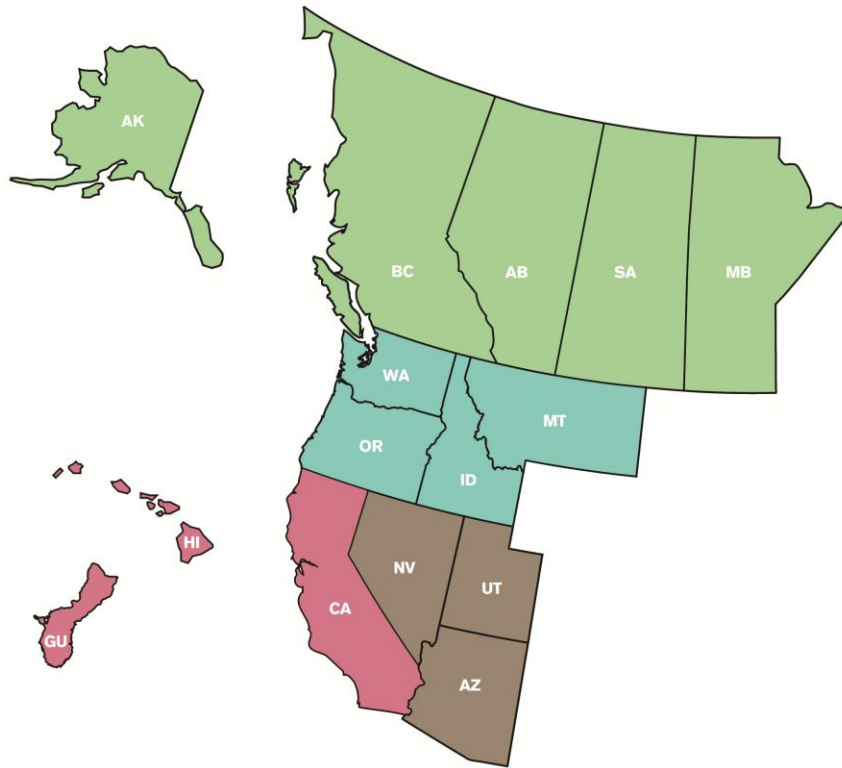


PACRAO Conference Plan by Region



Region I – Alaska, British Columbia, Alberta, Saskatchewan and Manitoba

Region II – Washington, Oregon, Idaho and Montana

Region III – Hawaii, California, Guam and Compact of Freely Associated States

Region IV – Nevada, Utah and Arizona

Guidelines for Conference Site Selection as of November 2013

- 1) PACRAO may use Experient, a corporate conference selection service, or may contract for conference sites independently.** PACRAO Bylaws govern the timing of and the location rotation for the conference.

Article III, Section 1. The Association shall hold an annual conference in October or November of each year. The location and date will be chosen, with due regard to geographical rotation, by the Executive Board which shall also have the power to advance or to postpone. The Executive Board may cancel an annual conference in case of emergency.

Article III, Section 1.1. Association conference sites are selected approximately three years in advance based on guidelines that rotate the locations across the Association regions. Qualifications for possible site locations are addressed in the Association Conference Site Selection Guidelines.

2) Hotel should:

- Be quality 4 star hotel preferably in line of Hilton, Hyatt, Marriott, Weston, etc.
- Be a hotel that has hosted a previously successful PACRAO conference, when possible, based on the PACRAO Territory Planning Model.

3) Location should:

- Be easily accessible from a major airport.
- Offer multiple means of transportation between the airport and the hotel, with mass transit as a desirable option.
- Have a population of at least 100,000 to provide ample variety of restaurants, entertainment, and regional activities.
- Have a PACRAO membership sufficiently to form a Local Arrangements Committee.

Earlier Version for Historical Record:

Guidelines for Conference Site Selection
PACRAO Board Document

Approved at PACRAO Membership Meeting
Wednesday, November 5, 2008
Portland, Oregon

Effective Date: Nov 2008

Conference site selection for 2011 in Region 2.

Guidelines:

- 1) **PACRAO does NOT use a corporate conference selection service.** Site Selection, according to PACRAO Bylaws, Article III-Meetings, Section 1. Date and Location, states that “The Association shall hold an annual meeting in November of each year, *the location and date to be chosen, with due regard to geographical rotation, by the Executive Board* which shall also have the power to advance, postpone, or omit an annual meeting in case of emergency.”

- 2) **Hotel should:**
 - a) Be quality 4 star hotel preferably in line of Hilton, Hyatt, Marriott, Weston, etc.
 - b) Be a hotel that has hosted a previously successful PACRAO conference, when possible, based on the PACRAO Territory Planning Model.

- 3) **Location should:**
 - a) Be easily accessible from a major airport.
 - b) Offer multiple means of transportation between the airport and the hotel, with mass transit as a desirable option.
 - c) Have a population of at least 100,000 to provide ample variety of restaurants, entertainment, and regional activities.
 - d) Have a PACRAO membership sufficiently to form a Local Arrangements Committee.