

SITE SELECTION COMMITTEE

RESPONSIBILITIES

- Research possible sites for the annual Conference and make site visits.
- Make recommendations for a site and present to the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

COMPOSITION

- Chairperson appointed by LRA President and attends Executive Board meetings as a voting member.
- The Chairperson recruits other members, usually 3-4, including the current President.

PROCEDURES

- The Committee will meet and identify hotels/conference centers as possible sites, keeping geographical location and sites of previous Conferences in mind.
- The Committee will update the NCCCLRA Profile sheet.
- The Chairperson will send the updated Profile sheet and a cover letter to those possibilities identified by the Committee.
- The Committee will choose three or four hotels from the responses and make site visits to those hotels.
- The Committee will make a final decision and present its recommendation to the Executive Board for approval.
- Deadlines:
 - First 3 months - Form the committee
 - 6th month - Send Profile
 - 7th-9th months - Make site visits
 - 11th month - Make recommendation to Executive Board

NCCCLRA PROFILE
FOR CONFERENCE SITE SELECTION

- I. Membership of NCCCLRA
 - LRC staff members in two-year institutions: librarians, instructors, media personnel, administrators, instructional design staff, library technical assistants, clerical personnel. (All are state employees and subject to "state per diem" rates. Usually 250-350 participants.
- II. Dates of Conference -- usually mid-March for two & one-half days
- III. Sleeping Accommodations:
 - Night before conference: 60 rooms
 - Night of day one: 125 rooms
 - Night of day two: 75 rooms
- IV. Session Accommodations:
 - 1 large room to accommodate 100-150 participants for the conference general sessions (one each day). 5 smaller rooms for breakout sessions which occur simultaneously (one can be general session room)
- V. Other Possible Events:
 - Pre-conference
 - President's Reception
 - Exhibitor's Reception
 - Awards Banquet
 - Breakfast
 - Dance
- VI. Exhibit Accommodations:
 - Usually 50-75 tables reserved. About 25-35 will need electrical outlets and several may need telephone lines. The exhibitors will wish to set up the afternoon before day one and breakdown the afternoon of day two.
- VII. Miscellaneous Needs:
 - Security For Exhibit Area
 - Equipment Storage Area
- VIII. Recreational/Restaurant Facilities:
 - On-site restaurants? How many close by? What price range?
 - Breakfast and/or lunch buffet available?
 - Reserve rooms available?
 - Swimming pool?
 - Workout room/spa?
 - Tennis/golf/jogging?