

## TIME & PLACE COMMITTEE

Revised June 2015

**PURPOSE** Solicit bids, negotiate contract specifications, and recommend future host sites for the Annual Conference to the Executive Committee.

### **RESPONSIBILITIES**

1. Initiate discussion regarding volunteering states as described below. Review options and proceed with soliciting the most feasible and cost effective bids. If there are no volunteering states, the committee shall find a beneficial and cost- effective location for recommendation.
2. During the Business Session during the Annual Conference, ask the NCSSSA members to notify any Time & Place Committee member of their interest to be a host state for an upcoming Annual Conference. The Time & Place Committee encourages States to be the host state Administrator. (EXAMPLE 14)
3. In some instances, there may be multiple States willing to host. The applications should be maintained and provided to the new Committee Chair annually to confirm the state(s) are still interested in hosting and choose to continue to be part of the consideration process for the following years. (EXAMPLE 15)
4. Every attempt should be made to finalize a recommendation for a location at least two years in advance. The Conference date will be in September of each calendar year beginning in 2016.
5. The host State and suggested cities are evaluated based on objective criteria including: federal allowable overnight room rate based on location (Continental United States or CONUS rate), availability of necessary facilities, transportation accessibility, the last time the Annual Conference was held in that state or geographic area, and any other requirements as set forth by the Executive Committee. Time & Place Committee will determine the state and city that best fits the criteria. Prior to submitting to the Executive Committee, the chosen host Administrator will be contacted for any last minute considerations. The Time & Place Committee will then send the recommendation to the Executive Committee for final approval.
6. When possible, the host city's Convention and Visitor's Bureau will be contacted to distribute Request for Proposals (RFP) to their area hotels. This RFP outlines various requirements to be met before NCSSSA will issue a contract. (EXAMPLE 16)

**NOTE:** This is an EXAMPLE and not definitive for each potential location. The Committee should evaluate required room nights and other requirements based on the most recent Conference usage and economic situations that may require adjustment to the count in the RFP two or more years out.

7. Once proposals are received, the Committee will evaluate each hotel based on the availability on the dates requested, agreement to the requirements set forth in the RFP document, willingness to negotiate, safety of participants, concessions being made by the hotel, cost, and other requirements as set forth in the proposal. The Committee may ask the Host Administrator to visit the hotel to evaluate its appropriateness for the conference. If a SSSA is unable to visit the location, a Committee Member may visit a select group of venues for additional evaluation.
8. Submit the Committee's recommendation for the State, City, and Hotel location to the Executive Committee for approval to contract.
9. Meet, as necessary, or on the first day of the Annual Conference, to consider any future site bids and to finalize the site recommendation(s). The Committee shall prepare a written report consistent with the Secretary's prescribed requirements.
10. The Chair or designee of the committee shall report the workings of the Committee to the Conference during the Annual Business Meeting.
11. The outgoing Chair shall prepare and submit any proposed changes to the above procedures to the Governing Documents Committee within 30 days from the Annual Conference. Changes may also be recommended during the conference year, if deemed necessary and appropriate.
12. The Chair may be designated as a full member of the Governing Documents Committee at the discretion of the President.

**NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS**  
**Annual Conference Host State Interest Form**

The Time & Place Committee is seeking state administrators to host the NCSSSA Annual Conferences for (insert year).

The Committee encourages each administrator to consider hosting these important national meetings. The host state administrator duties are relatively straight forward and require minimal effort such as coordinating registration bag items to be held until the conference date for ease in shipping; recommending or evaluating hotel sites, making recommendations to the Networking Sessions Committee for events, etc. The Host Administrator, however, is an essential participant in making our annual meeting a success.

The NCSSSA Annual Conference is normally held during September. The conference ordinarily begins on Sunday and runs through Wednesday.

Please consider hosting a future NCSSSA Annual Conference. You may address questions concerning the process or host state duties to any member of the Committee.

(Insert Committee Member Introductions) NCSSSA Time & Place Committee Members:

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Thank you for your consideration.

