



CGMC Summer Conference

Host City Criteria

The Coalition of Greater Minnesota Cities is a nonprofit, nonpartisan advocacy organization representing 75 cities outside of the Twin Cities metropolitan area. The summer conference is an opportunity for a CGMC member city (or group of cities) to host other city officials. During the conference, members set policy for the upcoming legislative session, hear presentations/panels, attend committee meetings, and tour the host city. Each year, the conference alternates between northern and southern Minnesota; since the 2010 conference will be in Winona, the 2011 conference will be in the northern half of the state.

Typical Conference Schedule

Wednesday: noon check-in, afternoon panel discussions or presentations, city-sponsored evening social activity

Thursday: morning tours/educational activities, afternoon meetings, evening legislative awards dinner, post dinner social opportunity

Friday: morning CGMC meetings, conference ends at about noon

Some suggested criteria for your city to address in its proposal:

1. Hotel

- Must block 80 rooms Wednesday and Thursday of the last week in July or first week in August
- Please note: individual attendees will contact the hotel to make their own reservations

2. Meeting Rooms

- Must have classroom-style seating for 125
- Must have room or space adjacent to main meeting room to accommodate 10-12 vendor tables/displays
- Must be able to accommodate audio-visual needs (i.e. projection screen, ability to use room audio through projector/laptop, TV/VCR/DVD)

3. Banquet Facility

- Must be able to seat at least 150 for the legislative awards dinner

4. Social Activities

- Typically, host cities provide food and social activities on Wednesday night (Detroit Lakes' pontoon tours and pig roast, Red Wing's dinner cruise, and International Falls' fish fry and boat tours)
- On Thursday morning, host cities provide educational tours for CGMC members and families (museums, housing, or city economic development projects)
- Cities often provide entertainment during the legislative awards dinner (Bemidji's historical speaker and Detroit Lakes' big band)
- Many cities provide refreshments and/or desserts during Thursday post dinner activity

5. City Souvenirs

- Host cities often wish to provide CGMC members with conference souvenirs (examples include t-shirt, woolen blanket, mugs, and/or cooler)

A site selection committee (four CGMC members and one staff member from Flaherty & Hood, P.A. chosen by the CGMC president) will evaluate the proposals and make a selection by Fall of 2010.

Please note: the CGMC committee welcomes new ideas and variations from the "typical" conference schedule!

Proposals to host 2011 conference must be submitted by August 6, 2010 to Flaherty & Hood, P.A. 525 Park Street, Suite 470 Saint Paul, MN 55103

A CGMC member city must submit the proposal.

Please contact Bradley (651.225.8840) with questions.