

## **CSG-WEST 2013 Las Vegas Annual Meeting Planning**

*(updated 04-10-12 cld)*

### March – July 2012: Incoming CSG-WEST Chair and Host State Considerations

- Under direction of CSG-WEST Chair, a Las Vegas hotel property is selected in **March 2012** (February 2012 visited five properties: Encore, M Resort, Mirage Planet, Hollywood and South Point. Subsequently, asked Encore and Mirage for bid information on daytime food/beverage items and audio visual for programming. Upon receipt of information, decision made in March to contract with Mirage.)
- CSG-WEST, with host state input, negotiates hotel agreement for signing in **April 2012**

### For promoting CSG-WEST 2013 Las Vegas annual meeting at the 2012 Edmonton annual meeting:

#### **April 2012:**

- Ideal time for CSG-WEST Chair to determine meeting theme
- Determine if Nevada hosts desires to have man or explore visitors authority manning promotion table in meeting registration area at CSG-WEST 2012 Edmonton annual meeting
- Determine if Nevada hosts want to promo a short, substantive (3-5minute) video on why come to Las Vegas meeting at the last lunch program at 2012 Edmonton annual meeting
- Determine if Nevada wants to host the Sunday night July 22, 2012 (9-11pm) hospitality suite in Edmonton to promote 2013 Las Vegas annual meeting – background: last two years the incoming hosts have hosted the next-to-last night of hospitality suite
- Consider sending a key group of Nevada staff to attend the 2012 Edmonton annual meeting to observe (and even assist, if desired) CSG-WEST and Edmonton logistics team with operational set-up and needs as well as attending program and evening sessions for purpose of hands-on information for planning and executing 2012 annual meeting.

#### **May 2012:**

- Develop one-page 2013 Las Vegas meeting flyer to include in CSGW 2012 Edmonton registration packets to ship to Edmonton in late June