



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

January 2019

Re: Request for Proposal (RFP) - Future Conference Locations

The Government Finance Officers Association (GFOA) is a non-profit, professional association representing almost 20,000 local, state, and provincial government finance officers and others responsible for financial policy decisions in governmental units, public employee retirement systems, and special districts throughout the United States and Canada.

GFOA is accepting bids from cities interested in hosting the site for GFOA's 2023, 2024, or 2025, annual conference. The conference runs from Sunday morning through noon on Wednesday. Total attendance is projected at 6,000 – 8,000 people. Current locations are set for the following years:

113rd Annual Conference – 2019 – Los Angeles, CA
114th Annual Conference - 2020 – New Orleans, LA
115th Annual Conference – 2021 – Chicago, IL
116th Annual Conference – 2022 – Austin, Texas

To ensure that the conference location remain spread between both coasts, GFOA is looking for cities primarily in the regions below to propose for the following years:

2023 - West Coast
2024 - East Coast
2025 - South
2026 - Chicago has been selected to continue in a five-year rotation to represent the Midwest.

To qualify, the city must meet the following criteria in three areas: convention facilities, hotel rooms, and public function space.* Convention facilities need to be capable of hosting a general session for 4,000 and a seated luncheon for 2,500-3,000 on two consecutive days; these events can occur in the same space, given adequate labor to convert the room. In addition, space must be available for seven concurrent breakout sessions each day with a capacity of 600 -800 people each and there must be exhibit space of at least 60,000 square feet (300 10' x 10' booth spaces).

The site needs to offer 3,200 - 3,500 hotel rooms, with the possibility for overflow, ideally within walking distance of the convention center.

The potential conference city must offer a variety of family attractions. The city must also be able to offer adequate space for two social events, with space for catering and entertainment, to accommodate from 2,000 to 7,000 people. The facilities must have rain protection.

This survey will be sent to a number of cities throughout the United States and Canada. A recommended list of cities meeting all the criteria will be presented to GFOA's Executive Board for its vote in March 2019.

In addition to meeting the necessary requirement, value, ease of travel, and attractiveness of destination will all be considerations of the final decision. A site inspection may be scheduled for further review.

* see detailed attachments (c1 – c4) – Subject to change

Convention and Visitors Bureaus whose cities meet these requirements and are interested in bidding to host the 2023, 2024, or 2025 annual conference should contact the GFOA Chicago office by e-mail at future@gfoa.org, or fax a written request to 312/977-4806. The application forms are also available at GFOA's Web site, www.gfoa.org.

The completed survey must be received by GFOA no later than **Friday, January 25, 2019**. Incomplete bids will be disqualified from consideration.

Thank you.



Barbara Mollo
Director of Operations and Marketing



Dan Zielinski
Assistant Director of Operations and Marketing

Requirements Checklist

Convention Center

- General Session space for 4,000 pp with main stage and rear projection on three consecutive days
- Seated lunches for 2,500 = 3,000 pp on two consecutive days
- 7 concurrent breakout sessions (600 pp-800 pp each)
- 7-8 preconference sessions (150 pp – 400 pp each)
- 20 separate meetings over conference days (15 pp – 225 pp)
- 6-8 rooms as dedicated office space
- Registration space for 15 counters including various association booths

- ❑ Public space to display Internet café/charging stations/GFOA products and services booth/message center
- ❑ Exhibit space for approximately 300 10' x 10' booths

Hotel

- ❑ 3,200 – 3,500 hotel rooms ideally within walking distance to the center

Public Event Space

- ❑ Rain protected facility for 5,000 pp – 7,000 pp (Sunday welcome reception) **Please note: In 2019, we are testing out a welcome breakfast reception in the convention center in lieu of an off-site evening reception. We may return to hosting an off-site evening reception in the future, so cities should include possible options to evaluate.**
- ❑ Rain protected facility for 3,000 pp – 5,000 pp (Tuesday Finale event)

For those meeting the minimum requirements, please complete the entire request for proposal (c1-c4) to be included for consideration.

