

Association of Academic Health Sciences Libraries

Request for Proposal

AAHSL is issuing a Request for Proposal from AAHSL member institutions to provide support for in-person activities as part of the NLM/AAHSL Leadership Fellows Program, specifically the Leadership Institute and Capstone, including the Graduation ceremony.

Below are the specifications for each of the in-person events. Please note that the Leadership Fellows Orientation is usually held in conjunction with the AAHSL and AAMC meetings and is not part of this RFP.

NOTE: Bidders may opt to host either the Leadership Institute or the Capstone/Graduation or both

Send proposals to: AAHSL Office (office@aaahsl.org)

Deadline date: November 30, 2024

For additional information: Contact office@aaahsl.org, Shannon Jones (joneshan@muscd.edu) or Judy Cohn (judith.s.cohn@gmail.com)

Background

AAHSL has been reviewing ways to contain and reduce the costs of the Leadership Fellows Program. Meeting in major cities for the in-person events has resulted in increased lodging, travel, and meal costs. In-person activities are important to creating a safe, reflective, and relevant learning community and environment where fellows can share issues and learn from mentor and fellow experiences. The in-person sessions also create a stronger professional bond and network among the class. Fellows and mentors have provided feedback that in-person, as opposed to online, sessions are essential to the leadership learning process. Given the importance of having in-person events, the association has been exploring ways to reduce costs without moving to a completely online environment.

One way to reduce those costs is to explore whether AAHSL member institutions might have lower cost venues for the two major in-person events, the multi-day Leadership Institute (April) and/or the Capstone/Graduation at the end of the program (September/October). AAHSL is now seeking institutional or lower cost locations for both of these important Leadership Fellows Program events.

General requirements

- Access to an airport that provides regular and reasonably priced flights from across the country.
- Local and reasonably priced transportation to and from the airport to the meeting location.
- Hotel accommodation for up to 15 people, single room.
 - Clean and attractive
 - Within walking distance to meeting space or have transportation provided
- Catering services and easy access to restaurants or other food options.
- Attractive, clean and environmentally controlled meeting spaces for the duration of the activity.

- May be library-based or other institutional meeting spaces
- Meeting areas that will not be disturbed by noise or traffic from other events or services
- Meeting space will support online video conferencing such as Zoom, Google Meet, or Microsoft Teams
- Technical support for projecting slide decks and video conferencing
- Ability to receive shipped educational materials in advance of events to the training site.
- Event details will be coordinated and negotiated with the AAHSL Office who will work with Future Leadership Committee and Leadership Fellows Program trainer(s) to ensure requirements are in place to support the curricular activities.
- The Institution will appoint a person to act as the primary contact for the meeting location and coordination of logistics.
- Preferred: Outdoor areas for walking, nearby shops, etc.

Leadership Institute Requirements

Dates: Late March/April to be determined collaboratively with AAHSL and the institution -- Dates must be set by January 1 at the latest; must consider Jewish and other religious holidays. ***When submitting, include 2-3 possible date ranges to accommodate the Leadership Institute.***

Length: 3 full days with group dinner on arrival or subsequent evening

Arrival Day: group dinner in evening – catered or at quiet, nearby restaurant for Introduction and Overview of Institute

Days 1-3: 8:00 AM – 5:00 PM. Meeting room specifications below. Trainer/program director will need access to the room before and after the meeting, preferably at 7:30 AM and until 5:00 or 5:30 PM for wrap-up and removal of materials.

- Room size: holds 15 to 20 people, with ample space to spread out laptops, power cords, and learning materials
- Room configuration: large conference table, square or u-shape tables and seating
- AV/technology needs:
 - Required: Computer projector or large monitor with remote, Zoom capabilities, 2 to 3 flip charts with sheets that can be posted around the room, with markers
 - Speaker phone or table/ceiling microphones for Zoom or remote calls (in case COVID or other pandemic issue requires remote access for some people)
 - Local technical support provided for set-up and between sessions as needed

