

Host Community Distribution of Responsibilities AVICC AGM & Convention

Basic Activity	Who Does What	Who Covers Costs
<p>Facilities – all rental costs plus setup, stage, wheel chair ramp, janitorial and security</p> <p>Must include space for a Plenary and Lunch for 350 delegates, a trade show, welcome reception venue, breakout rooms for forums and concurrent sessions, and space for banquet.</p>	<p>Host Community identifies venues, coordinates contract; Host Community works with AVICC to work out details for room set up.</p>	<p>Host Community (to standard of a convention centre – round tables, chairs, table cloths, staging, security, janitorial)</p>
<p>Hotel Room Blocks</p>	<p>AVICC contracts for room blocks; delegate makes their bookings directly; AVICC makes arrangements for accommodations for speakers, etc.</p>	<p>Each delegate or their local government or organization. AVICC pays for rooms for speakers, staff and Parliamentarian.</p>
<p>Food and Beverage Services</p>	<p>Venue must be able to provide catering.</p>	<p>AVICC pays for all food, beverage, gratuities and service fees.</p>
<p>Friday Welcome Reception Entertainment (up to 350)</p>	<p>Welcome reception is typically a come and go without any program; Host Community may choose to decorate and provide local musicians or artists.</p>	<p>Host Community for space, decorations, entertainment; AVICC for food and drinks.</p>
<p>Saturday Banquet Entertainment</p>	<p>Host Community identifies potential entertainers for approval by AVICC; AVICC will contract and make arrangements. If desired, Host Community will make arrangement for any special decorating, i.e. table centrepieces, staging, etc.</p>	<p>Host Community for reception entertainment and décor; AVICC for food, drinks and banquet entertainment.</p>
<p>Pre-Convention Sessions</p>	<p>Host Community to provide ideas for local study tours or workshops for approval of AVICC, and assist with organizing tours</p>	<p>AVICC covers any costs.</p>

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Business Program	Host Community Mayor and/or Chair provide 2 to 3 minute welcome address during the opening remarks; Host Community can provide other program suggestions to incorporate local content for the approval of AVICC.	AVICC Executive confirms program and AVICC covers any costs associated with sessions.
Bus Transportation (tours)	AVICC typically gets sponsorship for transportation, depending on the community	AVICC
Speaker Gifts	Host Community identifies a charity to make a donation to in lieu of gifts. AVICC works with the Charity to prepare the acknowledgement	Host Community on behalf of AVICC
Delegate Door Prizes	Host Community arranges for 10 donated gifts to be available and brought to facility.	Donated by community partners. AVICC will include logos in slideshow in plenary session.
Grand Prize	AVICC arranges through sponsorship	AVICC
Registration Desk	Host Community provides 2-3 volunteers to help during Friday and Saturday, and 1 volunteer for Sunday.	Host Community
Trade Show (20+ booths)	Host Community recommended a trade show set up through the venue. AVICC arranges the exhibitors, their registration and signage. Host Community may host a complimentary Chamber of Commerce/ Tourism related desk (and arrange staffing of 2 people per booth).	Host Community – facility, Host Community: tables, chairs, linens, skirting and trade show booths (pipe and drape) if suitable for facility AVICC – signage, registration, move in/out of exhibitors

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Piper, First Nations Welcome, O'Canada Singer	Host Community arranges Piper and O'Canada singer; Host Community provides contact information for local First Nation representative for address to delegates and liaison (Chief) and for invocation/welcome (Elder).	Host Community pays honoraria
Flags and Stands for Canada, BC, Host(s) and First Nation(s)	Host Community arranges for flags to be located on business session stage.	Host Community
Event Liability Insurance	AVICC will arrange.	AVICC
Sponsors	AVICC manages sponsorship	AVICC covers all the recognition costs and sponsor arrangements
Liaison with Local Community	Host Community manages the liaison with local community and will send communications to notify businesses of what may be expected in relationship to delegate arrival, meals, etc.	Host Community
Convention Office	AVICC will bring a printer, Host community provides space	AVICC
WiFi	Host Community to provide for delegates.	Host Community