



NATIONAL AMERICAN INDIAN COURT JUDGES ASSOCIATION

REQUEST FOR PROPOSALS TO HOST 2013 & 2014 NATIONAL TRIBAL JUDICIAL & COURT CLERKS CONFERENCE

EXECUTIVE COMMITTEE:

JILL E. TOMPKINS
Penobscot & Pokagon
President

RICHARD BLAKE
Hoopa Valley
First Vice-President

KEVIN BRISCOE
Mississippi Choctaw
Second Vice-President

WINONA TANNER
Salish & Kootenai
Treasurer

AMANDA ROCKMAN
Ho-Chunk
Secretary

CHERYL FAIRBANKS
Intertribal Ct. Appeals, NV
At-Large Member

WINNIFRED THOMAS
Oneida
At-Large Member

DIRECTORS:

LEONA COLGROVE
Quinault

DARRELL DOWTY
Cherokee

MARK POULEY
Swinomish

RICHARD JACKSON
Fort Peck Assiniboine
& Sioux

BRENDA CLAYMORE
Cheyenne River Sioux

HERB YAZZIE
Navajo Nation

PEGGY L. BIRD
Pueblo of Laguna

RUSTY SWAN
Kenaitze

SUSAN WELLS
Kenaitze

PURPOSE: This meeting specification sheet is intended to provide qualified interested parties information which will enable them to respond with a detailed proposal to provide hotel and meeting facilities for the **2013 and 2014 National American Indian Court Judges Association (NAICJA) 44th Annual National Tribal Judicial and Court Clerks' Conference and Annual Meeting**. Proposals to host one or both years will be accepted.

SUBMISSION DATE: Written proposals must be either emailed or sent by regular U.S. mail on or before **Friday, March 29, 2013** to:

Jill E. Tompkins
President, NAICJA
3300 Arapahoe Avenue, Suite 206
Boulder, CO 80501
Tel. (720) 771-3830
President@naicja.org

Proposals should include lodging room costs (government rate preferred), and meeting room costs. Price lists for catering and audio-visual must be included or attached to proposal.

1. EVENT PROFILE: NAICJA is a national non-profit organization of American Indian and Alaska Native tribal court judges and tribal court personnel. Each year NAICJA holds an Annual Meeting of the Association to give updates and information to its membership. In conjunction with the Annual Meeting, NAICJA hosts a multi-day National Tribal Judicial and Court Clerks Conference, which provides continuing judicial and court personnel education. In 2012, 200 persons attended the National conference (registrations were cut off due to space limitations.)

For information about the 2012 conference, see: <http://naicja.org/conference/2012.html>. A meeting of the 18 member NAICJA Board of Directors usually occurs immediately preceding the annual meeting and conference.

2. **ATTENDEE PROFILE:** Attending the training and meeting events will be approximately 250 tribal court judges, court administrators, court clerks and law-trained and lay advocates. Many of the attendees will be licensed attorneys. Some of the attendees may wish to bring their families. Depending on the conferences' locations, we may need up to 225 lodging rooms.
3. **DATES:** We hold our event annually in October and try to avoid scheduling conflicts with other national Indian organizations, thus we have no flexibility in our dates.
4. **2013 EVENT SCHEDULE:**

Tuesday, October 8, 2013, 8:30 to 5:00 p.m.

- *Pre-conference workshops*
Will need three small conference rooms that will each hold 25 people classroom style. Rooms need to have projection capability.

Tuesday, October 8, 2013, 3:00 to 6:00 p.m.

- *NAICJA Board of Directors meeting.*
Will need a conference room that will comfortably seat 25 people in an open square configuration. The room needs to have teleconferencing and projection capability.

Tuesday, October 8, 2013, 3:00 to 7:00 p.m.

- *Conference registration opens.*
Will need an area outside of the main meeting room with two table-clothed tables and four chairs. Would like a bulletin board on an easel to post messages for attendees.

