

# 4.7. Location and venue selection

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# 4.7.1. Location comparison

The selection of a location for an APC convening is chosen after the assessment of different factors. The criteria usually are: international travel complexity for participants; country entry requirements and visa process complexity, with special attention to passports that are most discriminated against; local political situation; risks and possible safety measures; local partners who can provide support with the visa process and so on; and budget.

When it comes to venue selection, there is a more specific list of factors: environmental friendliness; labour practices; willingness and ability to accommodate participants' special needs, such as accessibility and food allergies or dietary preferences such as vegetarian, vegan, halal, gluten-free, etc.; location and distance from the airport, train station and/or accommodation, if it is not the same as the venue location; and budget.

## **Location comparison**

It is recommended that three locations be scouted to decide the preferred characteristics for the event. Location comparison can be done in the cost comparison section of the logistics mainsheet, guided by details such as visa requirements, visa processing time and costs, yellow fever vaccination requirements, flight ticket costs, accommodation costs, conferencing costs, destination airport transportation costs, etc. It is fine to use general quotations at this stage. It is the responsibility of the point of contact and the organising programme/team to decide the convening's location based on location comparison.

## 4.7.2. Venue assessment, cost comparison and procurement process

After determining the location for a convening, which can be the result of an internal location comparison exercise or the decision to attach the APC convening to an external event, you can proceed to look for the venue keeping in mind the conditions relevant for the programme so as to help accommodate the participants' needs in the best possible way.

In general, as the APC procurement policy states, documented vendor comparisons are mandatory when costs are expected to exceed USD 3,500, which is generally the case when contracting venues.

The convening lead is responsible for the procurement process for contracting a venue, which requires at least three proposals from different vendors and run them through the [APC Venue Comparison Matrix](#).

This matrix is presented to the convening point of contact and the cost centre approver for them to make a decision based on the comparison. This decision must be registered in the matrix and signed by the cost centre approver.

Once the venue is decided and approved by the programme/team, it is the responsibility of the convenings lead or Ops programme staff in charge of logistics to ready the contract or agreement letter stating the conditions of the reservation such as costs per participant per day/night, package details, event costs, payment schedule, cancellation policy, force majeure clause, and other details.

The convenings lead or the Ops programme staff must send the documents to the APC Finance manager, whose signature is required on the contract. In the cases where the Ops staff produce the venue comparison, the convening lead should review the file for compliance before sending it to the financial manager.

Venue comparison set of documents:

- [APC Venue Comparison Matrix](#) with cost centre approver's signature, to be signed by the Finance manager.
- Three proposals/quotations from different venues
- Venue contract to be signed by the Finance manager
- Pro forma invoice with total services requested up to the date of signing the contract.
- List of participants or rooming list (if accommodation is being booked)

- Link to convening repository where this procurement process is being backed up.

## 4.7.3. Accommodation

APC follows a single-room policy for accommodation in order to respect the privacy and mental health of the participants. But participants can share rooms to cut costs or for personal preferences. The general rule is that the convenings lead or the programme Ops staff in charge of logistics explore accommodation options that provide single rooms for all participants; but if the programme budget is limited and participants have no problems, the convening point of contact can advise the team to explore options of shared rooms.

The Logistics Registration Survey will help determine if participants are open to sharing rooms with other participants or if they are being accompanied by someone whose costs are being borne by they themselves. The [Venue Comparison Matrix](#) can be used for accommodation, meeting venue and transportation.