

Bid to Host

2018 Epsilon Sigma Phi National Meeting

Submitted by

Kansas State Research and Extension

Alpha Rho Chapter

K-STATE
Research and Extension



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A committee of Alpha Rho members prepared this bid after reading the ESP Handbook and willingly agreeing to accept the responsibilities as outlined for the host site. – Nozella L. Brown, Ed.D., Alpha Rho President, nlbrown2@ksu.edu

February 25, 2016

National Epsilon Sigma Phi Board


Dear Board Members:

As president of the Alpha Rho Chapter of Epsilon Sigma Phi (ESP) at Kansas State Research and Extension (KSRE), I am pleased to invite you to Kansas State University in Manhattan, KS, for the 2018 ESP National Meeting. Manhattan, fondly known as the “*Little Apple with big attractions*” has been a favorite location for many regional, national and international conferences. Our Global Campus excels in coordinating conferences for outside groups, scientific societies, and professional organizations. During the fall--when this meeting is proposed--our campus is bursting with color and activity, whether one enjoys zip lining or leisurely strolling through the gardens.

The Alpha Rho chapter is especially excited to host our national ESP conference because of our years of commitment to this premier extension association. Recently, our delegations to national ESP meetings have ranged from 10 to almost 20 attendees. At the last Galaxy conference 41 persons represented Kansas State University. We encourage participation on national committees; and, this year four members are serving as committee members. Not only do we actively nominate individuals for national awards, but also we boast that three of the last ten National Ruby Winners were K-Staters.

Kansas State University, home of KSRE, provides an excellent venue to support ESP’s primary mission of professional development, within an enjoyable and memorable experience. Therefore, we hope to welcome you at the 2018 national ESP conference.

Very sincerely,



Nozella L. Brown, Ed.D.
Alpha Rho President
Nlbrown2@ksu.edu

**Office of the
Associate Director
for Extension and
Applied Research**

123 Umberger Hall
Manhattan, KS 66506-3401
(785) 532-5820
fax: (785) 532-6290

February 25, 2016

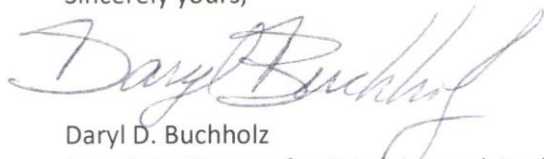
National Epsilon Sigma Phi Board

Dear Board Members:

This letter is to convey the interest, willingness, and enthusiastic invitation from Kansas State University's Cooperative Extension Service to join us in Manhattan, KS for the 2018 Epsilon Sigma Phi National Meeting. I have been a longtime, proud member of Epsilon Sigma Phi. I've received various honors throughout my career, and none more humbling and meaningful than being named the 2013 National Distinguished Ruby Award recipient. Bringing the Epsilon Sigma Phi members to a national meeting here at the home of Kansas State University would be a great honor and privilege. I believe in the mission and purpose of Epsilon Sigma Phi. I have experienced the personal and professional growth that happens when actively engaged with Epsilon Sigma Phi members through both the state chapter and nationally. Kansas State University's Research and Extension system will be ready and able to host this outstanding national meeting and professional development opportunity for the membership of Epsilon Sigma Phi.

The Alpha Rho Chapter of Epsilon Sigma Phi is excited about the potential for this national gathering coming to Manhattan, Kansas in 2018. I embrace and support this bid for hosting.

Sincerely yours,



Daryl D. Buchholz
Associate Director for Extension and Applied Research

PROPOSED DATES AND LOCATION

Dates: Sunday, September 30 – Wednesday, October 3, 2018

Location: Hilton Garden Inn and Conference Center
410 S. 3rd Street
Manhattan, Kansas 66502
www.manhattanks.hgi.com
www.manhattanconferencecenter.com



HOTEL INFORMATION AND PROPOSAL

Completed in fall 2011, the Hilton Garden Inn boasts the largest conference center in the region and features state-of-the-art meeting and event facilities. The 135-room hotel is adjacent to the new Flint Hills Discovery Center and a short walking distance to downtown Manhattan, Manhattan Town Center Mall and Market Place.

