



HEALTHIER WORKPLACES | A HEALTHIER WORLD

AIHce EXP: General & Site Selection Criteria

Approved 1990; Revised July 2017

It is the policy of the Board of Directors to take an active role in supporting the growth, development, and prosperity of the AIHce EXP by:

- Encouraging technical committees, working groups, and SIGs to work in conjunction with the Conference Planning Committee and Professional Development (PDC) Committee to produce PDCs, technical sessions and roundtables.
- Supporting staff efforts to keep abreast of trends and developments that will maintain the fiscal strength and marketing competitiveness of the AIHce.
- Provide leadership and enlightenment through active participation during the AIHce week in education programs, committee meetings and Board functions.

The AIHce EXP is AIHA's major event, having considerable economic impact on both the host community and cosponsoring organizations. In an effort to ensure an optimal experience for conference attendees, cities under consideration as potential host locations are evaluated on:

1. **Geographic Location.** It is desirable to rotate AIHce EXP in a systematic, fair, reasonable manner that acknowledges 1) population centers of the industrial hygiene community, and 2) cities that can accommodate the AIHce EXP size requirements.
2. **Size.** Only cities that can accommodate all of the unique requirements of AIHce EXP should be considered. A growth formula will be established and revised at least every three years to help prevent booking a city that potentially could be outgrown or one in which we may face undue financial burdens for overbooking.
 - A. Hotel rooms. Preliminary hotel room block will be based on 2,700 peak room nights.
 - B. Exhibit space. Requirements include 150,000 gross square feet of contiguous exhibit space. All space is to be on one level.
 - C. Meeting space.
 - D. Food/Social Function space.
3. **Accessibility.** This factor impacts heavily on cost. Cities with hotel blocks requiring lengthy and extensive shuttle bus routes are not desirable. The most



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attractive cities will have large hotel room blocks within walking distance of the convention center.

- A. Convention Center
 - B. Hotels
 - C. Airport
 - D. Attractions
 - E. Ideally, 50% of the hotel room block should be within walking distance or a 10-minute shuttle bus ride to the convention center. 25% of the block should be within a 15-20 minute shuttle bus ride, and the remaining 25%, no further than a 30-minute ride. This assumes multiple stops on a shuttle bus route during peak traffic times.
4. **Cost.** Some cities are more expensive than others, and the cost factor needs careful consideration, as it relates to all other site criteria. Costs to AIHA attendees and exhibitors must be evaluated.
- A. Hotel rooms
 - B. Exhibit space
 - C. Labor rates
 - D. Taxes (sales, room occupancy, etc.)
 - E. Overall value for dollar paid for all products and services.
5. **Availability.** The AIHce EXP is traditionally held in late May or early June, avoiding Mother's Day, Memorial Day, and all major religious dates that may fall during that time span in a given year. All site selection criteria must be applied within the parameters of the AIHce EXP dates.
6. **Local/State/Regional Factors.** Some cities are more desirable than others when considering their local environment and peculiarities.
- A. Permits and licenses
 - B. Insurance
 - C. Right to work
 - D. Air lift
 - E. Climate
 - F. Concessions offered by local suppliers
 - G. Crime rate
 - H. Alcoholic beverages



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7. Conclusion

Application of the six points above will result in a conference that is on the right track from its inception, with the increased likelihood that it will be a winner.



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Addendum on AIHA Staffing

- Given the scope of AIHce EXP, a significant number of staff members are expected to attend. Each department normally budgets travel costs for its personnel directly with some exceptions. For example, the AIHA Booth (budgeted under the Press Dept.) shall include an allowance for at least one (1) Customer Service Dept. staff member to serve as cashier onsite.
- AIHA offers a special comp time policy for staffers who attend AIHce EXP. Consult Human Resources for details.