<p style="text-align: center;">Government Finance Officers Association Convention Center Survey –c1 2023 - 2025 Annual Conferences</p>

1. **Contact Information**

Convention Center Name _____

Street Address _____

City/State/Zip _____

Telephone _____ Fax _____

Bid Submitted by (Name) _____

Title _____

E-mail _____

Date Submitted _____

2. Dates

The preferred dates are **Thursday - Wednesday, in Early June or late May, 2023, 2024, or 2025**, excluding Memorial Day, Father's Day, or any other designated U.S. or Canadian holidays. The actual conference days are Sunday – Wednesday (move in and preconference seminars begin on the preceding Thursday - Saturday).

Indicate available dates:

2023	2024	2025	2026
1.	1.	1.	Chicago
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	

In order for GFOA to accept this bid, it is imperative that the center guarantees the availability of the above dates until the spring of 2019.

3. Exhibit Halls

Indicate the gross and net square footage for each exhibit hall:

Hall	Gross Square Feet	Net Square Feet

Indicate the maximum number of 10' x 10' booths that could be accommodated in each exhibit hall:

Hall	Number of 10' x 10' booths

Indicate the cost per net square foot of exhibit space (if any):

Current Cost	Proposed Cost (if applicable)

4. Loading Facilities

Indicate number and location of loading bays for each exhibit hall:

Hall	# of Bays/Length of semi-trailers

Are the loading facilities located on the same level as the exhibit halls?

Yes _____ No _____

5. Parking

Are parking facilities adjacent to the exhibit hall?

Yes _____ No _____

Indicate the capacity of the parking lot, i.e., # of cars: _____

Indicate current rate and any discounts offered to attendees _____

How many complimentary parking passes will the center provide GFOA for VIP's? _____

How many discounted parking passes will the center provide GFOA for VIP's? _____

6. Unions

Is the convention center a union facility?

Yes _____ No _____

If yes, which unions claim jurisdictions?

What are the jurisdictions?

Indicate the year that union contracts will be up for renegotiation: _____

7. Americans with Disabilities Act (ADA)

Is the convention center in full compliance with the requirements of the ADA?

Yes _____ No _____

8. Meeting Rooms

Please note the attached **Preliminary Schedule** regarding the required number and size of meeting rooms, exhibit hall, and offices.

Indicate the assigned meeting room/exhibit hall for each event. Also indicate the **square footage** of each room assigned.

All meeting rooms, with the exception of the offices, exhibit hall, and registration area, should meet the following requirements:

Concurrent Sessions

- a. theatre, classroom, etc., for number of persons indicated; 12' ceilings
- b. raised platform for headtable for 4 pp with standing podium
- c. LCD projector & screen
- d. aisles should be 10' minimum along each wall; 5' minimum for center aisles, 10' from the entrance to last row of chairs
- e. water stations at rear of room
- f. individual room lighting system and controls
- g. house sound system/mixers
- h. permanently carpeted floors

Note: All of the above items with the exception of the AV equipment must be provided at no charge.

General Sessions/Business Meeting

- a. theatre style for indicated number of persons
- b. rear screen projection
- c. 40' riser with double-tiered headtable, 15 persons per tier
- indicate if center has a permanent stage
- d. aisles should be 10' minimum along each wall; 8' minimum for center aisles
- e. water stations at rear of room

- f. individual room lighting system and controls/spots
- g. house sound system
- h. permanently carpeted floors
- i. air conditioning, 1-1/2 hour prior to event and duration of meeting hours

Note: All of the above items with the exception of the AV equipment must be provided at no cost.

