadership and collaboration skills; demonstrate an ability to balance delegation of tasks among experienced OT Practitioners, OT/OTA students, vendors, and oneself (and co-chair if applicable); and 5) all committee members should display personal accountability, creativity, be fun, ethical, and have a sense of humor.

If you need more information, please visit OTAC's website at [www.otacco.org](http://www.otacco.org), and research other state association websites. You may contact a past or current board member. Feel free to contact Janice Hinds, who will gladly share information and answer questions: [janice.hinds@state.co.us](mailto:janice.hinds@state.co.us), 303.866.7542; [hindsjanice@msn.com](mailto:hindsjanice@msn.com), 303.744.7066

Please submit the Request for Proposal to:  
**OTAC Board, c/o Janice Hinds, MS OTR**  
**PO Box 18387, Boulder, CO 80308**