

In a dense urban centre, security risks are going to be higher. Depending on the risk status of the VIPs involved, enhanced security risks could pose particular difficulties. It is crucial that the security officials involved be comfortable with the various site options. By asking them to provide an early written security survey on each possible site, unsuitable sites can be ruled out immediately and reports kept on hand should the prospect of using any rejected site be revisited.

The following actions should also be considered:

1. limiting the number of sites by holding two or more functions at the same location, thus reducing security and other costs
2. where possible, using already secured locations for functions (ie. a delegation hotel)
3. limiting functions to sites within close proximity of the main meeting site to reduce travel time and disruption to the city

As the Official Programme begins to take final shape, the site options can be married with the various event(s) for final decision at the political level. It is a good idea to provide decision makers with at least three appropriate site options for each event. This not only provides choice, but assures that if for one reason or another, the preferred site must later be dropped, the event can easily be relocated to another already-examined site.

The use of a facility belonging to another level of government will inevitably result in some pressure to permit that government to play a role in the design and implementation of the event involved. This is especially true when using a city hall, or provincial/state legislative facility. If this poses a problem, organizers should remove any such expectations when the request for the facility is made.

Reviewing Site Selection Decisions:

In some instances, the choice of site will be dictated more by urgency and the lack of alternatives, rather than a careful cost analysis. In other cases, a spectacular site can come with other limiting factors, such as large security or extravagant fit-up costs. If use of these sites creates a serious budgetary problem, or seems unduly extravagant, despite all cost-cutting and cost-sharing efforts, confirmation should be sought from the political level on whether or not to go ahead with the site in question.