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:

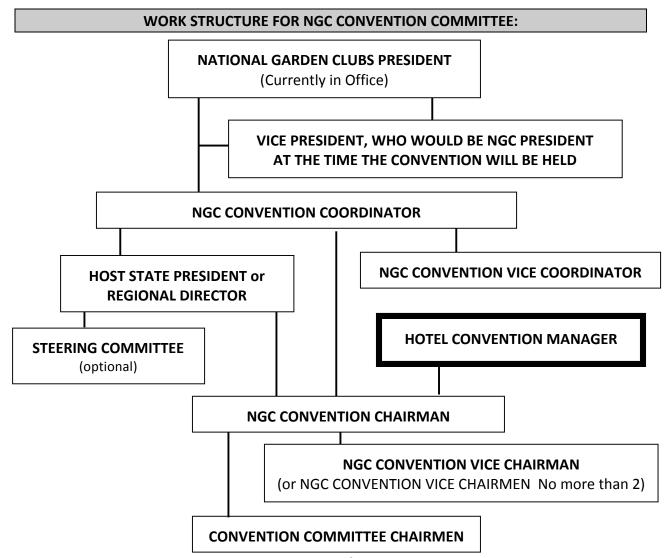
- ▶ Installation of officers
- ► Post-convention Board Meeting meal function or possibly a full-day workshop, planned by the NGC Vice President*

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.



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