



Minnesota State Zoological Board.
Zoo-Related Organizations Files.

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September, 1981

Dear Colleague:

We would like to work with you in conducting a fine annual conference for our Association in Minnesota in 1984.

The Minnesota Zoo is a product of streams of knowledge that have flowed our way from throughout our colleague zoos and aquariums. Now we want to share the results so others can go on to further progress. To an Association that has given us so much we want, in turn, to give of ourselves.

A good conference, one of merit and utility, in balanced part takes on the flavor of the host institution. The Minnesota Zoo wishes to provide a framework to extend the conference focus outward. We propose to offer not predominantly a hotel-based convention, but rather one of the strongest zoo-based conferences yet conceived.

Our zoos are investing strongly in progressive, diverse community alliances. We all know that a zoo is no longer a delineated space behind fences -- its mission reaches out and ties in with missions reaching in. Today's modern zoo, positioned as a viable partner in the community, allies itself with numerous segments from institutions of learning to units of government and commerce to citizen groups. In addition to concurrent technical sessions on other days, it is on these associative foundations that we propose to build with you a full day set of work sessions throughout all departments of the zoo.

The all day work session could be organized around an "Inside-Out Zoo" theme and select from a wide range of topics. We would conduct telephone surveys the year before throughout the Association membership to canvas your sense of interest and priorities for determining foci. We could select workshop themes from the following or many other project areas:

- Computerized animal records management
- Collaborative genetic management
- Team approach to problem solving
- Animal behavior enrichment, modification and evaluation
- Animal and education department collaborations for outreach
- The role of keeper as an informal educator
- Association with raptor rehab centers and other off-site animal resources
- Sharing theatrical and entertainment experience in zoo presentation
- Collaborative marketing strategies
- Museum and gallery collaborations
- Putting together fundable capital development packages
- Statewide strategies including 4-H partnership

Count, of course, on good tours of the Como Zoo's reconstruction, and post-conference options to the Duluth Zoo.



You can count, as well, on all the efficient and excellent people services of our fine Twin Cities. We would recommend that to enjoy more thoroughly the cities' many interesting features, come early or stay late. During the conference we would like to focus on our zoo profession and its many new extensions and collaborations.

We have, I believe, all of the essential elements to execute a professional and progressive program. We would like to plan with you a great conference.

Let us turn the Minnesota Zoo "Inside-Out" for you in 1984.

Sincerely,



Edward Kohn
General Director
MINNESOTA ZOO

EK:gd

P.S. All of us on the Minnesota team will be looking for your comments and ideas this week. Try us.

July 22, 1982

Robert Wagner, Executive Director
AAZPA Executive Offices
Oglebay Park
Wheeling, West Virginia 26003

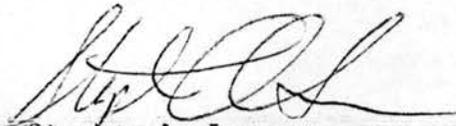
Dear Mr. Wagner:

In view of the severe budgetary cutbacks in the 1983-85 State of Minnesota Biennial Budget, I must advise you that the Minnesota Zoo must withdraw its bid to host the AAZPA Annual Convention in 1985.

The Minnesota Zoological Board, after carefully considering its budget alternatives and the additional workload on an already overburdened staff, decided against the bid for this year.

We hope we may gain the bid at some future date.

Sincerely,



Stephen A. Iserman
Acting General Director

SAI:gd



May 28, 1982

Robert Wagner, Executive Director
AAZPA Executive Offices
Oglebay Park
Wheeling, West Virginia 26003

George
Please following with note
to Bob tells him that
of budgetary reasons the
Zoo ~~had~~ has decided
not to proceed with
plans for '85 (with
some amendments).
Ed

Dear Bob,

I am pleased to advise you of our intent to again place in nomination the Minnesota Zoological Garden to be the host for the AAZPA Annual Convention in 1985 to be voted on in Phoenix this fall.

Last year's response in New Orleans to the Minnesota bid was encouraging and Minnesota Zoo staff are energetically working on a presentation for Phoenix that we hope will result in letting us serve our association and colleagues in our fine northern countryside.

We again plan to work in close collaboration with fellow institutions, including Como Zoo, the University of Minnesota and the Freshwater Biological Institute if our bid is successful.

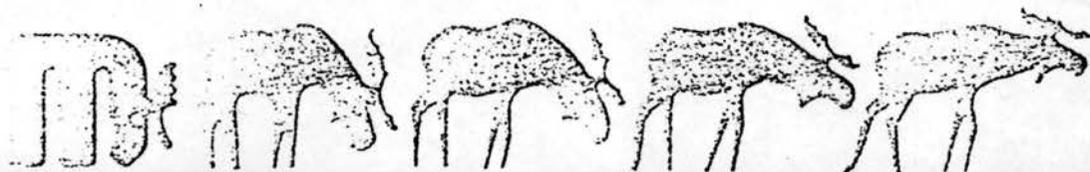
As presented last year, we can count on the full cooperation and assistance from all levels of state and local government as well as the Convention Bureaus and Chambers of Commerce of our cities of St. Paul and Minneapolis.

Sincerely,



Edward Kohn
General Director

EK:gd



AAZPA ANNUAL CONFERENCE

I. METHOD OF SUBMITTING BID

A. Bids must come from the Director (chief administrative officer) of the institution wishing to host an AAZPA Annual Conference. Bids are made three years in advance of the year the Association holds its annual conference. The bid should be addressed to the Executive Director and should be received on or before 15 July of the year in which it will be considered. The Executive Director and the Board of Directors must accept the bid before the potential host committee is accorded the opportunity of making the bid known to the assembled delegates during the annual business meeting. It is not necessary (although it is often done) to submit supporting letters from the chairman of the board or the president of the zoological society or the mayor of the city in which the institution is located.

B. Once the Executive Director and the Board have accepted the institution's bid, the Director of the institution, or his designated representative, will be accorded five/seven minutes during the annual conference to extend the invitation to the assembled delegates. All registered delegates at the annual conference vote on the site of future annual conferences. Normally, two or three institutions are vying for the annual conference. Therefore, competition is sometimes keen.

II. TENTATIVE SELECTION OF HOTEL

A. Bidders should tentatively select one or more local hotels that will make a firm commitment to set aside at least 400 rooms for the conference. As the Association grows in size, 450-500 rooms will be required.

B. The hotel that is selected should provide, at no charge, a meeting room for the Board of Directors beginning on Friday evening prior to the start of the conference and continuing until Sunday evening. It should be sufficiently large enough to seat 20 Board members, as well as 20/30 visitors to the Board meetings. They should also provide, at no charge, one major room for up to 750 delegates to attend the general sessions and another room for 300/400 delegates if concurrent sessions will be conducted. The hotel should also provide, again at no charge, four or five meeting rooms throughout the length of the conference for the conduction of Association committee meetings. These rooms should be sufficiently large enough to accommodate 20/30 persons each.

C. The hotel must also have a sufficiently large exhibit hall which will accommodate 30/40 8'x10' booths to be utilized by AAZPA Commercial members. It is important that the exhibit hall be located in close proximity and provide easy accessibility to and from the general session room. (Exhibitors provide AAZPA with a substantial source of income. Thus, this consideration must be addressed by potential bidders.)

D. A complimentary suite for the AAZPA President, one smaller suite for the Executive Director, and at least one double sleeping room for AAZPA staff should be made available from Friday noon preceding the conference until the following Friday morning. Other complimentary sleeping rooms may be required by the Host Committee.

III. GRAPHICS COMPETITION AND EDUCATIONAL SWAP ROOMS

A. The Board of Directors has determined that the graphics competition normally held at annual conferences will be left to the discretion of the local host committee. However, the local host committee needs to consider the possibility of operating a graphics competition room when selecting their hotel and making their bid.

B. Similarly, the Board has left to the discretion of the local host committee the operation of an educational swap room. As with the graphics competition, the local host committee needs to keep the swap room in mind in their considerations.

IV. FINANCIAL CONSIDERATIONS

A. Due to better management on the part of both the Executive Office staff and the local host committees, annual conferences no longer cause substantial financial commitments on the part of the local host committee. Until a few years ago, as much as \$10,000 to \$20,000 was budgeted by local host committees. Recently, annual conference host committees have wound up with a surplus rather than a deficit. Please understand that such surpluses are turned over to the AAZPA. In your preliminary planning regarding finances, you may assume that your income from registration fees will generate approximately \$36,750. This is based upon registration fees from 700 delegates at \$52.50 each. The current registration fee is \$60, and AAZPA receives \$7.50 of this amount. Additionally, AAZPA receives all of the amount paid for nonmember registration fees, less the above \$52.50.

If your institution is successful in its bid, you will be provided with a comprehensive set of AAZPA Annual Conference guidelines. These succinctly set forth the responsibility of the local host committee, conference program committee, Board of Directors and Executive Office Staff.

A SUGGESTED GUIDE
FOR HOSTING
AN AAZPA ANNUAL CONFERENCE

The Annual Conference of AAZPA is the highlight of the Association's year, the culmination of the year's committee work and special projects and the gathering of the profession to assess itself to the members and to the public. Attracting, in recent years, up to 700 delegates, it has become a tremendous undertaking. Hosting a conference can be a growing experience for all who help in conference management and can contribute immeasurably in advancing the image of the host zoo/aquarium and pinpointing the purposes of zoos and aquariums, both locally and nationally.

The intent of this guide is to define responsibilities of conference work to avoid any misunderstandings and to assist the host with the multitude of details which make an effective, successful and smoothly run conference. A great conference is a source of pride for all participants and the foundation for lasting memories. In no way is hosting an AAZPA Annual Conference an easy task.

Invitations from cities to host a conference are approved by the Board of Directors prior to a membership vote, based upon its assessment of whether the city has adequate and proper facilities and whether the local staff has the capabilities to undertake the management. The staff must be given time to carefully plan each facet of the operation, and manpower is needed to handle the various tasks.

The host zoo/aquarium director is usually accorded the title of Chairman of the Host Committee. A conference coordinator should be designated to coordinate the work. Three authorities are involved in the total conference: namely, the AAZPA Board of Directors on policy, the Program Committee on educational sessions and the Host Committee on the mechanical aspects and actual management. Success depends upon cooperation and coordination of these three groups. Each has separate and distinct responsibilities.

AAZPA BOARD OF DIRECTORS

1. Sets policy on registration fees, complimentary hotel rooms and conference theme (if any) and approves the final program, including time schedules, educational sessions and local activities.
2. The names of the Board and Program and Host Committees are included in the printed AAZPA Conference Program.
3. The AAZPA staff, in behalf of the Board, will handle all details in connection with the commercial exhibits. This includes contracting with the hotel for exhibit space rentals, decorators, drayage contractors, etc., and selling the commercial exhibit space. The staff will rely on the advice of the Host Committee on best location for exhibits and recommendations for a decorator and may seek assistance in making final contracts. The staff will provide a list of exhibitors for the final program. AAZPA receives all exhibit income less exhibit expense incurred. The AAZPA sets the rental fee for exhibitors.
4. AAZPA will provide pressure-sensitive mailing labels to the host city for at least three conference promotion mailings. They will be mailed the end of April, June and July unless otherwise requested. To assist with registration, a printout of names of all AAZPA members will be provided to the host by 1 July.

5. AAZPA will be responsible for the agendas of all AAZPA membership business meetings (one usually following opening welcome and one at the end of the conference). AAZPA works with the host on banquet head table seating and banquet programming and approves all awards presented during the conference, unless special permission is given for a local awards program.
6. Board members will be responsive to requests for press conferences, speaking favorably for the host city or voicing professional issues and concerns.
7. AAZPA will provide the Program Chairman with the format to be followed by conference speakers in submitting their papers for publication.
8. The Executive Office will work in concert with the Host Committee in arranging the various committee meetings.

In summary, an annual conference is an official AAZPA meeting, with the local committee acting as a host. Policies affecting AAZPA and its image, standards, goals and purposes fall within the Board's jurisdiction.

AAZPA PROGRAM COMMITTEE

1. The AAZPA President appoints the Conference Program Chairman, with recommendations from the local Host Committee. The Program Committee plans and manages all of the educational sessions and coordinates the program with AAZPA business sessions and local activities.
2. The Program Chairman is responsible for compiling a list for the Host Committee of setups for each session: seating arrangements, number of chairs, speaker's platform, lighted lectern, microphones and all visual aids. This setup list should be sent early enough to allow the hotel and Host Committee time to make the necessary arrangements.
3. The Program Committee and the Host Committee must get approval from the AAZPA Board for any complimentary arrangements deemed desirable. AAZPA has not traditionally afforded honorariums nor complimentary registrations.
4. The Program Committee will provide all information on educational sessions to the host city early enough for the printing of the program.

