

## CONFERENCE SITE SELECTION GUIDELINES

The South Carolina Budget and Control Board approved an exemption from State procurement procedures for the acquisition process for conference facilities, on the condition that Agencies implement guidelines for the process designed to result in a greater geographic spread of conference sites in-State. For ANY conference expenditure and associated expenses, please follow the College procedures detailed below.

1. A conference planner, who is an employee of the College, must be appointed prior to contacting potential conference facilities.
2. Whenever possible, the conference site should be changed from those utilized for previous conferences for the fairest distribution of awarded services.
3. South Carolina State Park facilities, as well as County and City park facilities should be considered whenever they meet conference requirements. (Local venues include Charles Towne Landing, James Island County Park and North Charleston Wannamaker County Park.) Any chosen venue must be ADA accessible.
4. Obtain quotes that include a breakdown of all associated fees, including but not limited to facility rental, set-up / breakdown of furnishings, refreshments, audiovisual services, sales tax and local hospitality taxes. (The College is not a tax-exempt institution.) Obtain information regarding penalties, such as cancellation charges and room change charges.
5. Enter a requisition in eProcure using Non-Catalog Forms. Craft the requisition using individual line items to match items on the quote. If a deposit is required, enter the deposit amount as a separate line item. Please note eProcure is programmed to calculate 8.5% SC sales tax. Please contact Procurement for assistance in adjusting the tax for out-of-state conferences as well as surtaxes.
6. **IMPORTANT:** Do not sign any agreements or contracts. Any and all agreements / contracts must be reviewed and signed by a College of Charleston Procurement Officer unless the agreement / contract is in the name of an outside organization and is being signed by a representative of that organization and does not bind the College of Charleston in any way.
7. The standard method of payment by the College is via purchase order. No purchasing card or advance payments in full are permitted.
8. If a deposit is required, submit the invoice for deposit to [accountspayable@cofc.edu](mailto:accountspayable@cofc.edu) with the College PO number clearly noted. Enter a cost receipt in eProcure for the deposit line item only.
9. If attendee registration fees will be charged for the conference, contact the Office of Budgeting and Payroll Services to establish an account for the receipt of fees.
10. A minimum of two conference site providers must be contacted in at least two different cities when the conference is to be held outside of Charleston. If the conference is to be held in Charleston, a minimum of two conference site providers must be contacted.
11. A written determination of the site selection must be completed on Attachment A – Justification for Conference Site Selection and submitted with your eProcure requisition. This determination must be retained by the Office of Procurement in the conference file. The entire file is subject to external audit by the State Fiscal Accountability Authority's Audit and Certification Staff.
12. After the conference, enter a cost receipt in eProcure for the purchase order. Submit invoices to [accountspayable@cofc.edu](mailto:accountspayable@cofc.edu) with PO number clearly shown. The standard time for remittance of payment is within 30 days after receipt of the approved invoice.

**ATTACHMENT A – JUSTIFICATION FOR CONFERENCE SITE SELECTION**

**Agency Name:** College of Charleston

**Conference Planner:**

**Street Address:** 66 George Street, Charleston, SC 29424

**Name of Conference:**

**Department:**

**Conference Frequency:**

**SITE SELECTION:**

**Hotel Name:**

**Street Address:**

**City/State/Zip:**

**BASIS FOR SELECTION:**

**OTHER CONFERENCE SITE PROVIDERS CONTACTED** (attach separate sheet if necessary):

**(1) Name:**

**(2) Name:**

**Street Address:**

**Street Address:**

**City / State / Zip:**

**City / State / Zip:**

**(3) Name:**

**(4) Name:**

**Street Address:**

**Street Address:**

**City / State / Zip:**

**City / State / Zip:**

**LAST TWO CONFERENCE SITE WHERE THIS CONFERENCE WAS HELD:**

**(1) Name:**

**(2) Name:**

**Street Address:**

**Street Address:**

**City / State / Zip:**

**City / State / Zip:**

**Conference Date(s):**

**Conference Date(s):**

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Conference Planner's Signature

Date