



**REQUIREMENTS FOR 2nd ANNUAL GEORGIA
GROUP SALES SYMPOSIUM HOSTED BY
GEORGIA ASSOCIATION OF CONVENTION &
VISITORS BUREAUS (GACVB)
in partnership with Southeast Tourism Society (STS)
November 12-14, 2019**

The Georgia Groups Sales Symposium is an educational and networking event for CVB/DMO and hotels sales professionals, and sales leaders, to discuss new trends, technology, and techniques for improving group sales processes and production. The collaboration between GACVB and STS allows professionals from 12 states to come together and learn with and from each other.

Conference Coordinators:

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Georgia Association of CVBs
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Monica Smith
President & CEO
Southeast Tourism Society
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Proposals Due by: June 3, 2019 and can be sent via email to Jay@GACVB.com or monica@southeasttourism.org

Expected attendance: 100

Preferred Dates: November 12-14, 2019

Hotel Requirements: Due to attendees traveling from out of state, host hotel needs to be located within a 30-mile radius of Atlanta Hartsfield-Jackson international airport. *2018 attendees were comprised of 54 organizations, from 43 cities, in eight southeastern states.

Meeting Rooms: The preference would be to hold this event at one hotel with meeting space under one roof or directly attached. The host CVB and/or hotel to provide meeting space at no charge.

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

First Day: Tuesday

1. Afternoon – STS Executive Committee Meeting – 12 ppl
2. Afternoon – STS Board of Directors Dinner (off site)

Second Day: Wednesday

1. All Day – Registration
2. STS Board of Directors Meeting; 60 ppl – U-shape and 4 Rounds

3. Opening General Session; 100 ppl – Classroom/Half Rounds
4. Lunch; 100 ppl – Rounds
5. (3) Afternoon Breakout Sessions – 100 ppl each – Classroom/Half Rounds
6. Afternoon General Session – Meeting room for 100 ppl – Classroom/Half Rounds - Adjourn Day 2
7. Transportation from Hotel; Off-Site Evening Event – entire group

Third Day: Thursday

1. General Session – Meeting for 100 ppl; Rounds
2. (3) All Day Afternoon Breakout Sessions; 30 ppl – (2) Classroom/Half Rounds and (1) Round
3. Lunch for 100 ppl – Rounds
4. Closing Session
5. GACVB Board Dinner – Offsite

Fourth Day: Friday

1. GACVB Breakfast & Board Meeting – 13 ppl – Conference Style

Room Rates:

Must take into consideration that attendees have state and local government offices that are on a per diem for lodging expense, and small chambers of commerce and convention and visitors bureaus may operate on a limited budget.

Guestrooms:

The bidding organization must guarantee:

1. First class hotel rooms for up to four (4) nights.
Monday: First Night - 30 group rooms
Tuesday: Second Night - 40 rooms
Wednesday: Third Night - 50 rooms
Thursday: Fourth Night - 10 rooms
2. Minimum of six (6) single rooms for staff and Chairman of STS and GACVB, in lieu of hotel's standard complimentary room policy.

Host hotel:

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

Host city:

Must be a member in good standing of GACVB or STS.

Reservation procedure:

Delegates will make reservations directly with the hotel.