- Podium: Table-top or regular podium for the speaker and laptop, or tall table for laptop and speaker
- Electrical power outlets: easily accessible outlets or extension cables for charging participants' devices
 - Meals sponsored and paid for by AAHSL (3 days):
 - Breakfast: 7:30-8:30 AM (program starts at 8:30 AM)
 - Catering in a separate, nearby room preferred or served in meeting room if space allows
 - Protein (yogurt, hardboiled eggs) as well as pastries
 - Coffee, tea, water
 - Participants can be asked to have breakfast in the hotel or nearby restaurant if needed but coffee/tea/snack service is required
 - Lunch: time range 12:00 noon to 1:30 PM – depending on agenda for Institute
 - Preferably in a separate room, but negotiable
 - If in same room, must be adequate space for set-up and clearing of used catering items
 - Accommodate vegetarian and vegan diets
 - Salads and sandwich type foods with a dessert
 - Beverages: water, soda, etc.
 - Snacks/beverages
 - Water throughout the day
 - Coffee, water for tea at breaks – approx. 10:00 -10:30 AM and 2:30 or 3:30 PM
 - Prefer – nearby access to soda machines or vending area for those who prefer soft drinks
 - Group dinner: 3rd evening – catered or nearby restaurant
 - Accommodate vegetarian/vegan and other specific diets
 - Easily accessible location by walking or reasonable transportation

Capstone Requirements - are similar to Leadership Institute, differences are in bold, italics

Date: early September-early October, avoid Jewish and other religious holidays; dates set collaboratively with AAHSL Office Program Director, and current class by **January 1**

Length: 2 **full days**, arrive night before, **graduation** on last night until 8/8:30 pm.

Day 1: 8:00 AM – 5:00 PM.

Day 2: 8:00 AM - 5:00 PM; ***Graduation Ceremony from 6-8/8:30 PM (see detail below)***

- Room size: holds 15 to 20 people, with space to spread out learning materials
- Room configuration: large conference table, square of u-shape tables and seating
- AV/Technology needs:

- Required: Computer projector or large monitor with remote, **Zoom capabilities with table or ceiling microphones required**, 2 to 3 flip charts with sheets that can be posted around the room, with markers
- **Table microphones and speaker for Zoom or remote video calls**
- Podium: Table-top or regular podium for the speaker and laptop, or tall table for laptop and speaker
- Electrical power outlets: easily accessible outlets or extension cables for charging participants' devices
- Meals funded by AAHSL (**2 days**):
 - Breakfast 7:30-8:30 AM (program starts at 8:30 AM)
 - Catering in a separate, nearby room preferred or served in meeting room if space allows
 - Protein (yogurt, hardboiled eggs) as well as pastries
 - Coffee, tea, water
 - Participants can be asked to have breakfast in the hotel or nearby restaurant
 - Lunch: time range 12:00 Noon to 1:30 pm – depending on agenda for Capstone
 - Preferably in a separate room, but negotiable
 - If in same room must be adequate space for set-up and clearing of used catering items
 - Accommodate vegetarian and vegan diets
 - Salads and sandwich type foods with a dessert
 - Beverages: water, soda, etc.
 - Snacks/beverages
 - Water throughout the day
 - Coffee, water for tea at breaks – approx. 10:00-10:30 AM and 2:30-3:30 PM
 - Prefer – nearby access to soda machines or vending area for those who prefer soft drinks
 - Group dinner: **day 1 evening** – catered or nearby restaurant
 - Accommodate vegetarian/vegan and other specific diets
 - Easily accessible location by walking or reasonably priced transportation
 - **Graduation reception: 6:00-8:00/8:30 PM**
 - **Heavy hors d'oeuvres**
 - **Wine and beer**
 - **Assuming both in-person guests and remote guests to come in via Zoom**
 - **Technical support for Zoom; projection for presenters**
 - **Can be in the same or nearby location**
 - **Graduation site: room that holds 30 to 40 people**
 - **theater style seating**
 - **podium and space for reception, microphone**
 - **side table for diplomas and other materials**

- ***videoconferencing capability for remote attendees to join the event***

In responding to the proposal, please suggest local restaurants that may work for a group of 15, preferably in a private room or quieter space.

Updated: 6/26/23, 9/27/23, 10/18/24 jsc