NASIG Site Selection Committee
Criteria examined in selecting sites for NASIG Annual Conferences

This document outlines many of the criteria involved in selecting a site for the NASIG Annual Conferences. There are a variety of factors that we consider when selecting a site, and the NASIG Executive Board and NASIG Site Selection Committee carefully consider each site.

Transportation:

- Distance from airport
- Types of airport to hotel transportation and cost
- Concentration of NASIG members in that part of the country

Hotel venue overall:

- Room rates
- Upcoming construction plans
- ADA compliance of hotel and meeting spaces
- Number of sleeping rooms with roll in showers
- Number of double-double rooms
- Suitability of lobby areas
- Spaces for food and beverage breaks
- Wireless internet in hotel and meeting rooms, and cost
- Safety and security arrangements, local crime rate
- Sleeping rooms: workspace, décor, cleanliness, general amenities, coffee makers
- Union hotel or not? If so, history of strikes?
- Anti-discrimination policy

Food—inside and near hotel:

- Number and type of eateries on site and within walking distance
- ADA accessibility
- Local vegan/vegetarian options
- Number and types of coffee shops and lounges on site and within walking distance
- Fully staffed and stocked hotel bar area during conference
- Fully staffed hotel restaurant during conference
- Food and Beverage prices for conference events
- Limitations on handing out bottled water at Registration Desk?

- Special charges for special meals in hotel venue? (vegan, vegetarian, food allergies)
- Lots of coffee!

Local amenities:

- Gift shop with sundries on site and hours
- Free or paid parking
- Free or paid fitness center
- Pools
- Pharmacy or grocery nearby and distance from hotel
- Internet café or business center available? Charge to access?
- Local venue options for evening conference events

Meeting areas:

- Vendor expo area, wireless internet and electrical hookups
- Area for poster sessions
- Number of elevators, stairs, escalators
- Soundproofing
- Condition/Cleanliness
- Ceiling height
- Lighting
- Heating/Ventilation
- Sound system
- Wireless access
- ADA compliance
- Registration area
  - Lockable room near registration area?
  - Area to sort and stuff packets for registration?
- Number of ladies' rooms stalls and proximity

Audiovisual:

- Are outside bids permitted?
- Price break on AV as a possible concession?

CABorchert 7/28/15