

## UPCEA Venue Sourcing Process and Policy

*Approved by the UPCEA Board of Directors on July 5, 2022*

Each year, the University Professional and Continuing Education Association (UPCEA) contracts with several hotels, conference centers, and other event spaces (hereafter referred to as “Venues”) for each of our various events. Most of these contracts are negotiated years in advance.

The Association is committed to making these events equally available and accessible for its members, irrespective of the region or state of the member institution. UPCEA is also committed to diversity, equity, and inclusion. Increasingly, these commitments have come into conflict when controversial DEI-related legislation is passed in the state where an UPCEA Venue is held. It is therefore imperative for the UPCEA Venue sourcing process to reflect, and occasionally resolve potential conflicts between, these two commitments.

UPCEA staff will use the following decision framework in managing Venue selection:

### **Venue accessibility**

- In general, Venues should be easily accessible to major national airports and other modes of transportation.
- Venues must be ADA compliant (or equivalent in the case of non-US locations), accommodate for special needs in their guest rooms and facilities, and provide ease of access to and within their meeting spaces.

### **Regional parity**

- On a rotating basis, all five UPCEA Regions shall have an equal opportunity to host each of the association’s individual events. There may be rare exceptions when finding a suitable Venue in a given region and/or year is not feasible, and these exceptions will be addressed in subsequent site selection cycles.
- Venues that border two regions may in some cases satisfy the requirement for regional representation.

### **Diversity and Inclusion**

- UPCEA shall continue to make diversity, equity, and inclusion an integral priority in UPCEA event planning and content development.



- State travel bans (and the state laws that trigger them) will inform but not govern UPCEA's Venue sourcing process.
- Venues must have accessibility, diversity, and inclusion policies in place.
- UPCEA will continue to require a contract clause that allows the Association to "Cancel without penalty" from the Venue should the state and/or municipality in which the Venue resides enacts a law that is discriminatory in nature, prevents a significant number of UPCEA members from attending, and/or triggers another state travel ban. In these circumstances, UPCEA will carefully consider the practical consequences (logistical, financial, etc.) of canceling or moving an event.
- In circumstances when UPCEA holds an event in a state banned by others due to controversial legislation, the Association will partner with a charity/organization that provides assistance to any affected parties/communities. This advocacy may come in the form of onsite fundraising for a cause (a popular feature at many UPCEA events) as well as promotion of the cause onsite and on the event website.