The Time and Place Committee shall be appointed by the President at the closing business meeting of the Annual Summer Training Conference and shall consist of a minimum of three (3) individuals who are active members. It is recommended that one individual have some knowledge and/or experience in negotiating with hotel(s) for conferences.

Duties and responsibilities of the committee include:

1. Coordinate activities with the Vice-President in selecting a conference site for his/her term as President.

2. Receive and investigate applications from states interested in hosting the Annual Summer Training Conference based on the considerations listed below. They shall make recommendations at the next annual business meeting for selection of time and place of the conference two (2) years ahead.

3. Considerations for selection of time and place:

   a. The applicant state's corrections organization(s) should provide letters supporting hosting the conference;
   
   b. Applicant city's/state's support of the conference bid;
   
   c. Accessibility of site to major transportation;
   
   d. Trade calendar of competitive events;
   
   e. Size, location, and layout of proposed site:
      
      i. Number of sleeping rooms? Overflow?
      
      ii. Meeting rooms available
iii. Traffic flow patterns
iv. Exhibit space availability and accessibility
v. Food service
vi. Cost of sleeping rooms, food service, corkage fees, cancellation policies, etc.
vii. Ground transportation available
viii. Ancillary services and attractions in area

f. Identify dates for both Mid-Winter Training Conference and Annual Summer Training Conference; tentative dates for the Program Committee to meet in October of the preceding date may be set at the discretion of the Vice-President; and
g. A contract with the host hotel should be executed by an officer of the Southern States Correctional Association.