

## NACADA Regional Meetings Site Selection Contractual Requirements & Tentative Meeting Space Request

Local committees will tour hotels to see if the meeting space, meal options, sleeping room rates, etc. meet the needs of their particular conference. They will recommend to the Regional Liaison (Diane Matteson) the top 2 or 3 hotels for her further negotiation with your sales representatives.

The following items are routinely included in our contracts.

### **Sleeping rooms**

- 1 comp 2 bedroom suite for 1 day prior through 1 day post conference (or a 1 bedroom suite and a regular room, both comp – to cover the conference co-chairs)
- 5 upgrades to concierge or 1 bedroom suites at 50% of conference rate for VIP's
- 1/40 comp nights
- Late check out for 5 VIP's
- Lowest offered rate over the conference dates
- Comp internet in sleeping rooms and public spaces
- Comp fitness center for guests
- Luggage storage at no charge for early arrivals or departures

### **Planning meeting**

- Planning meeting in summer or fall prior to conference – 6-8 sleeping rooms for 1 night comp (a few may stay 2 nights) and a meeting room to hold 15 comp for an afternoon and next morning (Hotel can give some date options to fit into their schedule to the committee.)

### **Parking**

- If there is a charge for parking, then day passes for in-town attendees at 50% discount (approx 10)
- If there is a charge for parking, then 5 parking passes comp for VIP's

### **Group food**

- We will provide group food totals from last few years rather than guarantee a minimum.
- Opening reception – choice of free hors d'oeuvres or 1 free drink ticket per person. Waive bartender fees for cash bar.
- Meal prices to fit within the NACADA budget – Continental Breakfast to include fruit \$12 inclusive, Full breakfast \$15 inclusive, Lunch buffet \$25 inclusive

### **AV**

- Comp microphone in the general session room
- Option to have outside AV brought in by nearby university or presenters without hook up charges.
- 20% discount off published prices

### **Meeting space/Attrition**

- **Either** meeting rental scale if 75% of sleeping rooms are not used **or**
- Attrition charges on rooms at profit rate if we don't meet 75% sleeping room usage.
  - But not both of the above.
- Hotel provides podium/lectern in each meeting room.

### **Tie breakers**

2 meeting rooms with Internet comp

\$5-8 dollar rebate on sleeping rooms to be used for food

Complimentary opening reception

Contact Diane Matteson at 785-532-7816 or [matteson@ksu.edu](mailto:matteson@ksu.edu) if you have questions regarding the items above.

# Tentative Meeting Space Requirements

## NACADA Regional Meetings

### MEETING AGENDA - TENTATIVE

Day	Time	Event	Set up	Guests	Room Name
Staff arrival	noon - 24 hour hold	Office	Tables around perimeter of room		
Day 1 (precon)	24-hour hold	Office			
	8:00 am - 24-hour hold	Registration Area	2 tables plus 2 display tables across the hall		
	1:00 p.m. - 5:30 p.m.	Pre-conference Workshops	classroom	50	1. 2. 3. 4.
	4:30 pm - 6:30 pm	Welcome Reception	Cocktail rounds	250	
Day 2 (full day)	24-hour hold	Office & Registration Areas			
	7:30 am - 9:00 pm	Tentative Continental Breakfast w/Key note Speaker	Rounds	250	
	9:00 am - 12:00 pm	6-7 Concurrent Sessions	Classroom for at least 3 rooms, Theater for the rest is ok.	50	1. 2. 3. 4. 5. 6. 7.
	12:15 pm - 2:00 pm	Business Meeting Luncheon w/Keynote Speaker	Rounds	250	
	2:00 - 5:00 pm	6-7 Concurrent Session	Classroom for at least 3 rooms, Theater for the rest is ok.	50	1. 2. 3. 4. 5. 6. 7.
Day 3 (half day)	7:00 am - 2:00 pm	Office & Reg areas			
	7:30 am - 9:00 am	Tentative Continental Breakfast	Rounds	250	
	9:00 am - 12:00 pm	6-7 Concurrent Sessions	Classroom for at least 3 rooms, Theater for the rest is ok.	50	1. 2. 3. 4. 5. 6. 7.
		Closing Luncheon???			
	12:00 pm - 4:00pm	Planning meeting	tbd		