Hilton Garden Inn is offering a block of rooms at the discounted rate of \$112 per night, plus tax. Current occupancy tax is 15.25%. A personalized group web page will be available for online room reservations at the discounted rate. Phone reservations are also accepted.

1. Amenities and Concessions

Hotel amenities:

- Complimentary indoor pool, hot tub and workout facilities
- Complimentary reader boards displaying your events information
- Full-service Garden Grill & Bar serving breakfast and dinner
- Full-service evening lounge and room service
- Complimentary 24-hour business center
- Complimentary parking for all guests
- Complimentary airport shuttle with 24-hour advance reservations
- Complimentary high-speed internet in guest rooms

Hotel concessions offered for the Epsilon Sigma Phi National Conference:

- Complimentary Presidential Suite
- Hospitality suite offered at the group rate
- 1:40 complimentary sleeping rooms
- Complimentary high-speed internet in meeting space
- Complimentary meeting space with \$25,000 food and beverage minimum
- Discounted AV for in-house screen and projector (\$150 each, \$300 regularly)



2. Meeting Space

The conference center offers 15,472 square feet of flexible meeting space accommodating up to 1,547 guests. Meeting rooms feature built-in sound systems, LCD projectors and screens. Electronic reader-boards located by meeting room entrances can display the Epsilon Sigma Phi logo, conference agenda or event photos.

The following meeting space is offered for the Epsilon Sigma Phi National Conference:

<u>ROOM</u>	<u>SIZE</u>	<u>PROPOSED EVENTS</u>
Big Basin	3,536 sq. ft.	Meals/general sessions
Kaw Nation	3,558 sq. ft.	Meals/general sessions
McDowell	1,211 sq. ft.	Breakout sessions/meetings
Tuttle	1,251 sq. ft.	Breakout sessions/meetings
Alcove	1,233 sq. ft.	Breakout sessions/meetings
Flint Hills	1,216 sq. ft.	Breakout sessions/meetings
Kings	1,266 sq. ft.	Breakout sessions/meetings
Konza Prairie	1,241 sq. ft.	Breakout sessions/meetings
Big Blue River	716 sq. ft.	Breakout sessions/meetings
Fort Riley	718 sq. ft.	Breakout sessions/meetings
Little Apple	426 sq. ft.	Meetings/storage
Foyer		Registration/posters*/displays/refreshments
Conference storage		24-hour keyed access to conference organizers

