

GENERAL CONSIDERATIONS FOR HOSTING AN NGC FALL BOARD MEETING

Guidelines for hosting an NGC Fall Board Meeting are found in the following resources which are on the NGC website:

- *NGC Fall Board Meeting Procedure Manual*
- 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 the NGC Fall Board Meeting

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: 150 (typical use – 125 rooms)
- Banquet facilities: space for 400
- Meeting rooms
- Registration
- 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 – Keep as close to \$100-\$150 as possible.
- Amount of on-site parking and parking fees
- Audio-visual availability and cost
- **Hotel cannot be under construction or under receivership.**

Contract

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

2. DATES

- Held no earlier than the third week in September and no later than the second week in October. (NGC Standing Rules, *CONVENTIONS, FALL BOARD MEETINGS, EXECUTIVE COMMITTEE MEETINGS*, Number 26.
- A Host State or Region shall **NOT** schedule a State Convention or Regional Meeting immediately preceding the Fall Board Meeting.
- Dates **MUST BE APPROVED** by NGC Vice President* **and** NGC Fall Board Meeting Coordinator.
- Total **length** of meeting
 - ▶ **Definition of Fall Board Meeting** = essential committee meetings, programs and business meetings
 - ▶ Shall **not exceed four (4) days** - Wednesday through Saturday
- Optional tours for members may be offered during essential committee meetings.
- Pre-/post-fall board meeting activities (tours and refresher courses) are optional.

3. REQUIRED MEETINGS/PROGRAMS

- **NGC Vice President* plans and/or approves all proposed programs**
- **NGC Vice President* plans the schedule for all days of the Fall Board Meeting**

PROCEDURE FOR EXTENDING AN INVITATION TO HOST AN NGC FALL BOARD MEETING:

1. State or Region's governing body must vote to host and support an NGC Fall Board Meeting.
2. This vote must take place three to five years before the meeting would be held.
3. State President or Regional Director sends a written letter to the NGC Fall Board Meeting Coordinator offering to host the NGC Fall Board Meeting in a specific year.
4. After acceptance of the invitation, the NGC Fall Board Meeting Coordinator and the NGC Vice President* will specify, guide and coordinate the procedure for the planning and execution of all aspects of the NGC Fall Board Meeting.