



Host Tribes Responsibilities

ATNI Annual Convention 2024

Amber Schulz-Oliver
Affiliated Tribes of Northwest Indians



Affiliated Tribes of Northwest Indians

Dedicated to Promoting Tribal Self Determination & Sovereignty

The Host Tribe(s) role in putting on an ATNI Conference is a very important one. The help and dedication to staging a successful conference is dependent on this very important role. ATNI of course bears the major fiscal responsibility and the host Tribe(s) primary contribution is determined by the host tribe.

**This is a working document meant to determine the needs for the 2024 Annual Convention.*

HOST TRIBE(S) RESPONSIBILITIES	DETAILS	FOLLOW UP	TOTAL COSTS
1. Planning Committee Members <ul style="list-style-type: none"> Appoint a local coordinator and committee to work with ATNI. Designate one lead fundraising/sponsor to work with ATNI staff to secure funds/ sponsorships. Designate one resort reservationist to work with a conference room block. 	Planning Committee Members Examples: <ul style="list-style-type: none"> Hotel/Casino Coordinator Hotel Event Manager Fundraising/Sponsor Coordinator Tribal Representative/Coordinator 	Please provide list of names and contact info/email for coordination	Determined by Host Tribe
2. Volunteer Coordination Appoint volunteers needed throughout the entire week of conference, preferably one dedicated AV/ casino staff and another resort/casino staff employee who can field questions.	Volunteers <ul style="list-style-type: none"> (6-8) Sunday @ 1:00-3:00 packet stuffing (3-4) Monday-7:00am-4:00pm (2) Tuesday-7:00am-4:00pm (2) Wednesday- 8:00am-4:00pm 	Select and assign volunteers for days needed and share list with Terri Parr.	Determined by Host Tribe
3. Color Guard/Invocation Make arrangements for posting and retiring colors and, providing daily invocations.	Monday 8AM Tuesday 8AM Wednesday 8AM Thursday 8AM & 12PM	Need Names to add to program agenda	Determined by Host Tribe
4. Office Equipment/Supplies Providing office equipment, copy machines and other AV needs	2 copy machines 4 cases of paper AV-determine all needs and work together to meet conference agenda	Set up Sunday 8AM	Coordinate needs with Host Tribe and ATNI

5. Welcome/Cultural Event Hosted Events (Optional)	ie: welcome reception, culture night, work with resort staff for other entertainment comedy, karaoke, local entertainment, etc.		Determined by Host Tribe
6. Convention Space	Conference venue must be able to accommodate General Assembly of minimum 400 people and 10 concurrent meeting rooms		Need to coordinate with both Host Tribe/Resort and ATNI
7. Decorate Stage in General Assembly (Optional)	Set up at Sunday and Thursday take down at 12:00		Determined by Host Tribe
8. Conference Gift (Optional)	Host Tribe Determines Conference Gift for ATNI participants i.e. bags, portfolios etc. Determine Gift and order for 300 participants		Determined by Host Tribe
9. Speaker Gift (Optional)	Tribally specific gifts for speakers approximately 35		Determined by Host Tribe
10. Communications <ul style="list-style-type: none"> Letters of Proclamation/Welcome (for agenda) Save the date flyers, invitations, etc. Historic Photographs 	Soliciting letters of welcome from Tribal Chair and/or Governor/elected officials to include in the printed agenda.		
11. Media <ul style="list-style-type: none"> Video recording of General Assembly Photographer Minutes 	ATNI will provide the video equipment for the General Assembly recording.		
12. Sponsorships <ul style="list-style-type: none"> Catered Events Event Sponsors 	In working together to produce a successful event, ATNI will assist host tribe in seeking contribution/sponsorships for the event	Host tribe may designate a planning committee member to work with ATNI staff for sponsor outreach & management	Determined by total event budget

DETAIL

1. Planning Committee

Pre-conference planning includes help in the scheduling of conference activities. The planning committee is instrumental in helping ATNI develop the sponsorship strategy. Members of the planning committee should be able to meet once a week 45 days prior to the conference.

2. Volunteers

Volunteers will be required to attend orientation on Sunday for work assignments, training and the week's schedule.

Assistance with registrations throughout the entire week. Provide staff time for typing resolutions.

(Example: copying, running errands and taking notes in numerous committee meetings, etc.)

The AV volunteer is critical in making the conference a success and ensuring all AV needs are met throughout the week.

Examples of duties include: assistance with PowerPoints, or other presentations in General Assembly and concurrent meetings, conference calls, etc.

3. Color Guard and Invocations

Provide names and titles of individuals to include in program (invocations, color guard, welcome)

4. Work Room and Resolution Room

We typically will need 4 computers and 2 copy machines one copier in the work room and one in the resolution room from host tribe for the week. Copy machines must collate and staple and print 50 pages per minute. Computers will need to have internet access and office 2003 or higher.

5. Hosted Events

These events are decided on by the Host Tribe, and may include a welcome reception and culture night dinner. The Venue generally will coordinate evening events open for ATNI conference participants. Successful past events have included comedy night, karaoke night or slot tournaments.

6. Decorate Stage in General Assembly

This is at the Host Tribe's discretion on how to decorate. With that being said it really is an opportunity for the Tribe to "Shine". Optional

7. Conference Gift

The gift is at the Host Tribes discretion. Optional.

Hosting Affiliated Tribes of Northwest Indians Conventions

Host Tribe Opportunities:

ATNI Conventions are where members convene for discussion, presentations and the work of the committees in regard to policy, legislation, and the future of Indian Country in the Northwest.

