



**National Extension Association of  
Family & Consumer Sciences**

**Annual Session Intent to Bid  
Minimum Location Requirements**

The meeting selection criteria outlined in this document will be used to guide the evaluation of both State/Multi-Affiliate Approach recommended and NEAFCS-identified meeting locations. Elements such as cost of the meeting for NEAFCS and its members, convenience to airports, availability of sufficient hotel guest rooms in or near the venue, meeting facilities, network infrastructure, personal safety of meeting participants, and total level of financial support will be considered by NEAFCS in making its final selection of a meeting site.

**Transportation:**

The meeting venue should be a reasonable distance to the airport.

1. Must have an airport that allows easy in/out access for several carriers including Delta, American Airlines, Southwest and any other main airlines. Preferably a city with a HUB airport.
2. Access to convenient and affordable public transportation, including but not limited to buses, shuttles, taxis or trains will be considered.

**Hotel Accommodations:**

Hotel accommodations located close to the meeting venue must be available for up to 750-800 participants. NEAFCS will negotiate special rates for all attendees and will have the hotel guarantee the lowest possible room rate.

1. Preferably, the meeting space and sleeping rooms should be held within a host hotel. If a convention center is recommended, it would still be preferred to have a host hotel connected to or adjacent to the center to accommodate all sleeping room needs.
2. Room Block must accommodate at a minimum 475 sleeping rooms on peak nights, with a total of 2,383 rooms nights between Sunday and Friday.
  - a. Host hotel should have a minimum of 550 rooms. If utilizing multiple hotels, the total rooms available should equal a minimum of 550.

**Meeting Facilities:**

Some of the meeting space can be reused and not all is required for the entire length of the meeting. If utilizing a convention center, space may be used at both the center and an adjacent/host hotel. If meeting space is questionable based on the specifications below, please allow the NEAFCS National Office and Conference Planner to review for final determination.

Meeting space requirements:

- b. Need two ballrooms with at least 14,000 sq. ft. each.

- i. One ballroom should accommodate 750-800 persons set-in rounds (this space will also likely be used for our opening general session), and another ballroom needs to accommodate an exhibit hall to allow for 35 tabletops, and room for silent auction, meals (preferred), and showcase of excellence poster displays (preferred)
- c. In addition, a minimum of 8 breakout rooms are needed for concurrent sessions. The total seating among the breakout rooms needs to accommodate 750-800 attendees (theater style seating preferred).
- d. Will need space should accommodate four lunch events in banquet rounds: one room to seat approx. 350, one room to seat 250, and two rooms to seat a minimum of 80 each. This space can be the same as the general session ballroom space (reused).
- e. Will need a minimum of 5 additional breakout rooms for other meetings to accommodate around 50 persons each. Some of this space can be reused, however, additional rooms may be needed based on schedule.
- f. Consider Welcome Event space – depending on the plan for the event, space would be needed for 750-800 people.

**City/Surrounding Area:**

1. Preference will be given to a location/city that will draw participation.
2. The meeting venue should be conveniently located in a metropolitan area close to other hotels, restaurants, public transportation, and shopping areas, and should provide a social environment conducive to networking among community members. If the desired venue is a more secluded resort, then the hotel should have ample food outlets and activities or experiences on the property for attendees during downtime.
3. The meeting location must provide a safe and secure environment for all meeting attendees.