

Operations

Conferences

GFOA Alberta – Policy Manual

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General Policy

GFOA Alberta hosts an annual conference to provide its members with valuable opportunities for professional development and networking within our industry. The main objective of this policy is to ensure the location of the annual conference varies from year to year and that responsibility for organizing the conference is shared by municipalities throughout the province. Annual provincial GFOA conference locations will be selected based on the following criteria.

The Executive Director is responsible to select conference locations. To facilitate conference planning, the Executive Director will determine the conference locations using a 3-year timeline.

Criteria for Annual Conference:

- 1) Geographic Location – The preference would be for the conference location to alternate from northern Alberta to southern Alberta locations each year to allow all members the opportunity to attend as often as possible.
- 2) Regional Hosting Opportunities: It is strongly recommended to take advantage of regional support in hosting the conference.
- 3) Sufficiency of Meeting Facility: The meeting facilities must have the capacity for up to 400+ delegates, sponsors, trade show participants and special guests.
- 4) Logistics of a Trade Show Venue: The trade show is an important part of the conference, providing delegates with important product and service information and contacts. In addition, significant conference revenue is generated by the trade show. Therefore, it is important to ensure the conference facility will accommodate a trade show with plenty of delegate traffic during break times, etc.
- 5) Hotel Accommodations: Reasonably priced hotel(s) must be near the meeting facility and have accommodation for 400+ delegates, sponsors, trade show participants and special guests.
- 6) Accessibility: The location of the conference should be near primary highways and an airport to provide easy access for the delegates.
- 7) Enthusiasm: The conference committee must be keen to organize the conference. It is important to have the commitment and support of an organizational team.
- 8) Resource Capacity: The conference committee should have access to the resources required to coordinate the conference.
- 9) Reasonable overall costs: The overall costs of the conference should be kept reasonable. While quality should not be compromised, keeping the costs reasonable will ensure delegate participation.
- 10) The conference budget is subject to approval by the board of directors.

Board Responsibilities

The Board assigns the Executive Director to determine conference location and timelines 3 years in advance.