

Use to narrow down cities for site visits

Consideration	3	2	1
Legal/Ethical Considerations	No issues with limitations for attendees from other states	Attendees from several states may face restrictions on attending (e.g., not reimbursed for travel) to travel to location	Attendees may face legal/ethical pressures from location (city, state) related to presentations
Access to City	Major hub city for at least one airline and more than 5 additional airlines (Atlanta, Denver, Dallas/Ft. Worth, etc.)	Regional hub with at least 5 airlines (Albany, NY, Richmond, VA, Kansas City)	Limited airline access with fewer than 10 daily flights
Airport Transportation	Easy, safe, cost-effective mass transit options	No mass transit, but airport within 20–30-minute transfer (\$25 Uber)	Airport and site more than 30 minutes distance
Hotel Possibilities	4 or more hotel possibilities	2-3 hotel possibilities	1 hotel possibility
Local Colleges/ Universities	Local colleges/ universities have high member rate for CEC and TED	Colleges/ universities in region but limited member rate	No local colleges or universities (30-mile radius)
Available dates do not conflict with religious holidays in different faiths	Hotel has dates that do not coincide with religious holidays	Hotel has limited dates	Hotel has no openings other than religious holiday dates
Availability of Accessibility Support (e.g., signers for deaf and hard of hearing attendees)	Based on search of location or hotel employee knowledge, services appear to be readily available	Some services available in the area	No or unknown availability of services

<i>See also ADA Guidelines for onsite accessibility</i>			
Local culture/entertainment	Many cultural and entertainment options including those for families	Has few cultural and entertainment options	No options beyond restaurants
Conflicts with other events at same time (football games, etc.)	There are no major events in the region at the time of the conference that could impact pricing or attendees' enjoyment (e.g., rivalry football games, major annual conventions)	The region is significantly large enough that other events will not impact attendees	Other outside events are scheduled that impact cost and enjoyment of the attendees
Weather	Region has a mild climate for the time of the conference	Region has typical fall climate that makes outdoor activities unlikely	The region has a significant change of early winter weather that might impact travel

Hotel – Use to evaluate potential venues

Consideration	3	2	1
Safety	Local area is a low crime area with well populated areas at night	Local area is a low crime area but fewer people at night (business area)	Area is safe in immediate area of hotel
Dates	Has preferred dates	Has close to preferred dates	Available dates are a week of either side of traditional schedule

Room Availability and Block	Required block is within usual number and hotel has capacity to increase block	Required block is within usual number	Required block is above typical requirement or hotel has limited rooms
Room costs for attendees	Rooms are less than \$200 per night	Rooms are \$200-250 per night	Rooms are above \$250
Presentation Rooms	More than 15 rooms	13-14 rooms	12 or fewer rooms
Large Presentation Space	3 presentations rooms or 2 with ability to easily divide one	2 presentation rooms	1 presentation room and 1 other large area (i.e., Richmond)
Gathering/Meeting Areas	There are a variety of places in the hotel for informal, small group conversations	Limited areas for small groups of people to gather for discussions and informal conversations	Lacks any areas for small group gatherings
Catering	Required catering costs are at low end of budget	Catering costs are within budget	Catering costs are above budget
Wi-Fi	High bandwidth – conference has access to all in small hotel	Average bandwidth	Low bandwidth
Multimedia	Onsite vendor within budget	Onsite vendor high end of budget or offsite within budget	Offsite vendor at upper range of budget
Cost to TED	Below typical budget for overall costs	Typical budget for overall costs	Above typical budget for overall costs
Contingency/ Cancellation Policy	Generous terms for rescheduling such as option to	Minimal cost for cancellation (10% of budget?)	No contingency or ability to cancel

	reschedule at contract rate		
Accessibility <i>Summary score</i> -see ADA <i>Guidelines</i> <i>Checklist for details</i>	Highly accessible (85% or more Yes)	Average accessibility (60-85% Yes)	Accessibility is issue (fewer than 60% Yes)
DEI <i>Summary score</i> -see separate <i>rubric for details</i>	Highly reflective of DEI criteria (4 of 6 criterial have score of 3 and others score 2)	Reflects most DEI criteria (3 of 6 criterial have score of 3, others have score of 1 or 2)	Does not meet DEI criteria (scores 1 or 2 for all criteria)
Nearby restaurants	Wide variety of options within walking distance	Multiple options within walking distance and others via taxi	Few options within walking distance.
Local culture/entertainment	Cultural and entertainment options within walking distance	Cultural and entertainment options require transportation	Options are limited to bars/restaurants
Exercise (consider with safety)	Hotel provides both access to onsite exercise facilities and the area would be conducive for outdoor exercise	Either onsite exercise facilities or the area would be conducive for outdoor exercise but not both	There are limited options for attendees to exercise
Support of service animals DELETE??	Provides dedicated indoor and outdoor areas of service animals	Provides dedicated outdoor area	Has no dedicated area
Mailing services	Hotel has onsite service for sending and receiving mailings	Hotel has onsite services for mailings but charges significant fees or is difficult to use; alternatively, there is a nearby	Mailing services are offsite and require transportation

		mailing office withing short walking distance	
Add Points			

Diversity, Equity and Inclusion – venue

Consideration	3	2	1
Hotel has space for multi-faith prayer rooms	Hotel has dedicated space	Hotel has space that can be utilized	No space available; participants will need to use their hotel room
Venue values inclusive restroom policies and/or gender-neutral bathrooms	Hotel has dedicated space	Hotel has space that can be utilized	No space available; participants will need to use their hotel room
Venue provides lactation rooms	Hotel has dedicated space	Hotel has space that can be utilized	No space available; participants will need to use their hotel room
Hotel provides options for personal and religious food and serving restrictions (kosher, vegan, gluten-free, etc)	Hotel has wide range of menus to accommodate personal and religious food restrictions	Hotel has limited range of menus to accommodate personal and religious food restrictions	Hotel has no menus to accommodate personal and religious food restrictions
Hotel has a strict anti-discrimination policy	Hotel has strict policy in place which is all encompassing	Hotel has policy in place with limited protected classes	Hotel has no policy in place
Hotel staff reflects a diversity of individuals	Hotel has diverse set of staff	Hotel has some diverse staff	Hotel has limited diverse staff

Total=