

## AGC 2020

### Conference Planning Brief

The essential details:

1. We have signed an agreement for Hotel Indigo in Baltimore (24 West Franklin Street Baltimore, MD 21201) to be our primary session room host and conference headquarters for AGC 2020.
2. We moved our meeting plans from our initial Washington DC focus because we found out in December that the REP Conference is meeting in Baltimore (at the Hotel Indigo) in our preferred meeting window (from Wednesday October 21 to Saturday October 24).
3. We chose our AGC dates to coordinate and not conflict with REP, and also in response to hotel availability. Because of this unique circumstance, AGC will meet Sunday October 18 to Tuesday October 20.
4. We went with Hotel Indigo because the facility covers most of our space needs, and there are very few other meeting facilities in the downtown Baltimore area that can do this (right facility size for our meeting) and also hit a reasonable cost point.
5. We have three session rooms reserved at Hotel Indigo, from 8:00 AM to Midnight on all three of our session days.
6. We recognize we will need more session room space during our peak conference times (8:00 AM to 5:00 PM), and a banquet space for our luncheon. We are working to obtain this additional space at other nearby meeting halls and libraries (there are several options in walking distance). SEE APPENDIX ON FOLLOWING PAGE FOR MEETING SPACE PROPOSAL JUST RECEIVED.
7. Hotel Indigo's costs are somewhat higher than we had in Charlotte for AGC 2019, but it looks like we obtained an amazing deal on space for our 2019 meeting. We believe we have the best option for our particular needs and circumstance in the Baltimore market.
8. We coordinated with REP as we went through our facility search process, and REP has indicated that their deal with Hotel Indigo has the same terms as ours.
9. Mike Ratcliffe and our initial local arrangements research and advisory team (Wei Song, Harry Campbell, Chetan Tiwari) are doing an amazing job in sorting through some very complex facility and schedule information, and helping us make the best choices for AGC.

**APPENDIX: SPACE PROPOSAL JUST RECEIVED FROM THE MARYLAND HISTORICAL SOCIETY**

**Proposal for additional meeting rooms (Symington Library and Constellation Energy Room) and space for the luncheon (France Hall) at Maryland Historical Society (201 W Monument St, Baltimore, MD 21201 – 3 blocks from Hotel Indigo)**

**Monday, October 19**

Symington Library Suite (full day, two four hour periods) - **\$1100.00**

(Symington is split into two different rooms. One is about twice as large as the other. The smaller space can hold approximately 12-15 people. The larger space can hold 30-40 depending on the set up. It's one price for the suite including both rooms.)

Constellation Energy Room (full day, two four hour periods) - **\$1000.00**

**Tuesday, October 20**

Symington Library Suite (four hour period in morning) - **\$550.00**

Constellation Energy Room (four hour period in morning) - **\$500.00**

France Hall (four hour period in afternoon for luncheon) - **\$750.00**

**Subtotal Total: \$3900.00**

**10% Discount: -\$390.00**

**Total: \$3510.00**

Note: this space is expensive. We are paying \$250/day for each of our three conference session rooms at the Hotel Indigo. We are looking into other options, including a good possibility for much cheaper meeting space at the Enoch Pratt Library across the street from the Hotel Indigo.

It is important to note that we will need a luncheon space. Hotel Indigo and the Enoch Pratt Library cannot accommodate that event. So we will continue searching for that space, and we may end up paying more for the luncheon space than we would prefer.