



MEMORANDUM

TO: Mayor & Council / Chair and Board
AVICC Members

FROM: AVICC Executive

DATE: March 8, 2012

RE: **FUTURE YEARS AVICC AGM & CONVENTION DATES AND
REQUEST FOR EXPRESSIONS OF INTEREST TO HOST**

Dates have now been identified for the 2014-2016 AVICC AGM & Conventions:

2014 - April 11, 12 and 13
2015 - April 10, 11 and 12
2016 - April 8, 9 and 10

The AVICC Executive is seeking expressions of interest from local governments in hosting these Conventions. Attached is a list of Host Community Responsibilities. Contact Iris Hesketh-Boles, AVICC's Executive Coordinator at (250) 356-5122 or iheskethboles@ubcm.ca if you have any questions.

If your local government is interested in hosting the Convention for one of these years, please submit your expression of interest with Council/Board resolution in support of the expression by **May 25th** to:

Iris Hesketh-Boles, Executive Coordinator
Association of Vancouver Island and Coastal Communities
525 Government Street
Victoria, BC V8V 0A8
Fax: 250-356-5119
EM: iheskethboles@ubcm.ca

Thank you.



HOST COMMUNITY RESPONSIBILITIES

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 250 (Friday noon to Sunday noon)
- 2 – 3 Break Out Rooms - to accommodate up to 75-100 people each (Saturday afternoon)
- Display space for at least 15 Exhibitors (Friday am to noon Sunday)
- 1 room to be used for AVICC Office (Thursday noon to Sunday 1 pm)
- Space to hold Breakfast and Coffee Service (Times to be set - Friday to Sunday)
- Welcome Reception (Friday evening) - to accommodate 275
- Delegates Luncheon (Saturday noon) - to accommodate 250
- Annual Banquet and Dance (Saturday evening) - to accommodate 250

Hotel Rooms

The host community must also have capacity for and block book 200 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 as necessary 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