

SELECTING THE SITES

The final decisions on sites can not be made until the Official Programme has been finalized. By placing responsibility for the site selection process with the Senior Manager, Plans and Programmes, in the Executive Office, the linkage and coordination between finalizing both Official Programme and site selection is assured.

The general location chosen for the summit will have a great impact on the entire site selection process. The larger the urban centre, the greater the selection of sites. However, there will also be more complex logistical problems. There is no easy way to choose sites for summit events without a great deal of advance legwork.

Prior to the final decision on the general location for the summit, initial visits to each candidate location or city should include an examination of all potential accommodation and meeting sites. These major sites should be booked on a tentative basis to avoid possible conflicts with conventions. The remaining sites (which include hospitality and special event sites) need not be booked; many requirements may not be known until the Official Programme takes shape.

Once the final decision on the general location is made, a thorough and immediate re-examination of all sites should be carried out. Each should be judged in light of relevant factors (see below) and checked for possible use in meeting the various Programme requirements.

One must ensure that sites are reserved for the full period needed. This includes the time required for set-up and once set-up is completed, for conducting the security sweep and "securing" the site. Event sites should be selected only after the most thorough examination of all factors, principally logistical, security, aesthetic, financial and the presence and quality of hospitality and other services. The most attractive site could eventually pose to be a logistical and financial nightmare.

Security considerations should feature in all site decisions. The amount of security required can make a large difference as to which sites can and cannot be used. Some otherwise excellent sites may have to be eliminated right at the beginning.

The site selection process should be completed as early in the preparation phase as possible. Late site decisions (which often arise with respect to the Spousal Programme) are particularly difficult for security officials. These decisions inevitably create problems for preparing an adequate security plan and assigning appropriate resources.