



### **Summer Legislative Conference Host Criteria and Application**

The Alaska Municipal League (AML) Summer Legislative Conference is held annually in August. The AML Board of Directors, the Alaska Conference of Mayors (ACoM), and the Alaska Municipal Management Association (AMMA) also meet during this time. The host municipality must be a member in good standing and pass a resolution of support to host this conference.

The purpose of this conference is to provide time and space to begin work on the AML Legislative Priorities and Position Statements, which are finalized and voted on at the Annual Business Meeting each fall. The AML, ACoM and AMMA Boards use the opportunity to meet and conduct their business in person. Depending on the location, 75-100 people typically attend. The host municipality is responsible for providing:

#### Meeting Logistics

- Staff person to assist AML with logistics
- Meeting space for 2-3 days – if not within walking distance, the host must provide transportation
- Meeting space for up to 100 people
- Breakout space for two groups (25-30 people)

Accommodations – understanding that Alaska’s unique tourism season may provide challenges in securing space for up to 100 people, AML will work to secure space at the first of the calendar year to ensure competitive pricing and adequate space.

Catering – access to catering services for 2-3 breakfasts, 2 lunches and all-day coffee service.

The municipality is invited, although not required, to host an evening reception for conference delegates.

Please send a one-page letter of invitation, as well as the application below can be sent via email to [sarahk@akml.org](mailto:sarahk@akml.org). If you have any questions, please contact Sarah King at [sarahk@akml.org](mailto:sarahk@akml.org) or by phone at 907-790-5378.



**Summer Legislative Conference — Host Municipality Application**

The Municipality of \_\_\_\_\_ invites the Alaska Municipal League to hold their Summer Legislative Conference in our community during August 202\_\_.

Membership: We are an AML member in good standing (dues paid).

Facilities: We have the meeting space and facilities necessary as described in the host criteria.

Name and location of potential meeting location:

Accommodations: We have a minimum of 100 hotel and/or bed and breakfast rooms available for room blocking with the specified conference dates. If the hotel is not walking distance to the meeting venue, we will provide transportation for the delegates at no charge to AML.

Name of hotels and number of rooms:

Catering: Names of local caterers capable of servicing up to 100 people.

AML Assistance: We can provide the necessary staff to assist with logistics

Reception: Do you plan on hosting a reception for delegates?

Any additional services, events, etc. that your community would like to provide to enhance the conference and delegate experience:

Application approved by municipal governing body on \_\_\_\_\_ and certified by:

Name

Title

Date