



PNEDC 2009 Conference Location Request for Proposals
Expression of interest deadline – *waived for 2009*
Proposal Submittal deadline – July 18, 2008

Overview of the Pacific Northwest Economic Development Council

The Pacific Northwest Economic Development Council (PNEDC) was founded in 1959. It provides a valuable forum for networking and training for economic development professionals. It is the only regional economic development organization that encompasses the entire Pacific Northwest, both in US and Canada. For more background and a list of locations of previous conferences, see the website at www.pnedc.net.

PNEDC Conference Format

The PNEDC annual conference is the only time members gather each year and is the primary focus of the organization. We have developed an excellent reputation for providing high quality speakers and useful content on best practices and cutting edge thinking in economic development. Typically the PNEDC conference attracts from 80 – 120 attendees. Attendees often build a vacation around the conference and bring spouses or families. Over the years the organization has developed a format that works well for its members. The conference is held for 2.5 days beginning with a golf tournament on a Sunday and ending before lunch on Wednesday. The conference is held during the months of June or July from a Sunday early afternoon to Wednesday just before lunch. Breakfast and noon meals are provided and dinner is provided on Sunday and on either Monday or Tuesday. At least one dinner offers organized entertainment (comedian, inspirational, etc.) Receptions, either prior or after dinner are encouraged. An industry or economic development project tour has been a regular feature on Tuesday afternoons.

Our members appreciate conference facilities that can offer the following amenities:

- A full service hotel that provides standard amenities at mid range prices (\$100-150 per night US) including daily room service, onsite food and beverage service and Internet access.
- Meeting rooms onsite or within ¼ mile walking distance
- An attractive and challenging 18 hole par 4 golf course in the community
- Recreational & tourist attractions for spouses and families
- An executive suite to accommodate hospitality room events
- Interesting off site dining options
- Exercise room/spa nice but not required.

Responsibilities of the Host Community

- Host communities must be PNEDC members (\$50 annual fee) and at least one conference organizer should attend the conference prior to the year they wish to host, to get a better understanding of the event and delegates.
- Participate in conference calls with the executive committee, provide updates and integrate input into conference planning efforts.
- Arrange event logistics (hotel rooms and meeting space, golf, dining, transportation, AV needs)
- Coordinate the conference (solicit speakers, develop program, develop and manage budget, conference registration tracking, nametags & notebooks etc.)
- Promote the event (develop conference flyers, mailings, e-blasts, website information).
- Handle conference logistics during the event.

Request for Proposal Process

Interested communities should submit a proposal by July 18th, 2008 (preferably in electronic format so that it is easily distributed to PNEDC leadership) that includes the following:

- A letter of interest from organization that would be coordinating the event. The letter should demonstrate the capacity of the community to host this conference including level of staffing and past experience in event coordination.
- This letter of interest should be submitted by – *waived for 2009*.
- Information on the proposed conference location including pictures of hotel, rooms, meeting rooms, price list and description of amenities
- Information on the community that includes recreational amenities, transportation accessibility, community profile, and enticing photos.
- A brochure of the golf course including photos, rates and description.

Potential host communities should send a representative to the PNEDC conference to present their proposal to the membership at large. This could include a PowerPoint presentation or flyers/fact sheets to highlight the advantages of the communities' location. Previous conference location candidates have hosted receptions as well.

Host communities should be available as mentors to future conference organizers.

Thank you for your interest in hosting a PNEDC conference.

Submit your cover letter of interest, proposal and for more information: **Contact Marilyn Hutchinson in British Columbia at 250-755-4466 or marilyn.hutchinson@nanaimo.ca.**