



# gnctr 2018 WATERLOO

The logo features the word 'gnctr' in a lowercase, bold, sans-serif font. A stylized yellow duck head is integrated into the letter 't'. Below 'gnctr' is the year '2018' in a larger, bold, sans-serif font. A yellow paper airplane is positioned to the right of the '8'. Underneath '2018' is the word 'WATERLOO' in a bold, uppercase, sans-serif font. A yellow curved line underlines 'WATERLOO'.

**GNCTR 2020 BID PACKAGE  
GUIDELINES & REQUIREMENTS**

**RELEASED FEBRUARY 28, 2018**



## INTRODUCTION

The continued annual success of the Great Northern Concrete Toboggan Race (GNCTR) lies in the commitment and passion of GNCTR Alumni, and this past GNCTR in Waterloo was a great opportunity to witness that alumni commitment in various ways. Not only did we see an Organizing Committee made up of Waterloo Alumni return to host the competition, but we also saw GNCTR 1998 alumni and two other alumni teams return to race their toboggan, displaying their passion for the competition through Tech Ex and Race Day. We saw these '98 alumni and others return to the competition as sponsors. We saw past GNCTR Alumni return to the competition as judges and volunteers. No matter the method, GNCTR Alumni have continued to have a strong presence in ensuring the future success of the competition.

Two years ago, the GNCTR 2018 Organizing Committee grouped together as GNCTR Alumni to write our own bid package. We saw putting hundreds of hours into organizing GNCTR 2018 as the best way for us to give back to a competition we hold so dear to our hearts. As alumni who competed at various past GNCTRs, we are so thankful to have had the opportunity to give back by hosting GNCTR, and we hope to see you make the same commitment to ensure GNCTR continues for the next wave of engineering students.

Please refer to the following document for guidelines and requirements for submitting a bid to host GNCTR 2020.

- **The GNCTR 2018 Organizing Committee**

## OUTLINE

This is what you need to know about hosting GNCTR in 2020:

1. Given GNCTR 2019 will be hosted by the University of Alberta in Edmonton, your host city/university should be from an Eastern Canadian province, to keep with the West/East alternating host tradition. The dividing line is between the provinces of Manitoba and Ontario.
2. Bid proposals are to be submitted to the GNCTR 2018 Co-Chairs, Scott Klinger and Brad Souter, via email at [chair@gnctr2018.ca](mailto:chair@gnctr2018.ca).
3. Bid proposal deadline is 11:59PM EST on Sunday, April 15<sup>th</sup>, 2018.
4. The successful bidder will be notified by April 30<sup>th</sup>, 2018.
5. All questions on bid package requirements are to be directed to the GNCTR 2018 Co-Chairs, Scott Klinger and Brad Souter, via email at [chair@gnctr2018.ca](mailto:chair@gnctr2018.ca).
6. If you intend to bid to host GNCTR 2020, please notify us at [chair@gnctr2018.ca](mailto:chair@gnctr2018.ca), and we will email a copy of past bid packages as a reference.
7. Please read the following sections below listing what GNCTR 2020 bid packages are required to include.

## CONTENTS OF YOUR BID PACKAGE

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

1. Outline of your bid package and its features. Introduce the city, university, university student society and your local toboggan team as well as anything else important.
2. Overview your proposed GNCTR event. This should include transportation logistics, key venues, food, social activities, planned technical modifications to the competition (rules, safety, awards, etc.), considerations on liability insurance requirements, and contingencies for any high level risks you feel need to be addressed.
  - a. Key venues include: the hotel, race hill, technical exhibition, and opening/closing ceremonies. (All can be venues on a shortlist.)



- b. Transportation logistics should include your forethought about travel times between venues, what types of transportation are required, and toboggan transportation logistics to venues.
3. A high-level schedule of events page.
4. A more detailed description of the events planned for each day of the competition, including the logistics linking these events.
5. A financial overview with a budget you feel is required to host your competition, and noting considerations for how sponsorship will be utilized to fund that budget. You should detail a day-to-day breakdown of your estimated expenses for the operation of the event including meals, logistics, space rentals, etc.
6. An introduction to your Organizing Committee. *(Suggestion: Focus more on each individual's background and what they bring to GNCTR through broad roles and responsibilities, and not shoe horning people into specific titles. We guarantee titles will change for the successful bidder as you plan GNCTR 2020, so highlighting that you have a fluid, flexible, committed team is more important than listing off specific titles for people to fill just because some old GNCTR bid package thought calling every single person in the organizing committee a "Vice President" was a good idea. In saying that, your Co-Chairs must be identified as they will have overall responsibility for your organizing committee and the competition as a whole.)*
7. Any other information you feel would benefit the evaluation of your bid proposal.

Your bid package should include the following as appendices:

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



## WHAT IS REQUIRED FROM YOUR ORGANIZING COMMITTEE

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

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

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

While this is a major commitment, hosting GNCTR is a once-in-a-lifetime opportunity to re-live GNCTR from the other side of completion. Every decision you make impacts the experience 500 engineering students have. There is no better feeling then seeing these competitors enjoy themselves, thank you for your work, and seeing the event conclude as a success. Despite the time commitment, hosting GNCTR is an incredibly rewarding experience and is highly recommended by the 2018 Organizing Committee!

## WHAT THE GNCTR 2018 O.C. WILL PROVIDE YOU

The GNCTR 2018 Organizing Committee will provide you with the following:

1. Answers to questions regarding your bid package.
2. For the successful bidder, carryover funding in the amount of \$3,000 to help you secure key venue deposits early. Feel free to include this in your budget.
3. For the successful bidder, a start-up meeting with your Co-Chairs to address any questions you may have, suggestions we can provide, past competition files, and lessons learned from having hosted GNCTR 2018 in Waterloo.



## CONCLUSION AND CLOSING THOUGHTS

Remember that the goal of your bid package is to show us that you are the best place to host GNCTR in 2020. You want to impress us with location, venues, organization, forethought, and the people on your committee. Last, don't forget to have some fun writing it. Spirit is an integral part of GNCTR and a proud tradition. It's what sets GNCTR apart; and is as important as any of the aforementioned GNCTR aspects we're looking to find in a bid package.

Best regards and good luck!

- **The GNCTR 2018 Organizing Committee**

END OF GNCTR 2020 BID PACKAGE GUIDELINES & REQUIREMENTS

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