



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) 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:
 - a) 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 is available
 - A brief statement of why the chapter feels it is capable of hosting; include number of projects, awards received, District participation, and 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.

Delegates from chapters interested in hosting Convention will **NOT** be assigned to the Convention Site Committee. They may be invited to attend a meeting of the committee at the committee's discretion.