

PCCCA Annual Conference - Hosting Criteria and Responsibilities

Site Criteria

The Annual Conference is the flagship event for the Presbyterian Church Camp and Conference Association. A camp/conference center that wants to apply to serve as the host for this program must meet the criteria below.

A qualified host site is to:

- Hold current site membership in the association
- Have current staff or volunteers who have attended the Annual Conference and are familiar with how it is structured
- Schedule the Annual Conference during the first full week of November, plus or minus one week
- Provide housing for 150-175 persons, with facilities to serve individuals, couples, and families with children (including those with accessibility needs). Facilities may be located off-site, but must be conveniently accessible to the conference proceedings (by walk or shuttle). There needs to be a minimum of 50-60 bedrooms, or rooms that could be used to accommodate a family. None of the accommodations should not require the use of top bunks to meet these requirements.
- Provide meeting space as follows: one meeting room large enough to hold the entire conference attendance (separate from the dining room) and 4-5 additional meeting rooms with a minimum capacity of 20-40 persons each for the workshop sessions
- Provide audio/visual equipment for each of the meeting rooms that includes something to write on (flipchart easel, chalkboard, or dry erase board) and access to LCD projectors. A sound system will need to be available for the large meeting room for keynotes, worship, etc.
- Provide facilities for childcare which are separate from other meeting rooms, consisting of one room for infants/toddlers with the appropriate equipment and one for children/youth up to age 16.
- Provide food service (including meals and snacks) which reflects a concern for ethical nutrition, energy conservation and special diets
- Provide linen service for all participants, which includes at least one change of towels in the middle of the conference week
- Be accessible to a major airport, with a regular transportation service or arrangements for shuttles to and from the airport in order to minimize the need for participants to rent vehicles
- Provide on-site accessibility to printing and copying equipment for use by the PCCCA Board and the conference planning team
- Provide a firm bid on all of the above services, as outlined on the application form
- Preferably hold current accreditation with the American Camp Association

Site Responsibilities

The host site will:

- Provide a representative who will serve an active role on the planning team for the conference. This person will be the principal contact for planning related to housing, meeting space, audio-visual equipment, food service, and linen services.
- Submit a contract to the PCCCA Board one year prior to the event that outlines the price for all the services that will be provided (using the bid prices in the application). While PCCCA does not pay a deposit on this contract, the association will abide by all of the host site's policies if the conference was to be cancelled. If a secondary site is needed in order to meet housing requirements, then PCCCA will pay the required deposit for that contract.
- Line up a photographer for the group photo, develop and distribute one 8x10 photo per registered family (this cost will be included in the participant's program fee)
- Assist the planning team in arranging childcare providers for ages infant through 16
- Assist the planning team in arranging transportation (for shuttles, the free afternoon trips, etc.)
- Provide information on area attractions, tours, and transportation
- Welcome the group on the first evening and share a little history about the site, how to find things, housekeeping details, etc.
- Participate in the evaluations of the event
- Submit an itemized invoice to the PCCCA Executive Director within one month following the event

PCCCA Annual Conference – Host Application

Site Name: _____ City/State: _____

Contact Person(s): _____

Contact Phone: _____ Contact Email: _____

Bid Specifications

Proposed week for conference (Sunday through Friday): _____

Provide a brief description for the different lodging options at your site. In the space to the right, please indicate the cost for an adult for five nights with linens (and a mid-week towel change):

_____	_____
_____	_____
_____	_____
_____	_____

Price per adult for meals:

Breakfast _____ Continental Breakfast _____ Lunch _____ Dinner _____

Briefly describe the meeting room facilities at your site (and the costs for their use):

Major Airport: _____

Airport's proximity to site: _____ miles and _____ minutes

Please check all that apply for your site:

- High Speed internet
- Cell phone coverage
- Current accreditation by the American Camp Association

To the best of my knowledge, the site described in this application meets the outlined host criteria. If selected, we agree to the outlined responsibilities of a host site.

Contact Person's Signature _____ Date _____

Please send the completed form to Joel Winchip, PCCCA Executive Director, 191 Diane Road, York, SC 29745-9740 along with any facility descriptions or area brochures. If you should have any questions about the hosting requirements or application, please contact him at joel@pccca.net.