PURPOSE  Solicit bids, negotiate contract specifications, and recommend future host sites for the Annual Conference to the Executive Committee.

RESPONSIBILITIES
1. Initiate discussion regarding volunteering states as described below. Review options and proceed with soliciting the most feasible and cost-effective bids. If there are no volunteering states, the Time & Place Committee (T&PC) shall find a beneficial and cost-effective location for recommendation.

2. T&PC will send, via Google Group, a request for interest to be a host state for an upcoming Annual Conference.

3. In some instances, there may be multiple states willing to host. The applications should be maintained and provided to the new T&PC Chair annually to confirm the state(s) are still interested in hosting and choose to continue to be part of the consideration process for future years. EXAMPLE 9

4. Every attempt should be made to finalize a recommendation for a location at least two years in advance. The Annual Conference date will be in September of each year.

5. The host state and suggested cities are evaluated based on objective criteria including: federal allowable overnight room rate based on location (Continental United States or CONUS rate), availability of necessary facilities, transportation accessibility, the last time the Annual Conference was held in that state or geographic area, and any other requirements as set forth by the Executive Committee. T&PC will determine the state and city that best fits the criteria. Prior to submitting to the Executive Committee, the chosen Host Administrator will be contacted for any last-minute considerations. The T&PC will then send the recommendation to the Executive Committee for final approval. (It has been determined over several surveys that Alaska, Hawaii, the Virgin Islands, and Puerto Rico are not areas where other states would approve travel.)

6. When possible, the host city's Convention and Visitor's Bureau will be contacted to request distribution of the Request for Proposals (RFP) to their area hotels. Otherwise, T&PC will send the RFP directly to the area hotels (no less than three will be contacted). This RFP outlines various requirements to be met before NCSSSA will issue a contract. EXAMPLE 10

NOTE: This is an EXAMPLE and not definitive for each potential location. The T&PC should evaluate required room nights and other requirements based on at least the most recent four-year data for Conference usage and economic situations. This may require adjustment to the count in the RFP for two or more years in the
future.
7. Once proposals are received, the T&PC will evaluate each hotel based on the availability on the dates requested, agreement to the requirements set forth in the RFP document, willingness to negotiate, safety of participants, concessions being made by the hotel, cost, and other requirements as set forth in the proposal. The T&PC may ask the Host Administrator to visit the hotel to evaluate its appropriateness for the conference. If an Administrator SSSA is unable to visit the location, a T&PC member may visit a select group of venues for additional evaluation if travel is approved by the current NCSSSA President.

8. Submit the T&PC’s recommendation for the state, city, and hotel location to the Executive Committee for approval to execute a contract.

9. Meet, as necessary, or on the first day of the Annual Conference, to consider any future site bids and to finalize the site recommendation(s). The T&PC shall prepare a written report consistent with the Secretary’s prescribed requirements.

10. The Chair or designee of the T&PC shall report its workings to the Annual Conference during the Annual Business Meeting.

**Universal Committee Requirements**

Important additional responsibilities and requirements for this Committee Chair and members are included in the Policy and are a part of this SOP and a duty of this Committee.
EXAMPLE 9

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS
Annual Conference Host State Interest Form

The Time & Place Committee is seeking state administrators to host the NCSSSA Annual Conferences for (insert year).

The Committee encourages each administrator to consider hosting these important national meetings. The host state administrator duties are relatively straightforward and require minimal effort such as coordinating registration bag items to be held until the conference date for ease in shipping; recommending or evaluating hotel sites, making recommendations to the Networking Sessions Committee for events, etc. The Host Administrator, however, is an essential participant in making our annual meeting a success.

The NCSSSA Annual Conference is normally held during September. The conference ordinarily begins on Sunday and runs through Wednesday.

Please consider hosting a future NCSSSA Annual Conference. You may address questions concerning the process or host state duties to any member of the Committee.

(Insert Committee Member Introductions below) NCSSSA Time & Place Committee

Members:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Thank you for your consideration.
Time & Place Committee Chair
EXAMPLE 9 (continued)

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS
Host State Application

Please complete the questions below on a separate sheet and email all information to (Insert Time & Place Committee Chair’s Name and Email Address)

State _____________________________________________________________

Administrator’s Name ________________________________________________

Proposed Cities (list all to be considered) ________________________________

Information for EACH Proposed City

1. Describe the proposed host city and its points of interest.
2. List airport(s) serving the proposed host city.
3. List airlines serving the proposed host city.
4. Approximate distance and time from the airport(s) to the site.
5. Estimated fare from airport to site via taxi and shuttles.
6. Major highways into the proposed city.
7. Transportation options to the proposed city.
8. Any additional information that may be helpful when considering this city
## Example 10

### NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS

#### Request for Proposal

(Insert Time & Place Committee Chair’s name and contact information)

