

Guidelines for Bidding for a C.A.O.A.C. Convention

All bids are to be tendered in writing (email) to the executive of C.A.O.A.C. in plenty of time for careful consideration by the executive.

All bids must be in the hand of the C.A.O.A.C. president (or his designate) between January 1st and April 30th of the year before the proposed convention.

The executive will assess the viability of each bid and report any shortcomings to the bidders.

The bidders will make their presentation to the membership at the C.A.O.A.C. annual general meeting in May.

If no bids are made or if no bid is accepted at the C.A.O.A.C. annual general meeting then new bids may be tendered at the C.A.O.A.C. general meeting in June. Failing this, the executive may elect to run a convention themselves with any/all profits to go into the C.A.O.A.C. general fund.

In all bids, preference will be given to convention proposals dated in the month of May in order that they coincide with C.A.O.A.C.'s annual general meeting requirements.

Bids for the May conventions must include the commitment to provide for a minimum of three hours of convention time for C.A.O.A.C.'s annual general meeting and this time slot shall not conflict with other convention events (ie speaker, auction, field trips etc).

If a club is successful with their bid, they should endeavour to have everything organised by the end January of the year of their proposed convention. This would include announcement of speakers, accommodation prices, website facilities so attendees can pay in advance if they wish, side trips iterated, and anything else deemed relevant to try and attract as many attendees as possible.