

GENERAL CONSIDERATIONS FOR HOSTING AN NGC CONVENTION

Guidelines for hosting an NGC Convention are found in the following resources which are on the NGC website:

- *NGC Convention Procedure Manual*
- NGC Bylaws, **Article XII - CONVENTIONS AND MEETINGS**
- NGC Standing Rules – **CONVENTIONS, FALL BOARD MEETINGS, EXECUTIVE COMMITTEE MEETINGS**

NOTE: *Any reference to NGC Vice President = NGC Vice President who will be NGC President at the time of convention

All information and procedures **MUST BE FOLLOWED** unless changes are specifically approved by the NGC Vice President*.

1. HOTEL

Space

- Hotel rooms available if needed: 450 (typical use – 300-325 rooms)
- Banquet facilities: space for 800-900
- Meeting rooms
- Registration
- Credentials
- Exhibits
- Vendors
- Work Space for Design Speakers
- Work Space for Table Centerpieces & Decorations

Location

- Should be near shops and restaurants and not in an isolated area.
- Limited distance (no more than 30 miles) from a major airport; availability of airport transportation.
- **Accessible** by car, bus and train.

Additional Considerations

- Cost of hotel rooms
- Amount of on-site parking and parking fees
- --visual availability and cost
- **Hotel cannot be under construction or under receivership.**

Contract

- Initial contract must be **IN WRITING** and sent to the NGC Convention Coordinator for review and recommendations **BEFORE IT IS SIGNED**.
- After approval by NGC Convention Coordinator, contract should be **signed** by the hotel management and the NGC Vice President*.
- No third-party contracts.

2. DATES

- Held in May when possible - no earlier than last week in April, no later than first week of June.
- Dates **MUST BE APPROVED** by NGC Vice President* **and** NGC Convention Coordinator.
- Total length of convention – **Definition of Convention** = essential committee meetings, programs and business meetings.
 - ▶ Non-Installation years: shall **not exceed four (4) days**.
 - ▶ Installation years: shall **not exceed six (6) days**, with only the post-convention board meeting being on the sixth day.
- Optional tours for members may be offered during essential committee meetings.
- Pre-/post-convention activities (tours and refresher courses) are optional.
- Host State or Region shall not schedule a State or Regional meeting immediately preceding NGC Convention.

3. REQUIRED MEETINGS/PROGRAMS

- **NGC Vice President* plans and/or approves all proposed programs**
- In odd-numbered years provide for:

- ▶ Installation of officers
- ▶ Post-convention Board Meeting - meal function or possibly a full-day workshop, planned by the NGC Vice President*

4. SUGGESTED QUALIFICATIONS FOR THE CONVENTION CHAIRMAN

- Experience in negotiating contracts; if not, be sure someone in the host state with that experience can help.
- Preferably not a State President during the time when choosing the location and negotiating the contracts.
- Should have attended at least two or three NGC Conventions prior to the one to be chaired.
- Experience as a State or Regional Convention Chairman is helpful.

PROCEDURE FOR EXTENDING AN INVITATION TO HOST A CONVENTION:

1. State or Region’s governing body must vote to host and support an NGC Convention.
2. This vote must take place **at least three years** before the convention would be held but can be taken further out than four years.
3. State President or Regional Director sends a written letter to the NGC Convention Coordinator offering to host the NGC Convention in a specific year. Specific city and hotel do not need to be named in the initial letter.
4. After acceptance of the invitation, the NGC Convention Coordinator and the NGC Vice President* will specify, guide and coordinate the procedure for the planning and execution of all aspects of the NGC Convention.

WORK STRUCTURE FOR NGC CONVENTION COMMITTEE:

