

ISEH Annual Scientific Meeting Venue Fact Sheet

I. About this Fact Sheet

The purpose of this fact sheet is to assist prospective Local Organizing Committees in their efforts and interest in research and possible submission of recommendations for locations and venues for future year ISEH Annual Scientific Meetings. This document contains key data to help individuals assess city and venue viability. It is updated annually by ISEH Headquarters' staff. If you have any additional questions related to your proposal, please contact ISEH Headquarters staff at info@iseh.org.

II. Venue

Venues for the ISEH Annual Scientific Meeting will be assessed on the availability of appropriate session rooms (outlined below), overall accessibility (distance from airport, travel options), and attractiveness of the city and venue to attendees. Outlined below, are the necessary space requirements.

Meeting Space Requirements

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
Staff Office	x	x	x	x	x	x	24-hour hold; 10 people
Storage		x	x	x	x	x	Secure space for exhibitor storage; needs to be near exhibit space
Exhibits			x	x	x	x	Central location within meeting space for breaks/networking; space for 15 tabletop exhibits
Posters			x	x	x	x	Space for 75-100 double-sided poster boards; also need to accommodate (2) bars and light reception fare; can be combined meeting room and adjacent foyer space if necessary
General Session			x	x	x	x	Space for 400 classroom (ideally) or mix of classroom and theater
Breakout Room			x	x	x	x	Space for 200 classroom (ideally) or mix of classroom and theater
Committee Room 1			x	x	x	x	Space for 30 people, conference or u-shape
Committee Room 2			x	x	x	x	Space for 30 people, conference or u-shape
Lunch				x	x	x	Buffet setup and scattered/mixed seating for 150-200 in immediate vicinity; can be foyer space with seating in meeting room or similar
Welcome Reception			x				Space for 350 people on flow with bars and passed hors d'oeuvres
Registration		x	x	x	x	x	Permanent desk or (4) 8' tables in central location (foyer space)
New Investigator Events				x	x	x	Seating for approximately 150, potential need for food and beverage service
Social Event					x		Dinner event with buffet/stations, dance floor, DJ; could be short distance from meeting space; prefer unique/interesting location

III. Hotel

For each ISEH Annual Scientific Meeting, the organization seeks a central hotel to host a room block for attendees, speakers, and staff members. The hotel, if independent from the meeting venue, should be in close proximity to the meeting and transportation options, and have enough rooms to fulfill the room block totals, outlined below. The average room rate for ISEH Annual Scientific Meetings room blocks between 2014 and 2017 was \$187.25. We encourage room rates to be \$275 USD or less, prior to tax.

Sleeping Room Pattern (rooms per night)

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Standard	10	125	165	165	165	75
Staff	3	4	4	4	4	4
Total	13	129	169	169	169	79

IV. Financials

Each prospective venue may have a unique pricing structure. Therefore, ISEH Headquarters staff will review the total overall cost of the use of a meeting space. Several important financial considerations include the cost of:

- venue rentals (meeting rooms and poster boards)
- audio visual
- food and beverage
- wi-fi access

The average total annual cost for the expenses listed above for the general ISEH Annual Scientific Meeting (excluding the social event, Pre-meeting workshop, Board of Directors meeting and New Investigators Meet the Expert mixer) between 2014 and 2017 was approximately \$110,000.

Please reach out to ISEH Headquarters staff at info@iseh.org, if you have questions related to assessing a venue's financial viability for the ISEH Annual Scientific Meeting.

Please note: During ISEH's review process, a proposal that includes a higher cost location can be offset by clear availability of financial support.

V. Submitting a Recommendation

To recommend a city and/or venue to host the ISEH Annual Scientific Meeting, complete the online form available at www.iseh.org/futuremeetings. The form does not require you to complete a full budget or negotiate expenses or hotel room blocks. It does request basic info such as the city, and an example or two of a meeting venue that you recommend based on the criteria outlined in this document. ISEH Headquarters staff will work with you to complete a financial analysis and review the space layout, if your proposal is selected for consideration. If you have any questions during the process, please contact ISEH Headquarters staff at info@iseh.org.