



Now accepting ...

Expressions of interest to host the **2024 Provincial Conference and Policy Session**. Please take the time to review the attached host guidelines.

The submission deadline is ASAP or **October 31, 2022**. Please communicate your interest to host the Provincial Conference and Policy Session by way of a letter.

EVERY CHAMBER is eligible, and we encourage all Chambers to consider hosting the Provincial conference and Policy Session.

If there are any questions, please contact Sacha Knorr, Events, Marketing & Talent Development Manager, at sknorr@abchamber.ca.

Good luck!

It will be the task of the community chamber to provide a business case for hosting the Provincial Conference & Policy Session considering the below requirements.

GENERAL REQUIREMENTS:

Location:

- The host Chamber must satisfy the ACC that their community has sufficient professional facilities to host the Provincial Conference & Policy Session.
- Preferably Air access is available within one hour's drive of the meeting facilities.

Hotel:

- A hotel capable of providing a room block of 150 rooms and that has a restaurant and catering facilities will be required.

Meeting Rooms:

- Having all meeting rooms in the same facility is preferable. If this is not possible the host Chamber must provide transportation.
- b) Requirements include:
 1. A plenary session room set up classroom style for 200 delegates requiring provisions for a platform stage/podium and viewing of two 13x13 foot screens,
 2. Various breakout rooms for educational sessions,
 3. One room for breakfast/luncheon facilities to seat 200; and
 4. Facilities for a formal chair's dinner/entertainment for 200+.

DIVISION OF RESPONSIBILITIES

ACC Responsibilities:

- Overall organization of Provincial Conference and Policy Session
- Develop and manage all business programs and retain program control of the events being sponsored
 - All events, besides those assigned to the host Chamber, are the responsibility of the ACC
 - All expenses outside of the host must be in consultation with the ACC
- Determine and contact guest speakers, panellists, and chair's (except "fun night")
- Arrange head table(s)
- Prepare agendas
- Conduct all proceedings

- Manage contracts
 - All contracts for facilities related to non-host Chamber events will be the sole responsibility of the ACC. The host Chamber may not sign contracts or otherwise obligate the ACC for any expenses.
- Organize meals (except “fun night”)
- Arrange education sessions, annual general meeting, policy session and chair’s dinner
- Prepare and supply policy manuals and supplies for the policy sessions
- Manage Registration - The ACC will handle all registration documents for the Provincial Conference & Policy Session and will receive all registration fees
 - Any registration fees paid to the host Chamber will be turned over to the ACC upon receipt
- Negotiate hotel contracts
- Financials - Chamber functions will be paid from registration fees and from corporate sponsorships
 - Additional event costs will be paid in accordance with the host chamber’s chosen financial commitment identified in the Host Chamber Financial Responsibilities

Host Chamber Responsibilities:

- **Publicity:**
 - Promote at the preceding Provincial Conference & Policy Session
 - a. Costs to Host one breakfast and any entertainment-related costs for the breakfast
 - Develop a letter of invitation to all ACC member Chambers for distribution through the ACC
 - Invite civic officials (i.e. Mayor, Reeve, MP, and MLA) to come to the conference
 - Supply banners and/or “welcome delegates” signs inside and/or outside the hotel and offsite facilities for ACC and sponsors
 - Share on social channels and in email communications with local members/businesses prior to the event to promote ticket sales (in consultation with ACC for consistency in brand messaging)
 - Share on social channels during and after the event (in consultation with ACC for consistency in brand messaging)
- **Entertainment – “Fun Night”:**
 - Organize and manage the “Fun Night” (i.e., entertainment, tour, etc./something that features your region)
 - Prepare and distribute a delegate package (literature advertising your community, letters of welcome from the Chamber, etc)
 - Supply and man an information desk to hand out delegate packages the days preceding.
 - Supply chamber or city pin, delegate gift or souvenir (pens, magnets, etc.) for president, mayor, MLA & MP, etc.
 - Produce/provide tickets for Fun night if required
 - Costs associated with Fun Night
- **Services and facilities:**
 - Transportation and associated costs (if required) between the hotel(s) and meeting locations, social events, and spousal events
 - Two dedicated staff/volunteers for onsite conference needs for the duration of the conference
 - Chamber office availability for administration needs (copying/printing, etc)
 - Arrange participation of local dignitaries as required in consultation with the ACC
- **Planning Communication & Meeting Cadence:**
 - Participate in quarterly meetings beginning January the year prior
 - Participate in bi-weekly meetings beginning January the year of
 - Connect ACC with all staff working on the event
 - c.c. ACC in all communications regarding the event
 - Utilize shared tools and resources outlined by ACC to provide updates to on all event related items as they become available

- **Sponsorship:**
 - Host Chamber is encouraged to secure sponsors for the “Fun Night” (Friday), gifts or souvenirs, spousal program, and transportation to help offset Host costs.
 - Cooperation in helping to secure sponsors for the other events (speakers, entertainment, breakfasts, luncheons, chair’s dinner, chair’s dinner reception).
 - In the sponsorships obtained, the ACC will retain program control of the events being sponsored except for those events that are the responsibility of the host Chamber. In such cases, there must be a close liaison between the ACC, the host Chamber, and the sponsor.

- **Financial:**
 - The host Chamber must include provisions for all costs related to the “Fun Night” (Friday), gifts or souvenirs, spousal program, and transportation from their regular operating budget.
 - The host Chamber will be required to commit financially to pay for:
 - a. The host breakfast in the preceding year,
 - b. All “Fun Night” expenses,
 - c. Transportation, gifts & souvenirs,
 - d. The spousal program and;
 - e. Either
 - i. \$15,000 to cover conference costs
or
 - ii. 50/50 cost share of all revenue or expense

NOTES

If you are interested, please review our Host Chamber Responsibilities brochure and submit your application to Sacha Knorr (sknorr@abchamber.ca) at your earliest convenience (**October 31, 2022**).

Part of the evaluation process of the applications will be based on past participation in Alberta Chambers of Commerce events.

Before a community is chosen as a successful host Chamber, the ACC will review the Chamber’s business case and May conduct a site inspection of the proposed hotel and facilities.

Recognizing that deadlines must be met to ensure the event's success if the host Chamber fails to meet previously established deadlines, the Alberta Chambers of Commerce reserves the right on December 31st of the year before assuming control of the local Chamber’s host responsibilities.

**Deadline for applications to host the
2024 Provincial Conference and Policy Session is
ASAP 2022.**