

Distribution of Responsibilities – 2020 & 2021 AVICC AGM & Convention

Basic Activity	Who Does What	Who Covers Costs
Facilities – all rental costs plus setup, stage, wheel chair ramp, janitorial and security	Host Community identifies venues, coordinates contract; Host Community works with AVICC Executive Coordinator to work out details for room set up.	Host Community (to standard of a convention centre – round tables, chairs, table cloths, staging, security, janitorial)
Hotel Room Blocks (225 rooms required)	Host Community contacts accommodations providers to obtain rates and availability; AVICC contracts for room blocks; delegate makes their bookings directly; AVICC Executive Coordinator makes arrangements for accommodations for speakers, etc.	Each delegate or their local government or organization. AVICC pays for rooms for speakers, staff and Parliamentarian.
Food and Beverage Services	Host Community provides contacts, references and assists with liaison; AVICC contracts for services and pays for catering.	AVICC
Friday Welcome Reception Entertainment (up to 300)	Welcome reception is typically a come and go without any program; Host Community may enlist local musicians or artists to enhance the environment if desired.	Host Community for space, decorations, entertainment; AVICC for food and drinks.
Saturday Banquet Entertainment (up to 250)	Host Community identifies potential entertainers for approval by AVICC; AVICC will contract and make arrangements. If desired, Host Community will make arrangement for any special decorating, i.e. table centrepieces, staging, etc.	Host Community for room, decorations and reception entertainment; AVICC for food, drinks and banquet entertainment.
Pre-Convention Sessions	Host Community to provide ideas for local study tours or workshops for approval of AVICC, and assist with organizing tours.	AVICC
Business Program	Host Community Mayor and/or Chair provide 2-3 minute welcome during the opening remarks; Host Community can provide other program suggestions to incorporate local content for the approval of AVICC.	AVICC
Partner Program	Host Community will identify tours; AVICC to approve; AVICC Executive Coordinator will publicize and accept registrations; Host Community will coordinate all the arrangements and manage onsite registration	Registration fee for cost recovery; AVICC will transfer registration funds to Host Community for out of pocket costs.
Bus Transportation (tours and shuttle)	Host Community provides contact names of local service providers; AVICC Executive Coordinator contracts for required services.	AVICC

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Speaker Gifts	Host Community identifies, purchases and wraps local, representative gift for speakers (no more than \$25-30 per gift).	Host Community pays for 20 gifts.
Delegate Door Prizes	Host Community arranges for 10 donated gifts to be available and brought to facility.	Donated by community partners.
Grand Prize	AVICC Executive Coordinator arranges.	AVICC
Registration Desk	Host Community provides 2-3 volunteers to help during Friday and Saturday, and 1-2 volunteers for Sunday.	Host Community
Trade Show (20+ booths)	Host Community provides the facility, tables, chairs, linens/skirting and pipe and drape for booths if suitable for facility; AVICC arranges the exhibitors, their registration and signage. Host Community may host a complimentary Chamber of Commerce/ Tourism related desk (and arrange staffing).	Host Community – facility, tables, chairs, linens, skirting and trade show booths if suitable for facility AVICC – signage, registration, move in/out
Piper, FN Invocation, O'Canada Singer	Host Community arranges Piper and O'Canada singer; Host Community invites local First Nation representative for invocation/welcome.	AVICC will pay honorariums
Flags and Stands for Canada, BC, Host and First Nation	Host Community arranges for flags to be located on business session stage.	Host Community
Event Liability Insurance	AVICC Executive Coordinator will arrange.	AVICC
Sponsors	Host Community may identify additional local sponsors; AVICC Executive Coordinator will make contacts unless sponsored funds go directly to the Host Community to cover facility or other special costs.	AVICC covers all the recognition costs and sponsor arrangements
Liaison with Local Community	Host Community manages the liaison with local community and will send communications to notify businesses of what may be expected in relationship to delegate arrival, meals, etc.	Host Community
Convention Office	Host Community provides a printer for the AVICC office.	Host Community for printer
WiFi	Host Community to provide.	Host Community