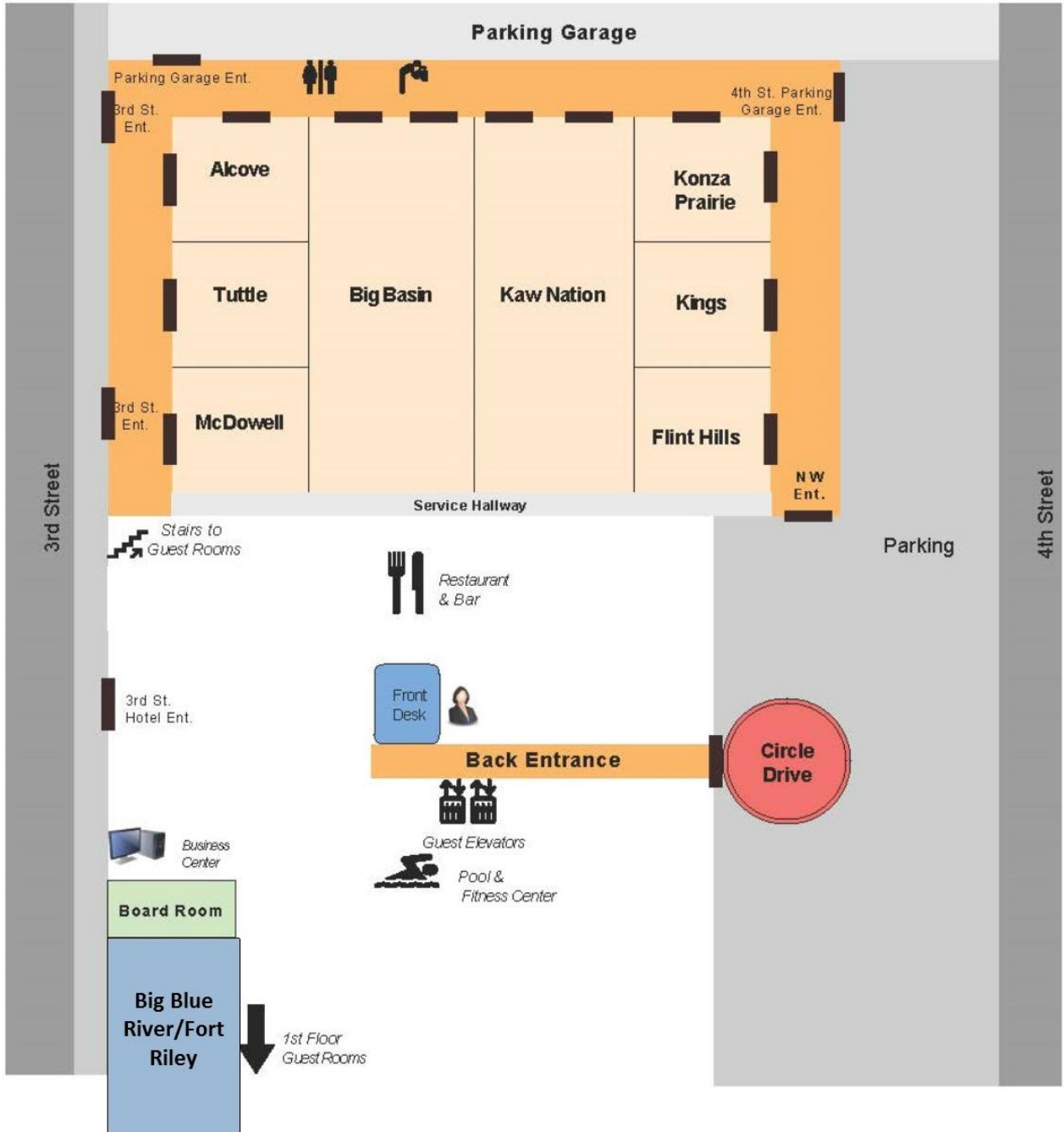
*If a separate room for posters is desired, one of the rooms identified for breakout sessions could be used.

The hotel is offering complimentary meeting space with a \$25,000 food and beverage minimum. The following sliding scale would apply if group food and beverage falls below the minimum:

- \$24,999 - \$22,000 = \$750 room rental
- \$21,999 – \$19,000 = \$1,000 room rental
- \$18,999 and below = \$1,500 room rental



CONFERENCE CENTER FLOOR PLAN



3. Audiovisual

Below is the hotel's current audiovisual pricing menu. Prices are subject to a 20% service charge plus applicable sales tax (currently 9.25%). The hotel will allow the Epsilon Sigma Phi National Conference to provide its own equipment or to bring in an outside audiovisual service provider. The hotel requires 30 days advance notice of outside contractors.

Tabletop Podium	\$10.00
Podium (No Mic)	\$20.00
7-ft. Screen	\$30.00
13-ft. Screen	\$100.00
Overhead Projector	\$50.00
LCD Projector w/ Built-in Screen	\$300.00 (discounted 50%)
32-in. TV/DVD	\$75.00
Cordless Microphone	\$25.00
Lapel Microphone	\$95.00
Audio Mixer	\$65.00
Conference Phone	\$50.00
Hard-wired Internet Line	\$60.00
High Speed Internet	Complimentary
Hardwood Dance Floor (18'x18')	\$155.00
Pipe and Drape (Per 10' x10' Section)	\$50.00
Staging (Per 6'x8' Section)	\$25.00
6-ft. Skirted Exhibit Table	\$25.00
Flip Chart with Three Multi-Colored Markers	\$45.00
White Board with Three Multi-Colored Markers	\$35.00
US or State Free Standing Flag	\$25.00

4. Catering

The Hilton Garden Inn offers full-service catering at an affordable cost. Dietary restrictions are accommodated with advance notice. Below are estimated meal costs based on the current catering menu pricing. A 20% service charge and 9.25% sales tax (current rate) also apply.

