



CONFERENCE HOST AND SITE SELECTION FOR THE SCCAAEE ANNUAL CONFERENCE

About:

SCCAAEE is the South Central Chapter of the American Association of Airport Executives which was founded in 1928, AAAE is the world's largest professional organization representing the men and women who work at public-use commercial and general aviation airports. AAAE's 5,500-plus members represent some 850 airports and hundreds of companies and organizations that support the airport industry. The South Central Chapter supports the region including Texas, Oklahoma, Kansas and New Mexico along with Mexico and Central America.

Event Name: Annual Conference

Event Host Organization: South Central Chapter of American Association of Airport Executives (SCCAAEE)

Key Contact Person: Logan Beszterda, CAE

Job Title: Chapter Manager and Event Coordinator

Website: <http://www.scaaae.org/>

Event Start Date: Sunday – March or April

Event End Date: Wednesday – March or April

Total Expected Attendance: 250 – 300

Background:

It is the intent of the SCCAAAE to encourage, to the extent practicable, a rotation of conferences through geographic areas represented by the SCCAAAE, based on the member's interest and ability to meet the Conference Guideline criteria as summarized in this RFP. The States and geographic areas represented by the SCCAAAE include:

- Texas
- Oklahoma
- Kansas
- New Mexico
- Louisiana

Following is a list of Host Airport sites for previous years:

- 2016 – Galveston, TX
- 2017 – Wichita, KS
- 2018 – Albuquerque, NM
- 2019 – Tulsa, OK
- 2021 – Houston, TX
- 2022 – Corpus Christi, TX
- 2023 – Oklahoma City, OK
- 2024 – Wichita, KS

Annual Conference Site Selection Criteria:

Site Selection will be based upon the criteria as outlined below. The following characteristics will be considered by the Conference Planning Committee and are presented below in no particular order:

- Attractiveness of location
- Area attractions
- Hotel quality
- Exhibition space
- Meeting rooms
- Hotel rates
- Fiscal (Profit) expectations
- Air service
- Ground transportation

Conference Goals:

- **GOAL 1** – Drive Membership Value: The conference should include a wide range of sponsors that bring innovative ideas to the Chapter membership and that are relevant to airport management issues within the Chapter. This will drive applicability of the conference to the membership, facilitate an enhanced “value for the money” for attendees, and assist in driving higher attendance at future conferences.
- **GOAL 2** – Facilitate Networking Among Attendees and Sponsors: By providing networking opportunities between attendees and sponsors/attendees, knowledge flow will be facilitated and thus will drive additional value for sponsors and attendees. The conference agenda provide opportunities for corporate members to meet, greet, and communicate with executive members.
- **GOAL 3** – Provide a meaningful Agenda of Session Topics with Engaging Speakers and Moderators: The conference should secure educational programs and speakers pertinent to the airport management profession. To provide a wide range of applicability, the topics should be a good mix of new issues/topics and issues/topics discussed at larger conferences that not all attendees are able to attend.
- **GOAL 4** – Enable Chapter to Fulfill Mission: The conference should be planned and executed in a manner that secures sufficient revenues to support budgeted chapter expenses. Ideally the conference revenues would be used to support the principal growth of the SCC-AAAE Educational Foundation.

Host Hotel Facility Requirements:

- Availability of a single hotel suited to accommodate all lodging and meeting space requirements is preferred;
- Adequate exhibit area, preferably in one room close to meeting areas for maximum exposure;
- Minimum of one (1) large meeting room to accommodate all attendees for meetings and luncheons;
- Minimum of four (2) smaller meeting rooms to accommodate up to fifty (50) attendees;
- A hotel with the availability of 300 sleeping rooms;
- Complimentary airport transportation is preferred;
- Minimal or no automobile parking fees preferred;
- Reasonable hotel rooms rates – under \$180 per night preferred;
- A minimum of six (6) complimentary hotel rooms preferred, including “Presidential Suites” for the presiding and incoming Chapter Presidents; and,
- ADA compliance and accessibility required.

- Investment of \$25,000 (benefits below)

A formal hotel RFP will be sent for site selections. Please connect SCCAAAE with a representative with your CVB.

Annual Conference Airport Host Benefits:

Airport Host

\$25,000

- Title Sponsor for conference in all billing
- Name and logo recognition in conference program
- Sponsor thank you signs displayed prominently at high traffic areas
- Sponsorship designation ribbon for registration badges
- Sponsorship level listed on nametags
- Listing on power point displays in general session room
- Inclusion in promotion and thank you emails to attendees and full database
- Special signage for your exclusive sponsorship
- Verbal recognition during event welcome address
- Title Sponsor for Monday night event
- Welcome Reception Event Host