

Once you have compiled all of this information, make contact with the Site Selection Chair so you can present to the committee and ultimately have the approval to Host from the Executive Committee.

After your state has been selected-remember:

1. NCSL helps secure the hotel.
2. Work with NCSL to assist with transportation needs for the conference.
3. Finances, determining what you can afford and adhering to your budget.
4. Selecting evening social events that fit within your budget.
5. Providing staffing, food, and drinks for the hospitality suite.
6. Design and printing of meeting program, signage and logo.
7. Program, entertainment, and wine for the State Dinner.

This is an exiting and enriching experience. You do not need a large staff to host a conference. We are all here to help one another, we are beyond a society, we are a family.

Let's visit your special State next!

Your Quick Guide to Hosting a Professional Development Seminar

WE WANT TO VISIT YOUR STATE

*AMERICAN SOCIETY OF
LEGISLATIVE CLERKS AND
SECRETARIES*

First, thank you for your interest in hosting a Professional Development Seminar!

This reference guide is to provide you with basic information about hosting the PDS. For more in depth information, please refer to the Host State Manual.

The first step in the Host State process is to discuss with and obtain permission from your leadership to place your state in consideration to the Site Selection Committee.

There are three different ways a state can host:

1. Traditional Host State

For a traditional meeting the host state is responsible for planning the housing, social events, transportation and other meeting details. In addition, the host state provides staffing and engages in fundraising to support the event.

2. No Host State

A no host site is one where the state cannot provide staffing, fundraising, etc. When no bid is received to host, the ASLCS Site Selection Committee will confer with NCSL staff to recommend a No Host site to the ASLCS Executive Committee. Once a site has been selected and designated as a No Host Conference site, the ASLCS resident will appoint a No Host Committee. The President may appoint any number of Society members to this committee.

3. Hybrid Host State

A hybrid meeting means hosting an ASLCS PDS without State Funding but with a finance committee. There are many variations to hosting as a hybrid. Such as state funds are appropriated but additional fundraising is not permitted. Or funds not appropriated by the state legislature as seed money and the Principals solicit money and gifts on behalf of the annual meeting. Please refer to the manual for a more in depth explanation of various options.

After visiting with leadership and determining the best approach for your State to host the conference it's time to start collecting information, so you can present to the Site Selection Committee.

First determine which city can facilitate the needs of the conference. NCSL can assist in obtaining the following pre-bid information from your local convention authority or Chamber of Commerce:

Dates, number of guest rooms needs, number and approximate size of rooms needed for Plenary and concurrent meetings, obtain annual meeting information logistics from previous conference.

When you present to the committee include information such as:

1. Accessibility of transportation
2. A list of potential hotels and locations
3. Area Attractions
4. Social Activities