

# RECOMMENDED GUIDELINES FOR HOSTING USDBF AGM / Convention

## INFO SHEET - USDBF AGM

The US Dragon Boat Federation (USDBF) recognizes the value and benefit of hosting an Annual General Meeting (AGM). This is a required attended event for the USDBF Board of Directors allowing for an annual face-to-face meeting.

The AGM is normally held on a Saturday in early March hosting up to 20-25 board members and guests. Regional hosts provide breakfast and lunch for attendees with the breakfast funded by the regional hosts, and lunch by USDBF.

When selecting the AGM's host city and venues, primary consideration is given to the availability of adequate accommodations, meeting rooms and exhibition space. When a regional member has interest in hosting the AGM, they are expected to submit a bid proposal(s) to the USDBF officers for a site / program approval.

## CONVENTION

ERDBA will host the 2018 USDBF AGM, which we hope will include a Convention. A convention provides a forum to sharing with members, the latest developments, trends and issues that are important to the USA Dragon Boating community.

The mission for this Annual Convention would be to:

- Provide education and professional development opportunities for USDBF and Regional members
- Advocate on behalf of the organization
- Inform USDBF members of the programs and services provided by USDBF
- Provide opportunities for professional and personal information sharing This purpose is clarified further through the objectives for the Annual Conference which are to:
  - Provide an educational forum and opportunities for delegates to discuss issues and trends in the dragon boating field
  - Create a time for fellowship and networking amongst board members
  - Provide an annual stage for recognition of outstanding people in the sport and to acknowledge achievements in the field over the past year.

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## SPECS

- **Date**
  - Minimize impact of winter weather for travellers
  - 3 day weekend
- **Airport**
  - Major Airport Hub (affords reasonable travel to)
  - Easy access to hotel (taxi, uber, rail)
- **Hotel**
  - Under \$200/night (secure hotel contract)
  - Easy access to meeting site
- **Meeting Room**
  - Free Wifi access
  - Conference Call capabilities to allow callers to ask questions, and to mute callers.
  - Accommodate 25-30, with flexibility to secure a larger room if needed
- **Meals**
  - Breakfast, refreshments – funded by local region
  - Lunch – funded by USDBF

## OPTIONAL

- Setup an optional 1-2 day convention program of activities for attendees and guests. Funded by attendees, USDBF or sponsors
  - Clinics
  - Educational seminars
  - Teaming activities
  - Vendor show, showcase

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USDBF Bid to Host Request Form  
Submit to Host regional coordinator

BID FOR YEAR(s):	2018
HOST SITE PROPSAL:	CITY, STATE
SUBMITTER NAME/CLUB:	
EVENT DATES:	3/9-11, 2018

## *About this site – for AGM*

<b>AIRPORTS:</b>
<b>XFER from AIRPORT (trans mode, est travel time):</b>
<b>HOTEL (address, rate/night, code, amenities):</b>
<b>AGM MEETING Room (address, max attendees):</b>
<b>AGM MEETING Room equipmt (wireless access, conference phone):</b>
<b>AGM Meeting Room support (copy machine):</b>
<b>Est per person cost (2 night hotel, airport xfer, Friday/Sat/Sun meals):</b>
<b>COMMENT(s):</b>

## *Operational Budget*

<b>AGM EXPENSES REGIONAL – Breakfast/coffee =</b>
<b>AGM EXPENSES NATIONAL – Lunch / soda =</b>
<b>AGM EXPENSES MISC – AGMS room rental =</b>
<b>CONV REVENUE GUESTS –</b>
<b>CONV ROOM EXPENSES – ??</b>
<b>CONV EXPENSES – ??</b>

## *Convention / Logistics*

<b>SITE Location – accommodation size:</b>
<b>EQUIPMENT AVAILABLE per room:</b>
<b>PROGRAMS – FRI EVE:</b>
<b>PROGRAMS – SAT EVE:</b>
<b>PROGRAMS – SUN AM:</b>
<b>Other Comments:</b>

## *Review Comments by (name) :*

Date bid received :

Comments :

Date bid Approved :