

At their June meeting, the ICMA Executive Board selected the West Coast Region (Alaska, California, Hawaii, Nevada, Oregon, Washington) to host ICMA's 2026 Annual Conference. State association leaders in the West Coast Region are invited to submit proposals to host the 2026 conference on behalf of their associations.

The Executive Board has adopted the following procedures for selecting a conference site:

- Determine the region in which the conference should be held (board). By tradition, the board provides for a rotation of conference sites among ICMA's vice-presidential regions.
- Invite members in the region to partner with convention and visitors bureaus to submit proposals to host the conference (staff).
- Evaluate proposals (staff) and narrow to two finalists (board).
- Visit finalist sites and prepare a recommendation (staff).
- Select conference site (board).

The criteria normally used for selection of a conference site, as adopted by the board, are: the general and logistical strengths of competing sites, including hotels, meeting facilities, and transportation factors; the highest and best financial commitment from competing convention and visitors bureaus; and the expressed commitments of prospective host committees.

In preparing proposals, it is important to refer to two documents, "ICMA Annual Conference Site Selection Proposal Guidelines" and "ICMA Annual Conference Host Committee Guidelines," which are attached.

The convention and visitors bureau in the proposed city should be contacted early on in the preparation of a proposal. Since it is their job to attract conference business, they will prepare most of the materials once you have expressed your wishes and provide a members' perspective on an ICMA conference. Please note that ICMA has engaged the services of **Experient, Inc.**, a multi-management and consulting company that will work closely with ICMA throughout the site selection and contract negotiation process. It is essential that you mention this relationship to the convention bureau during your initial conversation with them.

Please express your intention to submit a proposal in writing by **November 24, 2017**; final proposals are due by **December 22, 2017**. If you have questions about submitting a proposal, please do not hesitate to contact conference planner Karen Rader (krader@icma.org; 202-962-3580) or conference director Ross Hoff (rhoff@icma.org; 202-962-3646), who will be glad to provide any assistance they can.