**IAMSLIC SITE SELECTION COMMITTEE
CONSIDERATION FACTORS FOR IAMSLIC 20\_\_\_ CONFERENCE**

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| --- | --- | --- |
|  | Proposed Location #1 | Proposed Location #2 |
| Held Jointly with Regional Group |  |  |
| Transportation  |  |  |
| Venue |  |  |
| Hotel  |  |  |
| Local Costs |  |  |
| Entry Process |  |  |
| Local Host Qualifications |  |  |
| Food Service |  |  |
| Field Trips |  |  |
| Local Speakers |  |  |
| Locale |  |  |
| Other  |  |  |

**Transportation** – Time factors include having to shuttle from major airport, flying time from your part of the world if you think several members from your region will be able to attend, etc. Cost factors include: is it a “hub” city for a major airline; cost of transferring to small regional airline; cost of shuttle from/to major airport, etc.

**Venue** – Does the venue have space enough for our meetings: large meeting room, room for poster session(s), secure space for Guin Auction, meeting space for Executive Council and/or committees. Is there a charge for the facility. Sites for evening events that are interesting/historic/etc.

**Accommodations** – Includes having a range of accommodations available for those who can’t afford the conference hotel, average hotel cost, free internet connections at the hotel, etc. Does hotel cost include breakfast, other amenities.

**Local Costs** – Includes cost of food in area, range of eating options, tipping policies (included in meal or not which may raise cost of eating in restaurants), taxi costs or bus service, etc.

**Entry process** required by the host country. Many members in developing countries do not have easy access to embassies for the purpose of obtaining visas.

**Local Host Qualifications** – Is there staff or local help enough to handle workload of hosting the conference. Has the institution hosted other conferences, etc.

**Food Services –** Is the cost for breaks, banquets, lunch, and any other proposed conference included. Are the meals reasonable, so the cost of the conference doesn’t become too pricey.

**Field trips** – Are the proposed field trips interesting, accessible to the majority of our members. Is there a possibility for pre- or post-conference field trips.

**Local Speakers –** Are there local institutions where we can invite interesting speakers.

**Locale** – Is it an attractive place for our members to want to visit. Are there local attractions that would be of interest to our members (museums, outdoor activities, etc.).

**Other factors** – Anything you think makes this a good place for the conference – please add a note about this.