



GENERAL MEETING VENUE HOST APPLICATION

Working with the NCCA offers you the opportunity to reach thousands of hotel guests through our members. As a venue host for one of our monthly meetings, you will meet our members and can develop lasting relationships.

The NCCA holds general assembly meetings once a month. Each meeting lasts approximately two hours, consisting of three segments: Social interaction with members, host and vendor presentations, and a members-only business portion. The meetings are generally attended by forty to sixty Concierges, and should be conducted in an area of your facility that is closed to the public while the meeting is in session. Food and beverage are often served during the social portion of our meetings. Should you choose to host a general meeting, your representative(s) will be invited to appear as the opening speaker(s) during the host and vendor presentation segment. By necessity, we limit each presentation to ten minutes. The NCCA will provide the meeting invitation to our membership.

If you are interested in promoting your venue by hosting an NCCA monthly meeting, please submit answers to the following questions:

What is the name of the venue you represent?

What is the nature of your venue?

Have you hosted a monthly meeting of the NCCA membership before? If this answer is "Yes", when did you last appear?

Who is the primary contact, and what is his/her title?

What is the contact information (location of venue, mailing address, telephone and FAX numbers and e-mail address) for the above venue?

Please submit this application via e-mail to NCCA President, Mr. Ric Lee at NCCAPres@gmail.com and a copy to Vice President, Ms. Marianne Wong at NCCAVP@gmail.com. Alternatively, you may print this application, complete and mail it to: NCCA Mailbox, 588 Sutter Street, #22, San Francisco, CA 94102, Attn: President Ric Lee. Thank you for your interest in working with the NCCA to provide our guests with interesting and timely information.