Conference Hosting Criteria

C2ER includes a network of state and local regional organizations seeking to enhance local economic prosperity. The group convenes annually at locations across the country, and C2ER Members are invited to highlight their successes by hosting the C2ER annual conference in their region. The C2ER Board selects a location approximately 18-to-24 months prior to the event. The C2ER Executive Committee members evaluate and recommend the conference location. Below are some of the guidelines that a potential host organization might consider when preparing a proposal.

- **Expected Contributions of the Host Organization(s): Commitment to participating in conference planning and content development.**
    - Guidance to C2ER staff in identifying the most appropriate local venue for the conference, one with adequate meeting and lodging space to accommodate a meeting of approximately 250 people with suitable breakout rooms, exhibition areas, and plenary rooms.
    - Willingness to help in recruiting a diverse array of local speakers to help tell the local story including: one energizing welcome keynote, one economic outlook speaker, and one additional keynote speaker (on a topic relevant to the conference theme), and any appropriate panel breakouts.
    - Leadership in organizing local tours (2.5 – 3.5 hours) around the host community to see economic and workforce development initiatives in action. If transportation is required, the host committee would seek out sponsorships to fund transportation costs.
    - Creativity in helping to develop unique conference experiences (including collateral materials and locally sponsored handouts) that would help make the conference memorable.
- **Commitment to securing strong local funding and sponsors.**
    - Support from the host institution (including local or regional partners) through dedication of adequate staff time to support planning activities.
    - Engagement of regional and local partners to help in conference planning and execution as needed.
    - Commitment to help to raise $25,000 in local and regional support as a major conference sponsor. This funding may be used to help defray costs associated with tours, a local reception, or general conference support.
    - Note: the goal of this sponsorship is to provide conference attendees with both a memorable experience and to help keep conference registration costs down. Creative ideas designed to help achieve these objectives are welcome.

Site Selection Process:
- Alternate across US regions, varying between east coast, west coast, Midwest, and Rocky Mountains.
- An accessible airport accommodating flights from around the US.
- The host community must have local and regional attractions.

Venue:
- A venue where at least 250 attendees and vendors can fit comfortably is required.
- Preferably a space where all the meeting space is on the same floor.
- The ability to host (food and space) simultaneous pre-conference activities and space to allow for group meals ranging from 20 – 30 and up to the entire group of 250.

- Facilities must be able to accommodate disabilities and be ADA compliant. Willingness to provide disability accommodations upon request.
- An adequate supply of affordable, quality audio/visual equipment including projectors for computer presentations.
- Adequate guest Wi-Fi that can accommodate the needs of presenters and attendees.
- Available technical support during the conference.
- Ability to accommodate special dietary requirements.

Transportation:
- Good air transportation into a city within a reasonable distance from the host city.
- Reliable transportation from the airport to the hotel.

Other Important Considerations:
- A letter of support from the local partners addressed to the C2ER Board.
- Support from the host institution in the way of staff time – bi-weekly meetings with C2ER staff to plan the conference.
- Insure effective coordination with the various conference speakers.
- Provide a photographer to take high quality photographs that capture conference highlights.
- Promote conference events via social media prior to and during the conference.
- If the local committee would like a reception outside of the conference venue, they are expected to plan and raise funds to cover all associated expenses, including any necessary transportation.

Anyone interested in hosting the C2ER Annual Conference should submit a no more than three page proposal and letter of support to Erol Yildirim, C2ER Managing Director, at ey@crec.net.