Plated breakfast	\$11-\$13
Continental Breakfast	\$9-\$11
Breakfast Buffet	\$13-\$15
Brunch Buffet	\$17-\$20
Plated Lunch	\$17-\$23
Lunch Buffet	\$17-\$23
Plated Dinner	\$19-\$34
Dinner Buffet	\$22-\$29
Refreshment Breaks	\$8-\$19

5. Shipping/Deliveries

Shipments to the hotel should be scheduled for arrival at the no more than three business days prior to the conference. The hotel will charge \$2 per box for standard-sized boxes and \$4 per box for large/oversized boxes shipped to the hotel.

Arrangements for delivery of packages should be communicated to your sales contact. All packages sent to the hotel must be prepaid.

6. Cancellation and Attrition

If the hotel contract is negotiated by Kansas State University on behalf of Epsilon Sigma Phi, cancellation and attrition (85%) clauses will not be incorporated into the contract due to contractual provisions governing university contracts. Partnering with the university to negotiate and sign the hotel contract will significantly lower Epsilon Sigma Phi's financial liability due to cancellation or unsold sleeping rooms.

OTHER KANSAS STATE UNIVERSITY SERVICES

1. Kansas State University Global Campus

Conference Services at Kansas State University Global Campus manages approximately 120 conferences annually for university groups, as well as professional associations across the country and around the globe, ranging from small meetings to international expos with more than 1,200 participants.

The Global Campus program coordinator that would be assigned to this conference has more than 15 years of event planning experience, including extensive experience working with K-State Research and Extension groups and extension-related events.

Conference services available for the Epsilon Sigma Phi National Conference include:

- Program assistance and development
- Program logistics
- Audiovisual arrangements
- Catering arrangements
- Site selection and hotel negotiations
- Presentations management
- Presenter communications and arrangements
- Sponsor and poster/exhibit arrangements
- Transportation coordination
- Travel/shipment arrangements
- Marketing and promotion
- Duplicating and mail services
- Registration management
- On-site management
- Financial management (including credit card processing)
- Evaluation services

Conference planning services are based on an hourly rate and services requested. Registration services are \$12 per registrant. Additionally, K-State Global Campus has audiovisual equipment and poster boards available for rent at a lower cost than most hotels and conference centers are able to offer.

- | | |
|----------------------------|---------------|
| • Laptop (1/2 day) | \$25 |
| • Laptop (full day) | \$50 |
| • LCD projector (1/2 day) | \$60 |
| • LCD projector (full day) | \$120 |
| • Foam-core poster board | \$5/board/day |

<http://global.k-state.edu/conferences/>

2. Information Technology Assistance Center (iTAC)

Kansas State University's iTAC offers equipment for checkout to university faculty and staff. A maximum of five pieces of equipment can be checked out for use at the conference, providing a cost savings to Epsilon Sigma Phi.

<http://www.k-state.edu/its/checkout/>

3. Division of Communications and Marketing (distance delivery)

Video Production Services in K-State's Division of Communications and Marketing offers on-location event capture and live streaming. Access to live and captured events can be password-restricted, if requested. Presenters are required to sign a release form.

This service may be available at no cost for keynote or other sessions at the Epsilon Sigma Phi National Conference.

<http://www.k-state.edu/video/>

TRAVELING TO MANHATTAN

Manhattan is a growing community with a small-town feel, nestled in the heart of the beautiful Flint Hills. With recreational trails, 28 public parks, art museums, seasonal options and more, Manhattan has become a robust center of tourism for North Central Kansas. Listed below are a few of the many attractions in and around Manhattan.

Manhattan is conveniently located just off Interstate 70 in the scenic Flint Hills in northeast Kansas. U.S. Highway 24 and Kansas highways 18 and 177 provide access from nearly every direction. If you are traveling west on I-70, take exit 313 and drive nine miles north on K-177 into Manhattan. If you're traveling east on I-70, take exit 303 and drive six miles on K-18.

Air Transportation

[Manhattan Regional Airport](#) is located four miles west of Manhattan on K-18. The airport is serviced by American Airlines/American Eagle. American Eagle currently provides direct service to/from Dallas-Fort Worth three times a day. There are two daily flights to/from Chicago O'Hare.

- Conference hotels offer limited shuttle service to and from the airport (check with hotel at least 24 hours prior to arrival to schedule shuttle service).
- Two rental car options are available at the terminal (Hertz and Enterprise)
- Taxi service available, typical minimum charge of \$20

[Kansas City International Airport](#) is approximately 130 miles (2-hour drive) west of Manhattan and the Kansas State University campus.

