Request for Proposals to Host CUTC Summer Meetings

The Council of University Transportation Centers (CUTC) is calling for proposals to host our annual summer meeting for 2021.

The CUTC Summer Meeting attracts approximately 115-150 transportation center directors, faculty, and staff, along with U.S. DOT and other transportation agency officials. The meeting serves as a venue to exchange information and enhance collaboration between university transportation centers, the US Department of Transportation, and other agencies.

When selecting hosts, the CUTC Executive Committee will use the following criteria:

- Applicants must be members in good standing with CUTC.
- Cost effectiveness, including the registration fee.
- The quality of location as a learning laboratory and its ability to showcase transportation research and practice through the reception, tours, or other events.
- Geographic balance (our objective is to avoid having the meeting in the same or adjacent federal region two years in a row).
- Access to the location (e.g. airport location and flight frequency).
- Accessibility of the location and surrounding area (e.g. getting between the hotel and meeting venue, access to local restaurants, etc.).
- The attractiveness, reputation, and marketability of the location.
- The quality of the hotel(s)/meeting location(s).
- Ability of the host organization to carry out their responsibilities.

Timeline:

Deadline for submitting proposals	May 1, 2019
Applicants informed of Executive Committee decision	May 19, 2019
Announcement at CUTC Summer Meeting	June 23-26, 2019

Proposals must include:

1. A formal letter from the center director submitting the proposal and acknowledging and agreeing to undertake the actions and responsibilities detailed in this document. If the meeting is co-hosted, all co-hosts should sign the letter or provide separate letters.

2. A narrative addressing the items in section 2 (10 pages maximum).

3. Any other materials that would support the host's case in the selection process (5 pages maximum).

Proposals should be submitted electronically as a single PDF document to Quintin McClellan at qmcclellan@artba.org.

If additional information or clarification is needed, please contact Karen Philbrick, CUTC President, at karen.philbrick@sjsu.edu.

1   MEETING INFORMATION

1.1   Format and structure

The Summer Meeting includes two full days of programming. A portion of the program is managed by the UTC program staff from the U.S. DOT Office of the Assistant Secretary for Research and Technology. The remainder of the program is managed by the host, in collaboration with CUTC's Executive Committee, and includes the general membership meeting run by CUTC as well as the business meeting of the Executive Committee.

The host center is responsible for any organized social events and tours. Typically, this includes one evening reception held off-site on Day 1. The host can also plan transportation-related tours that relate to the aims of university transportation centers, including university facilities. Past tours have included visits to a simulator, bike tours, railroad facilities, a freight hub, a transit tour, and a maritime port.

Typical Meeting Schedule:

Day 0: Registration open in afternoon. Small opening reception in evening.
Tours/activities in afternoon (varies).

Day 1: US DOT program. Reception in evening.

Day 2: CUTC program and membership meeting. CUTC Executive Committee dinner in evening.

Day 3 (optional): Tours/activities (varies).

Please note that practice has varied on what day(s) tours/activities take place, and whether a third day is used for these activities.

Attendance is typically 115-150. Attendance of mobile tours and site visitations may be higher because of family and spouse registrations.

1.2   Past summer meetings

CUTC aims to rotate the location of the Summer Meeting geographically. The objective is to avoid having the meeting in the same or adjacent federal region two years in a row. See section 3 for a list of the federal regions. The locations of past and planned summer meetings are provided below.

2020	Big Sky, MT
2019	Norman, OK
2018	Minneapolis, MN
2017	Buffalo, NY
2016	Los Angeles, CA (https://www.metrans.org/2016-cutc-summer-meeting-overview)
2015	New Brunswick, NJ (https://cait.rutgers.edu/cutc-summer-2015)

2014	Lincoln, NE (http://cutc2014.unl.edu/welcome.php)
2013	Memphis, TN
2012	Houghton, MI
2011	College Station, TX
2010	Portland, OR

1.3   Finances

The host is financially responsible for the meeting. The cost of the meeting is covered by registration fees. If fees are not adequate, the host may solicit other funding (e.g. sponsorship) or in-kind donations or use other funding sources available to them. In addition, if revenue exceeds costs, the host retains the revenue. The host is responsible for all contracts and agreements necessary for the event.

2   HOSTING REQUIREMENTS

To prepare your center's submission, please address the following as specifically as possible. Use these section headings to prepare your proposal narrative.

2.1   Host organization

Briefly describe the center(s) that will be hosting the meeting. If there are co-hosts, explain how the co-hosts will coordinate the planning and management of the meeting.

2.2   Location and local amenities

Please describe location of the host campus in relation to airports and other transportation hubs, as well as access to local shops, restaurants, etc.

- Location/distance (transit times) to nearest airport(s). Please include average cost of transportation to/from airports.
- Parking on campus for those driving (please indicate if additional cost) and at the hotel.
- Information on the surrounding area, specifically highlighting restaurants, shops, and nightlife attractions available by walking or taking a short tax or transit ride from the hotel and meeting venue.

An important factor is flight accessibility. Potential meeting sites should have major domestic flight access. Related factors include expense of getting to and from the location and the frequency of flights.

The meeting venue should be within easy access of the hotel, either by foot or transit.

2.3   Meeting venue

Many of the CUTC meetings have been held on the host university's campus, though this is not required. Please describe how your meeting facilities can accommodate the following requirements for the two days.

