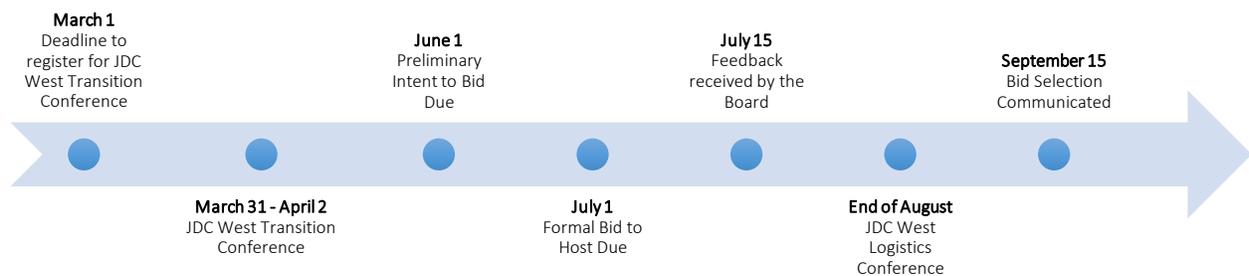


# Thank you for considering the opportunity to host JDC West 2019!

This document provides an overview of the key dates and information you need to apply to host JDC West 2019. If you have any questions, please don't hesitate to reach out to the Board of Directors at [directors@jdcwest.com](mailto:directors@jdcwest.com). Good luck!

## Process Overview



## Key Dates and Deadlines

### JDC West Transition Conference | March 31 – April 2, 2017

The JDC West Transition Conference focuses primarily on the transition of outgoing Captains to incoming Captains, and serves as an introduction to the current JDC West Organizing Committee.

This is an optional conference for bidders to attend, however, it provides an opportunity to meet the Captains and build an understanding of the OC's role in hosting JDC West. It is also the first conference that the new OC will host after being selected.

If you are interested in attending this conference as a potential bidder, please contact the current JDC West OC, and copy the Board of Directors at [directors@jdcwest.com](mailto:directors@jdcwest.com), no later than March 1 for registration and accommodation information.

### Preliminary Intent to Bid | Due June 1

This deadline is solely to express interest in bidding for JDC West. The intent can be submitted in the form of an email to the Board of Directors at [directors@jdcwest.com](mailto:directors@jdcwest.com) that addresses, at a high level, how you intend to advance the [JDC West's 10-year vision](#) through hosting the competition.

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It is recommended that before sending this email, you have received support from your Student Society, current JDC West Captain(s), your Dean, and key community stakeholders. It is also required that your school be in good standing with the JDC West organization.

### Formal Bid to Host JDC West | Due July 1

Each bid committee must submit their official bid electronically by July 1. The bids will be evaluated based on how they will advance the JDC West 10-year vision, as well as the planning and logistical elements, which should include at minimum the following information:

- Host school of the bid committee;
- Name of the bid committee representative(s), contact information, and resumes;
- Proposed dates of the JDC West Business Competition;
- Proposed budget, outlining revenues and expenses for the competition;
- Proposed delegate fee for JDC West;
- Evidence of venue and pricing quotes with key venues, including the school and the hotel;
- Proposed competition theme;
- Three potential athletic options for review, and associated team composition;
- Preliminary letters of support from key stakeholders and potential sponsors (if available);
- Any other unique, new, or modified ideas for consideration that align with the 10-year vision; and
- Must clearly state any known restrictions to the competition due to logistics, financials, sponsorship, or host school involvement. This could include; logistical separation of universities (i.e. multiple hotels), travel times during the competition longer than 30 minutes each way (excluding transportation to and from the airport, bus stop, etc.), limitations on the number of teams eligible to fly/drive, or behavioural requirements mandated by the host school.

Please note that any proposed changes to the Competition Handbook will be considered only as recommendations and will require formal approval by the JDC West Board of Directors. Additionally, bid committees are forbidden from entering into contracts prior to receiving the bid. The Board of Directors is available to answer questions and provide information to the bid committees prior to June 15.

The Board will review all formal bid submissions and will communicate any questions or concerns with the bid proposal by July 15. Please note that at this stage, if a bid is deemed to be inadequate based on failure to meet the criteria stated above, the Board of Directors have the authority to exclude bids from going through to the next phase. The Board of Directors will lead the bid selection in consultation with school Captains and key stakeholders.

### JDC West Logistics Conference | End of August

All qualifying bid committees are expected to attend the JDC West Logistics Conference – held on either the third or fourth weekend of August – to deliver a 20-minute bid presentation followed by a 20-minute question and answer period facilitated by the External Co-Chair. Bid committees are welcome to



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provide supporting documentation to the audience, and committees will not be permitted to observe competing bid presentations. All presentations will be presented to an audience comprised of members of the JDC West Board of Directors, Organizing Committee, and team Captains on the first day of the conference.

On the second day of the conference, bid committees will return for a final 20-minute question and answer period. Once again, bid committees will not be permitted to observe competing bid question periods.

Throughout the JDC West Logistics Conference, bidders are encouraged to attend sessions to gain an understanding of how JDC West conferences are run, as well as to gain a better understanding of the competition, Captains, and Organizing Committee. Note that throughout the weekend bidders are there strictly to observe. If bidders are current delegates intending to compete at the upcoming JDC West, there may be moments when they must leave the room due to confidential topics being discussed.

#### Bid Selection | September 15

On the second day of the conference, following the second question period, the Board of Directors will consult with school Captains and receive their recommendation.

The Board of Directors will notify all bid committees of the outcome of their bid by September 15. At that point, the successful bid committee can commence Organizing Committee selection and planning for the Competition.

In the case that there is no satisfactory bid committee, the Board of Directors will issue a call for more bids following the September 15 deadline to be reviewed in November.