In summary, the Program Committee is responsible for the educational sessions: speakers, chairmen, etc., and the gathering of papers for the Conference Proceedings. Past experience dictates that the Program Chairman must require conference speakers to submit their presentations in writing. The Program Chairman should insist that conference program participants submit their papers to him, typed as per AAZPA instructions, at least 15 days prior to the annual conference. Potential speakers not desiring to comply with this request should so notify the Program Chairman for his consideration of a variance. (A copy of the typing instructions is enclosed for your use in disseminating.)

AAZPA HOST COMMITTEE

The Host Committee is responsible for the mechanical aspects of the conference, local entertainment and tours. Cities have raised from \$3,000 to \$10,000 to subsidize local entertainment and activities. However, it is the city's prerogative to plan these activities in accordance with the budget - as stringent or as lavish as the Committee wishes. Fortunately or unfortunately, AAZPA members have been hosted graciously in the past; but beyond a conference banquet, a zoo/aquarium tour and coffee breaks, all else is a decision for the host city to make, based upon its finances.

The local host is responsible to see that ample rooms are provided for general sessions (additional room is required if concurrent sessions are scheduled), committee meetings, special interest groups and graphics and swap rooms that are included as part of the annual conference program.

FINANCING

\$75 Sor 1983

#150 Current policy calls for a \$60 member and member's spouse registration fee; ~~\$125~~ for nonmembers. AAZPA is to receive \$7.50 for each member and spouse registration and \$72.50 for all nonmember and nonmember's spouse registration, leaving a net figure of \$52.50 to the host city for each delegate. Daily registration fees will be \$25; \$15 to be forwarded to the AAZPA and the balance to the host city. Most cities extend complimentary registration to children, except for meal functions. These registration fees, plus monies raised by the host through sponsored events, pay all conference expenses except those incurred for exhibit space and Board functions, which are paid by AAZPA. If the fee is not judged adequate based upon local costs, the Host Committee may request the AAZPA to consider a different registration fee.

The host city is responsible for paying all conference expenses - tours, banquet, programs, badges, tickets, visual aids and "all conference" events, except the Board luncheon on Saturday, all Board coffee breaks, the Past Presidents' breakfast and the exhibit hall, which are paid by AAZPA. The Host Committee should make clear to the hotel just whose signature(s) will be honored for payment of bills.

HOTEL ARRANGEMENTS

The Host Committee contracts with the conference hotel, reserving sleeping and meeting rooms and the registration area. AAZPA determines the priority of use of complimentary rooms. In priority order, the rooms are allocated: a suite for the President, a small suite for the Executive Director, a sleeping room for the Administrative Assistant and a sleeping room for the Membership Secretary. These four rooms are for arrival on the Friday before the conference begins and departure on the following Friday. Hotels usually provide a room for the host during the conference, either for hospitality or as a rest area for conference staff. A conference office is necessary (see page 5).

Hotels print reservation forms (usually offering AAZPA special room rates) and handle all hotel reservations. These forms are mailed by the Host Committee with other promotional material. It is most desirable to send reservation forms early, as prompt confirmation of reservations is extremely important.

Some hotels or host committees arrange for a hotel marquee of welcome and/or signs in the hotel lobby, which is beneficial to the delegates.

Hotel personnel should have copies of the complete program schedule, setups for each room to be used and the hours, in order to post this information on the hotel bulletin board and schedule their setup and breakdown work.

REGISTRATION

Advance conference registration is necessary for attendance estimates and facilitates the conference registration process. It can be cumbersome and confusing unless advance registrations are well organized - badges typed in advance and filed alphabetically, program packets ready and a special desk manned to handle only these pre-registered delegates. The required AAZPA registration format is enclosed for your use. Ten days before the annual conference is used for determining pre-registration. A \$20 late fee may be charged for those not pre-registering. Receipts for those

pre-registering should be included in the delegate packets.

The registration area should be clearly identified by signs, in a convenient and open location to allow an orderly traffic flow. Local visitor bureaus ordinarily provide typing personnel and bulletin-type typewriters without charge. Some bureaus also provide badges (AAZPA provides inserts). It cannot be stressed strongly enough that a member of the Host Committee be responsible for collecting the registration fees and accounting for them. Hotels provide security boxes, and it is recommended that all monies be deposited when they accumulate and each night after the cashier tallies the day's registration. It is easier for final accountability to balance accounts daily. Transfer of AAZPA's registration portion should be made at the close of the conference to the AAZPA Executive Director, or as soon as possible after the conference.

Registration sets the tone for the entire conference, and adequate personnel should be assigned to handle registration quickly and efficiently. Someone from the AAZPA Executive Office will be assigned to assist in this process. All registration personnel should be on hand an hour before registration begins for briefing and setting up the stations. Two or three registration lines are desirable on opening day. This can be cut back to one the second day and handled by the conference office later during the conference. A table with pencils, registration forms and receipts should be set up in an open area for delegates to register. Please request printing of names and addresses for legibility. For each registration line or station, there should be a person to type the name on the badge and insert it in the holder and another person to collect money, give out registration packets and tickets and post payments on registration cards. Cash should be advanced for change and a cash box provided for the money. Additional personnel can be assigned to sign receipts or to post payments on cards for balancing the accounts.

Registration packets may be elaborate or simply a copy of the program. Programs are costly and should be distributed one per delegate and held behind the registration desk for control.

Also, for control purposes, ticket books for conference events should be provided and tickets picked up at all events. Banquet tickets can be picked up by waitresses/waiters before serving. The hotel should be so notified of this procedure. Badges should be required for all sessions (in fairness to paid delegates) and members of the Program Committee stationed at the doors of the session rooms to act as monitors.

To facilitate accounting, each registration card should be posted with the date and amount of payment. No registration fee can be billed. The sharing of the daily registration fee accords the local host the opportunity to provide bus service and meal functions from their share of such fees. However, banquet tickets should be priced separate for daily registrations. Income from the banquet tickets goes to the host city.

All conference exhibitors are members of AAZPA, and most will register as delegates. AAZPA accords exhibitors an opportunity of designating two conference representatives. AAZPA will handle this procedure and coordinate the registration of these representatives with the local Host Committee. Those exhibitors who do not register for the conference may wish to purchase individual-event tickets.

If any person is to be extended a complimentary registration, payment will be made by AAZPA in order to cover the host city's costs. Such arrangements must be approved and made in advance.

Ribbons for the Board of Directors, Program and Host Committees and exhibitors will be provided by AAZPA. A sufficient number of Host Committee ribbons should be requested 60 days in advance of the conference.

The AAZPA will provide the Host Committee with a complete membership list showing classification sixty (60) days prior to the opening date of the conference. Badges of different colors will be used for various membership classifications. Color-coded badge inserts, 3½" x 2 3/8", will be supplied by the AAZPA. The color-coding is as follows: Professional Fellow/Fellow - Green; Associate - Blue; Commercial - Yellow; Retired Fellow/Honorary - Tan; Member's Spouse - Red; Supporting - Orange; nonmember - White. Badges for daily registrants should be easily identified, perhaps a solid-colored badge with a different color used for each day (these are not supplied by AAZPA). The information regarding your specific conference should appear as follows:



AAZPA
AMERICAN ASSOCIATION OF
ZOOLOGICAL PARKS AND AQUARIUMS
PROF. FELLOW/FELLOW

55th ANNUAL AAZPA CONFERENCE
St. Louis, Missouri

JOHN JONES
GLEN OAK ZOO
PEORIA, ILLINOIS

LIST OF DELEGATES

The Host Committee, with assistance of AAZPA staff, prepares the list of delegates. Since this is an essential source of information, it is requested that the list be completed as early as possible during the conference or by 10:00 a.m. on Wednesday (copy of format enclosed for guidance). Fifty copies should be adequate. AAZPA also requires two copies of the program for its files.

CONFERENCE OFFICE

The local Host Committee must have a conference office available for their use throughout the conference. An AAZPA staff member will be available to work in this office with the local Host Committee after the conclusion of the Board of Directors meeting. The conference office should be staffed to handle messages which should be posted on a bulletin board immediately outside the office or on a bulletin board near the entrance to the exhibit hall. The AAZPA has determined that the posting of surplus animal lists can only be provided for AAZPA Institution/Society and Commercial members. The AAZPA does not allow the Host Committee to grant requests from cities wishing to host future conferences that may include the posting of large banners in the conference office or in the meeting rooms. This policy maintains our impartial posture, but does not prohibit potential host cities from passing out literature or other materials.

VISUAL AID EQUIPMENT

The host facility usually has this equipment available. Hotel mikes and lectern lights should be checked for all sessions, lighting switches located for darkening rooms and stand-by equipment available in case of failure. This would include projectors, bulbs, extension cords, etc.

SPOUSES' PROGRAM

Even though the number of spouses attending AAZPA Annual Conferences increases each year, experience indicates that a special, separate program for spouses is not necessary. The spouses enjoy most of the educational sessions and participate in the conference events. Therefore, it is not necessary to formally plan programs for them. It can be helpful if volunteers are available to assist spouses by directing them to local points of interest, shopping centers, etc.

BANQUET

The host city arranges the banquet. Whether or not a program is planned is left to the discretion of the Host Committee. For a successful banquet, which officially closes the conference and becomes a memory, it is important that it is not too lengthy, as it concludes several days of sitting and learning. The host city and AAZPA work together on head table seating and the banquet agenda. It is essential for the AAZPA Board to be seated at the head table, as well as the Host and Program Committee Chairmen. It may be advantageous and an honor to invite a few local officials to attend and acknowledge them. AAZPA provides place cards for the head table(s).

The annual banquet agenda includes the presentation of the Bean Awards, a brief installation of officers and the formal passing of the Presidential gavel. The AAZPA President presides over the banquet, but there can be a master of ceremonies.

Hotels require guarantees on food functions. A general rule-of-thumb estimate for a banquet is about 10% less than the tickets sold. Hotels usually allow for plus or minus 5-10%. For an expensive banquet, it is wise to guarantee low.

OTHER FOOD FUNCTIONS

Box lunches or buffets are sometimes planned in connection with the zoo/aquarium tour and other tours. To avoid delays and long lines, it is strongly recommended that four stations be set up to serve the delegates quickly. Even two lines for coffee or other drinks can be a troublesome thing, and three or four lines are recommended.

It is the host's responsibility to provide coffee breaks during the general sessions, but the Association is responsible for expenses incurred for coffee/tea, sweet rolls and luncheon during the Board meetings. The following are the requirements for the Board meeting: coffee/tea and sweet roll service for 20 at 10 p.m. on Friday, the same service for 10 a.m. on Saturday, followed by a lunch at 12 noon. This lunch should be served in a separate room from the meeting room to enable the Board to have their lunch without undue delay. Another coffee break with rolls will be required on Sunday at 10 a.m. and coffee/tea at 3 p.m. On Wednesday, a breakfast for the Past Presidents (15) is required. This is also paid by AAZPA.

ANNUAL CONFERENCE PROMOTION

At least three mailings to members about the conference are recommended. It is suggested that these be sent third class. As stated previously, AAZPA will provide pressure-sensitive mailing labels for this purpose.

The first mailing should contain general information, hotel reservation forms and the dates of any post or preconference tours. The second mailing should have hotel reservation forms, advance conference registration forms and the general highlights of the conference and tours. The third mailing should contain reminder

notices and last-minute details urging attendance. If the host city is planning post or preconference tours, adequate advance notice is important to our members. Promotional information should include a listing of the sites or cities proposed, the length of time required for the tour and its cost. The local host may want to establish a minimum and limit numbers allowed for these tours.

The AAZPA NEWSLETTER will run the dates for the conference beginning in December in the "Coming Events" section. The NEWSLETTER is an excellent promotional medium to build up interest and momentum for the conference; and it is urged that you submit articles for publication dealing with the highlights of the conference, hotel data, etc.

