



## WIRMC's Venue Guidelines

*As of May 2015*

In order to meet the programming needs of our annual professional conference, as well as the comfort and convenience of our attendees, the Wisconsin Integrated Resource Management Conference (WIRMC) has determined the following basic requirements and preferences/priorities for possible venues to host our conference.

These requirements and preferences have been determined by the WIRMC Planning Committee as of the date posted, however the Committee may alter these at any time at their discretion to meet the needs of the conference as a whole.

### LOCATION

- **Required:** Wisconsin
- Preferred: centrally-located with convenient access to major highways and an airport

### CONFERENCE CENTER FACILITY & SERVICES

- **Required:** Individual meeting spaces that are AVAILABLE SIMULTANEOUSLY for the activities listed.

Programming Activity	<u>MINIMUM</u> Square Feet
General Session / Socials / Meals	4,500
Exhibit Hall	10,600
Track Session 1	1,900
Track Session 2	1,900
Track Session 3	1,900
TOTAL:	20,800

- Preferred: All meeting and guest rooms located as close to each other as possible, thus providing the smallest physical 'footprint' of the facility's available space.
- Preferred: Offer attendees the highest quality food and beverages available, in consideration of the conference's overall budget and economic considerations.

### HOTEL GUEST ROOMS

- **Required:** Minimum total of 175 hotel guest rooms available per night, for at least 2 consecutive nights of our 3-day conference.
- **Required:** Minimum of 140 hotel guest rooms attached to the Conference Center, with no more than one other hotel to provide the remaining 35 guest rooms needed.
- **Required:** If all necessary rooms are not attached to the conference facility, the one other location must provide rooms at the same rate as the hotel attached to the Conference Facility. A convenient shuttle service must then be provided between the additional hotel and the Conference Facility.

### ONSITE RECYCLING / WASTE REDUCTION PROGRAMS

- **Required:** Onsite recycling program in accordance with Wisconsin's Recycling Law.
- Preferred: Additional recycling, waste reduction and/or organics management programs.

### ONSITE RESTAURANT / LOUNGE

- Very High Preference