



**REQUIREMENTS FOR CONNECTIONS CONFERENCE
SOUTHEAST TOURISM SOCIETY
Fall 2025 & 2026**

The STS Connections Conference consists of approximately 250-300 STS member attendees from the industry areas of attractions, chambers of commerce, convention and visitors' bureaus, accommodations, state travel offices, travel media and other travel related businesses. The Southeast Chapter of the Travel & Tourism Research Association also conducts their annual meeting in conjunction with the STS conference.

Conference Coordinator: Suzanne Moon
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Expected attendance: 250-300

Date options: September or October 2025/2026
Weekday Pattern

Deadline for proposals: **November 30, 2023**

Hotel & Host City Requirements

Meeting Rooms: Available at no charge. STS may bring in own A/V company.

Entire Conference: Work room for storage of materials and table space for assembly of registration materials.

Room/area capable of holding trade show of (40) 6' tables around perimeter of room with all continental breakfast/coffee breaks set up in room (no pipe/drape)

First Day:

1. Morning – Executive Committee Meeting – 12 ppl.
2. Afternoon – New Board Member Meeting – 12 ppl.
3. Afternoon – Board of Directors meeting; 45 ppl. – U-shape + Additional room for four rounds for breakouts
4. Board of Directors Dinner; Approximately 60 ppl. – off-site

Second Day:

1. All Day – Registration/Trade Show Move-In
2. Optional Events (Voluntourism/Health Related Activity) – 25 ppl.
3. New Member Mixer – 40 ppl.; F&B
4. Opening Lunch – 275 ppl. rounds
5. (4) Afternoon Breakout Sessions – 100 ppl. Each – Theater
6. Afternoon General Session – Meeting room for 250 ppl. – Classroom/Theater Stage – Conversation Style Set – Rear Screen or comparable A/V
7. Off-Site Evening Event – entire group

Third Day:

1. All day general session (STS) – Meeting for 250 ppl.
Classroom/Theater
Stage – Conversation Style Set
2. Morning - Small Breakout room for 12 – State Travel Office Meeting
3. All day session (SETTRA)
Morning: Classroom + head table for 3 ppl.; Buffet breakfast for 40 ppl.
Afternoon – additional meeting room for 100 ppl. Theater
4. (3) Additional Breakout Session Rooms – Morning and Afternoon for 100 ppl.
Theater
5. Luncheon for 275 ppl. – Rounds
6. Reception & Dinner at hotel for Shining Example Awards Dinner for 200 ppl.
Stage for awards/ Rear Screen or comparable AV

Fourth Day:

1. Meeting room for 200 ppl. – Morning session
Classroom style – Head table for 4-6 ppl.
Working Breakfast Buffet
2. Additional Breakout Room – 100 ppl. Theater
3. Trade Show Break-down - Morning

Room Rates:

Must take into consideration that the association has certain state and local government offices that are on a per diem for lodging expenses, and small chambers of commerce and convention and visitors' bureaus that operate on a limited budget.

Guestrooms:

The bidding organization must guarantee:

1. No less than 175 first class hotel rooms for up to three nights.
 - a. First Night 30 rooms
 - b. Second Night 100 rooms
 - c. Third Night 175 rooms
 - d. Fourth Night 175 rooms
2. Minimum of five single rooms for staff and Chairman of STS, in lieu of hotel's standard complimentary room policy.
3. A maximum of five single or double complimentary rooms would be required for speakers/travel writers.
4. STS will also receive 'Double Reward Points' for the conference.

Host hotel:

Host hotel will sponsor a luncheon or one of the receptions during the meeting.

Host city:

1. Must be a member in good standing of Southeast Tourism Society.
2. Along with the Host state, sponsor opening night event for attendees.
3. Secure sponsorship support from host state.

Host state:

1. Along with Host city, sponsor opening night event for attendees.
2. Make a financial commitment of \$20,000 as a meeting partner

Reservation procedure:

Delegates will make reservations directly with the hotel.

History & Room Rates:

Room rates for the last seven years are summarized in the following table.

Year	Location	Rate
2017	Knoxville, TN	\$124/night
2018	Myrtle Beach, SC	\$149/night
2019	Daytona Beach, FL	\$160/night
2020	Little Rock, AR	\$143/night
2021	Spartanburg, SC	\$139/night
2022	Concord, NC	\$159/night
2023	Jackson, MS	\$189/night