



NATIONAL AMERICAN INDIAN COURT JUDGES ASSOCIATION

REQUEST FOR PROPOSALS TO HOST 2015 & 2016 NATIONAL TRIBAL JUDICIAL & COURT PERSONNEL CONFERENCE

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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 **2015 and 2016 National American Indian Court Judges Association (NAICJA) Annual National Tribal Judicial and Court Personnel Conference and Annual NAICJA Membership Meeting**. Proposals to host one or both years will be accepted.

TRIBAL PREFERENCE POLICY: NAICJA'S Board of Directors has adopted a policy giving a preference to American Indian or Alaska Native tribally-owned facilities to serve as the conference venue in even-numbered years. In odd-numbered years, any facility may be considered as the venue. Thus in 2015, the RFP is open to all facilities and in 2016, tribally-owned facilities will be preferred.

SUBMISSION DATE: Written proposals must be either emailed or sent by regular U.S. mail on or before **Wednesday, December 31, 2014** to:

Justice 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. Offers to waive meeting room costs, complimentary lodging rooms or complimentary upgraded rooms are highly encouraged.

1. EVENT PROFILE: NAICJA is a national 501(c)(3) non-profit organization of American Indian and Alaska Native tribal court judges and tribal court personnel. Each year NAICJA holds an Annual Membership Meeting of the Association to give reports and information to its membership. In conjunction with the Annual Meeting, NAICJA hosts a multi-day National Tribal Judicial and Court Personnel Conference, which provides continuing judicial and court

personnel education. In 2014, 230 persons attended the 45th Annual National NAICJA conference (registrations were cut off due to space limitations).

For information about NAICJA's 2014 National Tribal Judicial & Court Personnel Conference, please visit: <http://www.naicja.org/events/2014conference>. A combined meeting of the NAICJA Board of Directors and Steering Committee usually occurs immediately preceding the conference.

2. **ATTENDEE PROFILE:** Attending the training and meeting events will be approximately 300 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 275 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. **2015 EVENT SCHEDULE (October 6-9, 2015):** (Proposals welcome from any facility.)

Tuesday, October 6, 2015, 8:30 to 5:00 p.m.

- *Exhibit Area and Conference Set Up*
Will need an exhibit area in close vicinity to main conference room large enough to accommodate 20 exhibitors. Will need a room that can be secured for NAICJA conference set up and to store conference materials and Silent Auction items.

Tuesday, October 6, 2015, 2:00 to 5:00 p.m.

- *NAICJA Board of Directors & Steering Committee meeting.*
Will need a conference room that will comfortably seat 40 people in an open square configuration. The room needs to have teleconferencing and projection capability.

Tuesday, October 6, 2015, 3:00 to 6:00 p.m.

- *Conference registration opens.*
Will need an area outside of the main meeting room with 4 table-clothed tables in U-formation and four chairs. Would like a bulletin board on an easel to post messages for attendees.

Tuesday, October 6, 2015, 6:30 to 8:30 p.m.

- *National Tribal Judicial and Court Personnel Conference Welcome Reception*
Will need a meeting room that will comfortably seat 300 people in rounds. Will need catering comprised of hors d'oeuvres and a staffed cash bar. Will need a microphone audio system and projection capability.

Wednesday, October 7, 2015, 7:00 a.m. to 5:00 p.m.

- *Registration/information desk open.*
Will need an area outside of the main meeting room with four table-clothed tables arranged in a U-formation 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 7, 2015, 7:00 a.m. to 5:00 p.m.

- *National Tribal Judicial and Court Personnel Conference Commences*
 - *Meeting space requirements:*
Will need a meeting room that will comfortably seat 300 people in crescents (preferred), classroom style (with tables for writing), theater style or in rounds. The room needs to have projection capability and microphone audio system.

Will need three breakout meeting rooms capable of seating at least 100 people each (in crescents preferably or classroom style.) 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 300 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 300, morning coffee refreshments and afternoon refreshments.
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Thursday, October 8, 2015, 7:00 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 300 people in crescents (ideally), 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 floor mikes.)

Will need three breakout meeting rooms capable of seating at least 100 people each (in crescents preferably or classroom style.) The rooms need to have projection capability and microphone audio system.
- *NAICJA Annual Meeting (Regional Breakouts and Elections) — 9:00 a.m. to 12:00 p.m.*
Will use the main conference meeting room described above.
- *Catering required:* Continental breakfast, coffee refreshments, afternoon refreshments.