Registration

- a. 3,000 square feet required
- b. lockable office for storage
- c. telephone jacks/computer outlets

9. Rental/fee Schedule

All of the meeting space and labor, including turnovers, must be included in the exhibit hall rental fee (if applicable). Please attach copies of the following items:

- a. Current and proposed rental fee schedule (if any). The schedule must include items covered by rental fee (if applicable).
- b. Current and proposed sample contract
- c. Current food prices and proposed discounts
- d. Current mandatory ancillary cost items of center (i.e. patch fees, water service, any special electrical charges, special phone/internet charges etc.)

Convention Center Activities at a glance -C2

Please complete

DAY	HOURS	FUNCTION	PROPOSED ROOM
THURSDAY	7 AM - 6 PM 24 HOUR HOLD	GFOA STAFF OFFICE 2500 square feet	
THURSDAY	8 AM - 6 PM	PACKET STUFFING open space assembly line work	
THURSDAY	8 AM - 6 PM 24 HOUR HOLD	EXHIBIT HALL 60,000 square feet	
THURSDAY	8 AM – 5 PM 24 HOUR HOLD	AV STORAGE 2,000 sq feet	
THURSDAY	8 AM - 5 PM 24 HOUR HOLD	GENERAL SESSION SET UP	
THURSDAY	8 AM - 5 PM 24 HOUR HOLD	REGISTRATION space for 15 reg counters	
FRIDAY	8 AM - 5 PM 24 HOUR HOLD	GFOA STAFF OFFICE 2500 square feet	
FRIDAY	8 AM - 6 PM 24 HOUR HOLD	GFOA STAFF LUNCH ROOM 15 pp	
FRIDAY	8 AM - 6 PM 24 HOUR HOLD	OFFICE 15 pp	
FRIDAY	8 AM - 5 PM 24 HOUR HOLD	CONTINUATION OF EXHIBIT SET-UP	
FRIDAY	8 AM – 5 PM 24 HOUR HOLD	AV STORAGE 2,000 sq feet	

FRIDAY	8 AM - 6 PM 24 HOUR HOLD	CONTINUATION OF REGISTRATION SET UP	
FRIDAY	8 AM - 5 PM 24 HOUR HOLD	INTERNET CAFÉ/CHARGING STATIONS space for 15+ stations	
FRIDAY	8 AM - 5 PM 24 HOUR HOLD	GENERAL SESSION SET UP/	
FRIDAY	7AM - 5 PM	PRECONFERENCE REGISTRATION open access space	
FRIDAY	8 AM - 5 PM	PRECONFERENCE #1 schoolroom for 300 pp headtable for 4	
FRIDAY	8:30 AM – 12:30 PM	PRECONFERENCE #2 schoolroom for 250 pp headtable for 4	
FRIDAY	1 PM - 5 PM	PRECONFERENCE #3 schoolroom for 300 pp headtable for 4	
FRIDAY	1 PM - 5 PM	PRECONFERENCE #4 schoolroom for 250 pp headtable for 4	
FRIDAY	12 PM - 1 PM	PRECONFERENCE LUNCHEON 300 pp max	
FRIDAY	8 AM - 5 PM	OFFICE	
	24 HOUR HOLD	15 pp	
FRIDAY	9 AM - 5 PM	OFFICE	
		25 pp	
SATURDAY	7 AM - 6 PM 24 HOUR HOLD	GFOA STAFF OFFICE 2,500 square feet	
SATURDAY	7 AM - 6 PM	GFOA STAFF	

