UAS CLUSTER INITIATIVE
OKLAHOMA · KANSAS

June 27, 2018

The UAS (Unmanned Aerial Systems) Cluster Initiative of Oklahoma and Kansas is accepting proposals to host its signature event, the UAS Tech Forum. **Deadline for proposals is Friday, Aug. 3.** The event is a great economic development opportunity for communities interested in supporting the UAS industry. The Tech Forum is a two-day event produced by Development Capital Networks (DCN), with an opening reception and VIP gathering on Day 1 and a program of panels, speakers and presentations on Day 2. There also is an exhibit area. For more information about the Tech Forum, please go to https://www.uascluster.com/pages/techforum2018-home.html. The UAS Cluster Initiative is funded through a contract with the U.S. Small Business Administration (SBA).

Attendance for the UAS Tech Forum has steadily grown, from 150 at the 2016 Tech Forum in Oklahoma City to 200 at the 2017 Tech Forum in Wichita. We expect attendance to grow again at the upcoming 2018 Tech Forum, Sept. 12 & 13, in Broken Arrow, OK. We received positive feedback about the event from the registered entrepreneurs, investors, researchers, economic development officials, community and elected leaders, and other service providers. Prior to 2016, we held another version of our UAS conference in Stillwater, OK, where the event was co-hosted by Oklahoma State University, the Stillwater Chamber of Commerce, and the City of Stillwater.

> *"Working with the DCN team has been an outstanding experience, in all facets of the event planning and staging. The quality of the speakers, and the willingness to focus on individual tracks that were relevant to our state while maintaining a more global appeal was paramount to our team."*
>
> *Kinnee Tilly, SVP, Economic Development, Broken Arrow Chamber of Commerce*

Program agendas at the UAS Tech Forum included pitch presentations by UAS-related companies and university tech transfer and research divisions; nationally recognized keynote speakers; emerging industries and opportunities for UAS; case studies on specific UAS issues; investment panels and industry leader discussions. The Tech Forum has provided a valuable mix of local, regional, and national speakers. The event begins and concludes with networking receptions that allow attendees to share ideas, connect with different sectors and conduct business. The DCN team will work with the host organization(s) and a local steering committee to develop the 2019 agenda. For more information about Tech Forum's agenda and speakers, please go to https://www.uascluster.com/uasci/web.nsf/agendas/2018tech.

As host city of the UAS Tech Forum, you will have the ability to promote your organization and region by highlighting local initiatives and companies aimed at supporting the UAS community. The Tech Forum provides the opportunity to engage new potential public and private partners through a first-rate event.

The success of the UAS Tech Forum was a contributing factor to DCN receiving a Cluster Initiative contract with the SBA for the Oklahoma/Kansas region. The contract provides funding for the support of a variety of programs, initiatives and events in the region. Currently, we are in the third year of a potential five-year contract. A successful partnership with DCN on the UAS Tech Forum conference could lead to additional collaborations on other projects. DCN is open and eager to discuss and explore these potential opportunities with the host organization(s).

We would like to announce the 2019 UAS Tech Forum host(s) at the 2018 Tech Forum in Broken Arrow. Suggested and preferred 2019 conference dates are:

1. August 20-21, 2019 (Tuesday/Wednesday)
2. August 21-22, 2019 (Wednesday/Thursday)
3. August 27-28, 2019 (Tuesday/Wednesday)
4. August 28-29, 2019 (Wednesday/Thursday)
5. September 4-5, 2019 (Wednesday/Thursday) *(Labor Day is Monday 9/2)
6. September 10-11, 2019 (Tuesday/Wednesday) *
7. September 13-14, 2019 (Wednesday/Thursday)*
* preferred dates

The following criteria will be considered in evaluating proposals:

1. Host sponsor commitment: To host the UAS Tech Forum, we require a minimum host sponsorship commitment of $25,000. This can be split between multiple partners. We also ask our host sponsor(s) to assist in marketing the event through publications, websites, email and/or social media.

2. Assistance in securing local conference sponsors: In addition to the host sponsors, we hope to engage additional local partners. We ask our host sponsor(s) to introduce us to people and organizations that might be interested in participating in the UAS Tech Forum. Listing other potential Tech Forum sponsors would be a plus.

3. Suitable facilities: For the UAS Tech Forum, a host city needs a venue that can provide:
a. Up to 20 6x2 exhibit tables.
b. Access to Internet and electricity for each exhibit.
c. Appropriate banquet space for meal functions to include

> *"DCN brings ideas to the table and is ready to work, but has always been open to our ideas and priorities. The 2017 UAS Tech Forum was very good exposure for our University and our city. We heard a lot of positive feedback from attendees and our community. DCN did a very good job of working with a diverse Steering Committee while bringing in additional partners. We have worked with DCN on several development projects and look forward to future collaborations."*
>
> *Debra Franklin, Director of Strategic Initiatives, Wichita State University*

multiple catering options (up to at least 250 attendees).
d. Appropriate meeting space for panel discussions to include audio/visual capabilities (Two rooms, concurrent sessions, seating for 100 in each room).
e. Space for registration and coffee breaks.
f. Board room or office space for event staff (a prep room).
g. A block of sleeping rooms on location or at a nearby hotel (negotiable).
h. Experienced convention services staff (preferred).
4. Involvement/connection in the UAS industry preferred: Having a host that has significant connections and interest to the UAS community will add to the attendee experience and help open new doors for participants.

In your proposal, please list eligible facilities, including details of amenities, meeting space, and catering menus. You can include information on normal convention rates of these amenities. Brevity is appreciated. Other things to include in your proposal:

1. Convenience of location: Accessibility to hotel and airport with reasonably priced ground transportation is a must.
2. Off-site venues: For special reception or meetings, and how off-site transportation could be managed. Venues should be close to proposed event site.
3. Community attributes, including UAS-related assets: Includes major tourist attractions and general information about city as well as information about UAS-related companies and organizations. This would also include contacts for UAS-related assets.
4. Donated staff for the conference: Volunteers to help manage registrations and provide assistance to attendees would be greatly appreciated.
5. Cover letter summarizing contents of proposal.

Proposals should be submitted by Friday, Aug. 3 via email or mail to:

Josh O'Brien, Senior Business Development Manager
Development Capital Networks
4220 Shawnee Mission Parkway, Suite B350
Fairway, KS 66205
(580) 399-6865
jobrien@dcnteam.com

Please refer to the aforementioned guidelines when preparing your proposal. Please do not hesitate to contact Josh with any questions.