ASSOCIATION FOR EPISCOPAL DEACONS

ENGAGING THE DIAKONIA OF ALL BELIEVERS

Request for Proposals: AED Triennial Conferences 2022 and 2025
Proposal Due Date: January 30, 2020

Every three years in June, AED hosts a Triennial Conference to which we hope to welcome all deacons in the United States, Canada, and associated communions. We invite you, your community of Deacons and your diocese to submit a Proposal for hosting this Conference. Hosting a Conference enlivens your local diaconal community, and provides a tremendous service to the diaconal community as a whole. Thank you in advance for the work you are considering undertaking.

AED attempts to provide wide opportunity for deacons and others to participate, and so attempts to hold the Conference in a variety of locales around the continent. In order for the event to be successful it is essential to have a well-organized local committee from a host Diocese to offer an invitation and manage on-site activities. The last Conference was held in Providence, RI. Dates are generally May-June.

The AED Board of Directors plans to make site decisions for 2022 and 2025 (if possible) at the Board meeting in March of 2020. To be considered, proposals must be submitted to lmcii@aol.com by January 30, 2020.

Check AED's website and Facebook page for an announcement concerning Zoom conferences for technical help in preparing your proposal. Calls will be October 28 at 7 pm eastern, and November 25 at 7 pm eastern

Proposals should carefully address EACH of the following:

1. **The Bishop's Support**: In what ways will your Bishop support the Conference? May we count on your bishop to participate in some activities, and to preside over the Closing Eucharist?

2. **The Community of Deacons:** Is there a community of deacons willing to function as a local planning committee? Are there two deacons who will convene this local committee? (At least one should have attended a previous Triennial.) Are there enough deacons or other interested persons with appropriate skills to carry out the following important functions:
   A. On site conference registration;
   B. Liaison with the Conference site;
   C. Publicity and Conference materials design;
   D. Coordination with the AED Executive Director and Board Design Team, including workshop proposals, review, selection, coordination and communication with presenters;
   E. Hospitality during the Conference, including acting as greeters and guides and arranging information on local activities for families/spouses;
   F. Arranging daytime childcare, should such be determined as a need, for 6-10 children;
   G. Liturgy design for Eucharist and Prayer services (in close consultation with AED);
   H. Collaboration with the national team to identify potential local donors and/or sponsors.

3. **The Proposed Conference Site:** Identify one or two sites available for appropriate dates, and accommodating up to 400 persons. Do they have a reasonable and modest cost structure? Please provide details addressing the following issues and costs:
   A. Most attendees will need hotel or dormitory accommodations. What are the amenities of rooms at the proposed site? Room rate for single and double occupancy? Common or shared bathrooms?

B. Local attendees may commute. What needs might they have and how will those be addressed in your setting?
C. What kinds of disability adaptation are available at your proposed site? Is the site entirely ADA compliant? Are there suitable guest rooms for disabled persons?
D. How might food be provided at your site, including daily meals for Conference site residents and commuters, daily meals for non-participating spouses/partners, coffee breaks, social hours, and a banquet with additional guests?
E. Are there appropriate spaces at your site for Conference use including:
    1) A plenary room space large enough for all attendees. (What technologies are included to support presentations*, e.g.,* AV capacity for sound and projection, wireless, etc.) Please determine estimated costs for these additional technologies.
    2) A room suitable as liturgical space for all. (How might it be rendered more inviting for worship?)
    3) Three to five rooms for pre-Conference meetings and five conference workshops for 50 to 100 persons, totaling at least space for 400 attendees to go to the workshops during one session.
    4) Small group spaces for 15 to 18 people to gather for such sessions hosted by the Church Pension Group or The Fund for the Diaconate.
    5) Exhibit space for AED and other commercial and information booths or tables (at least two additional rooms.)
    6) Coffee/social space for informal activity (may be associated with exhibit space).
    7) A registration area, centrally located.
F. Describe how your proposed site staff is flexible and willing to work with the AED local committee and central staff.
G. In what ways could you support the use of music in our liturgies?
H. It is suggested, but not necessary, to attend a local church for the closing Eucharist. If this is possible, please identify options for this, and any estimated associated costs (altar guild, musician, sexton, etc.). Some churches have charged AED in the past to use their facility, and this is to be avoided if at all possible.

4. **Transportation:** Does the site proposed have good air transportation service? How will the participants get to the site from the airport, and what is the cost? Can the local team provide transportation to and from the airport to the Assembly site if necessary? Will there be any transportation costs for any offsite activities (such as closing Eucharist)? Identify what provision will be made for any attendees needing assistance due to a physical disability.

5. **Commitment to Fundraising Support:** The 2019 Triennial greatly benefitted from the support of the local team working on fundraising for specific items, like participant bags, nametags and T-shirts for the hosting staffers. Who on your local team would be willing to investigate local sources of financial or in-kind support?

6. **Special Appeal of your Area:** What special historical, cultural or religious appeal does your area have that AED could use to enrich the Conference theme? What local attractions might appeal to family members accompanying Assembly participants?

Please contact AED with any additional questions. We welcome any opportunity to discuss this proposal and make it possible for your diocese to host. Thank you!

The Rev. Deacon Lori Mills-Curran
Executive Director

Please submit proposals in PDF format to:

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