

**American Accounting Association
Northeast Region
BID TO HOST REGIONAL MEETINGS OF REGION**

Preface: Annual meetings of the Northeast Region of the American Accounting Association (NERAAA) are hosted by universities or colleges. A faculty member from the host school is selected by the Steering Committee of the NERAAA to be Program Chair for the event. A prospective Program Chair submits a bid to the Steering Committee on behalf of the prospective host school providing information about potential sites (usually hotels) and dates. The bid information is distributed to Steering Committee members and voted upon by the Committee at its next meeting. Any changes of the Program Chair, the location of a meeting, hotel, and/or dates is exclusively the prerogative of the Steering Committee. The Program Chair normally is a member of the national Council of the American Accounting Association the year before and the year after the meeting she/he chairs; the Program Chair is normally the President of the Region the year after the meeting. The Program Chair normally serves as a member of the Steering Committee for 4 years, typically beginning the year before the meeting he/she chairs.

Bid Requirements

The prospective Program Chair submits a letter, addressed to the President of the Region, indicating her/his name, title, address, telephone, and e-mail address. In addition the letter will state the proposed dates (normally the meeting takes place on the Thursday, Friday, and Saturday---ending on Saturday at noon...of the 3rd full week of April; sometimes the 4th week in April is chosen). In selecting dates, the prospective Program Chair should assure her/himself, and so state in the letter, that they do not coincide with major religious holidays (such as Easter or Passover). The letter will provide the name(s) of hotels that are recommended by the prospective Program Chair, that are available during the dates selected, and that can house the meeting. (Needed are a ballroom for the plenary session and Friday luncheon, a room to house the exhibitors near the ballroom, 7 or 8 breakout rooms, each of which can house at least 35 people in Theatre Style setting, and at least 200 rooms for guests on Friday night. A lesser number of guest rooms are needed for Thursday night). If 2 or more hotels are found that meet the criteria, the region is better off because they will normally bid against each other and throw in "goodies" to seal the deal (for example, free parking, reduced guest room rates, etc.) typically hoping to make their profit on sale of food for meals, receptions, and coffee breaks.

NOTE: Contracts between the American Accounting Association and a hotel are negotiated and signed by representatives of the headquarters staff currently located in Sarasota, Florida. Prospective Program Chairs **ARE NOT** to negotiate with hotels or sign contracts, but may inquire about expected charges for rooms, parking fees, and food and include that information in the bid process.

Two additional separate letters are also needed (See Appendix A). The Dean of the prospective host school must provide the Committee with a letter committing release time of at least one course for the prospective Program Chair in the Spring Semester of the year of the conference, stationary, postage and related personal costs associated with the Program Chair's responsibilities, student support in data entry and secretarial duties, and support costs associated with telephone, fax, computer and other means of communication. The third letter is a statement from the Program Chair's faculty colleagues pledging individual and group support to assist the Program Chair with the meeting. Each member of the department should be asked to sign the letter.

The three letters described above represent the "bid" for the meeting. The President of the Region should normally have them at least 30 days before a meeting of the Steering Committee so that they can be copied and forwarded to Committee members. The Steering Committee meets in early January and at the annual meeting of the American Accounting Association.

The President of the Region will notify the prospective Program Chair of the decision of the Steering Committee, in writing, within 30 days after the steering committee meets (either January or August) to consider a bid.

Standing rules are subject to change by majority vote of the Steering Committee at a regular or special meeting.

APPENDIX A

Letter #1: Addressed to the current President of the Northeast Region.

- Identify dates of proposed meeting.
- Indicate that the dates are not in conflict with Easter, Passover, or other major religious holiday.
- Indicate the name, title, address, telephone, and e-mail address of the proposed Program Chair.
- Name the alternative hotels and/or other sites to be involved in the proposed city (or cities).
- State that you have been in touch with the hotel and that it is available for the Northeast Regional Meeting for the dates proposed.
- State that you believe that the hotel and other sites meet the needs of the region for the meeting.
- Sign the letter.

Note: The national association uses a consultant to determine whether the sites proposed meet the needs of the region as stated by the Steering Committee of the region. The Executive Director of the American Accounting Association signs all contracts with hotels and other sites (such as museums and aquariums) and the Association is legally bound on behalf of the region.

Letter #2: Prepared by the Dean the President of the Northeast Region

- This letter should commit release time of at least one course for the prospective Program Chair in the Spring Semester of the year of the meeting.
- The Dean should also commit to providing the Program Chair with stationary, postage and related personal costs associated with the Program Chair's responsibilities.
- The Dean should also offer professional or student support in data entry and secretarial duties, as well as funding for costs associated with telephone, fax, computer and other means of communication.

Note: The region normally pays for printing the program and for bulk mailing of registration materials to members.