



Operational Guideline

Conference Venue	O.G. # 3.02.02	
	Effective: November 5, 2016	Initial of Pres DG

Purpose: To provide direction to the Conference Committee for the selection and booking of Conference Venues

Scope: The BCFTOA membership.

Policy The Conference Committee will select the appropriate venues and hotels that will provide the best opportunity to support the goals of the Annual Education Conference and Training Workshop.

Procedure:

The Conference Committee will select a suitable venue for the Annual Educational Conference and Training Workshop that will provide adequate meeting rooms to hold training activities, as well as meeting and banquet rooms. The Committee should plan on 200 delegates, presenters and guests as a benchmark for booking the venue.

Appropriate venues will include convention centers, public event centers and hotels with adequate rooms to meet Conference requirements. This may vary from year to year based on the availability of venues in the host community. Conference venue considerations should include:

- Proximity to hotels and accommodations for Conference participants. Preferably walking distance.
- Meeting and training rooms that are large enough for each of the meetings, educational classes and other activities planned for the Conference.
- Meeting and training rooms that have adequate presentation aids to support training sessions.
- Banquet rooms large enough and equipped for events such as the Opening Ceremonies and Annual Awards Banquet.
- Catering facilities that are capable of providing meals and refreshments that are requested by the Conference Committee.

Additional training facilities in relatively close proximity to the Conference venue may also be booked as required. These could include local fire halls, training facilities, schools and educational facilities. Training facility considerations include:

- Training rooms for presentations of theory that are large enough for the classes planned equipped with adequate seating, lighting and presentation aids for the classes planned.

- Exterior training facilities large enough to support practical demonstrations and have available shelter in the event of inclement weather.
- Apparatus, equipment and support personnel to assist in practical demonstrations and evolutions.
- Training props as needed.
- Comfort facilities such as washrooms and/or portable toilets.
- Transportation to and from the Conference hotel(s) for participants that may not have their own transportation.
- Availability and/or provision of refreshments, lunches, etc.

The Conference Committee will select a host hotel and book a block of rooms for accommodation for the BCFTOA Executive, conference delegates and out of town presenters. The Committee will attempt to secure the most reasonable room rates possible.

Reference:

3.02.01 – Annual Conference Timelines

 Signature of President	This OG replaces Issued: NA
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