



2018-19 AVICC AGM & CONVENTION HOST COMMUNITY RESPONSIBILITIES AND REQUIREMENTS

The following identifies the required meeting facilities and other supports that the AVICC AGM & Convention 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)
- Pre-Conference Session – to accommodate up to 100 (Friday morning)
- Business Sessions - to accommodate up to 275 (Friday noon to Sunday noon)
- 2 – 3 Break Out Rooms - to accommodate up to 100-125 people each (Saturday afternoon)
- Adequate tradeshow space for at least 20 exhibitors in close proximity to the Refreshment Break service area and Business Sessions (Friday am to noon Sunday)
- Space to hold Breakfasts Saturday and Sunday to accommodate up to 225 people
- Space to hold Refreshment Break service in conjunction with the tradeshow (Friday to Sunday)
- Welcome Reception (Friday evening) - to accommodate up to 325 people
- Delegates Luncheon (Saturday noon) - to accommodate up to 275 people
- Annual Banquet and Dance (Saturday evening) - to accommodate up to 300 people
- 1 room to be used for AVICC Office (Thursday noon to Sunday 1 pm)

Hotel Rooms

The host community must also have capacity for and block book 225 hotel rooms.

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 and draw prizes
- Provide use of local government, BC and Canada flags

Planning Assistance to Assist AVICC Executive and Staff

- Assist in identifying local suppliers for food and beverage service, audio visual equipment and support, banquet entertainment, piper, O'Canada singer, bus transportation, etc. and work with locally contracted suppliers and AVICC staff for purposes of logistical coordination
- Assist with identifying and providing a local liaison with the First Nations and local speakers that may positively contribute to the program
- Plan and administer any Partner Programs that the local host may want to offer and have been approved by the AVICC Executive