

Changes to the **Current Conference Site Selection Process**

Based on the criteria to be adopted by the NAHRO Board of Governors in 2007 2018 future Summer and National Conference sites will be selected on the following criteria:

1. Sites selected would provide reasonable room rates, keeping in mind the membership's city preferences based on recommendations from the Member Services Committee and membership surveys.
2. Sites, if possible, would be large enough to house the entire event under one roof eliminating the need for overflow hotels and shuttle service.
3. Airline transportation to and from the city should be readily and easily available, and if possible select HUB cities.
4. The conference sites would move around the country from year to year, however, the National Conference would never be held in the same geographic area as the Summer Conference in the same year so as not to put a strain on local agency resources.
5. Summer Conference dates will be obtained in July, Wednesday—Saturday weekday pattern preferred, avoiding holidays, second week preferred.
6. National Conference dates will be obtained in October, Saturday—Tuesday weekday pattern preferred, avoiding holidays, second week preferred.
7. Sites and dates selected should avoid conflicting with already scheduled regional, chapter and industry events.
- 7.8. It is required that at least one of the local public agencies or non-profits in the host metropolitan statistical area be a member of national NAHRO at the time the contract is signed.

In-house Procedures

1. Conference contracts should be in place at least three but no more than four years out from the given year. Based on this timeframe, the conference director and the Member Services Committee marketing and conference division director will recommend locations for the next conferences to the CEO dept. head and executive director approx. six months before the contract needs to be in place.
2. As a rule of thumb in order to avoid holding a summer and national in the same part of the country during the same year, the continental United States will be divided into three main areas – eastern (states including ME, NH, VT, CT, MA, RI, NY, NJ, PA, DE, MD, DC, VA, WV, NC, SC, GA, FL, KY*, TN*, AL, MS), central (states include OH, IL, IN, MI, WI, MN, IA, MO, AR, LA*, TX, OK, KS, NE) and western (ND, SD, MT, WY, CO, NM, AZ, UT, ID, WA, OR, CA, NV). Starting with the year 2010 the conferences will rotate like thus – Summer: eastern then western then central/National: western, then central then eastern unless a conflict arises.
**These cities may also be considered central and eastern and vice versa.*
3. The CEO Executive Director will review the selections and decide which cities should be included in the RFP. At this time any changes to the program, room block, concessions, etc. should be discussed since they will impact the RFP.

4. The Conference Director will draft a RFP ~~for the marketing and conference division director's approval~~ based on the discussions with the CEO. the dept. head and ED. If approved, the draft RFP is made final and sent first to the national hotel sales reps followed two weeks later to the city's convention and visitor's bureaus.
5. The Department Head TBD will draft letters to the appropriate region and chapter presidents (current and incoming) as well as the regional service officers indicating that their city is being considered as a NAHRO conference site selection, and what role the host city/region would play in planning the conference. If approved, the Department Head sends the letters are sent to the region and chapter presidents and regional service offices.
6. Once the RFP deadline has been reached, all proposals are reviewed by the conference director who develops a basic overview of each property including dates, rates, and other pertinent information including if the space is self-contained, are the concessions met, is the location/hotel expensive in terms of F&B or A/V, etc. Input from the region may be requested at this time to determine their experience, if any, with the city, facility, etc.
7. The conference director then reviews the findings with the ~~division director and they present them to the Department Head and CEO for review.~~ If a final selection cannot be made based on the information at hand, If additional information is needed, the conference director will conduct a site visit. Once the visit has been made, the conference director reports back to the CEO for approval to share the information with the Member Services Committee, parties involved, and the The committee then makes the final selection ~~is made~~ based on the conference director's recommendations.
8. Once a selection is made, the BOG ~~is notified~~ approves it, and the conference director will enter into contract negotiations with the selected facility. ~~(See contract section for details)~~
9. All parties involved, whether it is a hotel, region, or the RSOs, need to be notified of the final selection.
10. Once the contract is signed, the location and dates can be advertised.

Site Visit Information Request and Checklist

1. What is the distance and travel time from the airport?
2. What is the average one way, one person taxi fare from the airport?
3. Does the hotel offer shuttle service? Reservations required and cost.
4. In-house business center hours, locations, services, prices, etc.
5. Does the hotel/convention center have union contracts/restrictions?
6. Who is the in-house A/V company? Obtain list of current prices. Is the company exclusive?
7. If a convention hotel or convention center, who is the in-house decorator? Is the company exclusive?
8. What are the in-house restaurants and are private rooms available?
9. Obtain emergency plans for medical, fire, etc.
10. What other groups will be in-house over our dates?
11. Who is the group housing contact? Does the facility have a Passkey license?
12. What is the tax on rooms, F&B, gratuity?
13. Will the hotel be undergoing renovation during the time of the conference?

14. Where is the nearest hospital, drug store?
15. What are the management freight/shipping costs?
16. Obtain floor plans, suite layouts, catering menus, etc. direct bill application, etc.
17. Walk the flow of the meeting and map out major events – will we fit, will members be able to navigate around the hotel/convention center, etc.
18. Discuss with the hotel/convention center tentative program of events, food and beverage needs, registration and housing procedures, etc.
19. Identify possible overflow hotels and if shuttles will be needed.
20. Determine if city will appeal to the members – are restaurants, shops, museums close by?