

NACO Annual Conference

Host County Contributions

Presidents Reception \$ – Pre-conference evening (avg. attendance 150-200)

- Venue – Can be off site if transportation is made available, location must be able to accommodate the short presentation portion of the event with space for speakers and attendees to congregate.
- Decorations – If necessary or desired
- Food – Heavy appetizers are traditionally served
- Beverage – A cash bar is fine, NACO will provide at least one complementary drink ticket to attendee's and cover that cost.
- Entertainment – If desired
- Other – A podium w/microphone and/or wireless microphone, Easel

Guest Tours - NACO will make the final decision on tours to be offered.

- 3-6 Options – Typically includes one technical tour of a facility/project the host county is proud of, two are typically chosen.
- Transportation
- Food/snack if applicable
- Free tours are preferable, but fees can be charged if necessary to cover the costs of transportation and food/snack

Conference Bag/Attendee Gift \$

- Conference Bag – NACO will collaborate on this item and has final approval authority
- Inserts for conference bag – Typically includes items from the Chamber, Visitors Authority, museums etc.
- Attendee Gift – Something representative of the host county, can be placed either in the conference bag or individually at the banquet

Other Host County Responsibilities

- Obtaining venue proposals based on NACO requirements - NACO will review, enter into, and maintain all contracts
- Transportation for off-site events
- Volunteers – 3-5 depending on day & events. Scheduling will be coordinated with NACO
- AV/Tech. Assistance and/or loaner equipment - projectors, laptops, etc.
- Coordination of Welcome letter for program – usually provided by Commission Chair
- Coordination of personal welcome during the General Session – usually provided by Commission Chair
- Presentation about host county during the General Session – no longer than 10 minutes (optional)
- Coordination of a choir and color guard for General Session – donations may be given at the discretion of NACO
- Provide NACO with a list of and contact information for possible local sponsors
- Recommendations for catering if applicable
- Additional items as determined by NACO

Items noted \$ are traditionally the fiscal responsibility of the host county.

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Site Requirements

General Requirement

- Hotel facilities for 200 rooms – guaranteed reservation code w/o attrition is preferred. Can be multiple hotels depending on location but must be within a reasonable distance of the conference venue.
- Meeting facility to accommodate 200 people for general session and major meals
- At least 3 rooms for breakout sessions that will accommodate groups of at least 70 theater style with the ability to have PPT presentations with a podium, microphone, and panel table to accommodate 4
- At least 1 room that can be set up in a ‘board room (U shape)’ fashion with the ability to access a phone line for conference calling or accommodate video conferencing
- Exhibitor space to accommodate at least 30 4-6’ tables with two chairs
- A lockable room for storage of NACO conference supplies (preferred, not required)
- A defined registration area with power (preferably near storage room)

Minimum Technical Requirements

- Wi-Fi included in the contract package or provided via sponsorship (preferred not required)
- 3-5 projectors and screens
- 2 microphones – wireless preferred
- 3-5 podiums w/ microphones
- 1 lavalier style microphone for keynote speaker
- 1 dedicated onsite representative to assist with AV issues

Additional Preferred Items

- Venue to provide vendor tables
- Venue provided easels
- Business Center – including color printer, fax & scanner (preferred not required)

Please note the above are best case scenarios. We have and will be flexible and creative to accommodate host counties available facilities.