

Site Selection: This committee is responsible for researching and making recommendations to the Executive Board for locations to hold the annual conference sponsored by the Collectors in the Spring. The committee chair will work with the hotel and any other additional locations required to prepare a contract for approval and signature of the President of the Association. The following bullets are points of reference and circumstances to be considered.

- Conference rotates around the state alternating with NCAAO from the eastern part of the state, middle and western. This is to enhance participation in the educational sessions that are provided in conjunction with the conference.
- Submit RFP to various hotels/convention centers in the targeted area at least 2-3 years prior to the conference. Specify acceptable dates for conference, be flexible, rates can vary a lot depending on the time of year.
- If this is a new hotel or one that has not hosted the NCTCA or NCAAO conference, schedule a site visit for the committee. Verify space is adequate (you may want to involve conference program and education chairs). Ask for contact information from groups of similar size that have held events at the hotel and verify their satisfaction or dissatisfaction. Sample the food. Ask about food costs (these vary widely from hotel to hotel).
- Negotiate, negotiate, negotiate (room rates, perks etc) sometimes if you agree to book 2 years (NCAAO & NCTCA) at the same time you get a better rate.
- Once a hotel is picked and rates confirmed present recommendation to Executive Board at the executive luncheon and then to general membership at the business meeting.
- Once approved, request a contract from hotel if one has not already been provided.
- Review contract thoroughly. Make sure rate, dates, guest room commitment (look to past conferences when guaranteeing room counts), meeting space (make sure space meets the needs for conference and classes, they may charge you later if not in the contract), food and beverage minimum and room reservation cut-off dates are specified in contract. Look for areas in the contract that may hold group liable for individual attendee's actions (have them remove these types of liabilities).
- Once satisfied with contract forward to current Association President to sign. Forward master account credit application to Executive Secretary to fill out, if necessary.