EXHIBITS

The program should specify the hours for the exhibit hall to be open and when it is closed. Exhibitors have two complaints - one of poor traffic because of inadequate exposure and the other, to man a booth when the delegates are not in the hotel. Exhibitors need to know when personnel should be in their booths. AAZPA staff will work with program and host committees in coordinating these hours. If local personnel is available, one person should be assigned to work with the decorator in setting up the booths - to answer questions and advise.

There should be signs clearly showing the location of the exhibits. It is essential that the exhibit area be near or adjacent to the main meeting rooms. Many delegates prefer to browse through the exhibit area during the coffee breaks, so it is important that the coffee be served in two or three areas in or close to the exhibit area.

AAZPA BOARD MEETINGS

The AAZPA Board of Directors arrive early and generally meet on Friday evening, Saturday and Sunday preceding the conference opening. A meeting room to seat 20-25 people is needed, with additional room available for 20-30 observers. The Board meeting room will not be required after Sunday at 6:00 p.m.

It is customary that the local committee host the Board of Directors for a dinner on Saturday evening. The purpose is not simply to entertain the Board per se (although it is an honor to have them in the city) but more to have them communicate with the local officials on zoo and aquarium matters. It is an opportunity for the host city to meet the top officials of the profession.

GRAPHICS COMPETITION/EDUCATIONAL SWAP ROOM (if included)

The local host is required to provide rooms for the display of zoo and aquarium graphics materials. The Honors & Awards Committee is responsible for establishing the mode of competition for the graphics materials and coordinating this activity with the local host. The call for entries of graphics competition is made through the AAZPA NEWSLETTER, and competition has been quite keen and has stimulated much interest in this area.

The local host is also required to provide a room for the display and distribution of educational materials. These materials are provided by zoological parks and aquariums, and participation is stimulated through the AAZPA Public Education Committee's announcements appearing in NEWSLETTER.

COMMITTEE MEETINGS

Many of AAZPA's committees meet during the annual conference. The Executive Office is responsible for reminding committee chairmen to contact the local host of their committees' needs regarding such meetings. Oftentimes, these committee meetings include a meal. It is the committee chairman's responsibility to notify the local host of the size of the meeting room required and whether or not the meeting will include a meal function. The Executive Office will work in concert with the Host Committee in scheduling the times for such meetings.

ODDS & ENDS

If budget allows, it is nice to have the conference covered by a photographer. Pictures are requested of the Bean Award winners, the new officers after installation at the banquet and possibly the winning graphic exhibits for news release purposes and AAZPA records.

The Public Relations Committee can be called upon to assist with news coverage of the conference and to write press releases for the wire services.

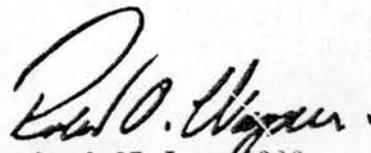
If flags are used for opening conference ceremonies, both the United States and Canadian flags are to be shown, not one without the other.

Cocktail parties are expensive affairs. Control of the expense is in direct proportion to the time the bar is open. A one-hour cocktail party allows sufficient time for sociability and two drinks.

A host hospitality suite with a bar can be an extravagant expense and a drain on the local staff. Such a hospitality suite is not necessary. Several of the commercial companies have hospitality suites and welcome the delegates to drop in.

SUMMARY

The foregoing is a guide to assist local hosts with the AAZPA Annual Conference. The AAZPA Board of Directors and staff stand ready to help in any way to make the conference an enriching, educational, enjoyable experience for all.

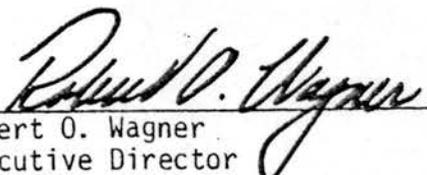


Revised 27 June 1980
Robert O. Wagner
Executive Director

ROW/ljb

MEMO TO: AAZPA ANNUAL AND REGIONAL CONFERENCE PARTICIPANTS
FROM: ROBERT O. WAGNER, EXECUTIVE DIRECTOR
SUBJECT: FORMAT REQUIRED FOR THE SUBMISSION OF PRESENTATIONS FOR
PUBLICATION IN AAZPA PROCEEDINGS

Manuscripts intended for publication should be submitted on one side of 21.5 x 28cm (8½ x 11 in.) bond paper (original copy). Pages should be neatly typewritten, single-spaced, indented five spaces for paragraphs, double-spaced between paragraphs, numbered with soft-lead pencil and have at least 2.54cm (1 in.) margin all around. Manuscript titles should be brief and descriptive and be the heading for your first page of typewritten copy. Tables and other illustrations, along with their legends, should be submitted on separate pages (one side) and not run within the text. Photographs should be clean, of good contrast and be on glossy paper. Illustrative material should be on the same sized paper as the manuscript; and each should be identified by author, manuscript title and figure number (using soft lead pencil). Please employ the metric system for weights and measurements. Use the twenty-four hour clock (9:00 & 14:25) for identifying time and the continental dating system, day-month-year, when describing dates. Nothing in the manuscript should be underlined except the scientific names of genera and species. Scientific names should be stated with their vernacular names, when first mentioned, and only the vernacular used thereafter. When both the vernacular and scientific names are given as a paragraph heading, please put the scientific name first. Only currently recognized nomenclature should be utilized. Authorship of scientific names should be included only when nomenclatorial problems exist. Avoid footnotes. References should be listed alphabetically according to author's surname at the end of each contribution. Example - Yamashina, Y., 1976. Notes on the Copper Pheasant. WPA Journal, I: 19-38. Within the text, references should be cited as Yamashina (1976). A sample first page is enclosed.


Robert O. Wagner
Executive Director

ROW/ljb

Enclosure

Compiled: 10/79

STATE OF THE ASSOCIATION ADDRESS

Robert O. Wagner, AAZPA Executive Director
Wheeling, West Virginia

Mr. Sommer, Mr. Holwadel, President Maruska, Mr. Schultz and delegates to the 55th Annual Conference of the American Association of Zoological Parks and Aquariums, it is indeed a pleasure for me to address you this morning and to give my opinions on the state of the Association. I very sincerely believe that the Association has completed perhaps the best year in its history, and I look forward with a great deal of anticipation to the coming year.

Specifically, to Messrs. Sommer, Holwadel and Schultz, I express the sincere appreciation of the AAZPA Board of Directors and the delegates to this Annual Conference for the efforts put forth by the St. Louis Zoological Commission, the St. Louis Friends of the Zoo Association and, more particularly, the excellent staff of the St. Louis Zoo for providing us with what appears to be one of the best Annual Conferences the Association has held. Those of you assembled here this morning who have hosted Annual Conferences in the past can appreciate the amount of work that is required by the local Host Committee in putting on an Annual Conference; and for those of you who have not yet been involved, please let me assure you that the hours are long, the work unbelievably complicated, the amount of details to be handled are many and the pay for such efforts is nil. Again, my sincere thanks on behalf of all of us to the St. Louis Zoo staff. I have worked closely with them, and the amount of effort and the dedication they have put forth has been remarkable.

It is most gratifying for me to inform you that the Association is in extremely good shape, both financially and from the number and quality of members. The number of members who participate in Association programs - Annual Conferences, five Regional Workshops and the Management School - continues to grow. The Association is extremely proud of the fact that more than 50% of its members attend Association meetings on an annual basis.

During the past year and under the excellent leadership provided by President Ed Maruska, the Association dramatically increased the services to members. We published, for the first time, our own Annual Conference Proceedings and the combined Regional Workshop Proceedings from our five Regional Workshops. In the past, these publications were provided by an AAZPA Commercial member, but now the Association's staff proofreads, edits, assembles and causes the proceedings to be printed. Copies of these proceedings are provided, without charge, to all AAZPA Institution/Society members and those Commercial members who request them. Additionally, a complimentary copy is provided for all persons who participated in the conference or workshops on the formal program and who provided their papers for publication. More importantly, these proceedings are now provided on a timely basis. This is an expensive and time-consuming effort on the part of the Association, but we feel that it is our obligation to provide our members with information that will assist them in their endeavors. In addition to the Annual Conference and Regional Workshop Proceedings, the Association also published the massive AAZPA MANUAL OF FEDERAL WILDLIFE REGULATIONS. This is, by far, the largest endeavor ever undertaken by the Association, as can be attested to by the size of the manual, which currently contains over

ANNUAL CONFERENCE - CITY, STATE

DATES

AAZPA DELEGATE LIST

NAME, TITLE & ADDRESS	MEMBERSHIP CLASSIFICATION	AMOUNT PAID			COMMENTS
		MEMBER	NON-MEM.	DAILY	
Boyd, Allan 688 Stone & Shannon Road Wheeling, WV 26003	S	\$60			
Boyd, Linda, Adm. Assistant AAZPA Oglebay Park Wheeling, WV 26003	A	60			
Dankworth, Margaret P.O. Box 34 Bellaire, OH 43931	II	60			
Fleming, Martin 912 North Main Street Chicago, IL 60614	N		\$125		
Freitag, Richard Central Nebraska Packing, Inc. P.O. Box 550 North Platte, NE 69101	C	60			
Maruska, Edward, Director Cincinnati Zoo 3400 Vine Street Cincinnati, OH 45220	P	60			
Wagner, Robert, Executive Director AAZPA Oglebay Park Wheeling, WV 26003	F	60			
Wharton, Mary, Docent St. Louis Zoological Park Forest Park St. Louis, MO 63110	X			\$25	Wed.
Zambito, Joy 521 Market Street St. Louis, MO 63110	N			25	Tues.
Zimmerman, Milt 113 Morton Drive Denver, CO 80911	R			25	Mon.

AAZPA ANNUAL CONFERENCES

FOOD AND BEVERAGE FUNCTIONS

Friday Night Preceding Conference

9:00 p.m. - Board meeting room - coffee/tea and pastry for 20.

Saturday

10:00 a.m. - Board meeting room - coffee/tea and pastry for 20.

12:00 noon - Separate room as close to the Board meeting room as possible
Hot lunch (braised swiss steak, mashed potatoes, gravy, green
beans, tossed salad, pie, coffee, tea or milk - or similar menu).

Service for 22.

3:00 p.m. - Board meeting room - coffee/tea (no pastry) for 20.

Sunday

10:00 a.m. - Board meeting room - coffee/tea and pastry for 20.

(No Sunday afternoon service required.)

Wednesday

7:30 a.m. - Room to be selected (needed until 9:00 a.m.)

Past President's Breakfast (Sausage, bacon, scrambled eggs, hash
browns, biscuits, orange juice, coffee, tea or milk).

Service for approximately 15 (Actual number to be determined by
AAZPA Executive Director).

AAZPA ROOM REQUIREMENTS

(exclusive of needs expressed by the Host Committee Chairman)

I. BOARD MEETING ROOM

- A. Room available Friday evening preceding the conference at 5:00 p.m.
- B. Tables and chairs arranged conference style for 20 persons, with as many chairs around the perimeter of the room as possible for the seating of observers and guests of the Board.
- C. Room to be furnished with an outside telephone line and chalk board.

NOTE: The AAZPA will not require a separate office at the conclusion of the Board meeting. AAZPA staff will work out of the office provided for the Host Committee and its staff. The Board meeting room will be utilized until at least midnight on the Friday preceding the conference, all day Saturday until approximately 5 p.m. and Sunday until approximately 8 p.m.

AAZPA REQUIRED SLEEPING ROOMS

I. SUITE FOR AAZPA PRESIDENT

A. Available from the Friday preceding the conference from noon through the following Thursday night. Depart on Friday morning.

II. SUITE FOR AAZPA EXECUTIVE DIRECTOR (smaller)

A. Available from the Friday preceding the conference from noon through the following Thursday night. Depart on Friday morning.

III. TWO SLEEPING ROOMS FOR AAZPA STAFF

A. Available from the Friday preceding the conference from noon through the following Thursday night. Depart on Friday morning.

NOTE: Other complimentary sleeping rooms will be required by the Host Committee, who will also designate necessary committee meeting rooms.

FOR USE WITH PRINTOUT

MEMBERSHIP CLASSIFICATIONS

- A - Associate member - Blue badge
- C - Commercial member - Yellow badge
- E - Exchange/Complimentary member - nonmember for registration - White badge
- F - Fellow member - Green badge
- H - Honorary member - Tan badge
- I - Institution/Society member - not individual member
- P - Professional Fellow member - Green badge
- R - Retired Fellow member - Tan badge
- S - Supporting Commercial member - Yellow badge
- X - Supporting institutional member - Orange badge

Only individual members may register at AAZPA functions.

