

Addendum 7: Space and Amenity Needs for the Annual Meeting

**Northeastern Weed Science Society
Space and Amenity Needs for the XXth Annual Meeting in 20XX**

Contact Person:

-----, President-Elect, Northeastern Weed Science Society

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Phone: =====; Fax: ===== E-Mail: =====

Name of Event: XXth Annual Meeting of the NEWSS

Program Dates: January X to X, 20XX

Anticipated Attendance: 150 people

Anticipated Sleeping Rooms:

Day	Tuesday	Wednesday	Thursday	Friday
Date	3 rd	4 th	5 th	6 th
Rooms	100	100	100	5

We will need up to four rooms capable of seating 25 to 75 people for use simultaneously during our meetings for “break-out” sessions.

Public Function Space Needed: The following is a daily breakdown of the anticipated room needs; the NEWSS will have access to additional meeting space as needed until October, 2011. After that unused space will be released to the hotel:

Monday, January X, 20XX

Noon – on (24 hours)	Lockable office space near registration desk area
3:00 p.m. – 10:00 p.m.	Meeting for 15
3:00 p.m. – 7:00 p.m.	Meeting for 15
3:00 p.m. – 8:00 p.m.	Meeting for 15
4:00 p.m. – on (24 hrs)	Registration Desk
4:00 p.m. – on (24 hrs)	Exhibit area for posters and commercial displays – 5000 square feet
6:00 p.m. – 8:00 p.m.	Reception/Meeting for 25
7:00 p.m. – 10:00 p.m.	Reception/Meeting for 40

Tuesday, January X, 20XX

24 Hours	Office
24 Hours	Registration Desk
24 Hours	Exhibit area - 5000 square feet
10:00 a.m. – 12:00 p.m.	General Session for 200, theater style seating
1:00 p.m. – 5:00 p.m.	Four (4) breakout meeting rooms for 50 (½ classroom, ½ theater style seating)
1:00 p.m. – 5:00 p.m.	Symposium for 150, theater style seating
6:00 p.m. – 7:30 p.m.	Reception for 150

Wednesday, January X, 20XX

24 Hours	Office
24 Hours	Registration Desk
24 Hours	Exhibit area - 5000 square feet
10:00 a.m. – 12:00 p.m.	General Session for 200, theater style seating
1:00 p.m. – 5:00 p.m.	Four (4) breakout meeting rooms for 50 (½ classroom, ½ theater style seating)
1:00 p.m. – 5:00 p.m.	Symposium for 150, theater style seating
6:00 p.m. – 7:30 p.m.	Reception for 150

Thursday, January X, 20XX

Until 3:30 p.m.	Office
Until 3:30 p.m.	Registration Desk
Until 3:30 p.m.	Exhibit area - 5000 square feet
6:30 a.m. – 8:00 a.m.	Breakfast Meeting for 20
8:00 a.m. – 12:00 p.m.	Four (4) breakout meeting rooms for 50 (½ classroom, ½ theater style seating)

Recent Meeting Sites:

- 1990 – Sheraton Boston Hotel & Towers, Boston, MA
- 1991 – Stouffer Harbor Place Hotel, Baltimore, MD
- 1992 – Marriott Copley Place, Boston, MA
- 1993 – Stouffer Harbor Place Hotel, Baltimore, MD
- 1994 – Hyatt Regency Hotel, Baltimore, MD
- 1995 – Marriott Copley Place, Boston, MA
- 1996 – Williamsburg Lodge and Conference Center, Williamsburg, VA
- 1997 – Newport Marriott Hotel, Newport, RI
- 1998 – Capital Hilton, Washington, DC

1999 – Boston Marriott Cambridge, Cambridge, MA
2000 – Hyatt Regency Baltimore, Baltimore, MD
2001 – Cambridge Marriott, Cambridge, MA
2002 – Loews Hotel, Philadelphia, PA
2003 – Hyatt Regency Baltimore, Baltimore, MD
2004 – Cambridge Marriott, Cambridge, MA
2005 – Capital Hilton, Washington, DC
2006 – Westin, Providence, RI
2007 – Renaissance Harborplace Hotel, Baltimore, MD
2008 – Sheraton Society Hill, Philadelphia, PA
2009 – Renaissance Harborplace Hotel, Baltimore, MD
2010 – Cambridge Marriott, Cambridge, MA
2011 – Renaissance Harborplace Hotel, Baltimore, MD
2012 - Hyatt's Penn Landing, Philadelphia, PA

Selection Criteria:

1. Facilities—Our #1 concern is for quality meeting spaces for presentations. Meeting rooms are at no charge as long as we meet 170 to 200 total room nights. Should room nights not meet this target, a graduated scale of charges is to be defined.
2. Room Rate— In the past few years our contracts have been at \$125 or less.
3. Perks—Recent contracts include the following, and would be highly desirable in a bid:
 - Complementary rooms: One per 50
 - One complementary suite for president
 - Room upgrades for Executive Committee (about 12 per night)
 - Complementary audio visuals to include 5 podiums and 5 Lavalier microphones; wired projector stands, 6 screens appropriate to room size, 45 easels, 20 skirted tables, and 1 two-way radio (to contact staff)
 - Complementary or discount parking
 - Complementary guest room wi-fi
 - Complementary one-hour reception of wine, beer, soda, cheese and crackers for 135 guests. (The Society generally upgrades the food service by purchasing roast beef, carved ham, vegetable and fruit trays, etc.)
 - Complementary one-hour wine, beer, soda, cheese reception for 40
 - Executive Board meeting in October 20XX at Convention room rate
4. Other considerations include ease of travel via car, air, etc.; restaurants (both within and near the hotel) with adequate seating capacity and reasonable prices; and convenient access to local sites of interest, etc.

The Executive Board of the Northeastern Weed Science Society recognizes that this is a rather stringent “wish list”, but we also recognize that the dates for our meeting are traditionally slow times of the year for the hospitality and conference industries. Consequently, we have historically been able to receive very attractive contracts. Properties submitting bids should keep this in mind.

To find out more about the Northeastern Weed Science Society our website is: www.newss.org