9. ANNUAL FORUM AND PRODUCTS EXPOSITION

Scope

These policies cover site selection criteria, proposals and fees. It also covers forum management, contract execution and the presentation of workshops.

Governing References

None

A. Purpose of the Forum and Products Exposition

On an annual basis, NIGP shall produce its premier educational program called the "Annual Forum and Products Exposition" (hereinafter called Forum). The program shall consist of opportunities to:

1. Share knowledge through multiple educational seminars, workshops, technical presentations;
2. Share experiences through networking sessions and social activities;
3. Inspire, motivate and create awareness through professional speakers addressing well-timed subjects;
4. Engage with suppliers through a products exposition that features a display of innovative products and services selected and described by the represented exhibitors; and
5. Recognize the contributions of individuals, public agencies and chapter affiliates through an awards program.

B. Roles and Responsibilities in the Production of the Forum

1. Through the annual budget, the Chief Executive Officer shall ensure that there are sufficient staff and financial resources to produce a quality Forum. The measurement of quality shall be verified through an annual, post-Forum survey that results in at least a 90% rating for customer satisfaction.
2. In turn, the Chief Executive Officer shall rely on NIGP’s designated meeting planner to manage the program in collaboration with key senior staff, independent and/or third-party providers, and NIGP volunteer committees including:

a. The NIGP Forum and Products Exposition Committee. This Committee, chaired by NIGP’s designated meeting planner, is responsible for:

(1) Establishing the minimum requirements and parameters for submitting competitive proposals to host a future Forum;

(2) Selecting future Forum venues following a recommendation from staff based on best and final offers;

(3) Determining policies related to discounts and cancellations;

(4) Determining specific conditions for accepting expense-reducing incentives such as housing rebates and/or cash and in-kind contributions from the Convention and Visitors Bureau or the Chamber of Commerce;

(5) Recommending an annual appropriation process including revenue streams (fees, discounts, etc.) and expenses to the Finance Council for ultimate approval by the NIGP Governing Board;

(6) Serving as the Quality Control Team for each Forum to manage onsite program logistics for educational programs and special events; and

(7) Serving as the Host Committee for each Forum in partnership with the leadership and volunteerism of a local or regional NIGP Chapter affiliate(s) when applicable. The purpose of the Host Committee is to:

   (a) Provide recommendations to NIGP staff on the use of local facilities for Forum-related activities; and
   (b) Provide a volunteer network to support onsite logistics.
b. The NIGP Knowledge Management Committee and its subgroups. This Committee, chaired by NIGP’s Executive Director for Knowledge Management, is responsible for facilitating the program’s educational component by:

(1) Providing innovative ideas and best practice solutions through professional development and networking opportunities based on annual member feedback, current trends analysis, and program assessment;

(2) Ensuring that no presentations or workshops expressly promote or endorse non-NIGP products or services unless specifically allowable as a marketing opportunity within the scope of the Products Exposition; and

(3) Emphasizing the value of diversity by:
   (a) Including professional speakers and workshops that address diversity issues; and
   (b) Ensuring that a Diversity Town Hall Meeting is produced during each Forum that elicits input and participation by all members regarding diversity issues, governance, and NIGP operations

C. Site Selection

1. Rotational Cycle

The rotation plan for selecting future Forum host cities divides the United States and Canada into geographical and membership-based areas to be determined by the Forum and Products Exposition Committee. This rotation cycle shall be maintained unless mitigating circumstances such as financial opportunities/benefits occur where it is in the best interests of NIGP to consider an out-of-rotation venue.

2. The Site Selection Proposal Process

a. In conjunction with the Forum and Products Exposition Committee, NIGP staff shall determine the selection process for selecting future Forum venues; ensuring that the selection is transparent, competitive, and considers the financial interests of the Institute. In those cases where a regional or local NIGP chapter affiliate is co-located in the
proposed city, the proposers are encouraged to engage the leadership of said chapter.

b. The Forum and Products Exposition Committee is responsible for rendering the final decision on future venues.

D. Financing Provisions and Fees

On an annual basis, the Forum and Products Exposition Committee and the Finance Council shall collaboratively recommend an annual budget to include revenue sources and expenses to the NIGP Governing Board for final authorization.

The annual goal is to ensure that fees are adequate to cover all direct and indirect costs for conducting the Forum; such that the combined Forum and Expo budget is, at a minimum, revenue neutral, unless otherwise approved by the Finance Council.

E. Contract Execution

The Chief Executive Officer or designee, as allowable in conjunction with contract execution authority, shall execute all contracts that legally bind the Institute in accordance with the NIGP policies. This includes, but is not limited to, rental of public and private facilities, rental of equipment, and professional fees for speakers and presenters.

F. Cancellation of the Forum

The NIGP Governing Board may cancel or postpone the Annual Forum and Products Exposition if an emergency arises, which in its judgment makes the holding of the Forum inadvisable or not in the best interest of NIGP. Cancellation requires a two-thirds vote by the Governing Board. In the event of such cancellation, NIGP’s liability shall be limited to the registration fees paid by registrants and any liability incurred from the hotels or convention center per expressed terms in their contracts with the Institute.