



WE Local Host City Guidelines

1. **Venue**
The venue has the desired meeting space (>35,000 sq ft)
2. **Transportation**
With over 50% of attendees traveling 120 miles and further for WE Local conferences, it is imperative cities have easy modes of transportation including
 - a. Affordable plane tickets
 - b. Driving and parking rates
 - c. Train accessibility
3. **Universities**
With up to half or 60% of the audience of collegiate status, WE Local conferences have universities with an engineering discipline to partner within the area
4. **Hotel accommodations**
Is the hotel affordable (<\$240/night) and have multiple double rooms?
5. **City**
According to the SWE Member heat map, is the city in a good location where attendees can travel (by car) within five hours?
6. **Member/Partner Nomination**
Did a section member or partner nominate the city?
7. **WE Local/Region Event**
In order for SWE members to take full advantage of the economic impact and membership growth potential; WE Local will not return to a city (region or WE Local conference) within two years
8. **SWE Annual Conference**
A WE Local host city cannot be held in the same city of a SWE annual conference or future annual conference unless given approval by SWE Headquarters

Guidelines will be evaluated annually as the program continues to evolve.

WE Local Host City Selection Process

1. SWE members and partners can submit a local host city via the website application
2. When a city/state is nominated, SWE Headquarters (HQ) will send a notification nomination e-mail to local section leadership
3. SWE Headquarters will review all entries for selected year and “any year” submission including creating a grid comparison for all locations to see what locations meet the general need of a WE Local conference
4. After review, SWE HQ will present a list of cities and states to SWE HQ Executive Leadership for feedback/review
5. Upon review, the WE Local Advisory Board will also be informed of five selected cities and alternative cities if a city is called into question
6. Before presenting the final host cities to the BOD, SWE HQ will consider local engagement by notifying section leadership
7. SWE HQ Executive Leadership will review the host cities with the SWE Board of Directors and confirm approval



8. HQ will notify Section leaders via e-mail about city selection
9. HQ will notify nominees of denied city/state host cities by e-mail if their nomination had not been selected

WE Local Host City Selection Timeline

- **September 1 – May 31**
 - Open Call for Host City Nomination (Two-Years Out)
 - Ongoing acceptance for “Any Year” and “Future Years”
- **June 1-June 30**
 - HQ reviews nominations and notifies section leaders of nominations
- **July 1-July 30** (two years prior to conference)
 - HQ offers 5 cities (and two alternates) to LAB for review and discussion, and for voting
 - HQ takes LAB five cities and presents to SWE Board for review
- **August** (two years prior to conference)
 - SWE Board discusses and approves WE Local conference host cities
- **September** (two years prior to conference)
 - Section presidents notified of selection
- **October** (two years prior to conference)
 - Host cities are announced at SWE annual conference

WE Local Host City Venue Selection Timeline

- **June-July** (two years prior to conference)
 - Write and send RFP to Convention Bureau October (two years prior to conference)
 - Review RFP request and select venues to visit that meet our dates and/or space requirements
- **September-November** (two years prior to conference)
 - Negotiate contracts
- **December** (two years prior to conference)
 - Finalize and sign contract