



Outdoor Writers Association of America  
615 Oak Street, Suite 201  
Missoula, MT 59801  
www.owaa.org  
406-728-7434

July 10, 2016

Dear Interested CVB:

Thank you for your interest in hosting our 2019 annual conference. We are making an effort to move our conferences more regularly around the country and we are targeting the Northeast and Southern regions for our 2019 conference, though we will accept bids from outside those regions. I have enclosed our OWAA Conference Fact Sheet and Questionnaire to serve as the basis for your proposal. ***I encourage you to read the Fact Sheet before bidding for a clear explanation of our expectations.*** The questionnaire sheet must be filled out and returned. You may supplement your bid with additional materials, but bids returned without a single, completed bid questionnaire will be rejected. OWAA will work directly with the host city Convention & Visitors Bureau during the bid process – please do not have individual resorts or properties contact us.

In 2011, OWAA “turned a corner” in the presentation of our conference curriculum. The days of sitting in sterile mid-town hotels are behind us, and we are ushering in a new era of out-of-the-box conference experiences for our members that will get them out in the field, while expanding and honing their journalism skills. Host areas with easy access to outdoor opportunities are highly desirable and will be given preference over highly urban settings. While OWAA’s conference has traditionally been held in June or July, we are open to proposals in shoulder seasons that offer the best rates for OWAA and our members.

Our conference requires approximately 150-200 sleeping rooms, not necessarily all under one roof but in very close proximity to one another. In an effort to make the conference affordable for our members, we prefer not contract room rates over \$109/night. Included with your proposal we will need to receive meeting room layouts and capacities, menus, a sample contract for the proposed headquarters site and the facility’s environmental policies. Additional information is requested in the conference questionnaire.

Submission deadline is 5 p.m. (MST) Wednesday, August 31, 2016. If everything is in order and you make the short-list, we would like to arrange a site inspection as scheduling permits in the fall. Please forward the completed bid package to my attention at: OWAA, 615 Oak Street, Suite 201, Missoula, MT 59801. Acceptance of a bid will supersede all other contracts.

If you would like me to mail a copy our most recent conference program, send your mailing address to me via email at [jseitz@owaa.org](mailto:jseitz@owaa.org). You can also find information our conference program by visiting our current conference website: [www.owaa.org/2016conference](http://www.owaa.org/2016conference). If you have any questions, or wish to bounce ideas off me, please let me know. I look forward to hearing from you!

Sincerely,

Jessica Seitz  
Membership & Conference Services