



# National Title I Association

a National Association of State Title I Directors

## **Future Site Planning National Title I Conference 2017 - 2020**

### Overview

The annual National Title I Conference has been both the major professional development activity and the primary source of revenue for the Association for two decades. Preservation of both components of the conference is important to the long term health of the organization. Most large associations have conference locations secured four to seven years in advance to ensure the continuity of their annual events.

### Existing Contracted Conference Locations

|      |                |
|------|----------------|
| 2015 | Salt Lake City |
| 2016 | Houston        |

### Search Process

Requests for Proposals are sent to every city that has a suitable size convention center and adequate adjacent hotel rooms. As proposals are received, the various details are cataloged to be able to more easily compare "apples to apples." The six or seven most promising locations will be identified, based on: price point, meeting spaces, ease of attendee access, and attendee draw.

A site visit team consisting of association management staff and a past Association President will visit each of the "finalist" locations to assess their suitability for future National Title I Conferences, prioritizing the preferences. Association management will then negotiate the best possible deals with convention centers and hotels in the selected cities.

### Timeline

|           |   |
|-----------|---|
| September | RFPs sent to Convention and Visitors Bureaus        |
| October   | Proposals returned and cataloged                    |
| November  | Finalists identified and approved by board          |
| December  | Site visits and negotiations, with contracts signed |

### Required Adjustments to Association Management Contract

To enable A+ Events to negotiate the necessary contracts with convention centers and hotels, including payment of required deposits, the existing association management contract will need to be extended to cover the contracted conference years.