Appendix D: Conference Site Selection Criteria

I. Hotel Accommodations
a. 650-800 rooms for members in main convention hotel and other hotels immediately adjacent.
b. Agreement by the headquarters hotel or convention housing bureau to make reservations direct and to refer overflow to other hotels. Obtain lowest available room rates.
c. Complimentary room agreement for SELA rooms (usually one free room to every 50 rooms reserved; plus one complimentary suite for SELA President).
d. Cancellation clause without penalty in all contracts.

II. Meeting Room Space
a. General sessions require auditorium seating for 1,000-1,200 members.
b. There must be space for meeting rooms holding from 25-500 members. There must be a sufficient number of rooms to insure that two meetings of 500 can be held at the same time. There must be a sufficient number of rooms to allow three to four committee meetings (25-50) simultaneously.
c. There must be one large banquet facility to allow space for 600-1,000 members. There must be at least two dining areas to allow two meal functions, 200-450 members at one time.
d. Provide sample meeting schedule for hotel properties and convention center.

III. Exhibit Space
There must be at least 25,000 square feet of exhibit space with adequate space for 125-150 8'x10' booths. This space should have the following:
a. Air conditioning/heat
b. Accessibility (including accessibility to the physically handicapped)
c. Flexible electrical/telephone outlets
d. Easy access from standpoint of freight
e. Maximum security
f. All in one area, if possible

Advance deposit for exhibit space reserved not possible due to budgetary constraints. Cancellation clause without penalty in all contracts.

IV. Convention Services
a. Receipt of freight
b. Delivery of freight to booths
c. Booth flexibility
d. Onsite sign-making or changing
e. Crowd control/registration area set up
f. Break down - freight out

V. Accessibility to all modes of transportation

VI. All properties should be accessible to the physically handicapped

VII. Cultural/recreational attractions in the area

THESE CRITERIA SHOULD BE REVISED IMMEDIATELY FOLLOWING EACH BIENNIAL CONFERENCE.
Revised October 1992