



EVENTS SUSTAINABILITY TASK FORCE

ACCT International
PO Box 19797 Boulder, CO 80308, USA
Phone: (303) 827-2432
www.acctinfo.org

Purpose

Explore strategic options and make recommendations for a sustainable long-term model for the ACCT International events, including decisions on event scale, preferred venue types, partnership structures, and financial / revenue models for annual conferences as well as other ACCT hosted events.

Terms of Reference

1. Existing Annual Conference:
 - a. List of options to accommodate:
 - i. Conference participation & housing for 500-1000 participants
 - ii. Large gathering space for conference final event (awards, etc)
 - iii. Exposition space for 30-50 exhibitors
 - iv. Space for 10 concurrent sessions for 50-100 people
 1. Pre-Conference sessions (half-day & full-day)
 2. Concurrent sessions (45 min, 60 min, 90 min)
 - b. Determine what is the desired size and scale of our future annual conference (and any related events). Should we maintain, grow, or potentially adjust the current range.
 - i. Determine if we should consider hosting other smaller scale events outside of our annual conference.
2. Discuss what types of venues best serve our mission, attendee experience, and financial sustainability.
 - a. Traditional hotel convention center environments or exploring alternatives such as camps, lodges, resorts, university campuses, or other non-traditional facilities.
 - i. Should we consider other models such as the possibility of purchasing or developing our own conference center that could host our events while generating additional revenue through rental to other organizations?
 - ii. Note: This option would require careful review of our current 501(c)(6) structure and any related tax or governance implications.
3. Micro Events (regional conference, technical summits, business summits, webinars, etc.)
4. List of potential synergistic conference partners
5. Recommendations for event fee structure(s)
6. Project completion date: November 1, 2026



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Leadership & Membership

- Chair- Executive Director
- Secretary - Selected by task force membership
- Membership: Not to exceed 10 members (to include the Executive Director, as well as at least one member each from Finance Committee and Conference Work Group)
- Membership to include members with
 - Return on investment skills
 - Budgeting skills
 - Event planning expertise
 - Project management expertise

Term Limit

Members serve at the pleasure of the Board of Directors for the term of the project

Accountability

- The Events Sustainability Task Force is accountable to the Board of Directors
- The task force is to work with the Executive Director, Finance Committee and designated members of the Conference Work Group
- The Chair is to submit quarterly reports to the Board of Directors
- A roster of the task force Membership and Leadership is to be provided to the Board of Directors as soon as possible following the first meeting
- Task Force members are required to sign the ACCT conflict of interest form