	24 HOUR HOLD	Lunch room for 40 pp	
SATURDAY	9 AM - 5 PM 24 HOUR HOLD	OFFICE 15 pp	
SATURDAY	9 AM - 5 PM 24 HOUR HOLD	VIP OFFICE 10 pp	
SATURDAY	8 AM - 5PM 24 HOUR HOLD	AV STORAGE 2,000 sq feet	
SATURDAY	8 AM - 5 PM 24 HOUR HOLD	CONTINUATION OF EXHIBIT HALL SET- UP	
SATURDAY	1:00 PM – 5:00 PM	Certification Exam – Schoolroom for 100 pp	
SATURDAY	9 AM - 5 PM 24 hr. hold	OPENING SESSION SET-UP	set and rear project
SATURDAY	11 AM - 5 PM 24 HOUR HOLD	CONVENTION REGISTRATION OPENS	
SATURDAY	7 AM – 5 AM	PRECONFERENCE REGISTRATION open space	
SATURDAY	8:30 AM – 12:30 PM	PRECONFERENCE #1 schoolroom for 300 pp headtable for 4	
SATURDAY	8:30 AM – 12:30 PM	PRECONFERENCE #2 schoolroom for 250 pp headtable for 4	
SATURDAY	8:30 AM – 12:30 PM	PRECONFERENCE #3 schoolroom for 200 pp headtable for 4	

SATURDAY	1 PM - 5 PM	PRECONFERENCE #4 schoolroom for 300 pp headtable for 4	
SATURDAY	1 PM - 5 PM	PRECONFERENCE #5 schoolroom for 250 pp headtable for 4	
SATURDAY	1 PM - 5 PM	PRECONFERENCE #6 schoolroom for 200 pp headtable for 4	
SATURDAY	NOON - 1 PM	PRECONFERENCE LUNCHEON rounds for 300 pp	
SATURDAY	9 AM – 5 PM	CAAFR COMMITTEE hollow square for 35 pp	
SATURDAY	8:30 AM - 5 PM	BUDGET COMMITTEE hollow square for 35 pp	
SATURDAY	10:30 AM - 5 PM	DEBT COMMITTEE hollow square for 35 pp	
SATURDAY	9 AM - 5 PM	CORBA COMMITTEE hollow square for 35 pp	
SATURDAY	9 AM - 5 PM	TREASURY & INVESTMENT COMMITTEE hollow square for 35 pp	
SATURDAY	9 AM - 5 PM	ECONOMIC DEVELOPMENT COMMITTEE hollow square for 35 pp	
SATURDAY	3 PM – 5:30 PM	STATE/PROVINCIAL REPRESENTATIVES MEETING/RECEPTION rounds for 100 pp	

SATURDAY	8 AM - 5 PM	OFFICE 15 pp	
SATURDAY	9 AM - 5 PM	CANADIAN ISSUES COMMITTEE hollow square for 25 pp	
SATURDAY	8 AM - 5 PM	OFFICE 15 pp	
SUNDAY	7 AM - 6 PM 24 HOUR HOLD	GFOA STAFF OFFICE 2,500 sq feet	
SUNDAY	7 AM - 6 PM 24 HOUR HOLD	GFOA STAFF Lunch room	
		rounds for 40 pp	
SUNDAY	8 AM - 5 PM 24 HOUR HOLD	AV STORAGE 2,000 sq feet	
SUNDAY	9 AM - 5 PM 24 HOUR HOLD	OFFICE	
SUNDAY	9 AM - 5 PM 24 HOUR HOLD	VIP Office	
SUNDAY	9 AM – 10:30 AM	GFOA NETWORK Breakfast 4,000 – 5,000 reception	*
SUNDAY	10:00 AM - 5 PM 24 HOUR HOLD	EXHIBITS OPEN	
SUNDAY	9 AM - 5 PM 24 HOUR HOLD	REGISTRATION	
SUNDAY	9 AM - 5 PM 24 HOUR HOLD	OPENING SESSION	Begins at 1:30 PM
SUNDAY	9 AM - 5 PM	CANADIAN ISSUES COMMITTEE hollow square for 25 pp	

