



<b>Section:</b>	2. Meetings
<b>Subpart:</b>	2.2. Location
<b>Policy No.:</b>	2.2.1.
<b>Title:</b>	Site Selection
<b>Effective:</b>	October 2003

## Site Selection

**Purpose:** To assist NCWM meeting planners in selecting and recommending sites for Interim and Annual Meetings.

**Background:** One of the considerations in site selection for meetings is the federal government per diem rate established for that area. A significant percentage of attendees are local, state, and federal government employees who qualify for the per diem rate and who are limited to this rate when traveling out of state. When contracts are signed with hotels for meetings, part of the rate negotiation is dependent on the number of sleeping rooms that will be filled by attendees. If the negotiated rate for sleeping rooms is higher than federal per diem, some government employees may reserve rooms at the lower per diem rate. These rooms do not count toward meeting the reserved room block in the contract. This consideration for per diem rates has caused the disqualifications of sites offering rates above the per diem even though the offered rates were less than the per diem in other locations under consideration. The Board also clarified the policy to avoid paying above the per diem rate if that rate drops after the contracts have been signed.

The NCWM also must consider other factors in site selection such as air fare, access from an airport to the hotel, food and entertainment surrounding the hotel, and climate.

### Policy:

1. Per Diem rates remain a primary consideration in site selection.
2. Flexibility exists to contract sleeping rooms above per diem if those rates are still considered relatively low (the location must offer value).
3. When contracting at per diem rates, the contract should be worded so that if per diem rates fall prior to the event, the reduction will be represented in the rates actually paid by attendees.
4. A warm location for the Interim is preferable, but this is not a requirement.
5. It is important to review all aspects of the location so that as many people will wish to attend this meeting as possible.
6. Consideration should be given to second tier cities.