

Preparing a SACRAO Bid

Updated 6/15/2023

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 highlight special features or attractions of the area or the annual meeting facility.

The Immediate Past President chairs the Site Selection Committee. The following comments may be useful as proposed annual meeting locations are being considered.

Bids must guarantee the following minimum requirements:

Summer Planning Meeting

- Complimentary or discounted accommodations for the Summer Planning Meeting are usually held in early- to mid-June. This meeting generally requires 18-20 person lodging rooms for two nights.
- Meeting room space should be included. SACRAO does not encourage attendance nor provide complimentary meals or lodging for spouses/guests.
- Care should be taken to select dates that do not coincide with state association meetings.

Local Arrangements Committee Chair

This person must be able to serve for three years (*two as Chair and one as Immediate Past-Chair*), be located in or near the host city, and have given evidence of exceptional organizational skills through participation at state or regional levels. Essential talents are the ability to identify good workers and delegate responsibility. A good LAC Chair does not do it alone.

Hotel Facilities

- Hotel name, address, phone, and contact person
- SACRAO usually meets during the first two weeks of February (*Sunday thru Wednesday, with 3-day buffers at the start and end for those wishing to arrive early or stay late*); *Note: Because hotels are less accommodating post-pandemic, the Executive Committee (6/2023) is providing flexibility to include any dates from February to early March, if needed. On the other hand, we do not want to get too close to our national association's (AACRAO) conference dates.*
- The 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
- Online hotel registration system 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 the contract
- Complimentary rooms policy or proposal (*Complimentary rooms are usually granted upon reservation of a certain number of lodging rooms.*) *Note: Post-pandemic, our events planner has informed us that hotels provide fewer consolations and a stricter room-to-space ratio.*

- Internet address or toll-free number for reservations, available beginning in early November; Include the 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 are available through Noon on Thursday
- An appropriately sized hospitality area should be made 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 supplies the alcohol, but it usually increases the cost
- Complimentary parking and in-room internet connections should be negotiated for guests when feasible

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, full evening reception, and an opening session (*after workshops, before the 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 a capacity of at least 75-100; Ability to convert 3- 5 rooms to workshop style
- Breakout sessions are 50 minutes long with a 10 minute break between.
- An assembly room (*theater style*) for 700 for the 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 (*setup, tables, chairs, electricity, etc.*)
- Charges for meeting rooms (*SACRAO will generally not expect to pay for meeting rooms*)
- Saturday afternoon Executive Committee meeting, plus hospitality suite
- Space in the 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

Audio Visual

SACRAO has (1) regularly secured the services of a private firm/outside provider to manage the majority of the session needs (*refer to the Physical Arrangements section for specifics*) or (2) utilized the hotel's in-house AV company or convention center. Ensure this firm can provide services in the meeting facility and ascertain if any charges are involved.

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 before 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 the setup
- Availability and cost of duplicating facilities
- Ability to use a master account to bill charges to the LAC
- Support from the local convention and visitor's bureau or chamber of commerce to assist with promotional materials
- Distance from the airport to the annual meeting facility
- Availability, distance, and cost of transportation between hotel and airport (*include names of companies*); The host city should be easily accessible by air or via connections from a southern hub (e.g., *Atlanta, Charlotte, Cincinnati, Dallas, Houston, or Memphis*). The availability of alternate means of transport (*train, bus, interstate highway, etc.*) is a plus.
- Preference is to avoid Super Bowl and Valentine's Day weekends, but sometimes exceptions are made

NOTE: Contracts are normally signed, and room blocks set three years out. This has not been the case since the pandemic began and we are trying to get back to this. The contract should include a room block review clause allowing SACRAO to adjust the room block up (*subject to availability*) or down 10% eleven to six months before 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.

Need help?

SACRAO works with an event planner. If you need assistance in developing a proposal:

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Site Rotation Plan

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

| Western AR, LA, OK, TX | Eastern FL, GA, NC/SC, PR, VA, WV | Central 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 (St. Petersburg, FL) | 2018 (Murfreesboro/Nashville, TN) |
| 2019 (Baton Rouge, LA) | 2020 (Alexandria, VA) | 2021 (virtual) |
| 2022 (Little Rock, AR) | 2023 (Charlotte, NC) | 2024 (Lexington, KY) |
| 2025 | 2026 | 2027 |