- Kansas City International Airport is currently served by eleven airlines in three terminals with direct flights to 43 cities throughout United States, Canada and Mexico.
- Ground transportation to and from Kansas City International Airport is available on Quicksilver Airport Shuttle and Limousine, 1-800-888-8294.
- Numerous rental cars options are available including all of the national brands (Hertz, Avis, Alamo, Budget, Enterprise).

POTENTIAL OFF-SITE ATTRACTIONS & TOURS

Sunday tour options:

1. Bread under the Stars – Manhattan to Hutchinson

Minimum: 15 Maximum: 28

Tentative schedule:

9:30 a.m. Board bus from Manhattan, enjoy a box lunch on the bus.
Noon - 2:30 p.m. Visit the [Cosmosphere](#), a STEM education center and museum. It houses over 13,000 spaceflight artifacts, the largest combined of US and Russian spaceflight artifacts in the world. Located at the Hutchinson Community College.

2:30 p.m. Travel to [Strataca: Kansas Underground Salt Museum](#) – a subterranean adventure 650 feet below the earth’s surface

5 p.m. Load bus to return to Manhattan
7 pm. Return to hotel

Estimated cost: \$71

2. We like IKE – Manhattan to Abilene

Minimum: 10 Maximum: 30

Tentative Schedule:

10:45 a.m. Board bus from Manhattan (45-minute drive)
Enjoy lunch at [Brookville Hotel](#) (family style chicken dinner)

Visit [Eisenhower Presidential Library, Museum & Boyhood Home](#)

3:30 p.m. Depart for Manhattan
4:15 p.m. Return to hotel

Estimated cost: \$50

3. Tallgrass National Prairie Preserve... Heart of the Flint Hills – Manhattan to Council Grove and Cottonwood Falls

Minimum: 15 Maximum: 30

Tentative Schedule:

11 a.m. Board bus from Manhattan
11:45 a.m. Lunch at [Hays House](#) in Council Grove
12:45p.m. Board bus for [Tallgrass National Prairie Preserve](#), Ranch Headquarters and Prairie Tour
3:30 p.m. Board bus and drive to [Chase County Courthouse](#), oldest courthouse in Midwest still in daily use
4:30 p.m. Return to hotel

Estimated cost: \$32

4. All things OZ and Underground Railroad Tour – Manhattan to Wamego

Minimum: 10 Maximum: 30

Tentative Schedule:

10 a.m. Board bus from Manhattan
10:30 a.m. Brunch at [Friendship House](#)
Noon Walk to the [Oz Museum](#) via the **Yellow Brick Road**
Visit the [Oz Winery](#)
2 p.m. Load bus for [Underground Railroad Tour](#), featuring Richard Pitts, Executive Director of the Wonder Workshop Children’s museum. The 3 ½ hour tour includes:

- The Beecher Bible and Rifle Church, one of the first integrated churches in Kansas;
- Wabaunsee Township Cemetery, one of the oldest cemeteries in Kansas with the graves of 60 Civil War veterans;
- Mt. Mitchell, named after Captain Mitchell, an abolitionist whose house was one of the stations on the Underground Railroad
- Chris Barr’s Cabin, which was believed to be a station on the Underground Railroad.

5 p.m. Return to hotel

Estimated cost: \$60

5. Hike the Konza Prairie, Zip line at Wildwood Adventure Park, & Enjoy Liquid Art

A more locally focused tour around town. The Konza Prairie is part of the largest remaining area of unplowed tallgrass prairie in North America.

Minimum: 10 Maximum: 30

Tentative schedule:

9 a.m.	Board bus from Manhattan
9:15 a.m.	One-hour hike on the Konza Prairie
10:15 a.m.– noon	Zip lining in the Flint Hills at Wildwood Outdoor Adventure Park
Noon – 3 p.m.	Liquid Art with wine sampling
3 p.m.	Return to hotel

Estimated cost: \$80

6. Walking Tour of K-State Campus and Aggieville

Minimum: 10 Maximum: 30

Tentative Schedule:

10:30 a.m.	Leave hotel using hotel shuttle. Walking tour of K-State campus – Founded in 1863, Kansas State University features a number of historic limestone buildings as well as state-of-the-art facilities.
12 noon	Eat lunch at an Aggieville restaurant
1 p.m.	Walking tour of Aggieville - Adjacent to the K-State campus, this is the oldest shopping district in Kansas. It is home numerous eating and drinking establishments and shopping venues.
2:30 p.m.	Return to hotel

Estimated cost – Each participant would purchase lunch on their own at an Aggieville restaurant.