- Registration area for the afternoon/evening before and through the end of the event.

- Lecture room/auditorium to seat 160, minimum. Preferred set-up is with tables, either round tables or lecture style.
- Three or more breakout rooms to accommodate 30-50 each.
- Rooms should be available from 7 am until 7 pm both days.
- Area for catering, including breakfast, breaks, and lunch, and place for attendees to eat (could be the main lecture/auditorium room).
- Technology to accommodate presentations (computers, AV equipment, Internet). This includes technical staffing support.
- Free wireless Internet access for duration of the meeting for attendees.
- Room for CUTC Executive Committee dinner meeting (approximately 12 people) on the evening of Day 2.

2.4   Catering

The event should include the following:

- Evening opening reception prior to Day 1 (if included).
- Two full breakfasts, Day 1 and Day 2.
- Mid-morning and mid-afternoon breaks on Day 1 and Day 2.
- Two lunches: Day 1 and Day 2.
- CUTC Executive Committee dinner on Day 2.

Provide information on the food service provider you will use for the meeting. Confirm that you will accommodate special dietary requirement, e.g. vegetarian, vegan, gluten free, kosher, etc.

2.5   Hotel accommodations

The host should ensure an adequate number of hotel rooms near the meeting venue. The proposal may include hotel options. Please include information on the distance from host campus, average room rates, and available transportation to/from the hotel(s) to campus/meeting venue. Rates must be within the current federal per diem limit for lodging. If a special rate is negotiated, indicate how many rooms will be available at that rate.

Ideally, the hotel rate would be available for at least four nights to accommodate pre- or post-event meetings and travel schedules.

2.6   Schedule and Program

Describe the overall schedule for the meeting, including when reception(s) and tours will occur. This proposal does not need to include details on exact timing of individual sessions. The host is encouraged to review past agendas (https://www.mycutc.com/event-directory/event-archive/) for ideas.

The program for Day 1 is led by the US DOT. The host will coordinate with US DOT staff for this part of the program. The content of the program for Day 2 will be developed collaboratively between the host and the CUTC Executive Committee. The host should describe their ideas for the content of the program, such as session topics and formats. The program should reflect the strengths and unique characteristics of the host's transportation research, education, and practice. The host is responsible

for confirming speakers, providing speaker details on the event logistics (e.g. computer set-up, etc.) and getting presentations from the speakers (if used).

2.7 Reception(s)

The host should describe proposed reception(s), including the length, proposed venue(s), as well as the fee for additional guests (e.g. spouses of meeting attendees). The main reception on Day 1 may be at a location separate from the meeting facility and may include an educational component related to transportation.

2.8 Tours/activities

Describe proposed tours and activities. These activities should focus on transportation research and/or practice. Include information on travel to/from the activity and the number of people that can be accommodated. Explain when the tours would occur in relation to the main meeting program.

2.9 Staffing

The local host is expected to have adequate staff for the registration table and to oversee meeting logistics. The host should describe their staffing plan for both planning and executing the event.

2.10 Registration, Programs, Signage, etc.

The local host is responsible for the registration process. The host collects all registration fees and uses the fees to pay for meeting expenses. The local host is expected to host a website with meeting information, including on-line registration. This site will be linked from the CUTC website. The proposal should explain how the host will accomplish these tasks. ARTBA staff will make CUTC membership and contact lists available to the host for marketing the event.

The local host is responsible for on-site registration and supplying name badges for attendees.

The local host is responsible for printing the program and providing appropriate signage directing attendees at the meeting venue.

2.11 Registration Fees

The expenses of the meeting are covered by registration fees. If fees are not adequate, the host may solicit other funding (e.g. sponsorship) or in-kind donations or use other funding sources available to them. Past registration fees have ranged from $225 to $350 for "early bird" and $275 to $395 for regular.

The proposal must indicate the proposed fees for the following:

- Full meeting registration (including meals and receptions) early bird rate.
- Full meeting registration (including meals and receptions) regular rate.
- Additional reception ticket (e.g. for spouses).
- Tour/activity ticket for meeting attendees (if not included in registration).

- Additional tour/activity ticket (e.g. for spouses)

The host may propose a differential fee structure, with higher fees for attendees from universities that are not members of CUTC. US DOT staff and attendees from CUTC member universities should be charged the same fees.

Describe any additional expected fees or charges that attendees may encounter. Describe whether the host expects to solicit outside funding.

2.12 Proposed Dates

Please indicate the proposed dates for the meeting. The CUTC Summer Meeting is normally held in June. Please consider academic calendar (semester and quarter system) and other major transportation-related conferences and activities when proposing dates.
Dates that conflict with university graduation ceremonies can negatively impact attendance. The main meeting events occur on two days. Tours may be scheduled for the day before or the day after the two main days or be incorporated in the evening if appropriate. The two main days should be on weekdays (Monday-Friday). Proposed dates must avoid all major government holidays and religious observances.

3 ADDITIONAL INFORMATION

Standard Federal Regions

Region 1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Region 2	New Jersey, New York, Puerto Rico, U.S. Virgin Islands
Region 3	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
Region 4	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
Region 5	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
Region 6	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
Region 7	Iowa, Kansas, Missouri, Nebraska
Region 8	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
Region 9	Arizona, California, Guam, Hawaii, Nevada
Region 10	Alaska, Idaho, Oregon, Washington