

Conference Site Selection Policy and Procedure

The Colorado Association of School Business (CASBO) Officials holds annual spring and fall conferences. The Annual Business Meeting and election of new officers and board members are held at the Annual Spring conference. A Vendor Show is also held at this conference to provide members the opportunity to research new products and services and to generate revenue for the association. The fall conference has the primary focus of professional development.

Spring Conference Site Selection Criteria

1. Arrangements with hotels should be made a minimum of 2 years in advance. The availability of hotels is researched in conjunction with CASBO by-laws.
2. The conference is scheduled for three days in early April, on Wednesday through Friday. Dates to avoid if possible are Good Friday and Spring Breaks. Currently the spring conference is held along the Front Range.
3. The facility's ability to handle the annual vendor show is researched. Typical shows house approximately 55-60 booths with an average booth size of 8' x 10'. The Executive Director will assign the vendor booth locations.
4. Research is done into the facility's ability to provide rooms for conference attendees, meeting and break-out session rooms, and adequate room rates. CASBO's need vary by location. Typically fewer rooms are booked when the conference is held near Denver. Review of past registrations is recommended.
5. Two ballrooms are typically required. The vendor show requires a minimum of 9,000 square feet. The General Session requires a minimum of 4,000 square feet. Social activities should be considered.
6. A close review of the contract language must be done to avoid conflicts and misunderstandings.
7. A majority vote of the CASBO Board of Directors is required to finalize the conference location and hotel. Prior to signing of the conference contract, the CASBO board may meet with hotel representatives to answer questions and address concerns.
8. The CASBO Executive Director is responsible for the signing of the contract. The CASBO President and Vice-president will be provided copies of the signed contract.

Fall Conference Site Selection Criteria

1. Arrangements with hotels should be made a minimum of 2 years in advance. The availability of hotels is researched in conjunction with CASBO by-laws.
2. The conference is scheduled for two days, Thursday through Friday, in late September or early October. Dates to avoid if possible are those that conflict with ASBO International, school start dates and election days. .
3. Research the facility's ability to provide adequate attendee rooms and adequate room rates. The facility must contain ballrooms, rooms for break-out sessions, and meeting rooms. Social activities should be considered. Room bookings will vary by location. A review of past registrations is recommended.
4. A close review of the contract language must be done to avoid conflicts and misunderstandings.
5. A majority vote of the CASBO Board of Directors is required to finalize the location and hotel for the conference. Prior to signing of the conference contract, the CASBO board may meet with hotel representatives to answer questions and address concerns.
6. The CASBO Executive Director is responsible for the signing of the contract. The CASBO President and Vice-president will be provided copies of the signed contract.