



How to submit a bid to host the Tau Beta Pi annual Convention

- Any collegiate or alumni Tau Beta Pi chapter or group of chapters may express interest in hosting a Convention.

The following materials must be submitted to Headquarters by June 1:

1. Letter of interest
 - A request to be considered in the bidding process signed by:
 - Collegiate chapter – chapter president and chief advisor
 - Alumni chapter – chapter president and vice president
2. Letters of support:
 - Letters pledging support from:
 - Collegiate chapter - chapter president and chief advisor; Dean of engineering
 - Alumni chapter – chapter president and vice president
 - Both - Visitors bureau (if your city has one)
3. Statement of resources available:
 - The number of potential volunteers available.
 - A brief statement of why the chapter feels it is capable of hosting; include number of projects, awards received, District participation, & continuity.
4. Suggestions for hotels or other facilities Headquarters should consider. **Chapters should not contact hotels directly.**

Headquarters will solicit bids from area hotels and compile the information required for the Convention Site committee.

The chapter's voting delegate will be assigned to the Site committee. The committee will decide what presentations, if any, will be made.