Tuesday, October 8, 2013, 6:30 to 8:00 p.m.

- *National Tribal Judicial and Court Clerks Conference Welcome Reception*
Will need a meeting room that will comfortably seat 250 people in rounds. Will need catering (light appetizers) and a staffed cash bar. Will need a microphone audio system and projection capability.

Wednesday, October 9, 2013, 6:30 a.m. to 5:00 p.m.

- *Registration/information desk open.*
Will need an area outside of the main meeting room with two table-clothed tables and four chairs. Would like a bulletin board on an easel to post messages for attendees.
- *Vendor and Organization Expo.*
Need an area outside of main meeting room to allow for approximately 20 vendors and other organizations to set up booths for the duration of the conference.

Wednesday, October 9, 2013, 8:00 to 5:00 p.m.

- *National Tribal Judicial and Court Clerks Conference Commences*
 - *Meeting space requirements:*
Will need a meeting room that will comfortably seat 250 people in classroom style (with tables for writing), theater style or in rounds. The room needs to have projection capability and microphone audio system.

Will need four breakout meeting rooms capable of seating at least 100 people each (possibly in rounds.) The rooms need to have projection capability and microphone audio system.
 - *Conference Luncheon and Address — 12:00 p.m. to 1:00 p.m.*
Will need a meeting room that will comfortably seat 250 people in rounds. The room needs to have projection capability and microphone audio system. Ideally this is a separate room from the main conference meeting room.
 - *Catering required:* Will need continental breakfast, plated luncheon for 250, morning coffee refreshments and afternoon refreshments.
-

Thursday, October 10, 2013, 8:00 to 5:00 p.m.

- *National Tribal Judicial Conference Continues with Annual Meeting — 8:00 a.m. to 5:00 p.m.*
Will need a meeting room that will comfortably seat 250 people in classroom style (with tables for writing), theater style or in rounds. The room needs to have projection capability and microphone audio system (speaker and audience mikes.)

Will need four breakout meeting rooms capable of seating at least 100 people each. The rooms need to have projection capability and microphone audio system.
- *NAICJA Annual Meeting (Regional Breakouts and Elections) — 8:30 a.m. to 11:30 p.m.*
Will use the main conference meeting room described above.
- *Catering required:* Continental breakfast, coffee refreshments, afternoon refreshments.

Thursday, October 10, 2013, 6:00 p.m. to 8:00 p.m.

- *Cultural Dinner and Silent Auction*
- *Meeting room needs:* Will need a meeting room that will comfortably seat 250 people in rounds. The room needs to have projection capability and microphone audio system. Will need a space for Silent Auction tables in this room.
- *Catering required:* Buffet dinner for 250, staffed cash bar.

Friday, October 11, 2013, 8:00 a.m. to 12:30 p.m.

- *National Tribal Judicial Conference continues and concludes*
Will need a meeting room that will comfortably seat 250 people classroom style (with tables for writing), theater style or in rounds. The room needs to have projection capability and microphone audio system.

5. 2014 EVENT SCHEDULE:**Tuesday, October 7, 2014, 8:30 to 5:00 p.m.**

- *Pre-conference workshops*
Will need three small conference rooms that will each hold 25 people classroom style. Rooms need to have projection capability.

Tuesday, October 7, 2014, 3:00 to 6:00 p.m.

- *NAICJA Board of Directors meeting.*
Will need a conference room that will comfortably seat 25 people in an open square configuration. The room needs to have teleconferencing and projection capability.

Tuesday, October 7, 2014, 3:00 to 7:00 p.m.

- *Conference registration opens.*
Will need an area outside of the main meeting room with two table-clothed tables and four chairs. Would like a bulletin board on an easel to post messages for attendees.

Tuesday, October 7, 2014, 6:30 to 8:00 p.m.