SUNDAY	10:30 AM – 12:00 PM	Brunch for First Time Attendees Rounds for 450 pp	
SUNDAY	10 AM - 2 PM	CERTIFICATION COUNCIL meeting for 10 pp	
SUNDAY	1 PM - 5 PM	LOUNGE FOR SPEAKERS rounds for 100 pp + AV	
SUNDAY	8 AM – Noon	Certification Exam Classroom for 100 pp	
SUNDAY	10:30 AM – Noon	Taskforce	
		Conference for 25 pp	
SUNDAY	Noon - 1:15 PM	WOMEN'S PUBLIC NETWORK & LUNCH Banquet for 225 pp	
SUNDAY	1:30 PM - 2:20 PM and 2:40 PM - 3:30 PM and 3:50 PM - 4:40 PM	7 CONCURRENT SESSIONS (SEPARATE ROOM FOR EACH SESSION) Minimum seating in each room 600 pp – 800 pp + AV and speaker headtable on riser	
SUNDAY	2:30 PM – 3:30 PM	BLACK CAUCUS theatre for 170 pp	
SUNDAY	8 AM – 5 PM	OFFICE 15 PP	
SUNDAY	1:30 PM – 5 PM	NETWORK MEETING theatre for 125 pp	
SUNDAY	8 AM – 5 PM	OFFICE 15 PP	

MONDAY	7 AM - 6 PM 24 HOUR HOLD	GFOA STAFF OFFICE 2,500 sq feet	
MONDAY	7 AM - 6 PM 24 HOUR HOLD	GFOA STAFF Lunch room rounds for 40 pp	
MONDAY	9 AM - 5 PM 24 HOUR HOLD	AV STORAGE 2,000 sq feet	
MONDAY	9 AM - 5 PM 24 HOUR HOLD	OFFICE 15 PP	
MONDAY	9 AM – 5 PM	VIP OFFICE	
MONDAY	10 AM - 5:30 PM	EXHIBITS OPEN	
MONDAY	8 AM - 5 PM 24 HOUR HOLD	REGISTRATION	
MONDAY	7:30 AM - 8:30 AM	HEADTABLE ASSEMBLY CONTINENTAL BREAKFAST	behind stage
MONDAY	7 AM - 5 PM	LOUNGE FOR SPEAKERS rounds for 100 pp + AV	
MONDAY	8:30 AM - 10:10 AM 24 HOUR HOLD	OPENING GENERAL SESSION	
MONDAY	10:30 AM - 12:10 PM and 1:30 PM - 3:10 PM and 3:30 PM - 5:10 PM	8 CONCURRENT SESSIONS existing general session room + Minimum seating in each room 600 -800 pp + AV and speaker headtable on riser	

MONDAY	12:15 PM - 1:30 PM	DELEGATES LUNCH ONLY rounds for 2,500 pp	
MONDAY	11 AM - 4:45 PM	NETWORKING theatre for 125 pp	
MONDAY	NOON - 2 PM	EXECUTIVE BOARD MEETING hollow square for 45 pp	
MONDAY	8 AM - 5 PM	OFFICE	
TUESDAY	7 AM – 6 PM 24 HOUR HOLD	GFOA STAFF OFFICE 2,500 sq feet	
TUESDAY	7 AM – 6 PM 24 HOUR HOLD	GFOA STAFF Lunch room rounds for 40 pp	
TUESDAY	7 AM - 5 PM	AV STORAGE 2,000 sq feet	
TUESDAY	9 AM - 5 PM 24 HOUR HOLD	OFFICE 15 pp	
TUESDAY	9 AM – 5 PM	VIP OFFICE	
TUESDAY	8 AM - 2:30 PM 24 HOUR HOLD	EXHIBITS OPEN	
TUESDAY	8 AM - 4:30 PM 24 HOUR HOLD	REGISTRATION	
TUESDAY	7 AM - 5 PM	SPEAKER LOUNGE rounds for 100 pp	
TUESDAY	8:30 AM – 10 AM 24 hour hold	GENERAL SESSION & Annual Business Meeting	

