



## **NPRRA Conference Committee**

### **Site Visit Guidelines**

Drafted: February 1, 2017

Modified: February 1, 2018

Reaffirmed without Changes: February 28, 2018

NPRRA (also, the “Association”) acknowledges that the Conference Committee will be visiting future conference sites approximately 2.5 years out from the conference. The advance site visits offer benefits to the Association, including the following:

1. Ability to choose from a wider selection of hotels due to increased availability.
2. Ability to get better rates due to increased availability as hotels have more flexibility with negotiations.
3. Ability to visit possible offsite event locations or participate in possible activities to determine if they will be acceptable for our group or not.
4. Ability to really get a “feel” for the city and area surrounding the hotel to help determine the best activities/location within the city which would best suit NPRRA conference attendees.

#### **Expense Coverages**

General guidelines are as follows:

- NPRRA will limit reimbursements to necessary expenses such as airfare, ground transportation, hotel room and food/beverage costs. NPRRA will not cover any expenses that are unnecessary to the mission.
- Air travel should be via coach class, hotel rooms should be standard and ground transport should be via most economically effective means. The number of hotel nights should be limited to the minimum amount of nights necessary to effectively complete the site tour. Entertainment is reimbursed to the extent that it is being done as research for future conference events.
- NPRRA Board of Directors may, at its discretion, elect to approve additional reasonable expenses (not covered by the funds already allocated in the conference budget) on a case by case basis.
- In many cases, depending on the market, hotels will provide complimentary transfers, rooms, and meals, and the offsite event venues/activities that are being considered will provide complimentary services to try to earn the NPRRA business.
- Either 2 or 3 people will attend the site visits. It will typically be the Conference Committee Chair, the Executive Director and the President, if he or she wishes and/or the location and market warrant it.

