

## HOSTING A ROPA CONFERENCE

Orchestras interested in hosting the next ROPA Conference will be given time for a short presentation at this Conference. We suggest you provide a hotel brochure(s) showing the conference facilities with your presentation.

**Official Invitation and Commitment-** The official invitation to host the annual ROPA conference must come from the member orchestra's committee and the Local. The invitation should include a commitment from the orchestra committee to: have a substantial percentage of the orchestra attend at least one session of the conference, assist in putting on a public labor event if local circumstances make that desirable, and have a corps of volunteers to help before, during, and after the conference.

**Basics-** The hotel should be a union hotel if possible. The location of the hotel should be central or near sites of interest to attendees. Ground transport from airport to hotel should be convenient and reasonably priced.

**Guest rooms-** The hotel should have an adequate number of rooms, reasonably priced (preferably under \$100 before any local taxes), to accommodate all attendees. About 100 people customarily attend on official business, and family members and others usually brings the total to 120.

### **Hotel Needs:**

**Conference Room-** The conference room should seat 100 people comfortably; this usually requires at least 2000 square feet. Sightlines should be unobstructed; watch out for columns and irregular walls. The conference room should be exclusively for ROPA's use during the conference and available for general sessions, large caucuses, and workshops.

**Audio-Visual Needs-** Participants should be able to hear each other when they speak; that usually requires a sound system, either in-house or rented, with microphones easily accessed.

**Executive Board Meeting Room-** The Executive Board requires a room that can seat up to 16 people comfortably for meetings. The room may be needed for other meetings during the conference.

**Office-** A room near the conference room is needed for office supplies and paper distribution. Office equipment appliances (computer, printer, copier) require suitable outlets.

**Hospitality Suite-** A large comfortable room where delegates can meet informally is customary. The room should have a refrigerator. ROPA should be allowed to stock the room with drinks and snacks, but the hotel may require that its own food and beverage service be used. In either case, the host and volunteers should see that the room remains stocked.

### **Local Requirements:**

**Copier-** Provision must be made to expedite copy work by renting or borrowing a copy machine for the Conference Office, to be used by the Executive Board.

**Social Event-** There is usually a social event, hosted by the Local, held in conjunction with the Conference. This is not a mandatory requirement but highly recommended.