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

- *Cultural Dinner and Silent Auction*

- *Meeting room needs:* Will need a meeting room that will comfortably seat 300 people in rounds. The room needs to have projection capability and microphone audio system. Will need a space for 10 Silent Auction display tables in this room (possibly set against the walls.)
- *Catering required:* Buffet dinner for 300, no bar.

Friday, October 9, 2015, 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 275 people in crescents (preferred), classroom style (with tables for writing), theater style or in rounds. The room needs to have projection capability and microphone audio system.

5. 2016 EVENT SCHEDULE (October 11-14, 2016) (Tribally-owned facilities preferred):

Tuesday, October 11, 2016, 8:30 to 5:00 p.m.

- *Exhibit Area and Conference Set Up*
Will need an exhibit area in close vicinity to main conference room large enough to accommodate 20 exhibitors. Will need a room that can be secured for NAICJA conference set up and to store conference materials and Silent Auction items.

Tuesday, October 11, 2016, 2:00 to 5:00 p.m.

- *NAICJA Board of Directors & Steering Committee meeting.*
Will need a conference room that will comfortably seat 40 people in an open square configuration. The room needs to have teleconferencing and projection capability.

Tuesday, October 11, 2016, 3:00 to 6:00 p.m.

- *Conference registration opens.*
Will need an area outside of the main meeting room with 4 table-clothed tables in U-formation and four chairs. Would like a bulletin board on an easel to post messages for attendees.

Tuesday, October 11, 2016, 6:30 to 8:30 p.m.

- *National Tribal Judicial and Court Personnel Conference Welcome Reception*
Will need a meeting room that will comfortably seat 300 people in rounds. Will need catering (light appetizers) and a staffed cash bar. Will need a microphone audio system and projection capability.

Wednesday, October 12, 2016, 7:00 a.m. to 5:00 p.m.

- *Registration/information desk open.*
Will need an area outside of the main meeting room with four table-clothed tables arranged in a U-formation 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 12, 2016, 7:00 a.m. to 5:00 p.m.

- *National Tribal Judicial and Court Personnel Conference Commences*
 - *Meeting space requirements:*
Will need a meeting room that will comfortably seat 300 people in crescents (preferred), classroom style (with tables for writing), theater style or in rounds. The room needs to have projection capability and microphone audio system.

Will need three breakout meeting rooms capable of seating at least 100 people each (in crescents preferably or classroom style.) 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 300 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 300, morning coffee refreshments and afternoon refreshments.
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Thursday, October 13, 2016, 7:00 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 300 people in crescents (ideally), 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 floor mikes.)

Will need three breakout meeting rooms capable of seating at least 100 people each (in crescents preferably or classroom style.) The rooms need to have projection capability and microphone audio system.
- *NAICJA Annual Meeting (Regional Breakouts and Elections) — 9:00 a.m. to 12:00 p.m.*
Will use the main conference meeting room described above.
- *Catering required:* Continental breakfast, coffee refreshments, afternoon refreshments.

Thursday, October 13, 2016, 6:00 p.m. to 8:30 p.m.

- *Cultural Dinner and Silent Auction*
- *Meeting room needs:* Will need a meeting room that will comfortably seat 300 people in rounds. The room needs to have projection capability and microphone audio system. Will need a space for 10 Silent Auction display tables in this room (possibly set against the walls.)
- *Catering required:* Buffet dinner for 300, no bar.

Friday, October 14, 2015, 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 275 people in crescents (preferred), 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. Indicate whether or not a complimentary airport shuttle is provided.
- 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.
- 8. CULTURAL NIGHT DINNER & SILENT AUCTION.** 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?) Traditionally the tribal nation which owns the hosting facility donates/sponsors this dinner. A NAICJA-fundraising Silent Auction is also held at this time. Frequently either the hosting tribe and/or facility donates an item (for example, a free weekend stay at the facility or tickets to an upcoming concert or event.) Please include details about what NAICJA might receive for support for the Cultural Night Dinner and Silent Auction.
- 9. SIGNAGE.** Please include information about what your facility provides for conference signage which will assist our participants to find the conference meeting spaces.
- 10. QUESTIONS/ADDITIONAL INFORMATION NEEDED:** Please email President Jill E. Tompkins at President@naicja.org (preferred method) or call: (303) 449-4112