NATIONAL FEDERATION OF PARALEGAL ASSOCIATIONS, INC. (NFPA)
23607 Highway 99, Suite 2-C, Edmonds, Washington 98026

2015 JOINT CONFERENCE HOST APPLICATION

THANK YOU for your interest in hosting the 2015 Joint Conference of the NFPA. Please review the following questions below carefully and submit the answers and any supporting documentation your association would like the NFPA Board to consider by **March 8, 2014 via email to: VPPI@paralegals.org**. The NFPA Board will review the materials at its next regularly scheduled, or special meeting, and a selection will be made.

The information requested with regard to hotels, restaurants, caterers, transportation or entertainment should be general in nature, and specific quotes are not necessary with the application, but provided to give a general idea of what can be expected at that time of year.

Although a presentation is not necessary, or requested for the board meeting when a decision will be made, a person should be designated and available to respond to any questions on behalf of your association, either by phone or in-person, at the time of the meeting.

****

_____ (local association) is interested in hosting the NFPA's Joint Conference for 2015, and understands as host it will be responsible for:

- Designating a contact who will act as liaison to NFPA, and will coordinate resources in their local association to assist with the Joint Conference and its planning.
- Assist with sourcing a local venue in the spring (exact date determined by NFPA) which can provide classroom or theatre-style meeting space for approximately 75-100 persons for three consecutive days at a non-hotel facility (local paralegal school, law school, fraternal organization, or similar venue) preferably with no rental cost, which either allows outside catering or provides low-cost, on-site catering.
- Assistance with sourcing of local speakers for various portions of the conferences.
- Providing volunteers to assist with check-in, ticket collection, and/or other similar tasks for all three (3) days of the Joint Conference.
- Suggestions for local restaurants attendees' non-conference meals.
- Optional: Sponsor and coordinate a social event for one evening for attendees. Schedule of social event must not conflict with Joint Conference agendas.

1) **Ability**: Please explain in detail the ability of your association to host the Joint Conference, setting forth the following:

   a) The size of your association:

   b) Person(s) in your association committee:

   c) Your association's experience in handling an annual policy meeting/elections, or other all-day seminar-type of event(s):

   d) Any other experience that your association has which shows its ability, willingness and enthusiasm to host the Joint Conference:

   e) The name of your designated contact, and/or committee members:

2) **Accessibility**: Please explain accessibility in your city as regards the following:

   a) Available transportation (cab, light rail, bus, etc.) and proximity to proposed facility(ies) for the Joint Conference and transportation hubs (rail stations, airports, bus stations, parking facilities, etc.):

   b) Availability and number of potential non-hotel facilities at no cost (or a nominal fee) to NFPA:

   c) Summary of restaurants and/or caterers and their proximity to proposed facility(ies) for Joint Conference and/or social and dinner events:

   d) A brief description of local weather in the spring:

   e) Any opportunities for touring and sightseeing?:

   f) Any potential conflicts with annual local events which should be avoided?:

3) **Marketability**: Please explain how the NFPA would benefit from the marketability of your area:

   a) Please estimate the number of paralegals in your greater metropolitan area:

   b) Please explain how your association would sufficiently market and expectation of local attendance for any of the conferences within the Joint Conference (Regulation, Leadership and Certification Ambassadors).

4) **Cost**: Please provide *typical costs* (does not need to be exact) for the following:

   a) Average hotel accommodation costs (list potential hotels with their projected costs for that general time frame by checking published rates): *NFPA headquarters will negotiate with hotels directly after the hosting association has been selected.*

   b) Average costs at proposed facility(ies) for events similar to the Joint Conference (if any):

   c) Average costs in restaurants and/or caterers near to proposed facility(ies):

   d) Average costs of transportation, both local and private cab or other carrier:

   e) Average entertainment costs:

Thank you for your interest!

Submitted this _____ day of _____, 2014, from:

_____
Association Name

_____
Association President

_____
Association Primary Representative