Conference Hosting Criteria

Each year, the Council for Community and Economic Research (C2ER) and the Labor Market Information (LMI) Institute members gather to highlight their successes by hosting the C2ER + LMI Institute Annual Conference in their region. The C2ER Board selects a conference location approximately 18 to 24 months in advance, based on evaluations and recommendations from the Executive Committee. Below are some guidelines that potential host organizations may consider when preparing a proposal.

- **Expected Contributions of the Host Organization(s): Commitment to participating in conference planning and content development.**

  o Guidance to C2ER/LMI Institute staff in identifying the most appropriate local venue with adequate meeting and lodging space to accommodate a 300+ person meeting with suitable breakout rooms, exhibition areas, and plenary rooms.

  o Willingness to help recruit a variety of local speakers who tell a comprehensive story of host community's local development, including:
    - Welcome keynote
    - Economic outlook keynote
    - Workforce-focused Keynote
    - Additional keynotes who can speak on topics relevant to the theme
    - Speakers for designated panel breakouts.

  o Leadership in the organization and coordination of local tours (that run 2.5 – 3.5 hours) which highlight the host community's economic and workforce development initiatives in action.
    - If transportation is required, the host committee would seek out sponsorships to fund transportation costs.

  o Creativity in developing unique conference experiences (including collateral materials and locally sponsored handouts) that makes the conference memorable.

- **Commitment to securing strong local funding and sponsors.**

  o Support from the host organizations (including local or regional partners) through dedication of adequate staff time to engage local partners and support conference planning activities and execution.

  o Commitment to help to raise $35,000 - $50,000 in local and regional support as a major conference sponsor. This funding may be used to help defray the costs associated with tours, a local reception, or general conference support.
    - **Note:** This sponsorship is for the goal of both providing memorable experiences for conference attendees and keeping registration costs down. Creative ideas designed to help achieve these objectives are also welcome.

Considerations for Selecting a Hosting City

Site Selection Process:

- Selections alternate between U.S. regions: East Coast, West Coast, Midwest, and Rocky Mountains.

- The host community has educational, local and regional attractions with economic or workforce development significance.

Venue:

- The capacity to comfortably host 300+ attendees and vendors with group meals and space, and simultaneous pre-conference activities.

- Facilities and venue staff must be able to be ADA compliant and demonstrate a willingness to accommodate individuals with disabilities upon request.

- Available technical support during the conference, and 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, attendees, and conference staff.

- Ability to accommodate special dietary requirements.

- A venue holding all their meeting spaces planned for the conference on the same floor is preferred.

Transportation:

- An accessible airport accommodating flights from around the U.S. into a city within a reasonable distance.

- Reliable and reasonable transportation from the airport to the hotel.

Other Important Considerations:

- A letter of support from the local partners addressed to the C2ER and/or LMI Institute Board.

- Support from the host institution through staff time – bi-weekly meetings with C2ER/LMI Institute staff to plan the conference.

- Reliably assist with planning and coordination with conference speakers.

- Capacity to provide a photographer capable of taking 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.

Interested in hosting the upcoming Annual Conference?

*Anyone interested in hosting the C2ER + LMI Institute Annual Conference should submit a proposal (via **application portal**) and letter of support (three pages maximum) to Erol Yildirim, C2ER Managing Director, at ey@crec.net.*