TUESDAY	10:20 AM – Noon and 2 PM – 3:40 PM and 4 PM - 4:50 PM	7 CONCURRENT SESSIONS Minimum seating in each room 600 pp -800 pp + AV and speaker headtable on riser	
TUESDAY	10:30 AM – Noon	Network Meeting hollow square for 12 pp	
TUESDAY	12:15 PM - 1:30 PM	Delegate luncheon 2,500 pp rounds	
TUESDAY	11 AM - Noon	NETWORK Theater for 125 pp	
TUESDAY	2 PM - 3:40 PM 4 PM - 4:50 PM	Network meeting Hollow square for 40 pp	
TUESDAY	4 PM – 4:50 PM	Network meeting Theater for 50 pp	
TUESDAY	2 PM- 5PM	Large Government Forum Hollow square for 50 pp	
Tuesday	8 AM – 5 PM	OFFICE 15 pp	
TUESDAY	8 AM – 5 PM	OFFICE 15 pp	
WEDNESDAY	7 AM – 2 PM	GFOA STAFF OFFICE 2,500 sq feet	
WEDNESDAY	7 AM - Noon 24 HOUR HOLD	GFOA STAFF LUNCH ROOM rounds for 40 pp	
WEDNESDAY	9 AM - 2 PM 24 HOUR HOLD	OFFICE 15 PP	

WEDNESDAY	8 AM – 2 PM	AV STORAGE 2,000 sq feet	
WEDNESDAY	8 AM – 2 PM 24 HOUR HOLD	REGISTRATION	
WEDNESDAY	8 AM – 2 PM	DISMANTLING OF EXHIBIT TEAR DOWN	
WEDNESDAY	7 AM – Noon	SPEAKER LOUNGE rounds for 100 pp	
WEDNESDAY	8:30 AM - 10:10 AM and 10:30 AM - 12:10 PM	7 CONCURRENT SESSIONS Minimum seating in each room 600 pp -800 + AV and speaker headtable on riser	
WEDNESDAY	8 AM – 2 PM	DISMANTLING OF General Session	
WEDNESDAY	8 AM – 5 PM	OFFICE 15 pp	

The layout reflects the current structure of the GFOA conference. Please list additional available meeting space allowing for growth or changes.

Government Finance Officers Association
Hotel Survey –c3
2023 – 2025 Annual Conferences

1. Hotel Information (please complete a separate form for each hotel)

Hotel Name _____

Street Address _____



City/State/Zip _____

Telephone _____ Fax _____

Bid Submitted by (Name) _____

Title _____

E-mail _____

Date Submitted _____

2. Dates

The preferred dates are **Thursday - Wednesday, early June or late May 2023, 2024 or 2025** excluding Memorial Day, Father's Day, or any other designated U.S. or Canadian holidays. The actual conference days are Sunday - Wednesday.

Indicate available dates:

2023	2024	2025	2026
1.	1.	1.	1.Chicago
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.

In order for GFOA to accept this bid, it is imperative that the hotel guarantees the availability of the above dates until the summer of 2015 following the submission date of this bid.

3. Guest Rooms

	Thurs	Fri	Sat	Sun	Mon	Tues	Wed
%	16	35	80	100	100	92	20
Rooms	512	1120	2560	3200	3200	2950	640

Note: A total of 3,200 guest rooms (based on current trends) will be required beginning on Thursday and concluding Wednesday.

Indicate number of committable rooms:

Singles _____ bed type King

Doubles _____ bed type Double/Double

How many blocks is the hotel located from the convention center? _____ Blocks (Enclose map of city indicating location of hotel).