Spouses of members register at member rate and receive a Red badge.

Nonmembers receive a White badge.

19 ___ AAZPA Annual Conference

CITY, STATE _____

DATES _____

Registration Form

PLEASE CHECK PROPER CLASSIFICATION AND INCLUDE YOUR MEMBERSHIP CARD NUMBER:

____ Professional Fellow # _____

____ Commercial Rep. # _____

____ Fellow # _____

____ Supporting Member # _____

____ Associate # _____

____ Retired/Honorary # _____

____ Nonmember

Please print or type:

Name (last name first) _____

Accompanying spouse's name _____

Institution _____ Title _____

Street Address _____

City, State, Zip _____ Phone _____

Name and title as it should appear on badge _____

(Nonmember commercial representatives may not have their company's name indicated.)

Registration Fees: Member - \$60.00 Member's Spouse - \$60.00 Non-member - \$125.00

Amount Paid \$ _____

Daily Registration: \$25.00 per day .

Please indicate which day/days you will be attending:

____ Monday _____ Tuesday _____ Wednesday _____ Thursday

Amount Paid \$ _____

For Daily Registrants:

Banquet tickets are priced separately. Tickets may be purchased from host.

Please make checks payable to: 19 ___ AAZPA Conference

Enclose this form and mail to: 19 ___ AAZPA Annual Conference
c/o _____

*By order of the AAZPA Board of Directors, registration fees
paid in advance are not refundable after _____ .*

WE LOOK FORWARD TO SEEING YOU AT THE CONFERENCE !

DELEGATE LIST INSTRUCTIONS

1. Please prepare an original and 50 copies of the delegate list by 10:00 a.m., Wednesday the week of the conference.
2. Prepare the list of delegates in alphabetical order, include in the appropriate column the membership classification, title and amount paid - see example.
3. Type the list on 8½" x 11" paper and use both sides.
4. AAZPA membership codes are as follows:
 - Professional Fellow - P
 - Fellow - F
 - Associate - A
 - Spouse - S
 - Retired - R
 - Honorary - H
 - Commercial Representative - C
 - Supporting Member - X
 - Nonmember - N
5. All the information required is contained on the delegate registration forms. It will be highly beneficial to alphabetize these forms as they are received to assist the compiler of the delegate list. When compiling the list, please double space between the delegates. As a reminder, members and members' spouses register at \$60 each; nonmembers register at \$125 each and daily registrants, whether members or nonmembers, register at \$25 per day.
6. Upon the completion of the compilation of the delegate list, turn in all registration forms to the AAZPA.
7. When typing the delegate badges for daily registrants, the day(s) that is/are being registered for should be typed in the lower right-hand corner of the badge.

Office Memorandum

DEPARTMENT Minnesota Zoological Garden

TO : AAZPA Program Planning Team ^{HOST}

DATE: 12/17/80

FROM : Dave Bender *San*

PHONE: x220

SUBJECT: DECEMBER 30 MEETING

Thank you for agreeing to serve on the Program Planning Team. It will be our task to formulate an exciting, innovative and attractive Program Plan to submit for bid consideration at next year's AAZPA convention in New Orleans. We will be bidding for the 1984 convention. We would like to submit our preliminary bid proposal for Board review and approval in February. We will be recommending St. Paul as the convention site based on site reviews that have been conducted with the Radisson Hotel Central Sales Office.

Please review attached AAZPA hosting guidelines and proposed organization chart prior to our meeting. Plan on a two hour working session.

DB:gd

cc: ✓ Ed Kohn *fyi*
John Lewis
Kathy Lundgren
Dorothy Molstad
Jim Pichner
Peg Wetzel
Nate Flesness



12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
612/432-9010

AAZPA PROGRAM PLANNING TEAM

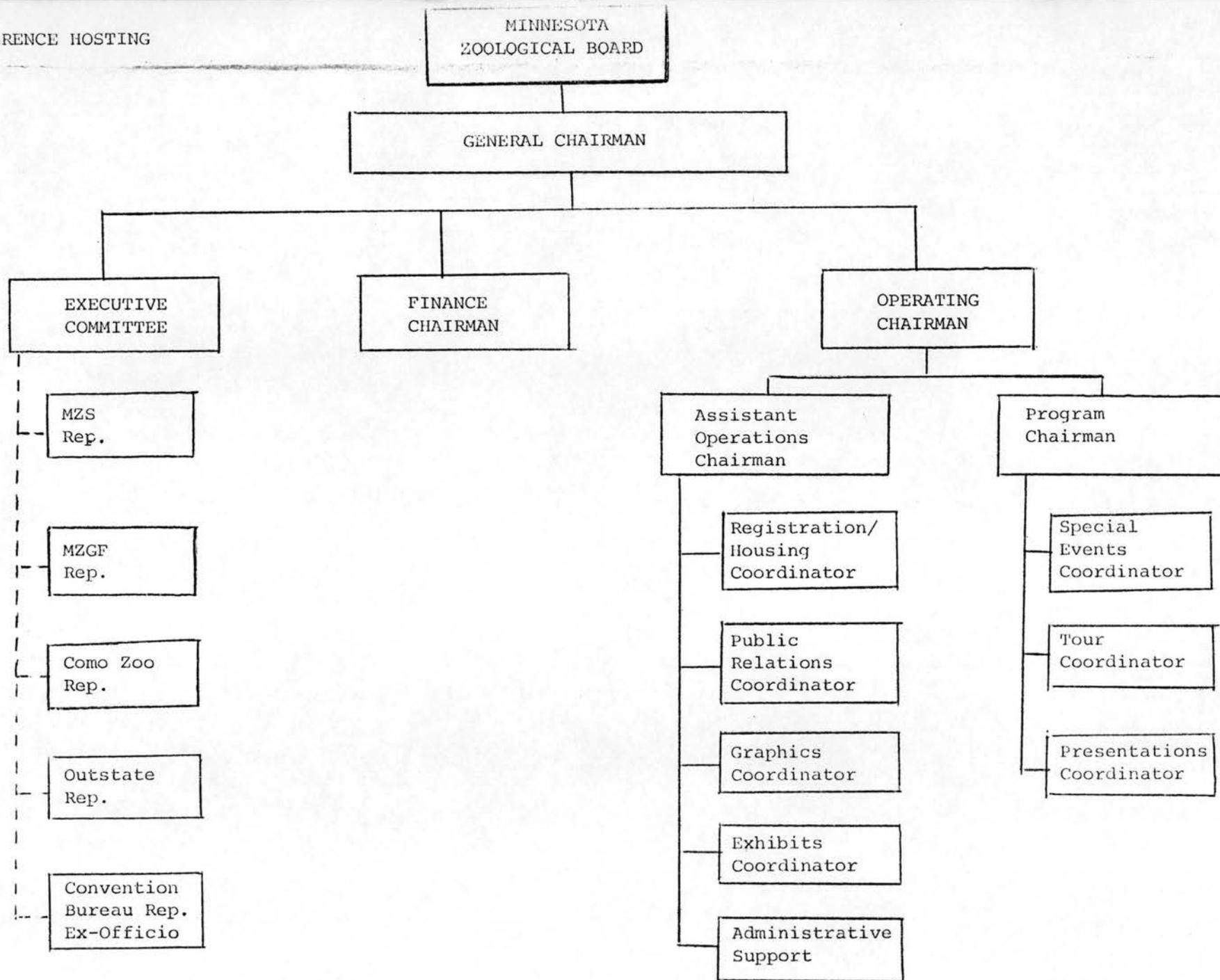
December 30, 1980

Board Conference Room, Administration Building

2:00 PM

AGENDA

- I. Develop Preliminary Program Outline
- II. Formulate Bid Presentation Strategy
- III. Review Working Committee Organizational Chart
- IV. Design Task Development Writing



AAZPA Conference
Hosting
New York

Summary of AAZPA Annual Conference Host Guidelines

I. Bid to host the 1983 AAZPA Annual Conference at the MZG must be submitted to the Executive Director (AAZPA) by July 15, 1980 by E. Kohn. The Executive Director and Board of Directors must accept the bid before ~~being~~ presenting to the assembly of the 1980 Annual Conference. It is sometimes helpful to have supporting letters from the Chairman of the Board or the president of the zoological society or the mayor of the city in which the zoo is located.

AAZPA

If the Exec. Dir. and Board of Directors accept the MZG bid, E. Kohn will be accorded five/seven minutes during the annual conference to extend the invitation to assembled delegates. All registered delegates at the annual conference vote on the site of future annual conferences.

II.

Timetable for Bid for Hosting 1983 AAZPA Annual Conference at MZG

If
EK must submit to R. Wagner the bid by July 15, 1980. AAZPA Bd. of Directors and Exec. Director accept the bid (based upon its assessment of whether the city has adequate and proper facilities and whether the local staff has the capabilities to undertake management of the conference), EK would be asked to extend the invitation to the assembled delegates (5-7 minutes) at the Sept. conference. Vote would follow by all registered delegates at the annual conference.

^d
Bidders should tentatively select one or more local hotels ¹⁵ that will make firm commitment to set aside at least 450 rooms for the conference.

Hotel selected should provide at no charge:

Meeting room for Bd. beginning Fri. evening prior to start of conference and continuing until Sunday evening. Large enough to seat 20 Bd. members and 20-30 visitors.

Major room for up to 750 delegates to attend general sessions

Additional room for 300-400 if concurrent sessions will be conducted.

4-5 mtg. rooms throughout the conference for Ass. committee meetings. large enough to accommodate 20-30 persons each.

Hotel must also have large exhibit hall to accommodate 30-40 8' X 10' booths.

Complimentary suite for AAZPA Pres., one smaller suite for Exec. Dir., and at least one double sleeping room for AAZPA staff from Fri. noon before the conference until following Fri. morning.

Hotel should also be able to provide graphics competition room; and an educational swap room.



American Association of Zoological Parks and Aquariums

EXECUTIVE OFFICE AT OGLEBAY PARK, WHEELING, WV 26003 (304) 242-2160

cc: DB/SH
jd

Arthur Hester

6 July 1981

OFFICERS

President
PAUL S. CHAFFEE, D.V.M.
Director
Roeding Park Zoo

President-Elect
LOUIS R. DISABATO
Director
San Antonio Zoological
Gardens and Aquarium

Vice-President
PETER KARSTEN
Director
Calgary Zoo

Immediate Past President
DON D. FARST, D.V.M.
Director
Gladys Porter Zoo

Executive Director
ROBERT O. WAGNER
Oglebay Park
Wheeling, WV

DIRECTORS

CHARLES L. BIELER
Executive Director
Zoological Society of San Diego

WILLIAM G. CONWAY
General Director
New York Zoological Park

DAVID G. ZUCCONI
Superintendent
Tulsa Zoological Park

LOUIS E. GARIBALDI
Curator
New England Aquarium

PALMER E. KRANTZ, III
Director
Riverbanks Zoological Park

ELVIE TURNER, JR.
Director
Fort Worth Zoological Park

GEORGE R. FELTON, JR.
Director
Greater Baton Rouge Zoo

GERALD S. LENTZ
Manager/Zoological Operations
Busch Gardens - Tampa

WARREN D. THOMAS, D.V.M.
Director
Los Angeles Zoo

Mr. Ed Kohn, Director
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, MN 55124

Dear Ed:

As you can imagine, the competition for hosting AAZPA conferences gets keener with each passing year. Because of this, we have prepared some materials to guide tentative hosts.

We are enclosing these materials for your use. They detail the methods of submitting bids, tentative selection of the hotel, the conduction of graphics competition and education swap rooms, general financial considerations and campaigning.

We hope these materials are of some assistance to you in making some decisions and formalizing your plans. Such materials are being provided to all tentative hosts.

All best regards,

AMERICAN ASSOCIATION OF
ZOOLOGICAL PARKS AND AQUARIUMS

Robert O. Wagner
Executive Director

ROW/ljb

Copies to: Paul Chaffee, D.V.M.
Louis DiSabato

Enclosure

AAZPA ANNUAL CONFERENCE

I. METHOD OF SUBMITTING BID

A. Bids must come from the Director (chief administrative officer) of the institution wishing to host an AAZPA Annual Conference. Bids are made three years in advance of the year the Association holds its annual conference. The bid should be addressed to the Executive Director and should be received on or before 15 July of the year in which it will be considered. The Executive Director and the Board of Directors must accept the bid before the potential host committee is accorded the opportunity of making the bid known to the assembled delegates during the annual business meeting. It is not necessary (although it is often done) to submit supporting letters from the chairman of the board or the president of the zoological society or the mayor of the city in which the institution is located.

