

GNCTR 2022 Bid Package Guidelines

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1. Introduction

The continued annual success of the Great Northern Concrete Toboggan Race (GNCTR) lies in the commitment and passion of GNCTR alumni, and this past GNCTR in Toronto was a great opportunity to witness that alumni commitment in various ways. Not only did we see an Organizing Committee made up of U of T alumni return to host the competition, but we also saw many GNCTR alumni return as volunteers, judges, sponsors, and alumni competitors (with four alumni toboggans racing). No matter the method, GNCTR alumni have continued to have a strong presence in ensuring the future success of the competition.

Five years ago, the first GNCTR Toronto Organizing Committee formed and submitted their first bid. After two more attempts, they won the ability to host GNCTR 2020 and the rest is history. This Organizing Committee's success came from a lot of hard work and determination, but the experience of bidding for the competition and not being selected was a critical step in forming an event that would be successful. Engineering is at its heart an iterative process, and bidding to host GNCTR is a great learning experience for prospective Organizing Committees, we encourage anyone who's interested to put their best forward and bid.

Please refer to the following document for guidelines and requirements for submitting a bid to host GNCTR 2022.

- The GNCTR 2020 Organizing Committee

2. Outline

This is what you need to know about bidding to host GNCTR in 2022:

1. GNCTR 2021 will be hosted by the University of Calgary and Southern Alberta Institute of Technology in Calgary, Alberta. It is preferable that your host city/university be from an Eastern Canadian province to keep with the alternating East/West host tradition. The dividing line is the border of Manitoba and Ontario (being from the west side of this line does not disqualify you but may make your case harder to justify).
2. Bid proposals and all supporting documents are to be submitted to the GNCTR 2020 Co-Chairs, Aidan Solala and Ozan Coskun, via email at chair@gnctr2020.com. Only submissions sent to this address will be viewed as an official submission.
3. Bid proposal deadline is 4:20PM EST on Monday, April 20th, 2020.
4. Follow-up questions specific to each bid will be asked via email on Tuesday May 2nd. Responses will be due via email within 48 hours of the questions being sent.
5. The successful bidder will be informed on Sunday, May 10th, 2020, and announced at a later date pending their acceptance.
6. All questions on bid package requirements are to be directed to the GNCTR 2020 Co-Chairs via email at chair@gnctr2020.com. Only questions submitted via email and answered by the Co-Chairs should be considered official answers.
7. If you intend to bid to host GNCTR 2022, please notify us at chair@gnctr2020.com, and we will email you past successful bid packages as a reference.
8. Please read the following sections below listing what GNCTR 2022 bid packages are required to include.

3. Required Bid Content

The main body of your bid package should include the following:

1. Outline of your bid package and its features. Introduce the City, University, University Student Society and your local toboggan team(s), as well as anything else you deem important.
2. Overview your proposed GNCTR event. This should include transportation logistics, key venues, food, social activities, competitor communication plan, planned technical modifications to the competition (rules, safety, awards, etc.), considerations on liability insurance requirements, and contingencies for any risks you feel need to be addressed.
 - a. Key venues include: the hotel, race hill, technical exhibition, and opening/closing ceremonies¹.
 - b. Transportation logistics should include your forethought about travel times between venues, what types of transportation are required, and toboggan transportation logistics to venues.
3. A high-level schedule of events.
4. A detailed description of the events planned for each day of the competition, including the logistics linking these events.
5. A financial overview with a budget you feel is required to host your competition, noting considerations for how sponsorship will be utilized to fund that budget. You should detail a day-to-day breakdown of your estimated expenses for the operation of the event including meals, logistics, space rentals, etc.
6. An introduction to your Organizing Committee².
7. Any other information you feel would benefit the evaluation of your bid proposal.

¹ All can be venues on a shortlist.

² Suggestion: Focus more on each individual's background and what they bring to GNCTR through broad roles and responsibilities. Not just shoehorning people into specific titles. We guarantee titles will change for the successful bidder as you plan GNCTR 2022, so highlighting that you have a fluid, flexible, and committed team is more important than listing off specific titles for people to fill. Just because a previous GNCTR bid package thought calling every single person in the OC a "Vice Chair" was a good idea doesn't mean you have to do so. In saying that, your Co-Chairs **must** be identified as they will have overall responsibility for your Organizing Committee and the competition as a whole.

Additionally, your bid package should also include the following as appendices:

- A.** Where possible/applicable, letters of support from key venues, local industry, the City, University Faculty, and Student Societies.
- B.** Quotations or other documentation backing up the figures presented in your competition budget.
- C.** Any other supporting documentation you feel would benefit the evaluation of your bid proposal.

4. *Your Organizing Committee*

An excellent Organizing Committee is made up of the very best volunteers amongst your student population. In particular, a majority of your volunteers have also been to at least a couple races by now and have a strong understanding of what the Great Northern Concrete Toboggan Race offers to students. Don't undervalue volunteers with experience outside GNCTR however!

Your Organizing Committee should include as many interested parties as you deem necessary. Students, alumni, and members from the industry are all necessary in order to host the best possible GNCTR. Define the broad responsibilities each member will undertake within your committee and their individual experience/skills they will contribute.

Agreeing to plan and host GNCTR is a two year commitment. No matter what happens during the next two years (graduation, jobs, family, etc.) your Organizing Committee must remain committed to giving up significant personal time to ensure a successful event and the longevity of GNCTR.

While this is a major commitment, hosting GNCTR is a once-in-a-lifetime opportunity to relive GNCTR from the other side of completion. Every decision you make impacts the experience more than 500 engineering students will have. There is no better feeling than seeing these competitors enjoy themselves, thank you for your work, and seeing the event conclude as a success. Despite the time commitment, hosting GNCTR is an incredibly rewarding experience and is highly recommended by the 2020 Organizing Committee!

5. What We Will Provide Post Selection

The GNCTR 2020 Organizing Committee will provide bidders with the following upon selection of a successful bid:

1. Answers to questions regarding your bid package.
2. Feedback on all submitted bid packages, including suggestions on how to make a stronger package if you are not selected as host.
3. For the successful bidder, a start-up meeting with your Co-Chairs to address any questions you may have, suggestions we can provide, past competition files, and lessons learned from having hosted GNCTR 2020 in Toronto.

6. *Final Thoughts*

Remember, the goal of your bid package is to show us that you are the best place and people to host GNCTR in 2022. You want to impress us with location, venues, organization, forethought, the people on your Committee, and more. Lastly, don't forget to have some fun writing it! Spirit is an integral part of GNCTR and a proud tradition. It is what sets GNCTR apart; and is (nearly) as important as any of the aforementioned GNCTR aspects we're looking to find in a bid package.

Best of luck in making your GNCTR dreams come true!

Love,

The GNCTR 2020 Organizing Committee