

# PACRAO Conference Site Selection

Approved by Executive Board, March 2024

## Overview

PACRAO may use a corporate conference selection service, or may contract for conference sites independently. PACRAO Bylaws govern the timing of and the location rotation for the conference.

[Article III, Section 1](#). The Association shall hold an annual conference in October or November of each year. The location and date will be chosen, with due regard to geographical rotation, by the Executive Board which shall also have the power to advance or to postpone. The Executive Board may cancel an annual conference in case of emergency.

[Article III, Section 1.1](#). Association conference sites are selected approximately three years in advance based on guidelines that rotate the locations across the Association regions. Qualifications for possible site locations are addressed in the Association Conference Site Selection Guidelines.

### Hotel (site) should:

- Be a quality 4 star hotel preferably in line of Hilton, Hyatt, Marriott, Weston, etc.
- Be a hotel that has hosted a previously *successful* PACRAO conference, when possible, based on the PACRAO Territory Planning Model.
  - To ensure organizational history/knowledge each outgoing President and Conference Committee Chairs will make a recommendation on if the location and hotel are added to a recommended return list and identify any known concerns of the conference site.

### Location (city) should:

- Be easily accessible from a major airport.
- Offer multiple means of transportation between the airport and the hotel, with mass transit as a desirable option.
- Have a population of at least 100,000 to provide ample variety of restaurants, entertainment, and regional activities.
- Be welcoming and affirming of the diversity of the PACRAO membership.
- Have a PACRAO membership sufficiently to form a Local Arrangements Committee.

### Site Selection Process:

- As part of their responsibilities, the Past President will identify the location and site of the next unplanned conference site
- The Past President will present at least two finalists to the Executive Board along with a recommendation at the Summer Board meeting.
- Once approved by the Executive Board the Past President will complete the hotel contracting process.

### PACRAO Regions for consideration in site selection

Region I:	Western Washington, Alaska, British Columbia
Region II:	Eastern Washington, Idaho and Montana, Alberta, Saskatchewan and Manitoba
Region III:	Oregon, Northern California
Region IV:	Hawaii, Southern California, Guam and Micronesia
Region V:	Arizona, Nevada, and Utah

## Guidelines for Conference Site Selection as of November 2013

- 1) **PACRAO may use Experient, a corporate conference selection service, or may contract for conference sites independently.** PACRAO Bylaws govern the timing of and the location rotation for the conference.

**Article III, Section 1.** The Association shall hold an annual conference in October or November of each year. The location and date will be chosen, with due regard to geographical rotation, by the Executive Board which shall also have the power to advance or to postpone. The Executive Board may cancel an annual conference in case of emergency.

**Article III, Section 1.1.** Association conference sites are selected approximately three years in advance based on guidelines that rotate the locations across the Association regions. Qualifications for possible site locations are addressed in the Association Conference Site Selection Guidelines.

- 2) **Hotel should:**

- Be quality 4 star hotel preferably in line of Hilton, Hyatt, Marriott, Weston, etc.
- Be a hotel that has hosted a previously successful PACRAO conference, when possible, based on the PACRAO Territory Planning Model.

- 3) **Location should:**

- Be easily accessible from a major airport.
- Offer multiple means of transportation between the airport and the hotel, with mass transit as a desirable option.
- Have a population of at least 100,000 to provide ample variety of restaurants, entertainment, and regional activities.
- Have a PACRAO membership sufficiently to form a Local Arrangements Committee.

Earlier Version for Historical Record:

Guidelines for Conference Site Selection  
PACRAO Board Document

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

Effective Date: Nov 2008

**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 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.