

Your Name:

Institution:

Contact information:

NDT Year of interest:

Thank you so much for expressing an interest in hosting the NDT. The Board of Trustees is available to help guide you through the process of submitting a bid, negotiating contracts, and hosting the NDT. The following outline is offered as a guide for collecting information relevant for an NDT host bid. Please feel free to adapt as needed. Please send materials to the NDT Board of Trustees Member, Sherry Hall at [hallsherry2@gmail.com](mailto:hallsherry2@gmail.com)

I. Proposed Site Summary

*Please indicate the location (city, state, campus, hotel or other facility) for this proposal. Briefly explain where preliminary and elimination round competition would be held, and where food would be served.*

II. Proposed dates

*The NDT rules require that the NDT be held on the last weekend of March or the first weekend of April, and that we avoid Easter Sunday. In 2017, this creates dates of March 23-27, 2017, and March 31-April 3, 2017. We have a preference for the weekend of March 31-April 3, 2017. In 2018, this creates dates of March 22-26, 2018, and April 4-April 9, 2018 (as Easter falls on April 1, 2018). We have a preference for the weekend of April 4-9, 2018.*

*Please indicate your proposed dates for the NDT and explain how those dates relate to your proposed site's calendar. For example, you should note if your proposed dates coincide with your institution's spring break or other events.*

III. Host Institution Support

- A) The NDT governing documents indicate that hosts are to provide a letter of invitation from a principal officer of the host institution. Often, this letter is provided after all other details and contracts are completed. Please keep your institutional representatives in mind, and informed, about your interest in hosting the NDT.*
- B) Please provide a statement of all goods and services to be provided by the host institution. Specifically, many of the costs associated with the tournament include: room rental fees, janitorial fees, set-up fees, parking. Please indicate if the host will not be able to cover any of these expenses.*
- C) Host institutions are not expected to cover the cost of all meals. Please indicate if there may be support for meals during the tournament.*
- D) Please indicate if there is support expected from other NDT schools in your district, or alumni from your program.*

IV. Host Institution Facilities-Rooms & Space

*Expectations for the host include:*

- A) *Providing classrooms (or suitable alternatives) for at least 40 debates depending on the number of teams invited to participate. These rooms should be in close proximity to one another and outfitted with appropriate desks, tables, and chairs. Tables should be approximately twelve square feet in size and one shall be provided for each team. The host institution should know that moving tables to the rooms might be a host school expense.*
- B) *One to two rooms isolated from the debating rooms shall be provided for Tournament Administration. The Director of the Tournament will indicate how he/she prefers the rooms to be configured and equipped, and will convey these requirements to the Tournament Host well in advance of the Tournament*
- C) *A large meeting area shall be provided for announcements and for relaxation of participants between rooms. Sufficient tables and chairs shall be provided to allow the participants to gather as squads and to work on materials. This "big room" or some similar space should ideally hold 450+ people.*

*Please comment on the room arrangements that will be made available through the host institution. If possible, please indicate any costs associated with rooms.*

V. Internet service

*Please describe the availability of internet connectivity for all participants.*

VI. Food & Beverage

- A) *The host institution is expected to provide a space where all meals will be provided. In addition, the host institution is called on to facilitate and provide food service. Please describe the food service space and services available and or/required by your institution (e.g. university catering? outside vendors?)*
- B) *If possible, please indicate average/expected costs of meal service for breakfast and lunch.*

VII. Hotel Options

*Please describe the hotel options available and any rate/proposal discussions you have had with the hotels. It is preferable that all competitors be housed in one hotel in possible. Often, the NDT tries to secure double rooms (two full beds) at \$100 or less per night – costs may differ according to hotel type and host location. Hotel occupancy can vary by location. At sites with few additional housing options, the NDT can fill 200+ rooms on the busiest nights.*

VIII. Transportation

*Please describe the transportation options for the tournament. Which airport(s) is closest? What is the best/available method of transportation to and from the airport, campus, hotel, etc.?*

IX. Accessibility Plan

*The NDT Committee passed the following language regarding accessibility.*

*"The host shall, in consultation with the Director, designate an Accessibility Coordinator, hopefully a staff member at the Host institution, whose contact information will be publicized by the NDT, in the Director's Letter, and elsewhere. The Accessibility Coordinator shall make available information on how to request special accommodations at the NDT, receive said requests, and work with the Director to assure that the tournament is accessible to all. To the extent possible, all event spaces at the tournament should be accessible to everyone, including those in wheelchairs. If available, the host should provide a 'quiet room' for those who need it during the tournament."*

*Please indicate that you have a plan to meet the hosting requirements related to accessibility.*

X. Future NDTs

*Please indicate whether or not you would be interested in and willing to host the NDT in a future year if another site is chosen for the year indicated on your host proposal.*

XI. Site Visit

*Generally, the Director of the NDT and a representative from the Board of Trustees will visit potential NDT sites during the summer, 2 years prior to the tournament. Please indicate potential dates for a site visit.*