



Convention Site Selection Policy

The Zonta International president shall appoint a Convention Site Selection Committee to seek expressions of interest from districts and countries wishing to host a convention. The Zonta International executive director is to be a non-voting member of this committee.

The Convention Site Selection Committee will research and select the convention site(s) and shall present their proposal(s) to the board for approval in the biennium before the event.

Potential destinations will be reviewed with the following identified priorities:

- security, safety, political stability, existence of any sanctions pending against the country and/or its government,
- easy access – from airport, train, access in, out and within the main convention building including mobility challenges,
- local services,
- venue and meeting facilities ample enough to meet all convention needs and program,
- availability – preferred dates and time,
- affordable – open space, audio visual, and other essential items,
- proximity of accommodation options,
- convention chair, volunteers,
- attractive destination, proximity to restaurants and shops, and opportunities for cultural events, and
- a Zonta club¹ in the proximity, if possible

All convention contract handling and signing must follow procedures stipulated in the Finance & Audit Manual. The contract(s) are to be reviewed by the Zonta International risk manager, local legal counsel, if needed, and Zonta International corporate counsel.

► *Convention Manual*

► Appendix A – Signature Authority in *Finance & Audit Manual*.

¹ References to Zonta club(s) or club(s) include e-clubs.

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| Committee Responsible | Zonta International Board |
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