MONTANA
ASSOCIATION OF
COUNTIES

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RECEIVED

APR 10 2008

Ravalli County Commissioners

April 8, 2008

TO: Boards of County Commissioners

FROM: Karen Houston, Meeting Planner Karen

RE: Annual Conference Bids for the Year 2010

At the annual conference in Hamilton, September 21-25, 2008, the membership will vote on a conference city for 2010.

During the general session on Monday morning, September 22, 2008, the membership will accept bids from interested counties. They will then vote on the site during the general session on Wednesday morning.

If you are interested in hosting the 2010 conference, please let me know no later than June 1, 2008. This will give you some time to check out facilities and determine whether your county meets the guidelines to bid the conference. If you have chosen a hotel headquarters facility, we would need to know what room rates they would be willing to give us. I will need enough time to visit the proposed site before the annual conference to assure that it meets our requirements. You are invited to make a presentation during the general session on Monday, September 22, 2008, or you may have a representative from the hotel you choose as the headquarters facility, make the presentation. The proposed conference date would be late September.

I am enclosing the conference guidelines and selection criteria and the dates and locations of previous conferences.

kh
Enclosure

ANNUAL CONFERENCE GUIDELINES
SITE SELECTION REQUIREMENTS

The Conference Planning Committee has discussed site selection requirements for MACo's annual conference and makes the following recommendations.

ACCOMMODATIONS

One or more facilities
Hotel/Motel facilities able to provide a minimum of 180 sleeping rooms
Negotiable room rates
Estimated meal costs
Negotiable meeting room charges
Availability of complementary suites
Availability of vendor hospitality rooms

ACCESSIBILITY TO AIRPORT

CONVENTION MEALS

Breakfasts on site (maximum of 2 per day)	40 - 50 max seating
Luncheons on site	175 minimum seating
Evening functions on or off site	200 minimum seating

Host county/counties may be asked to assist with transportation if a function is off site.

HEADQUARTERS FACILITY MUST INCLUDE THE FOLLOWING:

ADA compliant

General Assembly space	Accommodate 140 Classroom style
Breakout rooms	3 Rooms minimum Classroom style 40 - 50 people
Exhibit/Coffee space	30 plus exhibitors

All exhibitors must be in one facility and in the same facility as the coffee breaks.

Parking	Adequate or provide alternate transportation

Registration space and a storage room for MACo conference materials.

Microphones and audiovisual equipment available

High speed internet access

Fax and photocopier available

SITE SELECTION PROCESS

1. Staff will send out a letter asking for conference bids and will provide each county with conference site guidelines.

2. Counties interested in bidding should notify MACo staff and schedule an onsite visit with MACo staff and hotel staff.

3. Staff provides report to the Conference Planning Committee on sites which meet the site selection criteria.

4. Full membership votes on site selection during the annual conference.

We encourage the host county/counties to assist with finding sponsors to help with the costs of the conference. If a function is off site, the host county will be asked to help with transportation.

HISTORY OF CONVENTION LOCATIONS

2009	-	HELENA
2008	-	HAMILTON
2007	-	GREAT FALLS
2006	-	BOZEMAN
2005	-	BILLINGS
2004	-	MISSOULA
2003	-	LEWISTOWN
2002	-	BIG SKY
2001	-	GLENDIVE
2000	-	HAVRE
1999	-	KALISPELL
1998	-	HELENA
1997	-	GREAT FALLS
1996	-	MISSOULA
1995	-	BILLINGS
1994	-	BIG SKY
1993	-	LEWISTOWN
1992	-	MILES CITY
1991	-	GREAT FALLS
1990	-	KALISPELL
1989	-	BOZEMAN
1988	-	MISSOULA
1987	-	HAVRE
1986	-	RED LODGE
1985	-	LEWISTOWN
1984	-	KALISPELL
1983	-	BILLINGS
1982	-	MISSOULA
1981	-	EAST GLACIER PARK
1980	-	GREAT FALLS
1979	-	MILES CITY
1978	-	HAVRE
1977	-	KALISPELL
1976	-	BIG SKY
1975	-	BILLINGS
1974	-	MISSOULA
1973	-	LEWISTOWN
1972	-	GLENDIVE

CONVENTION LOCATIONS, BY CITY

BIG SKY	-	1976
		1994
		2002
BOZEMAN	-	1989
		2006
BILLINGS	-	1975
		1983
		1995
		2005
EAST GLACIER	-	1981
GLENDIVE	-	2001
GREAT FALLS	-	1980
		1991
		1997
		2007
HAMILTON	-	2008
HAVRE	-	1978
		1987
		2000
HELENA	-	1998
	-	2009
KALISPELL	-	1977
		1984
		1990
		1999
LEWISTOWN	-	1973
		1985
		1993
		2003
MILES CITY	-	1979
		1992
MISSOULA	-	1974
		1982
		1988
		1996
		2004
RED LODGE	-	1986