



# Canal Society

of New York State  
[www.canalsnys.org](http://www.canalsnys.org)

## SPECIFICATIONS TO HOST NEW YORK STATE CANAL CONFERENCE

*The New York State Canal Conference is held in September/October, and it brings together volunteer leaders, elected officials, community planners and tourism promotion professionals from canal communities across the state to share the latest information regarding the State Canal Revitalization Plan as well as local accomplishments and development strategies. In addition to general sessions for all attendees, concurrent workshops are offered to provide detailed information on specific topics related to canal development and promotion. The Spirit of the Canal Award and the Canalway Trail Tender Award are presented during the Conference. The New York State Canal Conference is sponsored by The Canal Society of New York State in cooperation with the New York State Canal Corporation and the Erie Canalway National Heritage Corridor Commission.*

**GENERAL** - Communities interested in submitting a proposal to host the New York State Canal Conference should submit a written proposal in which they clearly describe their organization, suggested meeting facilities, potential hotel facilities, and possible venues for field trips. The Canal Conference Planning Committee is responsible for design of the program content of the Conference; the host community helps arrange meeting and hotel facilities, organizes any local special event and coordinates field trips. The host community identifies at least one representative to serve on the Canal Conference Planning Committee. Site Solutions Worldwide, a professional event management firm, has been retained by The Canal Society to assist in preparation of registration materials, solicit sponsors, manage registration and coordinate all logistical aspects (AV, transportation, meals) of the conference. The two-day conference consists of morning plenary sessions and small group workshops, afternoon mobile workshops, evening awards dinner and morning panel presentations/workshops.

**SPECIFICATIONS** - Proposals to host the New York State Canal Conference must include the following:

- meeting facility to accommodate approximately 200 attendees classroom style and banquet style, four break out rooms with 50-person capacity each plus exhibit space for at least 10 exhibit booths measuring 10' x 10'.
- hotel with at least 50 guest rooms; hotel should be either connected to meeting facility or nearby to meeting facility.
- list of attractions for site visits. Attractions should be consistent with the purpose of the conference, and may feature examples of historic preservation, trail development, marine recreation, wayfinding and interpretation, business development, and/or tourism promotion/marketing

Submit proposals to:

David Kinyon, New York State Canal Conference Planning Committee,  
117 Windermere, Lockport, NY 14094

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