

September 9, 2006

2007 Planning and the Black Community Division Conference: Solicitation for Community to Host Conference

Planning and the Black Community Division (PBCD) of the American Planning Association is soliciting letters of interest for hosting our 2007 Conference. The PBCD holds a bi-annual national conference designed for planning professionals, citizen planners, planning students, and others interested in the field of city planning, particularly planning and the black community. The conference is held in the summer or early fall of every other year (i.e., August through mid - September) and RFQ's are currently being solicited from potential host communities for the 2007 conference.

The locations for the two previous conferences were:

- 2003 - Oakland, CA
- 2005 - Greenville, NC

The conference consists of the following activities:

1. Concurrent sessions held at the conference site;
2. Community Charette held in the host community and/or in nearby areas;
3. A reception (that may include food, beverages, music, etc.);
4. A plenary luncheon and or breakfast.

The duration of the conference is three days (Thursday - Saturday), and most activities transpire on the latter two days.

The PBCD Conference and Workshops Committee has set forth the following basic criteria for all potential host cities.

PROCESS FOR SUBMITTAL

To be considered for site selection, a representative from the host community shall provide information for each of the following criteria:

- Provide digital photos of the exterior of the proposed meeting facility (hotel and meeting room site.);
- Provide contact information (contact name, name of planning agency/firm, telephone number, and email address.);

- Must have a planning or planning related program at a local college or university;
- Must have a major airport or hub that would be convenient for air travel from most of the USA;
- Must be able to provide at least two (2) mobile workshops that would focus on issues of planning and the black community;
- Must have meeting facility with capacity to accommodate 75-100 persons for a sit-down, plenary luncheon or breakfast.
- Must have an available host hotel that could provide five (5) meeting rooms, formal dining room for keynote speaker and breakfast sessions, and be able to have a block of 50-75 hotel rooms;
- Must have meeting facilities allowing for 3 concurrent sessions, with each space accommodating 25-30 persons;
- Must have a hotel that can accommodate 75-100 people;
- Must establish a local conference host committee; and
- Must be able to host the conference in late summer/early fall (August or September)

ADDITIONAL DESIRED AMENITIES

1. The meeting facility should have restaurants and retail facilities within convenient distance. Meeting locations within the traditional downtown core are preferred.
2. The community in which the Conference is located shall have a unique setting or location and/or shall have suitable attributes or learning opportunities of interest to planners from across the country.

The community should be prepared to facilitate a service project that would take place during the conference and involve conference attendees. For example, the service project might include conducting a design workshop or a visioning session to address a local issue or problem, interaction with a local school, or some other type of service demonstration.

The Conference Committee is requesting that all interested cities submit their interest letters by October 13, 2006. The Committee will take four (4) weeks to review letters of interest. By November 10, 2006, the Committee will notify those

cities that have made the finalists' list. Formal presentations will be scheduled in December. The Committee will notify the selected host city by January 12, 2007.

Should you have any questions, please contact Fleming El-Amin, AICP, at (919) 485-7521 or felamin@rideTTA.org. Alternatively, you may contact Jeffrey S. Lowe, Ph.D. at (850) 645-1352 or jslowe@fsu.edu. We look forward to receiving your letter of interest and having your city host the 2007 PBCD Conference.

Sincerely,

Fleming El-Amin II
PBCD Vice Chair for Programs

<http://www.planning.org/blackcommunity/>