



ARMA Canadian Region Conference Site Selection Process

If interested in becoming a host chapter for the Regional conference, all Chapters must notify the Director of Conferences at least 4 weeks prior to the Leadership sessions.

The Region will only schedule conference locations three years in advance. A Chapter board must be in agreement and committed to hosting if selected. Chapter boards need to keep in mind that they are making a commitment that will be the responsibility of future chapter leaders to fulfill. A brief presentation to the region leadership at the annual Region Leadership Conference is required. This presentation should include the following:

- A description of the City/Town
- Description of the Chapter's ability to support a conference (commitment, volunteers)
- Ideas for themes based on the history and culture of the area
- Options for hotels or other facilities that are large enough to house 300-500 attendees with conference facilities
- Information on any previously held large conferences in your location
- The reason(s) why your location should host the conference
- And any other information that you feel is relevant to your hosting of a conference.

The presentation can vary from formal to casual in its format. As long as all elements are included, it will be considered.

Once all of the presentations have been viewed, each Chapter in the Region will have one vote for their preferred location. The Region Team will review the vote results and break a tie if necessary.

The location of the conference as determined by the vote will be announced at the end of the Leadership Sessions.

If interested in hosting the **ARMA Canadian Region 2011 Conference**, please contact Ivan Saunders, Director of Conferences no later than **April 25, 2008** at isaunders@archives.gov.sk.ca indicating your Chapter's interest.

Please note: *All interested chapters are invited to present a bid for the upcoming conference. Even though the conference has followed a pattern of alternating between Western, Central and Eastern Canada, it is the Chapter leadership that votes and determines the location.*