B. Once the Executive Director and the Board have accepted the institution's bid, the Director of the institution, or his designated representative, will be accorded five/seven minutes during the annual conference to extend the invitation to the assembled delegates. All registered delegates at the annual conference vote on the site of future annual conferences. Normally, two or three institutions are vying for the annual conference. Therefore, competition is sometimes keen.

II. TENTATIVE SELECTION OF HOTEL

A. Bidders should tentatively select one or more local hotels that will make a firm commitment to set aside at least 400 rooms for the conference. As the Association grows in size, 450-500 rooms will be required.

B. The hotel that is selected should provide, at no charge, a meeting room for the Board of Directors beginning on Friday evening prior to the start of the conference and continuing until Sunday evening. It should be sufficiently large enough to seat 20 Board members, as well as 20/30 visitors to the Board meetings. They should also provide, at no charge, one major room for up to 750 delegates to attend the general sessions and another room for 300/400 delegates if concurrent sessions will be conducted. The hotel should also provide, again at no charge, four or five meeting rooms throughout the length of the conference for the conduction of Association committee meetings. These rooms should be sufficiently large enough to accommodate 20/30 persons each.

C. The hotel must also have a sufficiently large exhibit hall which will accommodate 30/40 8'x10' booths to be utilized by AAZPA Commercial members. It is important that the exhibit hall be located in close proximity and provide easy accessibility to and from the general session room. (Exhibitors provide AAZPA with a substantial source of income. Thus, this consideration must be addressed by potential bidders.)

D. A complimentary suite for the AAZPA President, one smaller suite for the Executive Director, and at least one double sleeping room for AAZPA staff should be made available from Friday noon preceding the conference until the following Friday morning. Other complimentary sleeping rooms may be required by the Host Committee.

III. GRAPHICS COMPETITION AND EDUCATION SWAP ROOMS

A. The Board of Directors has determined that the graphics competition normally held at annual conferences will be left to the discretion of the local host committee. However, the local host committee needs to consider the possibility of operating a graphics competition room when selecting the hotel and making its bid.

B. Similarly, the Board has left to the discretion of the local host committee the operation of an educational swap room. As with the graphics competition, the local host committee needs to keep the swap room in mind in its considerations.

IV. FINANCIAL CONSIDERATIONS

A. Due to better management on the part of both the Executive Office staff and the local host committees, annual conferences no longer cause substantial financial commitments on the part of the local host committee. Until a few years ago, as much as \$10,000 to \$20,000 was budgeted by local host committees. Recently, annual conference host committees have wound up with a surplus rather than a deficit. Please understand that such surpluses are turned over to the AAZPA. In your preliminary planning regarding finances, you may assume that your income from registration fees will generate approximately \$40,250. This is based upon registration fees from 700 delegates at \$57.50 each. The current registration fee is \$65, and the AAZPA receives \$7.50 of this amount. Additionally, AAZPA receives all of the amount paid for nonmember registration, less the above \$57.50.

V. CAMPAIGNING

A. The AAZPA does not allow the posting of banners in the conference office, registration area, exhibit hall or in the meeting rooms; but it does permit potential hosts to pass out literature and other materials and host various functions. This policy has been set to help maintain our impartial posture.

If your institution is successful in its bid, you will be provided with a comprehensive set of AAZPA Annual Conference guidelines. These succinctly set forth the responsibility of the local host committee, conference program committee, Board of Directors and Executive Office staff.

AAZPA Hooking

Office Memorandum

DEPARTMENT _____

TO : *Gene B*

DATE: *July 27, 1981*

FROM : *Dorothy M*

PHONE: _____

SUBJECT: *AAZPA*

I think it is important that we meet soon to plan the road-all strategy for AAZPA. For example, the hotel rep said she'd come to N.O. for a couple of days, and she felt that someone from St Paul Convention Bureau staff might also assist. Do we want them? Do we want to "create" a slogan/button/sticker/T-shirt etc? If so - time is getting short.

cc Ed

*Agreed -
of let's meet -
E*

September 11, 1981

Mr. Paul S. Chaffee, D.V.M., President
American Association of Zoological
Parks and Aquariums
c/o 1981 AAZPA Annual Conference
Audubon Zoological Garden
P. O. Box 4327
New Orleans, Louisiana 70178

Dear President Chaffee:

This letter is to convey to you and the membership of the AAZPA my respect and appreciation for your excellent work in fostering a better understanding of the animal kingdom through America's zoos and aquariums.

Here in Minnesota, we are truly proud of one of your newest members, the Minnesota Zoological Garden. Under the directorship of Ed Kohn, our relatively new zoo has established a growing reputation for excellence utilizing innovation and imagination to effect their educational efforts.

It is my understanding that the Minnesota Zoo is seeking to host your Association's National Convention in 1984. This possibility represents an exciting opportunity, and I fully endorse their efforts. Hopefully, we will be afforded the chance to welcome you to our beautiful State in 1984.

Sincerely,

ALBERT H. QUIE
GOVERNOR

cc: Dir. Dir, 381
d

FRESNO ZOOLOGICAL SOCIETY

ROEDING PARK ZOO
894 WEST BELMONT AVENUE
FRESNO, CALIFORNIA 93728

September 23, 1981

FYI M26F
M25



Albert H. Quie, Governor
State of Minnesota
Office of the Governor
Saint Paul, Minnesota

Dear Governor Quie:

Your invitation on behalf of the Minnesota Zoological Gardens to host our 1984 Annual Conference was greatly appreciated. The delegates were impressed with your personal interest in the Minnesota Zoo and wildlife in general.

Indeed, the Minnesota Zoological Garden is rapidly gaining a growing reputation as an innovative, modern institution for wildlife exhibition and education.

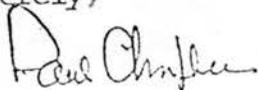
Ed Kohn made a very interesting and professional presentation which was enthusiastically received. In fact, Minnesota's bid received the second highest number of votes after the winner, Miami.

It is interesting to note that perseverance can be the key to success, considering Miami had bid on two previous occasions. Perhaps the Minnesota Zoo will be in a position to bid on another occasion and I personally feel the delegates would be greatly impressed with your zoo and the twin cities if the vote proved to be in your favor.

The AAZPA has considerable respect for Ed Kohn, the zoo and State of Minnesota for their commitment to wildlife conservation and especially for the assistance given to our association.

Your invitation was appreciated as an endorsement of not only the zoo but also our profession.

Sincerely,



Paul S. Chaffee, D.V.M.
Immediate Past President-AAZPA
Zoo Manager

PSC:fa

cc: Robert O. Wagner, Louis DiSabato, Ed Kohn

AAZPA ACCREDITED INSTITUTION



DEPARTMENT MINNESOTA ZOOLOGICAL GARDEN

Office Memorandum

TO : Operations Committee

DATE: June 28, 1982

FROM : Edward Kohn, General Director

PHONE: 432-9010 x300

SUBJECT: POSTPONEMENT OF AAZPA CONVENTION BID

For reasons both of economy and the status of program completion, I recommend that we postpone bidding for the AAZPA national convention until site selection is made for the 1988 convention, our tenth anniversary year.

The impact of the recession on our operating budgets will most likely carry forward through the next budget round. During the second year of the biennium, we would need to make significant investments of staff time in preparation for a September, 1985 convention.

The take-off on major capital development is still deferred. With the exception of several small projects, however notable they may be, we have no prospect for major project completions by 1985. By 1988 we can hope for more "pizzazzes" in place. We should also, by then, have sound interpretive programs in place for the public.

On behalf of the staff, I thank the Operations Committee for its sensitivity to the question of real costs and for prompting our review of priorities. Though convention revenues cover direct expense and though corporate donations should be possible for convention event sponsorships (and can serve larger donor programs as at New Orleans) our scarcest resource will continue to be program staffing.

EK:gd

cc: Minnesota Zoological Board (for info)
Division Heads

May 28, 1982

Robert Wagner, Executive Director
AAZPA Executive Offices
Oglebay Park
Wheeling, West Virginia 26003

Dear Bob,

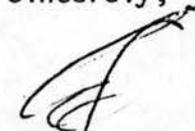
I am pleased to advise you of our intent to again place in nomination the Minnesota Zoological Garden to be the host for the AAZPA Annual Convention in 1985 to be voted on in Phoenix this fall.

Last year's response in New Orleans to the Minnesota bid was encouraging and Minnesota Zoo staff are energetically working on a presentation for Phoenix that we hope will result in letting us serve our association and colleagues in our fine northern countryside.

We again plan to work in close collaboration with fellow institutions, including Como Zoo, the University of Minnesota and the Freshwater Biological Institute if our bid is successful.

As presented last year, we can count on the full cooperation and assistance from all levels of state and local government as well as the Convention Bureaus and Chambers of Commerce of our cities of St. Paul and Minneapolis.

Sincerely,



Edward Kohn
General Director

EK:gd





American Association of Zoological Parks and Aquariums

EXECUTIVE OFFICE AT OGLEBAY PARK, WHEELING, WV 26003 (304) 242-2160

26 June 1981

OFFICERS

President
PAUL S. CHAFFEE, D.V.M.
Director
Roeding Park Zoo

President-Elect
LOUIS R. DISABATO
Director
San Antonio Zoological
Gardens and Aquarium

Vice-President
PETER KARSTEN
Director
Calgary Zoo

Immediate Past President
DON D. FARST, D.V.M.
Director
Gladys Porter Zoo

Executive Director
ROBERT O. WAGNER
Oglebay Park
Wheeling, WV

DIRECTORS

CHARLES L. BIELER
Executive Director
Zoological Society of San Diego

WILLIAM G. CONWAY
General Director
New York Zoological Park

DAVID G. ZUCCONI
Superintendent
Tulsa Zoological Park

LOUIS E. GARIBALDI
Curator
New England Aquarium

PALMER E. KRANTZ, III
Director
Riverbanks Zoological Park

ELVIE TURNER, JR.
Director
Fort Worth Zoological Park

GEORGE R. FELTON, JR.
Director
Greater Baton Rouge Zoo

GERALD S. LENTZ
Manager/Zoological Operations
Busch Gardens - Tampa

WARREN D. THOMAS, D.V.M.
Director
Los Angeles Zoo

Mr. Ed Kohn, General Director
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, MN 55124

Dear Ed:

Many thanks for your thoughtful letter dated 23 June in which you submitted the necessary information to me to accord you and your staff to proceed with plans for asking our delegates at the Annual Conference in New Orleans to consider having the 1984 annual meeting hosted by your excellent facility.

Ed, you and/or your designated representatives will be accorded 6-8 minutes to make a formal presentation to the assembled delegates during the Thursday afternoon business meeting. As you know, all registered delegates are provided an opportunity to vote on future host cities. If you will require any projection equipment, be certain to contact Program Chairman David Anderson (Audubon Park and Zoological Garden) and send a copy of such request to me.

I am delighted you have offered your facility as a potential host. I assure you that you will get many votes. Please let me know if we can be of any further assistance to you.

Most sincerely,

AMERICAN ASSOCIATION OF
ZOOLOGICAL PARKS AND AQUARIUMS

Robert O. Wagner
Executive Director

ROW/ljb

Conference Host



12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
612/432-9010

June 23, 1981

Robert Wagner, Executive Director
AAZPA Executive Office
Oglebay Park
Wheeling, West Virginia 26003

Dear Bob:

As authorized by the Minnesota Zoological Board, it is with great pleasure and anticipation of sharing our beautiful zoo with our colleagues and guests, that I request of you and the Board of Directors approval to permit the Minnesota Zoo to submit a bid for the 1984 National AAZPA Convention.

I have asked David Bender, Assistant Director of Public Affairs, to head a team of Zoo and Society staff to plan for this exciting event. David recently completed an assignment as Operations Chair for the International Science and Engineering Fair, St. Paul, May 1980. This week long convention hosted over 2,000 young people and their teachers from all 50 states as well as several foreign countries. It included housing, transportation, exhibitions, tours, social functions, and judging by more than 500 Ph.D.'s. Many of our zoo professional staff were also involved in the successful completion of this major, multi-faceted convention. David certainly has first-hand experience in all aspects of arranging a national convention, and is well aware of all services and contacts that the city of St. Paul can provide. We would work in close collaboration with fellow institutions including the Como Zoo and Como Zoological Society, the University of Minnesota, and the Freshwater Biological Institute.

