



**National Association for Welfare Research and Statistics (NAWRS)
2023 and 2025 Conference Planning Supportive Services
Request for Proposals
RESPONSE TO QUESTIONS**

Q: General question on audience: To better understand the ambience we aim to create and tailored networking activities, could we know if these attendees regularly engage with each other through other activities and events hosted by NAWRS?

A: Yes. Attendees engage with each other through other opportunities hosted by NAWRS, such as webinars hosted by NAWRS' virtual committee. Some attendees know one another through other human services engagements as well. NAWRS strategic plan is centered in creating a community of practice and providing as much research to practice network opportunities and events as feasible.

NAWRS also offers several networking opportunities at the conference, such as an event during one of the evenings that is usually off the hotel site. We track attendance at the event and can supply those numbers upon award. Participants can choose to attend and pay for the event as a registration add-on or we can include in the registration fee.

NAWRS also offers a hospitality suite in the hotel during the conference where attendees can take a break and engage in informal discussions and networking. The suite is stocked by NAWRS board members (refreshments and snacks).

There is also a President's reception at the beginning of the conference. The NAWRS President welcomes attendees and networking occurs in this venue (night before formal conference begins)

Q: General question: Shall we budget for a registration fee that covers the cost of meals (e.g. welcome reception, breakfast, a.m. and p.m. breaks, and lunch) during the conference?

A: The registration fee will be determined by the NAWRS board with input and consult with the chosen contractor. We also ask for and may get sponsors for some breaks and the registration fee is designed to cover meals and other costs, if possible.

Q: General question: Unless we are mistaken, we didn't see a sample program. Could we please be provided with the number of plenaries and breakouts (concurrent sessions) to budget for the appropriate meeting rooms, audio/visual equipment, and staff support?

A: Example here: <https://nawrs.org/wp-content/uploads/2019/08/NAWRS-Workshop-Program-2019.pdf>

Q: General question: Could we please learn if any of the sessions (plenaries and breakouts) will need to be video recorded and if so, how many?

A: We have not video recorded sessions in the past, though we will consider it on a limited basis if the budget allows. Also, live streaming on a limited basis, is a possibility. If you have the capacity for these items, please provide a per session cost as a separate item in the budget workbook.

Q: Task 4: Could we please know if any of the speakers will be sponsored (travel, accommodations, and lodging costs covered)?

A: This will be determined as the program is developed from responses to the call for proposals. We have sponsored some speakers in the past for travel or lodging – for 1 to 3 people.

Q: Task 4: If there are sponsored speakers, will they also receive an honorarium? If so, could you please share the amount NAWRS typically provides their speakers?

A: No sponsored speakers or honorarium

Q: Task 8: Are there 508 compliance requirements for the meeting materials (website and print materials)?

A: There are no requirements, per se, but we'd like bids to consider 508 in website and printed materials like government contract requirements. We aim for accessibility.