APPENDIX H

Site Selection Criteria for Conference Site

**Section/Proposed Location/Venue:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria Category** | **Yes** | **No** | **Explanation** |
| Has the host Section indicated an ability and willingness to be the conference host Section for this conference | X |  | Section is anxious to show off the City of Riverside’s “new” downtown as there has been a multi-million-dollar renovation with new projects underway – many of which will be completed by 2020. |
| Does site allow for 1,000-1,400 attendees | X |  | The Riverside Convention Center is 66,816 square feet and can accommodate up to 3,500 persons. APA-California would be the only group occupying the center during the conference. |
| Does location meet the North/South rotation | X |  |  |
| In Sections where there are multiple locations that are viable conference sites, is this location different than where the last conference in this Section was held |  | X | The 2012 conference in the Inland Empire Section was held at Rancho Mirage. For 2020, both Ontario and Temecula were considered but the Section determined that Riverside will best accommodate the conference in terms of capacity and attractiveness. Temecula does not have sufficient convention space, and the setting for the Ontario conference does not exhibit the urban experience that will be offered in downtown Riverside.  |
| Is the location Affordable | X |  | A contract is negotiated with the Riverside Convention Center and the surrounding hotels that meet CA Chapter criteria. See report to Board for details. |
| **Location:** |  |  |  |
| Can the facility provide lodging on site or can off site lodging provide 400 hotel rooms | X |  | There are approximately 1,350 sleeping rooms in the Riverside area. Multiple hotels are available in the downtown area within walking distance to the Convention Center to meet our room needs. Most hotels will also increase our housing block should the need arise. |
| Does the location provide variety of transportation options to conference site/area (air, train, bus) | X |  | Walking distance to convention center and hotels, and the Ontario Airport is about a 20-minute drive with shuttle, taxi service, Uber, and Lyft available to/from at all times. An Amtrak station is also located just south of downtown Riverside.  |
| Does the location provide a density of lodging within walking distance to facility | X |  | Approximately 400-500 rooms are within a short walking distance from the Riverside Convention Center, ranging from historic to convention as well as several select-service hotels plus a new Hampton Inn that will be available by 2020. |
| Does location provide accessibility for conference attendees to go off site for meals, entertainment | X |  | Numerous eating facilities are within a short walking distance from the convention center and hotels. Entertainment and cultural facilities are also located within walking distance in the greater downtown area. |
| **Facility:** |  |  |  |
| Does the facility have 1000-1200 seat ballroom | X |  | Facility has a 30,000-square foot exhibit hall which divides into four sections -two of which will be utilized for plenary/keynotes and group luncheons. |
| Does the facility provide 10 classrooms for session block offerings (preferred 100 seats each; minimum 80) | X |  | There are 10 regularly available classrooms with 100+ seating capacity each. |
| Can the facility provide Exhibit space of 5000-7000sf | X |  | One of the larger exhibit hall breakouts will more than accommodate current anticipated exhibit needs as well as tabletops if desired. |
| Is the Exhibit space well-located in relationship to the session rooms to allow normal traffic to pass through the Exhibit space | X |  | Yes, there will be breakout rooms nearby but there will also be breakout rooms on the Lower Concourse. |
| Does the Facility have 27,000-32,000 sf to accommodate sessions and activities | X |  | The Riverside Convention Center has a total of 66,816 total square feet to accommodate sessions, breakouts, and plenaries. |
| Does the facility have Sustainability Programs  | X |  | We will obtain further details from the convention center and the contracted hotels.  |
| **Membership:** |  |  |  |
| Is there adequate density of APA membership near venue (proximity to site often drives attendance numbers) | X |  | About half of the CA Chapter membership is within one to two hours driving time to Riverside. Other members are within a three to seven-hour drive or a short flight away to Ontario Airport.  |
| Is site easy for students to arrive at  | X |  | Riverside is a convenient location for urban planning students attending southern California schools such as UCLA, USC, UC Irvine, UC San Diego and UC Riverside.  |
| Will location attract membership to attend | X |  | Downtown Riverside is experiencing an exciting transformation with innovative mixed used projects under development, and many opportunities are available for mobile workshops to highlight recent planning activity in the City and region. |