



Annual General Meeting & Convention Bid Package Information

The NCLGA is the local area association to over 265 local government leaders and represents over 42 communities in the north central region of British Columbia. The Annual General Meeting and Convention is an incomparable opportunity to welcome industry, government, First Nations and other key decision makers from across the province to your community. Hosting the AGM & Convention not only provides significant economic benefits, but it gives you the opportunity to set the agenda for the event – from sessions and speakers to official tours, the host community has significant input into specific programming over the course of the event. Hosting the convention also gives you the opportunity to showcase your community and show off what makes it a great place to live, work, and invest.

The NCLGA AGM & Convention is a fantastic event and we encourage your community to consider hosting north central BC's top decision makers!

Host Community Responsibilities

The Host Community will need to organize an internal convention planning group as soon as they are notified of their successful bid. This is usually a small group of 2 to 4 individuals, including at least one elected official.

As well, the Host Community will need to appoint a staff person who will be able to commit a modicum of hours toward convention planning for several months prior to the actual event. In the three months before the conference takes place, this individual will see their time requirements increase.

The NCLGA is responsible for all business sessions during the AGM. This includes the election of officers, resolutions debate, annual reporting, etc. The Host Community is responsible for providing a minute-taker and parliamentarian for the entirety of the business sessions.

General Requirements of the Host Community:

1. Conference Centre - We typically require a plenary room that can hold up to 400 delegates, guests, lecturers etc.). It is best to have a single venue where all meals, addresses and sessions take place, ideally with the adequate amount of tables and a stage. The tradeshow area (between 20-30

booths) should be as close to the main stage area while taking into consideration the aspect of any noise disruption. Other aspects in relation to the venue that should be provided are catering (breakfasts, lunches and one banquet dinner) and A/V services for the entirety of the event.

2. Accommodations - should be available in close proximity to the conference center and be considerate of accessibility requirements. Blocks of hotel rooms will need to be secured ahead of time.
3. Dates – The NCLGA Convention is typically held during the 1st or 2nd week of May and are coordinated with BC’s other area associations.
4. Who - Tourist agencies and conference centres can work with the Host Community to create the bid but the bid itself must come from the community.

Planning Timeline and Responsibility Breakdown

Below is a timeline and breakdown of some, but not all, of the responsibilities between the successful Host Community and the NCLGA:

Month	Details	Responsibility
June – Sept 2019	<ul style="list-style-type: none"> • Book facilities and blocks of rooms • Form working committee • Book meeting room for executive meetings • Book media/staff lounge • Determine methods of transportation between venues • Send community information packages to member communities include hotel, motel, and RV information 	Host
June – Sept 2019	<ul style="list-style-type: none"> • Develop overall budget • Determine cost of registration (CivicInfoBC), local theme, logo • Post preliminary convention info on NCLGA and Host Website 	Host/NCLGA
June – Sept 2019	<ul style="list-style-type: none"> • Update previous years sponsorship package and send information to previous years sponsors 	NCLGA
Sept – Dec 2019	<ul style="list-style-type: none"> • Establish overall budget 	Host/NCLGA
January – February 2020	<ul style="list-style-type: none"> • Determine and Book banquet entertainment • Coordinate transportation • Develop partner program 	Host
February 2020	<ul style="list-style-type: none"> • Send Invitations to MLAs, MPs, Premier, Ministers and others. 	NCLGA
March 2020	<ul style="list-style-type: none"> • Select and hire MC, solicit door prizes, menus and wine • Book sound/AV person/WIFI • Book draping for booth areas and media room • Select and confirm O’Canada anthem singer and pianist • Arrange for parliamentarian 	Host

	<ul style="list-style-type: none"> • Select and confirm recording secretary for business sessions • Purchase name tags sleeves/lanyards • Develop signage 	
March 2020	<ul style="list-style-type: none"> • Confirm speaker participants and presenters • Request Sponsor Logos • Determine whether sponsors will use exhibitor booth • Finalize agenda content 	NCLGA
March 2020	<ul style="list-style-type: none"> • Determine and send out complimentary registrations • Develop invite list for VIPS 	Host/NCLGA
April 2020	<ul style="list-style-type: none"> • Make arrangements for those with special dietary needs • Confirm final registration numbers for catering Produce name tags • Finalize delegate list for distribution at registration desk • Develop delegate information package • Develop Delegate and partner goodie bags • Arrange for piper or alternative for opening ceremonies • Coordinate security • Set up media room if required • Invoice sponsors 	Host
April 2020	<ul style="list-style-type: none"> • Develop moderator's handbook, assemble speaker bios, develop resolutions and nominations report and determine timing for business sessions. • Establish media liaison coordinator • Confirm technical requirements of presenters • Assign NCLGA executive tasks 	NCLGA
April 2020	<ul style="list-style-type: none"> • Establish and coordinate voting booth • Hold media briefing to advise of AGM plans 	Host/NCLGA
May 2020	*****EVENT*****	
	<ul style="list-style-type: none"> • After: Produce minutes of business sessions –ASAP – needed for UBCM resolutions deadline • Send thank you to attendees, speakers, local sponsors and volunteers • Conduct post mortem and do convention report • Produce financial summary (within 4 months of 	Host
May 2020	<ul style="list-style-type: none"> • Send thank you to long term/local sponsors, speakers, VIPS • Prepare summary of evaluations 	NCLGA

In previous years, a professional event planner has been hired to oversee the planning and execution aspects of the event but this is not a requirement.

The Bidding Process

1. **Expression of Interest (EOI)** – Interested communities are encouraged to provide an expression of interest (EOI) letter. This letter is just a brief look at the community as a venue and should be completed by the bid chair. The NCLGA Executive will then consider these submissions. EOIs should outline the host community's capabilities for the following:

- The convention facilities and the available dates
 - Accommodation facilities and access to the region
 - The interest of the region
 - Staffing or “AGM Organizing Committee” capacity
2. **Full Proposal** – Interested communities will need to prepare a thorough and detailed portfolio of their capacity to host. Guidelines for the proposal can be provided by the NCLGA Staff if needed and proposals may be submitted without an expression of interest letter. The NCLGA Board of Directors will then consider proposals at the November 2019 Board Meeting.
 3. **Selection and Announcement** – The Board of Directors will review the Proposal Packages and the final decision will be made by the full Board by means of a vote. The winning host community will be notified of their success via email correspondence following the November Board Meeting.

Please submit your expression of interest or full proposal via email, indicating your community’s staffing, accommodation and venue capabilities (and any other relevant information you would like to highlight) to the NCLGA Staff at admin@nclga.ca or by mail at:

North Central Local Government Association
206-155 George St.
Prince George, BC
V2L 1P8

The deadline to submit an Expression of Interest Letter or Full Proposal for the 2021 and 2022 AGM and Convention is October 15th, 2019.