4. Room Rates

The majority of attendees are government employees and are, therefore, subject to their city's/state's/province's government per diem allowance. As hotel rates will be a major factor in determining the location of GFOA's 2023 - 2025 annual conferences, please provide the following group rate information:

2023 Proposed Rate	2024 Proposed Rate	2025 Proposed Rate
Single @ \$	Single @ \$	Single @ \$
Double @ \$	Double @ \$	Double @ \$

2019 Government Rates
Single @ \$
Double @ \$

Please indicate the number of committable government rated rooms as part of the overall block _____

Indicate current applicable city, state, and other taxes: _____%

How many years in advance of the conference would the hotel be willing to guarantee the guest room rates? _____

5. Complimentary Rooms

How many complimentary room nights, based on a cumulative basis, will the hotel provide? _____

Will the hotel provide a two-bedroom "presidential" type suite, on a complimentary basis for the convention period, for use by GFOA's officers?

Yes _____ No _____

Will the hotel provide a one-bedroom "vice presidential" type suite, on a complimentary basis for the convention period, for use by GFOA's officers?

Yes _____ No _____

6. Staff and Speaker Rooms

Will the hotel provide rooms at 50 percent off the negotiated group rate during the convention period for staff and speakers?

Yes _____ No _____

How many will the hotel provide? _____

7. Suites

Please indicate the number and type of suites available.

Will the hotel provide one-bedroom suites, at the group rate for the convention period, for use by GFOA?

Yes _____ No _____

How many will the hotel provide? _____

8. Parking

Does the hotel provide complimentary parking for hotel guests?

Yes _____ No _____

If not, please indicate current charges: \$ _____

How many complimentary parking spaces will you provide for GFOA? _____

9. Shuttle Bus Service

Due to the hotel's location relative to the convention center, will it be necessary to provide shuttle bus service for delegates between the hotel and convention center?

Yes _____ No _____

If yes, does the hotel or convention bureau subsidize the cost of shuttle bus transportation?

Yes _____ No _____

If no, will the hotel be willing to add a surcharge to the negotiated convention group rate?

Yes (amount) _____ No _____

Does your city have public transportation that services the convention center?

The shuttle bus rate would be determined by GFOA and refunded directly by the hotel to GFOA within 30 days of the conclusion of the conference. Full disclosure of this surcharge would be contained in all GFOA promotional materials.

10. Constructions and Remodeling

Is the hotel planning any major construction and/or remodeling projects prior to or during the convention period?

Yes _____ No _____

If yes, please explain:

11. Americans with Disabilities Act (ADA)

Is the hotel in full compliance with the ADA?

Yes _____ No _____

12. Housing

Does your bureau provide housing services?

Yes _____ No _____

Will the hotel cover the fee for this service?

Yes _____ No _____

How much? _____

**Government Finance Officers Association
Host City Survey – C4
2023 - 2025 Annual Conferences**

Contact Information (To be completed only if minimum requirements are met)

CVB Representative Submitting Bid _____

E-mail _____

Name of Chief Financial Officer for City _____

Street Address _____

City/State/Zip _____

Telephone _____ Fax _____

1. What do you believe conference delegates would find most attractive or interesting about your city?

2. What advantages does your city have to offer as a GFOA conference site?

3. What are the disadvantages?

4. What facilities would you recommend for the following events?

Sunday Night Opening Reception for 4,500 - 7,000 people (typically 75 percent of total attendance)

1.

2.

3.

Tuesday Night Grand Finale Event for 2,000 - 4,000 people (typically one-third of total attendance enjoy a meal and entertainment at this ticketed event)

1.

2.

3.

5. List the national, state, and/or local professional associations or public interest groups that have held their annual conferences or meetings in your city in the last five years:

6. Will finance officers from surrounding or overlapping communities support your city's bid by providing personnel and assistance for events?

Yes _____ No _____

The GFOA seeks advice from the LCC on other aspects of the conference program and other special events. The LCC responsibilities were revised in 2006.

If so, please list their names and jurisdictions.

Name	Jurisdiction

7. List the complimentary services the CVB will provide for the association.

8. List the number of direct flights and airlines that operate at the airport.

9. We are interested in hosting the:

_____ 2023 _____ 2024 _____ 2025 annual conference