



**ASSOCIATION OF VANCOUVER ISLAND
AND COASTAL COMMUNITIES**
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HOST COMMUNITY RESPONSIBILITIES

Information on the responsibilities and venues that the AVICC Host Community is expected to provide:

Meeting facilities - provide without charge to AVICC, meeting venues, set up and janitorial services for the Convention, including the following:

- Executive meeting room – pre-Convention (Thursday afternoon)
- Business Sessions - to accommodate up to 225, Friday to Sunday
- 2 – 3 Break Out Rooms - to accommodate up to 50 people (Saturday afternoon)
- Display space for Sponsors – required Friday to Sunday
- 1 room to be used for AVICC Office (Friday to Sunday)
- Space to hold Coffee Service (Times to be set) (Friday to Sunday)
- Welcome Reception (Friday evening) - to accommodate 250
- Delegates Luncheon (Saturday noon) - to accommodate 225
- Annual Banquet and Dance (Saturday evening) - to accommodate 250

Miscellaneous

- Decorations for Welcome Reception and Annual Banquet
- 6 – 8 Gifts for speakers – representative of the Host Community
- Some staff assistance during the Convention, i.e. kit stuffing, registration, ticket taking if required
- Assist with obtaining through local donations a sufficient number of pens and pads for Convention kits

The host community must also have capacity for and block book 200 hotel rooms.