

## **19. 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 sessions.

### **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 sessions, workshops, technical presentations that are offered in-person and virtually;
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% of attendees would recommend Forum to a colleague and an average combined score of 4.0 or higher on learning sessions

2. In turn, the Chief Executive Officer shall rely on NIGP's Director, Events & Program Delivery, or designee to manage the program in collaboration with key senior staff, independent and/or third-party providers.
3. The NIGP Director, Events & Program Delivery or designee, is responsible for:
  - a. Establishing the minimum requirements and parameters for submitting competitive proposals to host a future Forum;
  - b. Selecting future Forum venues following a recommendation from staff based on best and final offers;
  - c. Determining policies related to discounts and cancellations;
  - d. 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 host City;
  - e. 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;
  - f. Serving as the Quality Control Team for each Forum to manage onsite program logistics for educational programs and special events; and
  - g. Appointing a local planning task force for each Forum, to serve in the following capacity:
    - (1) Provide recommendations to NIGP staff on the use of local facilities for Forum-related activities; and
    - (2) Provide a volunteer network to support onsite logistics.
4. The NIGP Content Management Committee (CMC). This Committee, chaired by NIGP's Chief Content Officer or designee, is responsible for facilitating the program's educational component by:
  - a. Providing innovative learning ideas and best practice solutions through professional development and networking opportunities based on annual member feedback, current trends analysis, and program assessment;

- b. Establishing and managing the annual call for presentations process ensuring a competitive, fair, and transparent process of submitting, reviewing, scoring, and selecting Forum sessions;
- c. 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;
- d. Ensuring that Forum educational content (learning sessions, workshops, and paths) provides a mix of topics and levels (foundation and advanced) that are aligned with membership and their feedback; and
- e. Emphasizing the value of diversity during the annual Forum by:
  - (1) Including professional speakers and workshops that address diversity issues; and
  - (2) Including sessions that speak to procurement diversity issues.

**C. Site Selection**

1. *Rotational Cycle*

The rotation plan for selecting future Forum host cities divides the United States into geographical and membership-based areas to be determined by NIGP staff. 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. 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 Chief Executive or designee shall appoint a Forum Site

Selection Task Force for the purpose of supporting staff in assessing proposals submitted to the Institute to host a future Forum event and providing input regarding cost and benefits to the attendee and the Institute. The Task Force shall include a member of the Governing Board and a member of the Finance Council; provided that the NIGP Treasurer may represent both governing bodies.

**D. Financing Provisions and Fees**

On an annual basis, NIGP staff 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 and Governing Board.

When financially feasible/appropriate, NIGP shall provide members currently serving the Member Council, the current Governing Board Chair, retired Past NIGP Presidents/Governing Board Chairs, retired Albert H. Hall awardees, and retired NIGP Chief Executive Officers with full complimentary registration. Other VIPs may receive complimentary registration based on current reciprocal relationships.

**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 two thirds vote by the Governing Board to the extent feasible.

If an emergency occurs at or near the Forum venue while the Forum is in

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progress that may impact the health, safety and welfare of Forum attendees, guests, and/or staff, the Governing Board Chair and the Chief Executive Officer will collaborate on a final decision. 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.