

LOCAL ARRANGEMENTS ACTIVITIES: HOTEL GUEST NIGHTS – Page 22-1

Lead: Local Arrangements Chair
Conference Chair

WLA Site Selection Committee

POLICIES AND GUIDELINES

Responsibilities

The WLA Annual Conference Site Selection Committee will select the conference meeting hotel three to five years prior to the conference date. The contract negotiated with the hotel will include a projected number of hotel guest nights and identify the reserved meeting rooms. WALE conferences usually negotiate their contracts one to two years in advance.

The WLA Annual Conference Chair will review the contract projection two years prior to the conference date and if needed, will renegotiate guest night numbers so they reflect recent conference statistics.

The Local Arrangements Chair will work closely with the conference hotel as registration occurs, and may need to negotiate to assure meeting rooms without charge to the conference.

Guest Room Reservations Impact Conference Costs

The hotel will set a sliding scale of charges for use of meeting rooms that is based on the number of guest rooms as well as the meals catered. The conference must meet the minimum number of contracted guest nights to avoid paying charges for meeting rooms. Some hotels will establish a total of guest nights for the entire conference period. Others will require the conference to meet the contracted number for each night of the contract period.

Projecting Guest Room Nights

In addition to WLA members, guests, and speakers that will book guest nights in the hotel, annual conference exhibitors will also contribute to the total credited to the conference account.

Conference Guest Room Rate

For the WLA annual conference, the conference rate charged by the hotel reflects its agreement to reserve all of the hotel meeting rooms for the conference period. The conference rate will not be the lowest rate available. It is important for registrants to request the WLA conference rate in order to ensure that the conference meets the minimum guest nights.

HISTORY: HOTEL GUEST NIGHTS

ANNUAL CONFERENCE

YEAR & HOTEL	ACTUAL TOTAL GUEST NIGHTS	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2002 Jantzen Beach						
2001 Spokane WestCoast	521	40	180	199	96	6
2000 Tacoma Sheraton	370	27	148	165	31	0
1999 Pasco Doubletree	302	19	122	128	31	2

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 Insert: ANNUAL or WALE CONFERENCE

FINAL REPORT: HOTEL GUEST ROOM OCCUPANCY REPORT

LOCAL ARRANGEMENTS CHAIR NAME & LIBRARY:

CONFERENCE YEAR & PLACE:

TOTAL OCCUPANCY REPORT (Including Conference Funded From Chart Below)					
Room Description	Room Rate	Tuesday (Date)	Wednesday (Date)	Thursday (Date)	Friday (Date)
TOTAL GUEST NIGHTS:					
Single					
Double					
Suites					

CONFERENCE FUNDED OCCUPANCY REPORT					
Guest Rooms Paid by Conference Committee for Speakers, etc.	Room Rate	Tuesday (Date)	Wednesday (Date)	Thursday (Date)	Friday (Date)
TOTAL GUEST NIGHTS:					
Single					
Double					
Suites					

COMPLIMENTARY GUEST ROOMS, SUITES					
	Room Rate	Tuesday (Date)	Wednesday (Date)	Thursday (Date)	Friday (Date)
TOTAL PROVIDED BY HOTEL:					

COMMENTS, PROCEDURAL SUGGESTIONS, OTHER: