



HOW ARE LRA CONFERENCE SITES SELECTED?

LRA's Vice President is responsible for selecting the next available conference site each year.

Typically, the conference site is selected 4 years in advance of the conference.

LRA Headquarters staff works with the Vice President to revise the Request for Proposals (RFP).

LRA Headquarters staff posts the RFP for hotel properties to respond.

Properties must meet particular requirements in order to be considered including:

- Room rate
- Enough sleeping rooms to accommodate at least 2000 room nights
- Complementary Internet throughout property
- Food and Beverage minimum
- Meeting room space to accommodate at least 18 concurrent sessions
- General session space to hold 900+ people
- Access to host city from airport
- Dates of conference available

The Vice President and Headquarters staff evaluate responses to the RFP and create a grid of potential properties to visit.

Hotel properties respond to the RFP.

Vice President decides upon 3-5 sites to visit

Vice President, Vice-President-Elect and Headquarters staff visit properties in summer.

Headquarters staff engages in negotiations with desired properties.

Vice President and Vice-President-Elect make recommendation to the Executive Committee and Board of Directors.