



**Annual General Meeting &
Convention Request for Bids
(2018)**

2018 NCLGA Annual General Meeting & Convention

Established in 1955, North Central Local Government Association is a non-profit, non-partisan association comprised of all elected officials in North Central British Columbia. We work to connect communities, identify common challenges and facilitate positive change. As our name implies, we are a coalition of cities, towns, Aboriginal communities, villages and regional districts. Our jurisdiction covers 70% of BC's landmass and includes nearly 60% of the province's Aboriginal population. Although forestry remains paramount, recent multi-billion dollar energy and mining projects make our region, per capita, one of the most heavily invested areas in North America.

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 a significant economic impact (\$250,000+), 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 three day event. Hosting the convention also gives you the opportunity to showcase your community, and show off what exactly 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 in 2018!

**If necessary, the NCLGA can provide seed money to a successful host community to help begin the planning process.*

Host Community Responsibilities

The NCLGA is responsible for all area association business sessions during the AGM. This includes the election of officers, resolutions debate, annual reporting, etc. Many of the other conference items, at least in part, fall under the purview of the Host Community.

Firstly, the Host Community should 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 (or contractor) 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 can help find a suitable contractor who has NCLGA conference experience if needed. Please don't secure a contractor before discussing with the NCLGA.

Below is a list of general responsibilities and pertinent information that falls under the purview of the successful Host Community:

1. Formulating event agenda and budget. This is a very straightforward process which uses templates provided from past NCLGA conferences. The only difficulty is setting up a planning committee and coming up with interesting, engaging content.
2. Securing a venue as per event requirements (to accommodate up to 400 delegates). It is best to have a single venue where all meals, addresses, and sessions take place, ideally with an adequate amount of round tables (eight chairs per table) and a stage. The tradeshow area (between 20 – 30 booths) should be as close as possible to the main seating area.

3. Organizing a registration page (through CivicInfo BC) and providing a contact person locally who can answer intermittent- usually quite simple- questions about the registration process.

**The NCLGA will have a page dedicated to relevant conference info on their website and NCLGA staff will update it regularly.*

4. Arranging audio visual services for the conference. The NCLGA will let host communities know the exact requirements, and most local A/V companies either have what is needed or they can get it easily.
5. If applicable, developing/ implementing a Partners' Program/ Tour (for spouses, friends, associates who are not actually conference delegates).
6. Providing a minute-taker during business sessions, as well as a parliamentarian.
7. Securing blocks of accommodation for delegates (for approx. 300 – 400 people).
8. Creating the convention logo/ theme.
9. Liaising with committed sponsors as the process unfolds (although the NCLGA is ultimately responsible for raising sponsorship dollars). The host's primary function around sponsorship is simply to provide invoices and receipts, (cheques are made payable to the host community) and to finalize details with sponsors.

As a non-profit organization, this is the NCLGA's principle fundraising event. All profits belong to the NCLGA, and are critical to our operational budget. Keep in mind, however, that the dollars spent in the host community far outweigh the profits returned to the NCLGA.

10. Developing and coordinating a variety of simple but important event details (i.e. catering, gift bags, tradeshow layout, signage, etc). These aren't huge items at all, but they require local knowledge and local contacts, which is why they fall under host community duties.

Detailed information pertaining to these points will follow upon successfully securing your bid to host the NCLGA AGM and Convention. Essentially, the past agendas, sponsorship packages and budgets are used as templates. All previous event documentation is made available to the host community, and NCLGA staff will meet with appropriate host community staff representatives as often as required.

This is not a complex event to organize, although its size and scope do require the appointment of a dedicated host community employee (or contractor).

***Please submit your bid via email, indicating your community's staffing, accommodation and venue capabilities (and any other relevant information you would like to highlight) to the NCLGA's Executive Director, Oliver Ray: oray@nclga.ca**

The deadline for submissions is 6:00 p.m., March 1st, 2017, and the NCLGA Board of Directors will choose the 2018 Host Community at their Board meeting, later that same month.