<table>
<thead>
<tr>
<th>Group Name</th>
<th>National Conference of State Social Security Administrators (NCSSSA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
<td>(Insert September Annual Conference Dates)</td>
</tr>
<tr>
<td>Alternate Dates</td>
<td>(Insert Alternative September Annual Conference Dates)</td>
</tr>
<tr>
<td>Contact</td>
<td>(Insert Time &amp; Place Committee Chair’s Name)</td>
</tr>
<tr>
<td>Title</td>
<td>Time &amp; Place Committee Chair</td>
</tr>
<tr>
<td></td>
<td>(Insert Time &amp; Place Committee Chair’s Address)</td>
</tr>
<tr>
<td></td>
<td>(Insert Time &amp; Place Committee Chair’s City, State Zip)</td>
</tr>
</tbody>
</table>

| Phone/Fax  | (Insert Committee)                                                 |
| E-mail     | (Insert Time & Place Committee Chair Email)                        |

### Guest Room Block

<table>
<thead>
<tr>
<th>Day</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Insert Date</td>
<td>Insert Date</td>
<td>Insert Date</td>
<td>Insert Date</td>
<td>Insert Date</td>
<td>Insert Date</td>
</tr>
<tr>
<td>Rooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Function Requirements

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Times</th>
<th>Function</th>
<th>Set-up</th>
<th># Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat-Thurs</td>
<td>24 hr</td>
<td>Networking Suite</td>
<td>Remove beds Add chairs/sofa</td>
<td></td>
</tr>
<tr>
<td>Sat and Wed</td>
<td>5:00p – 9:00p</td>
<td>Board Meeting—EC Dinner</td>
<td>Conference</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:00a – Noon</td>
<td>Board Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>10:00a – 5:00</td>
<td>Conference Meetings</td>
<td>Classroom</td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>5:00p – 9:00p</td>
<td>Welcome Reception (w/food)</td>
<td>Reception</td>
<td></td>
</tr>
<tr>
<td>Mon - Tues</td>
<td>8:00a – 5:00p</td>
<td>Conference Meetings</td>
<td>Classroom</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>8:00a – Noon</td>
<td>Conference Meetings</td>
<td>Classroom</td>
<td></td>
</tr>
<tr>
<td>Mon – Wed</td>
<td>7:00a – 8:00a</td>
<td>Breakfast</td>
<td>Rounds</td>
<td></td>
</tr>
<tr>
<td>Mon and Tues</td>
<td>Noon – 1:00p</td>
<td>Lunch</td>
<td>Rounds</td>
<td></td>
</tr>
</tbody>
</table>
EXAMPLE 10 (continued)

History for the past four Annual Conference locations (very important):

<table>
<thead>
<tr>
<th>Dates</th>
<th>Hotel</th>
<th>City/State</th>
<th>Rooms on peak</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10-13/2017</td>
<td>Charleston Marriott Town Center</td>
<td>Charleston, WV</td>
<td>64</td>
</tr>
<tr>
<td>9/11-14/2016</td>
<td>Best Western Grantree Inn</td>
<td>Bozeman, MT</td>
<td>64</td>
</tr>
<tr>
<td>7-26-29/2015</td>
<td>DoubleTree Suites by Hilton</td>
<td>Seattle, WA</td>
<td>63</td>
</tr>
<tr>
<td>7/27-30/2014</td>
<td>Bourbon Orleans Hotel</td>
<td>New Orleans, LA</td>
<td>67 +3</td>
</tr>
</tbody>
</table>

- Special requirements (VIP upgrades, suites, etc.)
- Suite for our Networking Room (see below):
  - Deadline to receive proposal:
  - Insert date and contact’s email address:
  - Decision Date (When and by whom?)
  - Date and Committee Name:
  - Name(s) of final approver:
Other Requirements:

- Overnight room rate is paid individually by attendees. This rate should be competitive and cannot exceed the government CONUS for your area. Rates above the federal CONUS will not be considered for contract.
- Each guest/conference attendee is responsible for his/her own overnight room costs and incidentals.
- Actual conference begins on Sunday afternoon, but a small group of the leadership team usually arrives on Friday or Saturday and has an Executive Meeting on Saturday evening or Sunday morning.
- Some attendees may request the overnight rate be extended a few days prior to or after the conference dates for site-seeing.
- We need a suite for our evening networking gathering center where we are allowed to serve our own food and beverages with no corkage fees.
- In lieu of a complimentary guest room for X number of rooms that value may be applied as a credit to our final billing or other concessions given.
- Require complimentary meeting rooms because of guaranteed food and beverage banquet sales negotiated at a reasonable rate.
- Waive receiving fees for small number of boxes that may be delivered the week prior to the Conference.
- Audio Visual rates discounted at least 10% for microphones, projectors, and screens. Availability and rates for other Audio Visual equipment, such as video and audio conferencing services, should be provided.
- Discounted parking rate for attendees.
- Free Hotel Shuttle from airport, or recommend a discounted service.
- Contracted attrition rates standard to allow for 80% of minimum guest room revenue.