

Preparing a SACRAO Bid

Proposals to host a SACRAO Annual Meeting should include the support of the host state or regional organization (such as CACRAO or FACRAO), the proposed location, usual weather conditions for February, and the names of nearby SACRAO member institutions that have agreed to help with local arrangements.

Proposals should in particular highlight special features or attractions of the area or annual meeting facility.

Bids must guarantee the following minimum requirements:

Summer Planning Meeting

- Complimentary or discounted accommodations for the Summer Planning Meeting, held usually in early- to mid-June. This meeting generally requires double-occupancy lodging rooms for 24-25 persons for the first two nights, 15 persons for the third night, and possibly two persons (not always the same gender) for the fourth night.
- Meeting room space and a hospitality suite should be included. SACRAO does not encourage attendance by nor provide complimentary meals or lodging for spouses/guests.
- Care should be taken to select dates that do not coincide with any state association meetings.

Hotel Facilities

- Hotel name, address, phone, and contact person.
- Number of available bedrooms, with a reserved block of about three-hundred fifty (350) lodging rooms, with potential overflow nearby.
- Proposed costs for single rooms, double rooms, and suites which are within the approved government rates for the host state.
- Hotel registration system (web or toll-free access) for inclusion with conference registration information. Include policy for room release date and payment policy for holding room.
- Complimentary suites for the President, President-Elect, and LAC Chair, and other complimentary VIP rooms as agreed by hotel/local arrangements and written into contract.
- Complimentary rooms policy or proposal. (Complimentary rooms are usually granted upon reservation of certain numbers of lodging rooms.)
- Internet address or toll-free number for reservations, available beginning in early November. Include cancellation deadline and any pre-payment requirements.
- Overflow hotel space availability, procedure, and rates.
- Friday night move-in for LAC, including LAC Chair suite, LAC room, Presidential Suite, and President-Elect Suite.
- President and President-Elect suites available through noon on Thursday.
- An appropriately sized hospitality area should be available. Depending on the facility, it can work best to use a room that is not also being used as a sleeping suite, such as a meeting room that is otherwise not needed.
- Alcohol and food from outside should be allowed in the hospitality room. If the hotel can provide catering for hospitality, doing so may decrease the liability risk if the hotel is supplying the alcohol, but it usually increases the cost.
- Parking and in-room Internet arrangements and costs.

Meeting Facilities

- Area for registration in a conspicuous location, with outlets for electrical hookups and internet access.
- Convenient and secure room for Physical Arrangements Committee meetings and storage (registration equipment, possibly A/V equipment).
- Rooms for use by Evaluations and LAC Committees (LAC Fri – Weds).
- Sunday space for 2-3 concurrent workshops, registration area, Program Chairs/VPs meeting, First-Time Attendee Orientation/Reception, evening full reception, and an opening session (after workshops, before reception).
- Available meeting rooms by size (150-200, 100-149, 50-99, 30-49, under 30).
- Breakout rooms (at least 10-12) at each time slot during the day on Monday, Tuesday, and Wednesday morning with a minimum of 5 rooms with capacity of at least 75-100. Ability to convert 3-5 rooms to workshop style.
- An assembly room (theater style) for 700 for opening session, Business Meeting (Tuesday 10 A.M.), and Wednesday Invitation Breakfast.
- Ballroom dining for 600 at tables of 6-10 each.
- Exhibit hall for 35-40+ exhibitor booths (approx. 10'x10' each). This space should not conflict with other meetings, and must include space for hospitality service areas. After-hours security must be available, and all standard charges must be specified in the contract, along with what is included in the cost (set-up, tables, chairs, electricity, etc.).
- Charge for meeting rooms (SACRAO will generally not expect to pay for meeting rooms)
- Saturday afternoon Executive Committee meeting, plus hospitality suite.
- Space in hotel or nearby for special lunches for Monday and Tuesday at Noon (State Association Presidents and Past-Presidents, LAC Committees).
- Tuesday Noon space for program committee meeting/luncheon.
- Wednesday afternoon and Thursday morning meeting room for Executive Committee.

Additional Considerations

- Preference will be given to hotels/facilities with comprehensive services and of such size that SACRAO will be the dominant activity.
- The annual meeting rates should be available a few days in advance and after the meeting for attendees arriving early or departing late.
- The ability to bring in A/V equipment, or the names of approved providers and rates.
- Space and policy for holding corporate partner equipment until setup.
- Availability and cost of duplicating facilities.
- Ability to use a master account to bill charges to the LAC.
- Support from local convention and visitors bureau or chamber of commerce to assist with promotional materials.
- Distance from airport to annual meeting facility.
- Availability and cost of transportation between hotel and airport (include names of companies).

NOTE: Contracts normally should be signed and room blocks set three years out. However, the contract should include a room block review clause that would allow SACRAO to adjust the room block up (subject to availability) or down 10% eleven to six months prior to the meeting.

The Immediate Past President will contact state associations in the designated regions to invite

them to submit bids for the conference four years hence. Bids will usually be reviewed by the Executive Committee at the Annual Meeting. Bids may also be reviewed at the Summer Planning Meeting. If there are no bids from the designated region, states in the next region in the rotation plan are invited to bid.

Site Rotation Plan

In February 1994, the SACRAO Executive Committee approved a three regions plan. These are Eastern (FL, GA, NC/SC, PR, VA), Central (AL, KY, MS, TN), and Western (AR, LA, OK, TX.)

Western	Eastern	Central
AR, LA, OK, TX	FL, GA, NC/SC, PR, VA	AL, KY, MS, TN
Rotation Years for Bids:		
2004 (Fort Worth, TX)	2005 (Myrtle Beach, SC)	2006 (Lexington, KY)
2007 (Little Rock, AR)	2008 (Williamsburg, VA)	2010 (Chattanooga, TN)
2009 (New Orleans, LA)	2011 (Atlanta, GA)	2012 (Covington, KY)
2013 (San Antonio, TX)	2014 (Raleigh, NC)	2015 (Mobile, AL)
2016 (Oklahoma City, OK)	2017	2018