

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.

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