- *National Tribal Judicial and Court Clerks Conference Welcome Reception*
Will need a meeting room that will comfortably seat 250 people in rounds. Will need catering (light appetizers) and a staffed cash bar. Will need a microphone audio system and projection capability.

Wednesday, October 8, 2014, 6:30 a.m. to 5:00 p.m.

- *Registration/information desk open.*
Will need an area outside of the main meeting room with two table-clothed tables and four chairs. Would like a bulletin board on an easel to post messages for attendees.
- *Vendor and Organization Expo.*
Need an area outside of main meeting room to allow for approximately 20 vendors and other organizations to set up booths for the duration of the conference.

Wednesday, October 8, 2014, 8:00 a.m. to 5:00 p.m.

- *National Tribal Judicial and Court Clerks Conference Commences*

- *Meeting space requirements:*
Will need a meeting room that will comfortably seat 250 people classroom style (with tables for writing), theater style or in rounds. The room needs to have projection capability and microphone audio system.

Will need four breakout meeting rooms capable of seating at least 100 people each (possibly in rounds.) The rooms need to have projection capability and microphone audio system.
 - *Conference Luncheon and Address — 12:00 p.m. to 1:00 p.m.*
Will need a meeting room that will comfortably seat 250 people in rounds. The room needs to have projection capability and microphone audio system. Ideally this is a separate room from the main conference meeting room.
 - *Catering required:* Will need continental breakfast, plated luncheon for 250, morning coffee refreshments and afternoon refreshments.
-

Thursday, October 9, 2014, 8:00 a.m. to 5:00 p.m.

- *National Tribal Judicial Conference Continues With Annual Meeting — 8:00 a.m. to 5:00 p.m.*
Will need a meeting room that will comfortably seat 250 people classroom style (with tables for writing), theater style or in rounds. The room needs to have projection capability and microphone audio system (speaker and audience mikes.)

Will need four breakout meeting rooms capable of seating at least 100 people each. The rooms need to have projection capability and microphone audio system.
- *NAICJA Annual Meeting (Regional Breakouts and Elections) — 8:30 a.m. to 11:30 p.m.*
Will use the main conference meeting room described above.
- *Catering required:* Continental breakfast, coffee refreshments, afternoon refreshments.

Thursday, October 9, 2014, 6:00 p.m. to 8:00 p.m.

- *Cultural Dinner and Silent Auction*
 - *Meeting room needs:* Will need a meeting room that will comfortably seat 250 people classroom style (with tables for writing), theater style or in rounds. The room needs to have projection capability and microphone audio system. Will need a space for Silent Auction tables in this room.
 - *Catering required:* Buffet dinner for 250, staffed cash bar.
-

Friday, October 10, 2014, 8:00 a.m. to 12:30 p.m.

- *National Tribal Judicial Conference continues and concludes*

Will need a meeting room that will comfortably seat 250 people classroom style (with tables for writing), theater style or in rounds. The room needs to have projection capability and microphone audio system.

6. PARTICIPANT TRANSPORTATION: Please provide details about what transportation is made available to participants to bring them to and from the local airport to your facility.

7. TRIBAL AND COMMUNITY SUPPORT:

- NAICJA tries to keep its registration fees low so that judges and court personnel from across the country may be able to afford to attend the national conference. One way of underwriting the cost of the conference is through tribal and other sponsorship, donations and/or discounts. Please provide information about what support the tribal owners (e.g. Tribal or Business Council) would be willing to offer NAICJA if your facility was selected.
- Each year NAICJA hosts a cultural dinner event with traditional foods to provide an experience that will inform the national conference participants about the local culture, traditions, customs and artistry of the hosting tribe. Please provide information about what could be made available to help NAICJA host this event in a culturally reflective manner (for example, can you help us connect to local tribal dancers, drummers, storytellers, etc.?)

8. QUESTIONS/ADDITIONAL INFORMATION NEEDED: Please email President Jill E. Tompkins at President@naicja.org (preferred method) or call: (720) 771-3830.