



## Annual Session Intent to Bid

**State Affiliate:** [Name]  
**Contact Person:** [Liaison or Co-Liaisons]  
**Contact Information:** [Mailing address, phone, email, fax]

**Reasons your affiliate would like to host Annual Session:** [Provide a brief explanation. This may include information such as involvement in prior Annual Sessions (e.g., serving as host), support from universities/institutions, administrators, and members of the state affiliate.]

**Provide 2 to 3 suggested cities for Annual Session, in order of preference, from which NEAFCS can obtain competitive bids. Include brief summary of why each city would be ideal as a location for the Annual Session:**

**1<sup>st</sup> Choice Suggested Location:** [Hotel, Address, Phone contact]

**Supporting summary:** [e.g., Access to airport, conference facility, possible event and tour options]

**2<sup>nd</sup> Choice Suggested Location:** [Hotel, Address, Phone contact]

**Supporting summary:** [e.g., Access to airport, conference facility, possible event and tour options]

**3<sup>rd</sup> Choice Suggested Location:** [Hotel, Address, Phone contact]

**Supporting summary:** [e.g., Access to airport, conference facility, possible event and tour options]

**Provide Letters of Support:**

- 1. State Cooperative Extension Service/University Administrator (Director)**
- 2. Family and Consumer Sciences State Leader or equivalent**
- 3. Affiliate President**

Send the completed Intent to Bid Form and Supporting Documents to the National Office

**Deadline for Submission: January 1<sup>st</sup> (3 years prior to host of Annual Session)**

*\*Examples of past submissions may be available. Contact the Vice President for Professional Development*