

## 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.

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