



2024 Annual General Meeting and Convention Host Bid Guidelines

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 help 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!

WE ARE CURRENTLY ACCEPTING PROPOSAL FOR THE 2024 NCLGA AGM AND CONVENTION

PROPOSAL GUIDELINES

To prepare your communities' bid proposal, please address the following as specifically as possible. The due date for submissions is **April 30, 2023**.

Location/Description of the Community

Please describe the location of the host community in relation to airports and other transportation hubs, as well as access to local shops, restaurants, etc.

- Location/distance (transit times) to nearest airport(s) and transportation options
- Information on the surrounding area, specifically highlighting restaurants, shops and other attractions within walking or short taxi distance from the conference venue
- Convention and downtown parking costs and availability
- Any previous experience in hosting an event of this size and demand.

Conference Facilities/Capacity

Please describe how your conference facilities can accommodate the following requirements. Include all associated costs and fees for each service individually:

- Number of auditoriums/exhibit halls with capacity to sit a minimum of 350 people at once
- Additional spaces for plenary sessions, breakout rooms, meeting rooms, and NCLGA Staff conference office
- Audio/visual capabilities, which includes technical staffing support throughout the week and consider a virtual meeting option

- Exhibitor/Vendor space (include the number of vendors that could fit in the space and take into consideration noise from the tradeshow)
- Wireless Internet access for duration of the conference
- Consideration for sustainability practices and accessibility.

Catering and Meals

Please describe how your food service provider can accommodate the following requirements. Include all associated costs and fees (per person) for each service individually (should be able to serve a minimum of 350 people and can be buffet or plated).

- Appetizer or dinner for the opening reception (can be in a different location than the main conference venue)
- Three delegate breakfasts
- Coffee breaks for the duration of the convention
- One or two full delegate lunches
- One delegate banquet dinner.

Hotel Accommodations

Please describe your community's capabilities to provide accommodations for a convention of this size (minimum of 350 people). Blocks of rooms will be need to be reserved well in advance. Include the following details for each hotel:

- Room rates (with applicable discounted rate)
- Number of rooms available
- Proximity to convention venue
- Number and availability of accessible rooms
- Additional features and amenities (including parking).

Delegate Tours

Please propose options for delegate tours to occur on the day prior to the start of the convention. The intent of the tours is to showcase your community's attractions to the visiting delegates. Tours can be a half-day to a full day in length and any relevant costs and transportation availability should be noted.

Staff Capacity

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. Please describe how your community can meet these needs.

PLANNING TIMELINE AND RESPONSIBILITY BREAKDOWN

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.

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

**Note this timeline is an example, and can be amended based on Host/NCLGA requirements.*

Month	Details	Responsibility
June – Sept 2023	<ul style="list-style-type: none"> Form working committee Book facilities and blocks of rooms 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 2023	<ul style="list-style-type: none"> Determine cost of registration (CivicInfoBC), local theme, logo Develop draft budget Post preliminary convention info on NCLGA and Host Website 	Host/NCLGA
June – Sept 2023	<ul style="list-style-type: none"> Update previous years sponsorship package and send information to previous years sponsors 	NCLGA
Sept – Dec 2023	<ul style="list-style-type: none"> Establish final budget Establish draft agenda 	Host/NCLGA
January – February 2024	<ul style="list-style-type: none"> Determine and book banquet/keynote entertainment Coordinate transportation Develop partner program 	Host
February 2024	<ul style="list-style-type: none"> Send Invitations to MLAs, MPs, Premier, Ministers and others 	NCLGA
March 2024	<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, if applicable Select and confirm recording secretary for business sessions Purchase name tags sleeves/lanyards Develop signage 	Host
March 2024	<ul style="list-style-type: none"> Confirm speaker participants and presenters Request sponsor logos Finalize agenda content 	NCLGA
March 2024	<ul style="list-style-type: none"> Determine and send out complimentary registrations Develop invite list for VIPs 	Host/NCLGA
April 2024	<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 2024	<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 2024	<ul style="list-style-type: none"> • Establish and coordinate voting booth • Hold media briefing to advise of AGM plans 	Host/NCLGA
May 2024	<p style="text-align: center;">*****EVENT*****</p> <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 four months of event) 	Host
May 2024	<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

Full Proposal

Interested communities will need to prepare a thorough and detailed portfolio of their capacity to host. The NCLGA Board of Directors will then consider proposals.

Selection and Announcement

The Board of Directors will review the Proposal Packages and the final decision will be made by the full Board. The winning host community will be notified of their success via email correspondence. The announcement will be made at the 2023 NCLGA AGM, and the Host Community Mayor will be invited to speak at the AGM. A short presentation highlighting the community can be shown at that time.

Submission

Please submit your expression of interest or full proposal via email, to the NCLGA Staff at admin@nclga.ca by April 30, 2023.