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Time & Place Committee Chair

**NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS  
Host State Application**

Please complete the questions below on a separate sheet and email all information to  
(Insert Time & Place Committee Chair's Name and Email Address)

State \_\_\_\_\_

Administrator's Name \_\_\_\_\_

Proposed Cities (list all to be considered) \_\_\_\_\_

**Information for EACH Proposed City**

1. Describe the proposed host city and its points of interest.
2. List airport(s) serving the proposed host city.
3. List airlines serving the proposed host city.
4. Approximate distance and time from the airport(s) to the site.
5. Estimated fare from airport to site via taxi and shuttles.
6. Major highways into the proposed city.
7. Transportation options to the proposed city.
8. Any additional information that may be helpful when considering this city.

**NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS  
Request for Proposal**

(Insert Time & Place Committee Chair’s name and contact information)

Group Name	National Conference of State Social Security Administrators (NCSSSA)
Dates	(Insert September Annual Conference Dates)
Alternate Dates	(Insert Alternative September Annual Conference Dates)
Contact	(Insert Time & Place Committee Chair’s Name)
Title	Time & Place Committee Chair
	(Insert Time & Place Committee Chair’s Address)
	(Insert Time & Place Committee Chair’s City, State Zip)
Phone/Fax	(Insert Committee
E-mail	<a href="#">(Insert Time &amp; Place Committee Chair Email)</a>

***Guest Room Block***

Day	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Date	Insert Date	Insert Date	Insert Date	Insert Date	Insert Date	Insert Date
Rooms	5	15	60	60	60	15

***Function Requirements***

Day/Date	Times	Function	Set-up	# Attendees
Sat-Thurs	24 hr	Networking Suite	Remove beds Add chairs/sofa	~35
Sat and Wed	5:00p – 9:00p 8:00a – Noon	Board Meeting—EC Dinner Board Meeting	Conference	15
Sun	10:00a – 5:00	Conference Meetings	Classroom	50
Sun	5:00p – 9:00p	Welcome Reception (w/food)	Reception	60
Mon - Tues	8:00a – 5:00p	Conference Meetings	Classroom	60
Wed	8:00a – Noon	Conference Meetings	Classroom	60
Mon – Wed	7:00a – 8:00a	Breakfast	Rounds	50
Mon and Tues	Noon – 1:00p	Lunch	Rounds	60

**EXAMPLE 16 (continued)**

History for the past two Annual Conference locations (very important):

<b>Immediate Past Year</b>			
<b>Dates</b>	<b>Hotel</b>	<b>City/State</b>	<b>Rooms Per Night of Conference</b>
Saturday (date)			
Sunday (date)			
Monday (date)			
Tuesday (date)			
Wednesday (date)			
<b>Two Years Prior</b>			
<b>Dates</b>	<b>Hotel</b>	<b>City/State</b>	<b>Rooms Per Night of Conference</b>
Saturday (date)			
Sunday (date)			
Monday (date)			
Tuesday (date)			
Wednesday (date)			

- Special requirements (VIP upgrades, suites, etc.)
- Suite for our Networking Room (see below):
- Deadline to receive proposal:
- Insert date and contact's email address:
- Decision Date (When and by whom?)
- Date and Committee Name:
- Name(s) of final approver:

## Other Requirements:

- Overnight room rate is paid individually by attendees. This rate should be competitive and cannot exceed the government CONUS for your area. Rates above the federal CONUS will not be considered for contract.
- Each guest/conference attendee is responsible for his/her own overnight room costs and incidentals.
- Actual conference begins on Sunday afternoon, but a small group of the leadership team usually arrives on Friday or Saturday and has an Executive Meeting on Saturday evening or Sunday morning.
- Some attendees may request the overnight rate be extended a few days prior to or after the conference dates for site-seeing.
- We need a suite for our evening networking gathering center where we are allowed to serve our own food and beverages with no corkage fees.
- In lieu of a complimentary guest room for X number of rooms that value may be applied as a credit to our final billing or other concessions given.
- Require complimentary meeting rooms because of guaranteed food and beverage banquet sales negotiated at a reasonable rate.
- Waive receiving fees for small number of boxes that may be delivered the week prior to the Conference.
- Audio Visual rates discounted at least 10% for microphones, projectors, and screens.
- Discounted parking rate for attendees.
- Free Hotel Shuttle from airport, or recommend a discounted service.
- Contracted attrition rates standard to allow for 80% of minimum guest room revenue.