

# Guidelines for Conference Site Selection

## PACRAO Board Document

Approved at PACRAO Membership Meeting  
Wednesday, November 5, 2008  
Portland, Oregon

### Effective Date:

**Conference site selection for 2011 in Region 2.**

### Guidelines:

- 1) **PACRAO does NOT use a corporate conference selection service.** Site Selection, according to PACRAO Bylaws, Article III-Meetings, Section 1. Date and Location, states that “The Association shall hold an annual meeting in November of each year, *the location and date to be chosen, with due regard to geographical rotation, by the Executive Board* which shall also have the power to advance, postpone, or omit an annual meeting in case of emergency.”
- 2) **Hotel should:**
  - a) Be a quality 4 star hotel preferably in line of Hilton, Hyatt, Marriott, Weston, etc.
  - b) Be a hotel that has hosted a previously successful PACRAO conference, when possible, based on the PACRAO Territory Planning Model.
- 3) **Location should:**
  - a) Be easily accessible from a major airport.
  - b) Offer multiple means of transportation between the airport and the hotel, with mass transit as a desirable option.
  - c) Have a population of at least 100,000 to provide ample variety of restaurants, entertainment, and regional activities.
  - d) Have a PACRAO membership sufficiently to form a Local Arrangements Committee.