

**REQUIREMENTS FOR CONNECTIONS CONFERENCE**  
**SOUTHEAST TOURISM SOCIETY**  
**September 2022**

The STS Connections Conference consists of approximately 250-300 STS member attendees from the industry areas of attractions, chambers of commerce, convention and visitors bureaus, accommodations, state travel offices, travel media and other travel related businesses. The Southeast Chapter of the Travel & Tourism Research Association also conducts their annual meeting in conjunction with the STS conference.

Conference Coordinator: Suzanne Moon  
Vice President of Operations  
Southeast Tourism Society  
555 Sun Valley Dr., Ste. E5  
Roswell, GA 30076-5426  
770-542-1523 404-202-1551 mobile  
Email: [suzanne@southeasttourism.org](mailto:suzanne@southeasttourism.org)

Expected attendance: 250-300

Date options: September - October, 2022  
Weekday Pattern

Hotel & Host City Requirements

Meeting Rooms: Available at no charge. STS may bring in own A/V company.

Entire Conference: Work room for storage of materials and table space for assembly of registration materials.

Room/area capable of holding trade show of (40) 6' tables around perimeter of room with all continental breakfast/coffee breaks set up in room (no pipe/drape)

First Day:

1. Morning – Executive Committee Meeting – 12 ppl.
2. Afternoon – New Board Member Meeting – 12 ppl.
3. Afternoon – Board of Directors meeting; 45 ppl. – U-shape + 4 rounds
4. Board of Directors Dinner; Approximately 60 ppl. – off-site

Second Day:

1. All Day – Registration/Trade Show Move-In
2. Optional Events (Voluntourism/Health Related Activity) – 25 ppl.
3. New Member Mixer – 30 ppl.; F&B
4. Opening Lunch – 275 ppl. rounds

5. (3) Afternoon Breakout Sessions – 100 ppl. Each – Theater
6. Afternoon General Session – Meeting room for 250 ppl. – Classroom/Theater  
Stage – Conversation Style Set – Rear Screen or comparable A/V
7. Off-Site Evening Event – entire group

Third Day:

1. All day general session (STS) – Meeting for 250 ppl.  
Classroom/Theater  
Stage – Conversation Style Set
2. All day session (SETTRA)  
Morning: Classroom + head table for 3 ppl.; Buffet breakfast for 40 ppl.  
Afternoon – additional meeting room for 100 ppl. – Theater
3. (2) Additional Breakout Session Rooms – Morning and Afternoon for 100 ppl. Theater
4. Luncheon for 275 ppl. – Rounds
5. Reception & Dinner at hotel for Shining Example Awards Dinner for 200 ppl.  
Stage for awards/ Rear Screen or comparable AV

Fourth Day:

Meeting room for 200 ppl. – Morning session  
Classroom style – Head table for 4-6 ppl.  
Working Breakfast Buffet

Room Rates:

Must take into consideration that the association has certain state and local government offices that are on a per diem for lodging expense, and small chambers of commerce and convention and visitors' bureaus that operate on a limited budget.

Guestrooms:

The bidding organization must guarantee:

1. No less than 175 first class hotel rooms for up to three nights.
  - a. First Night 30 rooms
  - b. Second Night 100 rooms
  - c. Third Night 175 rooms
  - d. Fourth Night 175 rooms
2. Minimum of five single rooms for staff and Chairman of STS, in lieu of hotel's standard complimentary room policy.
3. Maximum of five single or double complimentary rooms would be required for speakers/travel writers.

Host hotel:

Host hotel will sponsor a luncheon or one of the receptions during the meeting.

Host city:

Must be a member in good standing of Southeast Tourism Society. Along with Host state, sponsor opening night event for attendees.

Reservation procedure:

Delegates will make reservations directly with the hotel.

History & Room Rates:

Data for the last five years is summarized in the following table.

<b>Year</b>	<b>Location</b>	<b>Rate</b>
2015	Charlotte, NC	\$149/night
2016	Baton Rouge, LA	\$142/night
2017	Knoxville, TN	\$124/night
2018	Myrtle Beach, SC	\$149/night
2019	Daytona Beach, FL	\$160/night
2020	Little Rock, AR	\$143/night

Accepted by:

Accepted by:

\_\_\_\_\_  
Host Hotel

\_\_\_\_\_  
Southeast Tourism Society