As an action item following our conference on June 2, I’ve compiled a list of items we would like to consider when reviewing potential facilities for hosting a System Operations Conference in the future.

Below is a list of questions we’d like answered when considering different facilities, if at all possible.

1. Are your facilities available during the requested time frame, Monday - Friday?
   a. Monday, noon – 5 p.m.
   b. Tuesday, Wednesday, Thursday 8 a.m. – 5 p.m.
   c. Friday – 8 a.m. – noon (for continuation of OTWG Face-to-face meeting, if necessary)

2. Cost to SPP for the facilities? Breakdown the various costs as much as possible, rather than one estimated cost.
   Meeting room, AV equipment rental, breakout rooms, meals, snacks, drinks

3. Is there a meeting room discount if meals are purchased through facility catering?

4. How many attendees can you accommodate at one time? Currently, SOC is limited to 50 participants, but overall size of group would be closer to 60 or 65, with OTWG and SPP staff.

5. Do you have the facilities to accommodate two break-out sessions, dividing the group into two or three smaller groups during one afternoon?

6. Audio / visual equipment available or would we have to self-provide? Can we self-provide, if we choose to do so?
   - Projector with hookup to laptop and projection screen
   - Wireless presenter microphone(s)

7. Is internet security an issue? Would we have capability of having internet access while the conference is going on? Cost for internet access?

8. Hotels in the area? Approximately how far away?

9. Restaurants?

10. Caterers to provide breakfasts, lunches, and snacks for the conference? Facilities for meals on-site?

11. Other entertainment opportunities attendees may be interested in?

12. Airport? How far away?

13. Any restrictions or limitations you may have to place on your facilities or on attendees?

14. Any other information you feel may be critical to helping us make a decision to locate the conference at your facility?

15. What is the manner in which the hotel (if the facility is a hotel) would associate and price a reserved room block and what would that rate be for the conference compared to the regular rate?