Host the ATNI convention offers unique opportunities for the host tribal nations, communities, and venues/hotels/casinos.

1. Opportunity to showcase the tribal nation's successes, accomplishments, common challenges and opportunities. This can be accomplished in many ways, including showcasing your priorities and accomplishments, such as your recent expansion project. This can be accomplished by hosting cultural event(s), utilizing ATNI tradeshow to showcase your tribal programs and businesses, or production of a welcome video to share with the ATNI attendees.
2. Opportunity to highlight your tribal priorities at the general assembly. The Tribe's local planning committee (LPC) can provide significant input on the presentations, panels, and invited speakers for the first day of general assembly to ensure local priorities are reflected in our general session.
3. Opportunity to demonstrate your commitment to the organization's mission. It takes significant resources to provide the ATNI platform and communication channels to effectively advocate and support tribal priorities regionally and nationally. Your support directly impacts our capacity.
4. Opportunity to demonstrate your cultural and natural resources. When ATNI members attend the conventions, they are presented with the opportunity to learn from one another, collaborate, and find common ground.



AFFILIATED TRIBES OF NORTHWEST INDIANS

Dedicated to Promoting Tribal Self Determination & Sovereignty

REQUEST FOR PROPOSAL (RFP) EVENT

Event: ATNI Annual Convention 2023

In 1953 farsighted tribal leaders in the Northwest formed the Affiliated Tribes of Northwest Indians, and dedicated it to tribal sovereignty and self-determination. Today, ATNI is a nonprofit organization representing nearly 50 Northwest tribal governments from Oregon, Idaho, Washington, Alaska, California and Montana.

The ATNI Convention provides a forum for the exchange of information of matters of mutual concerns among member Tribes and their constituencies, including the development of consensus on policy and positions on issues, recommendations for legislation and government policy, Monitor, collect information, analyze data, disseminate findings and develop policy positions, Provide technical assistance, benchmarking, (standard setting), education, and training, and Establish and maintain mutual assistance networks and foster strategic alliances between ATNI, its member Tribes, and beneficial organizations.

Contact:

Tyrel Ott, Administrative Support Specialist.
Affiliated Tribes of Northwest Indians (ATNI)
PO Box 66209, Portland, Oregon 97290
T: 503.922.0061 | E: tott@atnitribes.org | W: www.atnitribes.org

Preferred Dates:

September / October

Room Block:

DAY	DATE	Room Type 1	Room Type 2	Total
1	Sat.	Standard	Suite	15
2	Sun	Standard	Suite	160
3	Mon	Standard	Suite	180
4	Tues	Standard	Suite	170
5	Wed	Standard	Suite	120
6	Thur	Standard	Suite	15

Expected Attendance:

250-350 people

Meeting Room Requests (dates, room sizes, quantities):

* Food & Beverage Order

Day	Date	Time	Function	Set up	Count
Sunday		All Day	ATNI Office	Small Office	8
		TBA	*Committee Chair Meeting	Hollow Sq	24
		2-4PM	*Technical Training and Volunteer Orientation	2-3 Fold Tables	10
		TBA	Side Meeting	Classroom	30
		TBA	Registration/Info Desk	Foyer/2-3 Tables	12
		6-8PM	*Reception	Reception	50

Day	Date	Time	Function	Set up	Count
Monday		8AM	ATNI Office	Small Office	8
		7AM	Registration/Info Desk	Foyer/2-3 Tables	12
		8AM	*Continental Breakfast	Buffet	400-500
		8AM -12PM	General Assembly	Banquet ¾ Rounds & Classroom	325
		1:30PM – 3:30 PM	5 Concurrent Meetings	Classroom/Theater	MAX 30ppl
		3:30PM	*Break	Buffet	325
		3:30PM – 5:30 PM	5 Concurrent Meetings	Classroom/Theater	MAX 30ppl
		5-8PM	*Reception	Reception	50

Day	Date	Time	Function	Set up	Count
Tuesday		8AM	ATNI Office	Small Office	8
		7AM	Registration/Info Desk	Foyer/2-3 Tables	12
		8AM	*Continental Breakfast	Buffet	400-500
		8:30AM – 12:15 PM	5 Concurrent Meetings	Classroom/Theater	MAX 30ppl
		12:15PM	*Break	Buffet	300
		1:00 PM – 5:30 PM	5 Concurrent Meetings	Classroom/Theater	MAX 30ppl

Day	Date	Time	Function	Set up	Count
Wednesday		8AM	ATNI Office	Small Office	8
		7AM	Registration/Info Desk	Foyer/2-3 Tables	12
		8AM	*Continental Breakfast	Buffet	300
		8AM -12PM	General Assembly	Banquet ¾ Rounds & Classroom	300

PO Box 66209, Portland Oregon 97290
P: 503.249.5770 E: atni@atnitribes.org W: www.atnitribes.org

		3:30PM	*Break	Buffet	300
		1:30PM – 5:30 PM	5 Concurrent Meetings	Classroom/Theater	MAX 30ppl

Day	Date	Time	Function	Set up	Count
Thursday		8AM – 12PM	ATNI Office	Small Office	8
		8AM – 12PM	General Assembly	Banquet/ Classroom	100

Food & Beverage:

All items marked with an asterisk will require an FBO. The FBO budget is variable. Opportunity to host one to two luncheon(s) onsite for 300 attendees.

A/V and IT Support:

All meeting rooms will require A/V capability. Majority of meeting rooms will require an A/V package. General assembly will require a large screen package. We require access to the house audio system in general assembly for video recording.

Tuesday breakout meetings will be hosted virtually as well as in-person. Please include A/V menu and costs when submitting.