Initial contacts have been made with the Radisson Hotel chain. Adequate numbers of sleeping and meeting rooms have been reserved for two sets of dates in mid to late September, 1984.

Both the city of St. Paul and city of Minneapolis Convention Bureaus and Chambers of Commerce have agreed to work with us to inform the membership about the resources of our metropolitan area, in the event of a successful bid, to provide full assistance throughout the course of the convention.

Robert Wagner
June 23, 1981

page 2

I'll look forward to hearing from you on whether we should proceed with preparations for New Orleans.

Thanks.

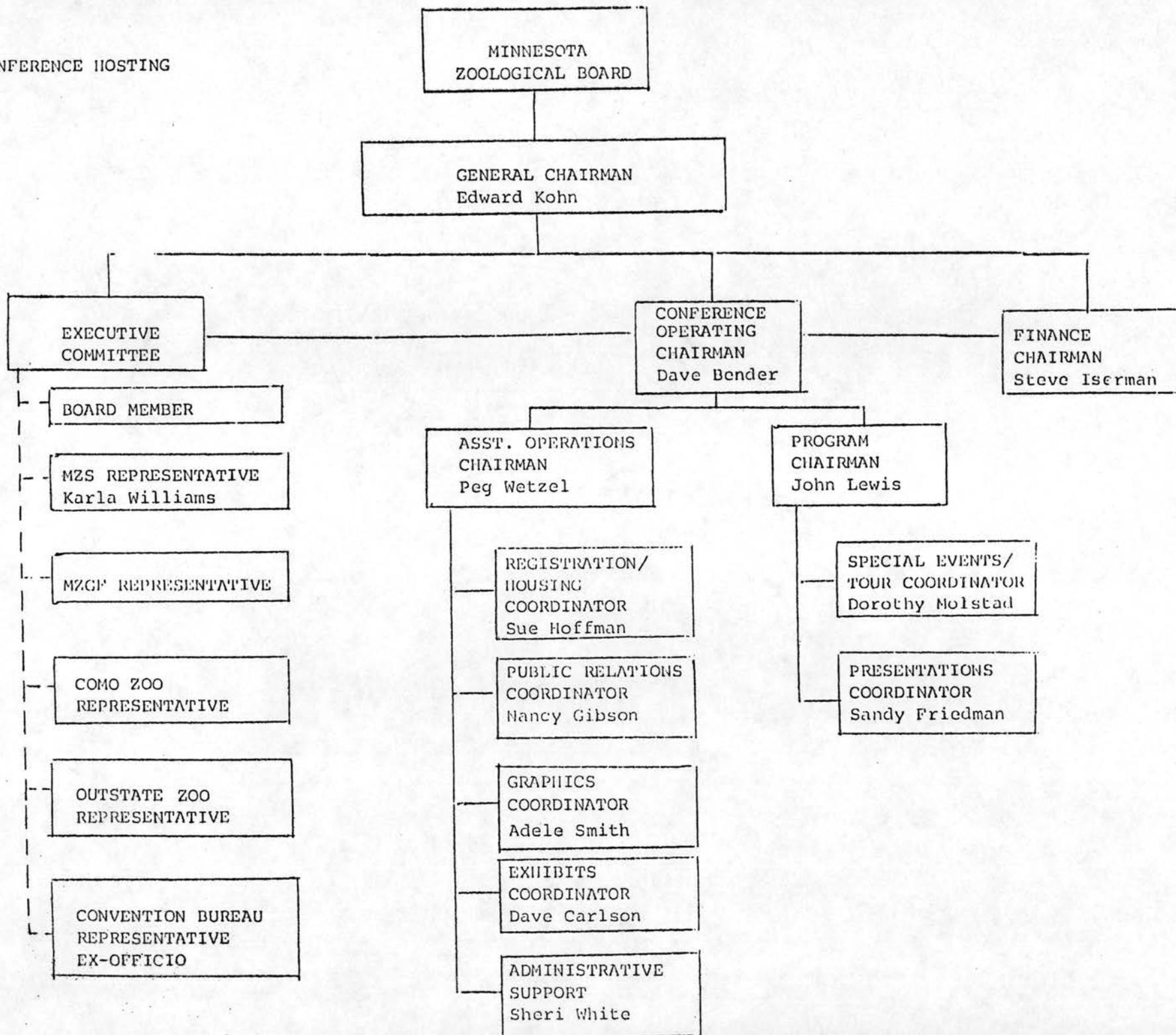
Sincerely,

A handwritten signature in cursive script, appearing to read "E. Kohn", written in dark ink.

Edward Kohn
General Director

EK:gd

AAZPA CONFERENCE HOSTING



Hosting

AAZPA ANNUAL CONFERENCE

Background Material

Bid Submission

Bids must be submitted to the AAZPA from the Director of the institution wishing to host an AAZPA annual conference. Bids are made three years in advance of the year the Association holds its annual conference. The Executive Director of the AAZPA accepts bids four months prior to the national annual AAZPA meeting in September. If the Executive Director of the AAZPA accepts our bid, Mr. Kohn will be given five to seven minutes during the business meeting at next September's annual conference in New Orleans to extend the Minnesota Zoo's invitation to the assembled delegates. All registered delegates at the conference vote on the site of future annual conferences. Normally, two or three institutions are vying for the annual conference. For 1984, both Miami and Los Angeles (the latter with backing of its Olympics Committee) will compete.

Site Requirements

One or more local hotels are needed to commit 450-500 rooms for the conference. Meeting rooms, a ballroom for up to 750 delegates to attend general sessions, a large exhibit hall that can accommodate 30-40 8' x 10' booths and complimentary suites for AAZPA officers are required.

Financial Considerations

All costs are borne by registration fees with the exception of some host functions for the national board meeting that precedes the convention. We can assume that our operating funds from registration fees would be approximately \$35,000-\$40,000. This is based upon registration fees from 700 delegates at \$52.50 each. Major host costs that are covered by the fees would include one banquet, busing for tours, printing programs, and graphics.

MZG Bid Submission

We would need in late May to submit a written proposal expressing our interest in making a bid presentation at the annual conference next September. We would propose St. Paul as the site of the 1984 AAZPA annual conference. Should we be unsuccessful in our initial attempt, it would be our intention to resubmit the following year and vye for 1985. Some institutions succeed in their first bid, others often repeat before succeeding.

Regarding the bidding, zoos have been diverging in their approaches with an increasing number making elaborate costly investments ranging to free banquets to courtesy bars and loads of convention bureau paraphernalia. Others (including us) prefer a low key, informative approach with emphasis on program quality. We would send a good information piece to all members in advance of the September conference, and make certain that the bid can be conveyed successfully to the delegation by a very small team including the director (3 or 4).

Preliminary Efforts Undertaken

We have examined three sites: the Radisson South in Bloomington, Radisson Minneapolis and the Radisson hotels in Saint Paul. We favor the Saint Paul site for the following reasons:

- 1) It is the capitol city and we are a State agency,
- 2) It is urban, close to the airport, has available hotel space that can be committed and is centrally located with respect to proposed tour sites,
- 3) Staff has strong past working experience with hotel people, Chamber and Convention Bureau staffs from a previous major convention many of us worked on organizing,
- 4) We will plan a major event for Minneapolis.

We have had preliminary discussions with Society staff, representatives of the Minnesota Zookeeper Association, St. Paul Radisson sales staff, and St. Paul Visitor and Convention personnel. All groups have expressed interest and support.

I have attached a tentative program outline for the week we would host the conference. This would occur in mid-September, 1984. I have also enclosed a preliminary organizational chart for the MZG host committee. This is based on my past experience organizing the 1980 International Science and Engineering Fair. Many of the staff persons identified in this organizational chart have experience from working at these tasks during the 1980 convention involving over 2,000 participants for the week long event. We feel confident that we have the experience and resources to host an event of this size. I am sure that you are aware of the benefits such a professional gathering would afford the zoo.

Needed Committee Action

We would welcome the Public Affairs Committee's recommendation to the Board that we submit a written request for making a bid as the 1984 conference site. We would like the approval of St. Paul as the conference site so that we can formalize the necessary hotel commitments, etc.

Discussion of organization, budget, operating procedure and program could be presented and reviewed upon a notification of successful site selection. Any further details or information you deem necessary at this point can be quickly supplied.

We will be prepared to discuss the basis for selection of city, and the degree of relationship to Como Zoo and other state and local institutions.

Enclosed you will find a copy of last year's annual conference program.