PROFESSIONAL DEVELOPMENT TOURS

Professional development tours could include any of the following programs, centers or buildings which are associated with the work of cooperative extension professionals:

[Flint Hills Discovery Center](#) - a heritage and science center detailing the history and preservation of the Flint Hills region of Kansas

[Kansas Wheat Innovation Center](#) - contains advanced wheat breeding laboratories and greenhouses

[International Grains Program Institute](#) - offers innovative technical programs to enhance the consumption and utilization of U.S. cereal grains and their value-added products

[Historic Costume and Textile Museum](#) - a notable collection of traditional and artistic artifacts dating back to 1740

[K-State Gardens](#) - a horticulture display garden established as a learning laboratory for K-State students and the visiting public

[Insect Zoo](#) - offers an interactive experience where visitors can experience the sights, sounds and smells of live creepy crawlies

[Sheep and Meat Goat Center](#) - provides a teaching center and employment opportunity for students as well as a location for producer meetings

[Sensory Analysis Center](#) - provides companies with sensory testing of foods, beverages, cosmetics, fabrics, packaging and personal care products



POTENTIAL DONORS AND IN-KIND RESOURCES

The Alpha Rho chapter will staff the registration table and be available as needed to provide information and answer questions. In addition to the in-kind resources solicited from the other extension associations and our university departments, we will solicit contributions from the following partners who have assisted with past conferences:

Kansas Wheat

Purple Wave Auction

Kansas Farm Bureau

K-State Alumni Association/Foundation

Kansas Livestock Association

Kansas Pork Association

Midwest Dairy Association

Kansas Soybean Commission

NATIONAL ESP CONFERENCE BID PROPOSAL EVALUATION FORM

STATE/CHAPTER: CITY:

PROPOSED CONFERENCE DATES:

DATE CONFLICTS

NATIONAL MEETING DATES:

- NACAA
- ANREP
- NEA4-HA
- NEAFCS
- NACDEP
- OTHER

RELIGIOUS HOLIDAYS:

AIRPORT:

- AIRLINES
- SAMPLE AIRFARES FROM MAJOR CITIES
- AIRPORT TRANSPORTATION TO THE HOTEL

HOTEL:

- ROOM RATES - ROOM TAX - LAYOUT/MAP
- FOOD SERVICE POLICIES AND MENUS CONTRACT:
- MEETING SPACE (AVAILABILITY AND CHARGES ASSOCIATED WITH USE)
- GENERAL SESSION
- BREAKOUTS (6-8) Including Fees - setup, AV, Internet, etc
- BANQUET SET-UP/DISPLAY AREA
- EXHIBITORS AND POSTER SESSIONS
- REGISTRATION AREA

- BOARD MEETING ROOM
- STORAGE ROOM
- EQUIPMENT RENTAL - POLICY ON AV EQUIPMENT, SERVICE CHARGES
- LARGE SUITE FOR PRESIDENT (COMPLIMENTARY)
- AVAILABILITY AND COST OF INTERNET ACCESS IN MEETING AND SLEEPING ROOMS
- PARKING FEES
- ABILITY TO BRING IN PROMOTIONAL ITEMS
- SHIPPING AHEAD - STORAGE FEES - TAXES - OVERHEAD
- LETTERS OF SUPPORT (ATTACHED)
- STATE ESP PRESIDENT
- STATE EXTENSION DIRECTOR
- OTHER

DISTANCE LEARNING:

- TECHNOLOGY AVAILABLE
- TECHNICAL STAFF
- ASSOCIATED COSTS

COMMUNITY ATTRACTIONS

POTENTIAL TOURS

SPECIFIC INKIND SUPPORT FROM THE STATE OR CHAPTER

- PEOPLE
- MONETARY
- OTHER

AVAILABILITY AT UNIVERSITY TO HANDLE REGISTRATION

- ANTICIPATED COST

- CREDIT CARD AVAILABILITY

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