

## General Assembly 2017 – Venue selection process

### Biennial Global Conference and General Assembly Venue Selection Protocol

1. In selecting the location of the Global Conference and General Assembly, the Board will first determine the geographic criteria for that year. An attempt will be made to rotate the location among the regions in order to facilitate access by all members, without necessarily being obligated to move in sequence from region to region. Consideration will be given to such factors as:
  - Number of members in the geographic area
  - Strategic events with which the organisation would like to align
  - Location of recent Conferences
2. The selection of the geographic criteria for a Global Conference is made three years prior to the expected Conference date (e.g. Autumn 2014 Board meeting for the Autumn 2017 Conference).
3. Following the geographic criteria decision, management will advise members in the affected area of the decision and invite host proposals to be submitted by a date 45 days prior to the Board's next meeting. The proposals at this stage are non-binding expressions of interest with a cursory review of high-level Conference requirements.
4. Management will provide an initial assessment of submitted invitations, considering:
  - a. City/location logistics: flight accessibility; conference facilities; hotel capacity
  - b. City attractiveness: overall costs; city considered a draw for attendance; whether prior venue for Alliance events
  - c. Timing considerations: other major events in location; weather
  - d. Host capabilities: prior conference hosting experience; ability to fund approximately EUR 200,000 of costs, depending on cost of conference facilities; support from co-operative organisations in country; Alliance membership in good standing and record of participation in Alliance events; number of Alliance members in country and degree of representativeness
5. At its Spring meeting two years before the Conference year (e.g. Spring 2015 for a Fall 2017 Conference), the Board will approve those invitations it would like to explore more fully, and will identify any additional cities it would like to consider. It may provide a prioritisation of venues.
6. Management will conduct further reviews of the identified cities, will negotiate potential terms with the host, and will provide a recommendation for a venue and a backup venue to the Board at its next (Summer) meeting.
7. Following the Board decision on management's recommendation, management will initiate a bidding process for a DMC (Destination Management Company) and hotel in order to assure the financial feasibility and accommodation availability of the venue. Management will execute an agreement with the host which will be subject to the Board's final agreement of the location selection at its Fall meeting.
8. At the Fall meeting two years before the Conference year, the Board will agree the location, to be announced at the General Assembly meeting in conjunction with that Board meeting.