David Bender
4/3/81

1984 AAZPA TENTATIVE PROGRAM OUTLINE

Sunday - PM - "Ice breaker" event - Town Square

Monday - AM - Opening sessions

- Speakers to central theme

PM - Workshop sessions relating to morning theme

Evening Event: Omni Theater

Tuesday - AM - All day at Zoo

- Special workshop/demo session

- Lunch sponsored at Zoo

Wednesday - AM - Papers Presentations

PM - Area Tours

- Como Zoo

- Freshwater Institute

- Raptor Rehabilitation Center

- Cedar Creek

Evening - hosted dinner Landmark Center

Thursday - AM - Papers Presentations

PM - Annual meeting

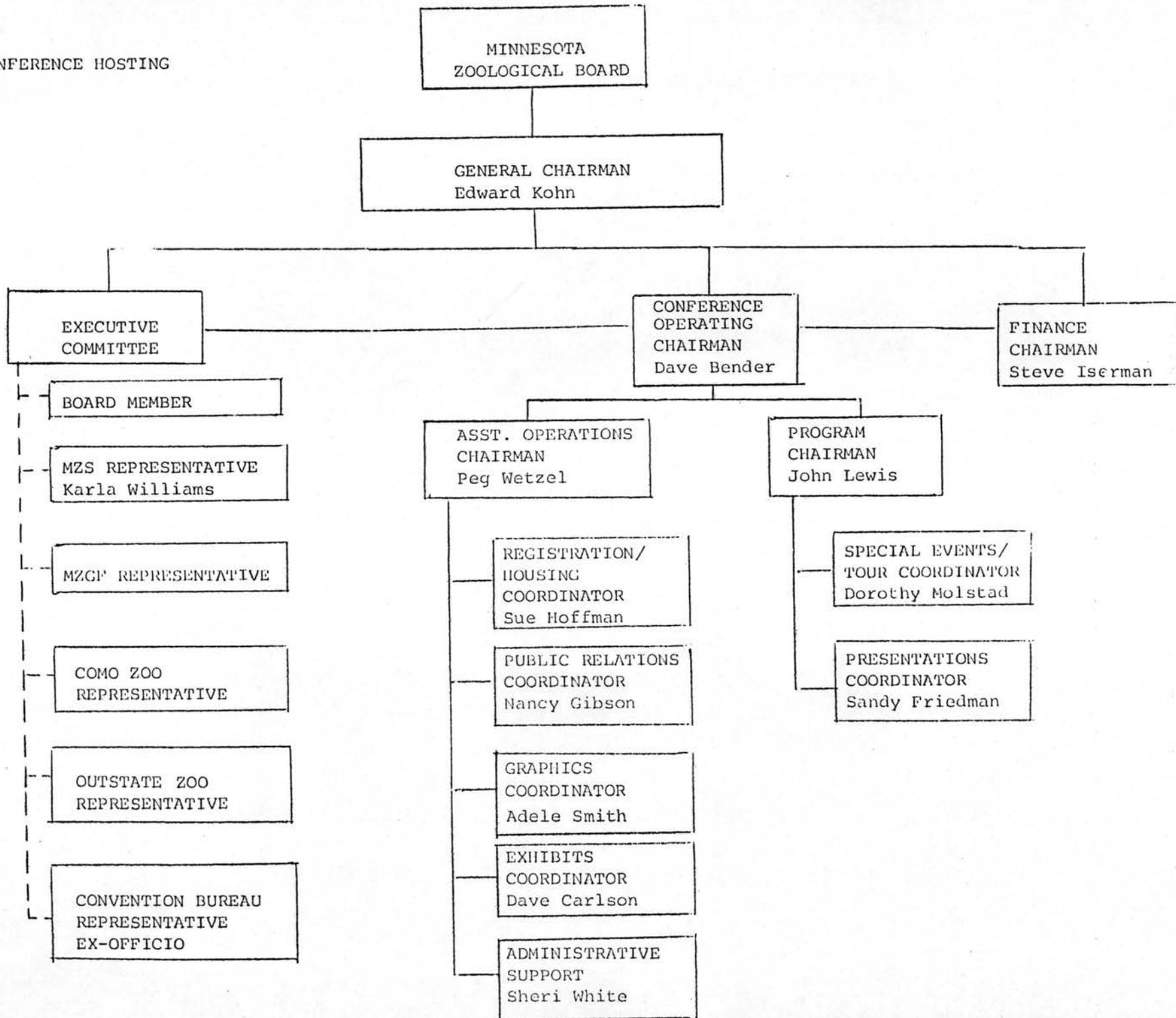
Evening - Closing banquet

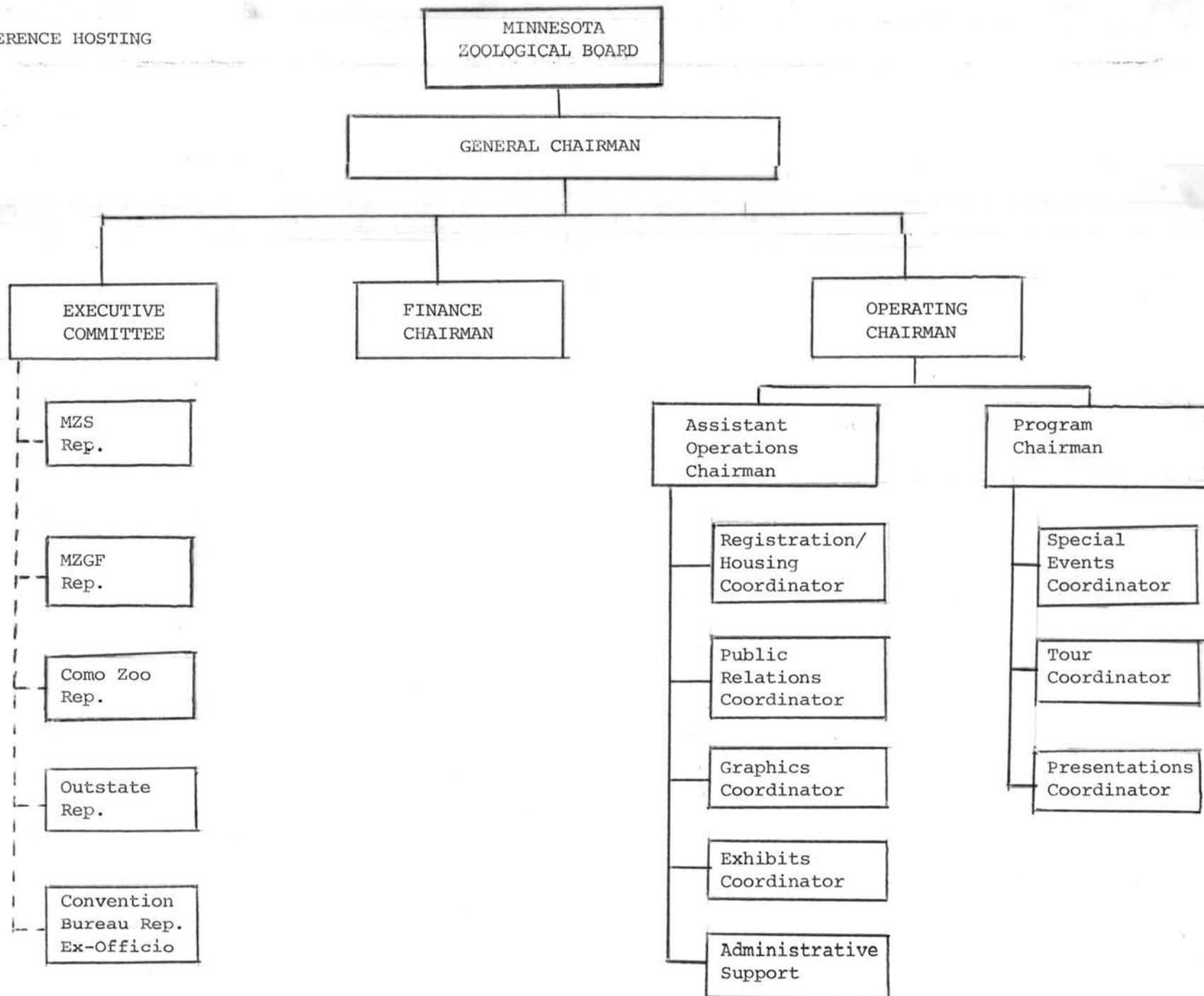
Friday - Post Conference Tours, Events

- possible Duluth Zoo

possible Milwaukee Zoo

AAZPA CONFERENCE HOSTING





Office Memorandum

DEPARTMENT Minnesota Zoological Garden

TO : Ed Kohn

DATE: 12/17/80

FROM : Dave Bender

PHONE: x220

SUBJECT: AAZPA PLANNING

I plan to assemble a Program Planning Team consisting of:

K. Lundgren
D. Molstad
J. Lewis
D. Rasmussen
P. Wetzel

The team would work on the following items:

1. Develop a preliminary program outline.
2. Formulate a bid presentation strategy.
3. Approve a working committee organizational structure.
4. Define and develop tasks for working committee chairmen.
5. Recommend committee chairmanship selection.

My preliminary organizational structure that I would give to the Program Planning Team for review and fine tuning is attached.

DB:gd

Attachment

AAZPA
passed.
JK

October 29, 1980

Mr. Dave Bender
c/o The American Association of Zoological
Parks & Recreation
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124

Dear Dave:

My thanks again to both yourself and Ed Cohen, for meeting with me last week at the Radisson South. Together I think we can come up with some good ideas in putting together an attractive bid for the 1984 convention of the A.A.Z.P.R.

Enclosed are convention data sheets from the Radisson South, The Radisson Downtown Minneapolis, and the Radisson St. Paul and Plaza Hotels. You will note that in St. Paul, we are offering you space at both of our hotels for two different sets of dates. At this time, another group is holding space over the dates of September 18-22, 1984. However, I will keep you informed of any changes.

As you know, Downtown St. Paul is currently undergoing a great facelift. With the recent opening of the new Radisson Plaza adjoining the new Town Square Park, there are more restaurants and shops in St. Paul than ever. Because our St. Paul Radissons are connected by skyway, the four block walk is just as enjoyable in inclement weather as not. The Omni Theatre, Landmark Center, Chimera Theatre, St. Paul Ballet, Opera Company and St. Paul Chamber Orchestra, are just a few cultural attractions that your convention attendees will enjoy walking to. For the real out of doors enthusiasts, there are, of course, two beautiful and distinctly different Zoos, eleven St. Paul city golf courses, River Excursions on the Jonathon Paddleford and historical tours of Fort Snelling State Park.

- more -

Mr. Dave Bender
Minnesota Zoological Garden
October 29, 1980
Page - 2 -

Dave, the space and dates indicated on the enclosed proposals are being held for you on a tentative basis. Please keep me advised of any decisions or eliminations of these sites as your plans take shape. In order to confirm your reservations for the 1984 convention, you need only return one signed copy of the appropriate convention data sheet to me.

Thanks again, Dave. Radisson is truly excited at the possibility of hosting the American Association of Zoological Parks and Recreation in 1984.

Sincerely,

RADISSON CENTRAL SALES


Vicki Windfeldt
Sales Manager

VW:cb
N-6084

Enclosures

RADISSON PLAZA ST. PAUL
CONVENTION DATA SHEET

SUBJECT: American Zoological Association

CONTACT: Mr. Dave Bender
American Zoological Association
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
612-432-9010

FUNCTION: Annual Convention

DATE: September 16-21, 1984 OR September 23-28, 1984

ANTICIPATED ATTENDANCE: 700 people (St. Paul Hotel Overflow)

ROOMS IN HOUSE EACH NIGHT:

Sunday	September 16, 1984	150 rooms
Monday	September 17, 1984	150 rooms
Tuesday	September 18, 1984	150 rooms
Wednesday	September 19, 1984	150 rooms
Thursday	September 20, 1984	150 rooms
Friday	September 21, 1984	Departures

OR

Sunday	September 23, 1984	150 rooms
Monday	September 24, 1984	150 rooms
Tuesday	September 25, 1984	150 rooms
Wednesday	September 26, 1984	150 rooms
Thursday	September 27, 1984	150 rooms
Friday	September 28, 1984	Departures

PLEASE NOTE: Reservations are cancelled at 6:00 p.m. unless payment is guaranteed with a credit card number or a check for the first night's lodging is sent with the reservation.

CHECK-IN TIME: 3:00 p.m.

CHECK-OUT TIME: 1:00 p.m.

GUEST ROOM CUT-OFF DATE: August 24, 1984, at which time we would release the unused portion of your room block, but continue to accept reservations on a first-come, first-serve basis for as long as we have rooms available.

RESERVATION CARDS: We will provide postage-paid reservation cards in the amount of three times your anticipated room block.

RATES: Our Current rates are:

Single:	\$48 - \$54
Double:	\$58 - \$64

However, group rates will be confirmed one year in advance.

PLEASE NOTE: All rates are subject to Minnesota Sales Tax of 4% and St. Paul Hotel Tax of 3%.

- BILLING INSTRUCTIONS:** Individuals are responsible for their own rooms and incidental charges unless otherwise specified. Upon approved credit a master account will be set up as follows:
Mr. Dave Bender
American Zoological Association
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
- FUNCTION SPACE:** Schedule of Events must be submitted to the hotel one year in advance.
- FUNCTION SPACE RENTAL:** Based on your projected room block, there will be no charge for function space.
- CATERING & CONVENTION SERVICE:** For specific menu planning and other catering needs, please contact the Catering Office at the Radisson Plaza St. Paul. For meeting room requirements and set-up details, please contact the Convention Service Department at Radisson Plaza St. Paul. The phone number is 612-291-8800.
- COMPLIMENTARY ACCOMMODATIONS:** The hotel will provide one (1) complimentary room per every 50 sleeping rooms actually utilized.
- AMPLIFICATIONS:** The Radisson Plaza St. Paul will provide one (1) complimentary microphone per session held in major rooms equipped with public address systems. For each additional microphone, a charge of \$10.00 will be made.
- AUDIO-VISUAL EQUIPMENT:** The hotel does not stock any other audio-visual equipment (such as projectors, tape recorders, etc.), but will assist in ordering such items from an outside source upon request of the customer.
- PARKING:** Parking is available in the Town Square parking ramp, attached to the Radisson Plaza St. Paul.
- AIRPORT LIMOUSINE:** Transportation from the Minneapolis/St. Paul International Airport is available through the Suburban Limousine Service at a current charge of \$3.00 per person, one-way.
- DEPOSIT AND CANCELLATION:** Groups cancelling from three to six months prior to their arrival date will be charged one-half of their projected revenue determined by multiplying the total number of rooms by the single room rate.
Groups cancelling 90 days prior to arrival date will be charged the projected revenue determined by multiplying the number of rooms blocked by the single room rate.
- CONFIRMATION:** This is to confirm the Radisson Plaza St. Paul as headquarters for the American Zoological Association over the dates of:

CONFIRMATION (Continued):

September 16-21, 1984

NAME

COMPANY

DATE

OR

September 23-28, 1984

NAME

COMPANY

DATE

RADISSON ST. PAUL HOTEL
CONVENTION DATA SHEET

SUBJECT GROUP: American Zoological Association

CONTACT: Mr. Dave Bender
American Zoological Association
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
612-432-9010

FUNCTION: Annual Convention

DATES: September 16-21, 1984 or September 23-28, 1984

ANTICIPATED ATTENDANCE: 700 people

ROOMS IN-HOUSE EACH NIGHT:

Friday	September 14, 1984	20 rooms
Saturday	September 15, 1984	20 rooms
Sunday	September 16, 1984	350 rooms
Monday	September 17, 1984	350 rooms
Tuesday	September 18, 1984	350 rooms
Wednesday	September 19, 1984	350 rooms
Thursday	September 20, 1984	350 rooms
Friday	September 21, 1984	Departures

OR

Friday	September 21, 1984	20 rooms
Saturday	September 22, 1984	20 rooms
Sunday	September 23, 1984	350 rooms
Monday	September 24, 1984	350 rooms
Tuesday	September 25, 1984	350 rooms
Wednesday	September 26, 1984	350 rooms
Thursday	September 27, 1984	350 rooms
Friday	September 28, 1984	Departures

PLEASE NOTE: Reservations are cancelled at 6:00 p.m. unless payment is guaranteed with a credit card number or a check for the first night's lodging is sent with the reservation.

