

Conference Venue Selection 101

Thank you for helping the National Women's Martial Arts Federation (NWMAF) select a venue for future annual conferences! This document outlines key venue requirements. To be clear, we are NOT expecting you to help plan from start to finish. It's much simpler than that. Here's what we need:

- The name and address of a venue that meets all our requirements (see [Basic Requirements](#), below), plus the contact person for renting it;
- A ballpark estimate of rental costs, housing, and food; and
- A small amount of “on the ground” work—ideally a one-on-one tour, where you can walk around with your contact and ask them questions.

This should take only a few hours total, and then you're done. Yes, it's that easy!

Basic Requirements

It's easiest to hold camp at a venue that can accommodate workout and classroom spaces, housing, AND food. Colleges and YMCA camps are usually good candidates. There should be a couple housing options (double and single occupancy), and many of our members require vegetarian, gluten-free, and/or high-calorie diets.

The most important consideration is **easy access**. The venue should be located no more than a 30-minute drive from a major airport, with affordable and accessible transportation to and from the airport. Good public transit is a plus. Generally, locations near large or medium hubs (see [Airports](#), below) are preferred.

The venue must be available for the usual **time frame** (Wednesday evening through Saturday night) sometime between mid-June and late July. Participants will arrive Wednesday day or evening and leave Sunday morning, in most cases.

We anticipate about **100-150 participants**, which will include mostly adults but also teens and occasionally younger children. If possible, some of our participants may attend with non-participating children and/or partners. We can provide additional information and policies to the venue as needed.

Take a look at the checklist below for details on the spaces we'll need, and for additional considerations.

Checklist

- Located within 30 minutes of a large or medium airport (see [Airports](#), below)

- Available during specified time frame (Wednesday through Sunday in June or July)
- Offers appropriate workout/classroom space:
 - At least one space that fits the whole camp (5,000-10,000 ft²)
 - Auditorium space for the Saturday night performance (optional)
 - Four workout spaces (clear of furniture, no carpet):
 - May be divisions of a larger space, if necessary
 - At least two spaces should be 5,000 ft²
 - Mats and covers for at least one space (may be arranged separately if venue does not have equipment)
 - Two classrooms with seating (minimum capacity 25 each)
 - At least one space should fit 40 occupants
 - Audio visual equipment must be provided (computer, projector, speakers)
- Offers housing (single/double occupancy options)
 - Possible to bring non-participating children and/or partners (sometimes of the opposite gender)
- Offers food (including vegetarian and/or gluten-free options)
- Air conditioning in all or most spaces
- Reasonably small distances between activity areas, dorms, and dining halls
- Wheelchair-accessible common-use areas and routes
- Secured, controlled access to buildings and dorms
- Minimal unlit/underlit areas
- Accessible/special-case housing that does not isolate the people using it (e.g. wheelchair users, service animals, families, early arrivals/late departures)

Airports

State	Large Hubs	Medium Hubs
Arizona	Phoenix (PHX)	
California	Los Angeles (LAX) San Diego (SAN) San Francisco (SFO)	Burbank (BUR) Oakland (OAK) Ontario (ONT) Sacramento (SMF) San José (SJC) Santa Ana (SNA)
Colorado	Denver (DEN)	
Connecticut		Hartford (BDL)
Florida	Fort Lauderdale (FLL) Miami (MIA) Orlando (MCO) Tampa (TPA)	Fort Myers (RSW) Jacksonville (JAX) West Palm Beach (PBI)
Georgia	Atlanta (ATL)	
Illinois	Chicago (ORD) Chicago (MDW)	Peoria (PIA)
Indiana		Indianapolis (IND)

Kentucky		Cincinnati/Covington (CVG)
Louisiana		New Orleans (MSY)
Maryland	Baltimore/Glen Burnie (BWI)	
Massachusetts	Boston (BOS)	
Michigan	Detroit/Romulus (DTW)	
Minnesota	Minneapolis (MSP)	
Missouri		Kansas City (MCI) St. Louis (STL)
Nebraska		Omaha (OMA)
Nevada	Las Vegas (LAS)	
New Jersey	Newark (EWR)	
New Mexico		Albuquerque (ABQ)
New York	New York (JFK) New York (LGA)	Buffalo (BUF)
North Carolina	Charlotte (CLT)	Raleigh (RDU)
Ohio		Cleveland (CLE) Columbus (CMH)
Oregon	Portland (PDX)	
Pennsylvania	Philadelphia (PHL)	Pittsburgh (PIT)
Tennessee		Nashville (BNA)
Texas	Dallas-Fort Worth (DFW) Houston (IAH)	Austin (AUS) Dallas (DAL) El Paso (ELP) Houston (HOU) San Antonio (SAT)
Utah	Salt Lake City (SLC)	
Virginia	Washington, DC (DCA) Washington, DC/Dulles/Chantilly (IAD)	
Washington	Seattle/Tacoma (SEA)	
Wisconsin		Milwaukee (MKE)

Whew! That's a lot of places and options. And that's why we need your eyes and ears on the ground to help us find affordable, accessible future conference sites.

We look forward to hearing about your research. If you have any questions, feel free to reach out to Events@NWMAF.org.

Thank you!