



# Conference Site Selection

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# Conference Site Selection

## Step 1

***Submit your PAF to begin site selection***

***Please allow time for site selection –  
18 to 24 months prior to the conference is ideal.***



## Conference Site Selection

# Step 2

## Meeting Requirements and RFP

**Location:** Please select up to 3 cities

**Conference Name:** [Conference Name/Year]

**Conference Dates:** Please enter preferred dates and at least one set of alternate dates  
**Preferred:**  
**Alternate:**  
**Is pattern flexible?**

### Room Block: Sample

Day	# Rooms
Day -1	30
Day 1	50
Day 2	50
Day 3	10
Total	140

### Meeting Facility Requirement: Sample

Day	Time	Function	# People	Setup
Day 1				
	8 am - 12 pm	Meeting	15	Conference Style
	Noon - 5 pm	Meeting	50	Classroom
	Noon - 5 pm	Meeting	50	Classroom
	Noon - 5 pm	Meeting	50	Classroom
	TBD	AM & PM Breaks	150	
Day 2	7 pm - 10 pm	Reception	150	Rounds
	7 am - 8 am	Continental Breakfast	100 - 125	
	8 am - 5 pm	Meeting	50	Classroom
	8 am - 5 pm	Meeting	50	Classroom
	8 am - 5 pm	Meeting	50	Classroom
	Noon - 1 pm	Lunch	150	Rounds
	TBD	AM & PM Breaks	150	



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### Step 3

**View hotel proposals online**

Grand Hyatt Seattle  proposal  modification	21-Feb-11 - 25-Feb-11 single rate 169.00	Meeting Room Rental Waived <b>YES</b>	Comps at 1 per 40 <b>NO</b> 1 per 50	Taxes, gratuities, and or service charges F&B Tax: 10% Gratuinity: 22%	T1/T3/wireless in sleeping rooms <b>YES</b> The cost is \$9.99 (wireless) & \$9.95 (wired).	Avg. Data projector pkg cost \$155.00	Other concessions
	double rate 169.00	Sleeping Room Attrition <b>YES</b> 90%	Comp suites <b>YES</b> One (1) complimentary suite	Avg. Cont. Breakfast \$23.00	T1/T3/wireless in meeting rooms <b>YES</b> Setup fee wired line: \$ 250.00 Setup fee wireless: \$ 100.00 Connections charge \$ 35.00 Per day & per device (computer; laptop & printer) VLAN - VIRTUAL PRIVATE NETWORK \$ 2000.00 VLAN W/File sharing enabled \$ 2350.00	Avg. LCD projector cost \$650.00	
	triple rate 194.00	Food Bev min. <b>YES</b> \$10,900.00	Staff Rooms @ 50% group rate <b>YES</b> Two	Avg. coffee break cost \$15.00			
	quad rate 219.00		Comp upgrades for committee <b>YES</b> Two (2) upgrades at the group rate	Avg. plated lunch cost \$45.00			



# Step 4

## ***Contracting***

ACM will negotiate and secure a contract for the Chair's approval.

***Please do not contact hotel yet regarding selection.***

ACM's standard contract includes:

- Lowest rates
- Rooms credit
- No additional charges
- Occupancy reports
- Space definite
- Attrition
- Force Majeure



# Step 5

## *Finalizing Contract*

- Contract and exposure is summarized by ACM
- ACM will send the contract to the conference chairperson for approval before ACM signs contract
- If TMRF (budget) is not approved, SIG chairperson must approve the exposure of the contract before ACM signs the contract.





## Benefits of working with ACM on Site Selection

- *Knowledge & History*
- *Leverage*
- *Industry Relationships*
- *Contracting using ACM's Standard Contract*



# Please avoid securing proposals and contracts on your own

## Contract secured without ACM assistance:

- 1 per 40 complimentary rooms
- Five (5) complimentary parking passes for committee members
- Guestroom Internet discount of \$5.00 per 24 hours per room for all attendees
- Meeting-room Internet discount rate of \$500 per day (all rooms included)

## Contract secured by ACM:

- **1 per 40 complimentary rooms earned based on the cumulative number of rooms used by POPL attendees**
- **Two (2) complimentary suite upgrades at group rate**
- **Five (5) complimentary upgrades to the club level at group rate**
- **Five (5) complimentary welcome amenities (wine and cheese)**
- **Complimentary guestroom Internet (WiFi) for all attendees**
- **Meeting space Internet 100 MBs: Flat fee of \$5,000 for the entire duration of the conference (total for all meeting rooms)**
- **20% discount on Audio Visual (AV) equipment and services. AV prices not to exceed 2011 price list.**
- **No fee for utilizing personal AV equipment**
- **Five (5) complimentary parking passes per day**
- **Complimentary wired Internet and power for Registration area**