CHECK-IN TIME: 3:00 p.m.

CHECK-OUT TIME: 1:00 p.m.

GUEST ROOM CUT-OFF DATE: August 24, 1984, at which time we would release the unused portion of your room block, but continue to accept reservations on a first-come, first-serve basis for as long as we have rooms available.

RESERVATIONS CARDS: We will provide postage-paid reservation cards in the amount of three times your anticipated room block.

RATES: Our current rates are:

Single:	\$44 - \$48
Double:	\$54 - \$58

However, group rates will be confirmed one year in advance.

RATES (Continued):

PLEASE NOTE: All rates are subject to Minnesota State Sales Tax of 4% and St. Paul Hotel Tax of 3%.

BILLING INSTRUCTIONS:

Individuals are responsible for their own rooms and incidental charges unless otherwise specified. Upon approved credit a master account will be set up as follows:

Mr. Dave Bender
American Zoological Association
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124

COMPLIMENTARY ACCOMMODATIONS:

The Radisson St. Paul will provide one (1) complimentary room for every 50 sleeping rooms actually utilized.

FUNCTION SPACE:

Schedule of Events must be submitted to the hotel one year in advance.

FUNCTION SPACE RENTAL:

Based on your projected room block, there will be no charge for function space.

CATERING & CONVENTION SERVICE:

For specific menu planning other catering needs, please contact the Catering Office at the Radisson St. Paul. For meeting room requirements and set-up details, please contact the Convention Service Department at Radisson St. Paul. The phone number is 612-292-1900.

AMPLIFICATIONS:

The Radisson St. Paul will provide one (1) complimentary microphone per session held in major rooms equipped with public address systems. For each additional microphone, a charge of \$10.00 will be made.

AUDIO-VISUAL EQUIPMENT:

The hotel does not stock any other audio-visual equipment (such as projectors, tape recorders, etc.), but will assist in ordering such items from an outside source upon request of the customer.

PARKING:

Parking is available in our attached garage. Prevailing rates are:

\$.75 first hour
\$.50 each additional hour
\$4.75 daily maximum fee
\$4.00 overnight guests

AIRPORT LIMOUSINE:

Transportation from the Minneapolis/St. Paul International Airport is available through the Suburban Limousine Service at a current charge of \$3.00 per person, one-way.

DEPOSIT AND CANCELLATION INFORMATION:

Groups cancelling from three to six weeks prior to their arrival date will be charged one-half of their projected

DEPOSIT AND CANCELLATION
INFORMATION (Continued):

revenue, determined by multiplying the total number of rooms by the single room rate.

Groups cancelling 90 days prior to arrival date will be charged the projected revenue determined by multiplying the number of rooms blocked by the single room rate.

CONFIRMATION:

This is to confirm the Radisson St. Paul as the site for the American Zoological Association Annual Convention over the dates of:

September 16-21, 1984

NAME

COMPANY

DATE

OR

September 23-28, 1984

NAME

COMPANY

DATE

RADISSON DOWNTOWN HOTEL
CONVENTION DATA SHEET

SUBJECT: American Zoological Association

CONTACT: Mr. Dave Bender
American Zoological Association
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
612-432-9010

FUNCTION: Annual Convention

DATES: September 16-21, 1984

ANTICIPATED ATTENDANCE: 700 people

ANTICIPATED GUEST ROOM NEEDS:

Saturday	September 15, 1984	20 rooms
Sunday	September 16, 1984	500 rooms
Monday	September 17, 1984	500 rooms
Tuesday	September 18, 1984	500 rooms
Wednesday	September 19, 1984	500 rooms
Thursday	September 20, 1984	500 rooms
Friday	September 21, 1984	Departures

PLEASE NOTE: Reservations are cancelled at 6:00 p.m. unless payment is guaranteed with a credit card number or a check for the first night's lodging is sent with the reservation.

CHECK-IN TIME: 3:00 p.m.

CHECK-OUT TIME: 1:00 p.m.

COMPLIMENTARY ACCOMMODATIONS: The hotel will provide one (1) complimentary room per every 50 sleeping rooms actually used each night. A one-bedroom suite will count as two rooms; a two-bedroom suite will count as three rooms.

RATES: Prevailing rates will be in effect. Our current rates are:

Single: \$36 - \$49
Double: \$46 + \$59

PLEASE NOTE: All rates are subject to Minnesota State Tax of 4%, 3% City Tax and 3% Stadium Tax.

GUEST ROOM CUT-OFF DATE: August 24, 1984, at which time we would release the unused portion of your room block, but continue to accept reservations on a first-come, first-serve basis for as long as we have rooms available.

RESERVATION CARDS: We will provide postage-paid reservation cards in the amount of three times your anticipated room block.

BILLING INSTRUCTIONS: Individuals are responsible for their own rooms and incidental charges unless otherwise specified. Upon approved credit a master account will be set up as

BILLING INSTRUCTIONS (Continued):

follows:

Mr. Dave Bender
American Zoological Association
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124

FUNCTION SPACE:

Schedule of Events must be submitted to the hotel one year in advance.

FUNCTION SPACE RENTAL:

Based on your projected room block, there will be no charge for function space.

CATERING & CONVENTION SERVICE:

For specific menu planning and other catering needs, please contact the Catering Office at the Radisson Downtown Hotel. For meeting room requirements and set-up details, please contact the Convention Service Department at Radisson Downtown. The phone number is 612-333-2181.

AUDIO VISUAL EQUIPMENT:

The hotel does not stock audio-visual equipment such as projectors, tape recorders, screens, etc., but will be happy to assist in ordering such items from an outside source upon your request.

AMPLIFICATION:

The Radisson Hotel Downtown will provide one (1) complimentary microphone per session held in major rooms equipped with public address systems. For each additional microphone, a current charge of \$7.50 per day will be made.

LAVALIERS:

Lavalliers are currently \$10.00 per day each regardless of whether it is the first microphone used or whether it is used in conjunction with others.

MICROPHONE, MONITORS, TAPE-RECORDING AND PROJECTION EQUIPMENT:

The hotel is set up so that equipment may be patched into our public address systems. For specific information and prevailing rates, please contact the hotel Engineering Department directly.

AIRPORT LIMOUSINE:

Limousine service is available to and from the hotel and Minneapolis/St. Paul International Airport via Suburban Limousine Service. The current charge is \$3.00 per person one way.

PARKING:

Parking is available in the Dayton-Radisson Parking Ramp, connected to the hotel by an indoor shopping arcade. The current rates are:

\$.75 first hour
\$.50 each additional hour
\$4.25 daily maximum fee
\$4.50 overnight guests

CONFIRMATION:

This is to confirm the Radisson Downtown Hotel as the site for the American Zoological Association Annual Convention over the dates of:

September 16-20, 1984

NAME _____

COMPANY _____

DATE _____

RADISSON SOUTH HOTEL
CONVENTION DATA SHEET

SUBJECT GROUP: American Zoological Association

CONTACT: Mr. Dave Bender
American Zoological Association
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
612-432-9010

FUNCTION: Annual Convention

DATES: September 16-21, 1984

ANTICIPATED ATTENDANCE: 700 people

ANTICIPATED GUEST ROOM NEEDS:

Friday	September 14, 1984	20 rooms
Saturday	September 15, 1984	20 rooms
Sunday	September 16, 1984	500 rooms
Monday	September 17, 1984	500 rooms
Tuesday	September 18, 1984	500 rooms
Wednesday	September 19, 1984	500 rooms
Thursday	September 20, 1984	500 rooms
Friday	September 21, 1984	Departures

PLEASE NOTE: Reservations are cancelled at 6:00 p.m. unless payment is guaranteed with a credit card number or a check for the first night's lodging is sent with the reservation.

CHECK-IN TIME: After 3:00 p.m.

CHECK-OUT TIME: 1:00 p.m.

COMPLIMENTARY ROOMS: The Radisson South will provide one complimentary room for every 50 room nights actually utilized at the time of your convention.

RATES: Prevailing rates will be in effect. Our current rates are:

Single: \$55 - \$65
Double: \$65 - \$75

NOTE: All rates are subject to Minnesota State Tax of 4% and Bloomington Hotel Tax of 3%.

GUEST ROOM CUT-OFF DATE: August 24, 1984, at which time we would release the unused portion of your room block, but continue to accept reservations on a first-come, first-serve basis for as long as we have rooms available.

RESERVATION CARDS: We will provide postage-paid reservation cards in the amount of three times your anticipated room block.

BILLING INSTRUCTIONS: Individuals are responsible for their own rooms and incidental charges unless otherwise specified. Upon approved credit a master account will be set up as follows:

BILLING INSTRUCTIONS (Continued):

Mr. Dave Bender
American Zoological Association
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124

FUNCTION SPACE:

Schedule of Events must be submitted to the hotel one year in advance.

FUNCTION SPACE RENTAL:

Based on your projected room block, there will be no charge for function space.

CATERING & CONVENTION SERVICE:

For specific menu planning and other catering needs, please contact the Catering Office at the Radisson South. For meeting room requirements and set-up details, please contact the Convention Service Department at Radisson South. The phone number is 612-835-7800.

AUDIO VISUAL EQUIPMENT:

The hotel does not stock audio-visual equipment such as projectors, tape recorders, screens, etc., but will be happy to assist in ordering such items from an outside source upon your request.

AMPLIFICATION:

The Radisson South will provide one complimentary microphone per session held in major rooms that are equipped with public address systems. For each additional microphone a current charge of \$7.50 per day will be made.

LAVALIERS:

Lavaliers are currently \$10.00 per day each, regardless of whether it is the first microphone used or whether it is used in conjunction with others.

MICROPHONE, MONITORS, TAPE RECORDING AND PROJECTING EQUIPMENT:

The hotel is set up so that equipment may be patched into our public address systems. For specific information and prevailing rates, please contact the hotel Engineering Department directly.

PARKING:

Free parking for all guests.

AIRPORT LIMOUSINE:

Limousine service is available to and from the hotel and the Minneapolis/St. Paul International Airport via Suburban Limousine Service. The current charge is \$3.50 per person, one way.

COPY CENTER:

We have a Xerox 9400 duplicator with operator that is available to help with all your reproduction needs. Simply provide us with your materials, requirements and when the finished product is needed. Charges will be applied to your account. Hours are from 9:00 a.m. until 5:30 p.m.

RADISSON SOUTH HOTEL
Convention Data Sheet
American Zoological Association
October 29, 1980 Page - 3 -

CONFIRMATION:

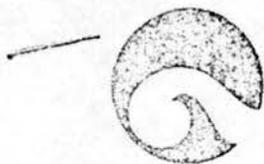
This will confirm the Radisson South as headquarters for
the American Zoological Association Annual Convention
over the dates of:

September 16-21, 1984

NAME

COMPANY

DATE



(AAZPA Bid Host)

DB cc T. Henyey
for future use

JOHN G. SHEDD AQUARIUM

1201 SOUTH LAKE SHORE DRIVE CHICAGO ILLINOIS 60605
312 939 2425

WILLIAM P. BRAKER DIRECTOR

December 2, 1980

Robert O. Wagner, Executive Director
American Association of Zoological Parks and Aquariums
Oglebay Park
Wheeling, WV 26003

Dear Mr. Wagner,

We were planning to do this a bit later in the month, but I am sending you the report as requested now, as is.

AAZPA CONFERENCE 1980 - Financial Statement

Revenue - Registration	\$53,833.25	
Less Refunds	2,729.00	
Misc. Income	<u>1,524.00</u>	
TOTAL		\$52,628.25

Expenditures		
Printing, etc.	\$ 2,688.75	
A/V Material	27.48	
Hotel	12,812.18	
Ice Breaker	6,960.00	
Lunch-Milwaukee	1,284.00	
Transportation	7,246.20	
AAZPA-Share	12,668.00	
Misc.	6,233.86	
Folders-pads	1,283.66	
NSF-Foreign Ex	<u>173.50</u>	
TOTAL		\$51,377.63

Balance (to be forwarded to AAZPA after final bank statement)		\$ 1,250.62
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1250.62-
Telephone 150.86
Refund 50.00
TRANSCRIPTION 274.00
775.76
Ref. to AAZPA

Sincerely,