

Memo

To: Prospective ISEH Local Organizing Committees (LOC)
From: ISEH Headquarters Office
CC: ISEH Board of Directors
Date: December 7, 2017
Re: Context and Proposed Pathway for LOC Venue Recommendations

This memo seeks to help ISEH leaders (likely prospective members of future meeting LOCs) with any interest and/or efforts in recommending future meeting sites/venues.

I. Key Considerations

The following are typical key influencers of final ISEH decisions related to future meeting site/venue selections:

- **Venue:** Overall meeting space and location, including, but not limited to session rooms (plenary session, breakout sessions, committee meetings, social event and welcome reception), overall accessibility, and attractiveness to attendees (See *ISEH Annual Scientific Meeting Venue Fact Sheet*)
- **Hotel:** Central hotel for attendees and speakers to stay for the duration of the meeting (See *ISEH Annual Scientific Meeting Venue Fact Sheet*); Room capacity; Room rates
- **Financials:** Overall financial viability of the location. This includes, but is not limited to the cost of venue rentals, audio visual, signage, food and beverage, wi-fi access and other necessities for the use of a specific venue
- **Strength of prospective LOC:** This includes, but is not limited to the number of active ISEH members in the area to both attend the meeting and serve on the LOC, as well as fundraising potential

Additional details are included in the *ISEH Annual Scientific Meeting Venue Fact Sheet*. For more information regarding the role of the local organizing committee after selection, please contact ISEH Operations Manager, Katie Strang (kstrang@iseh.org).

II. Role Clarity

Activity	Responsible Party	Support/Input Provided	Approximate Timeline*
Investigate local venue options for the ISEH Annual Scientific Meeting	Prospective LOC	"ISEH Annual Scientific Meeting Venue Fact Sheet" + ISEH staff for Q&A	July - October

Submit city and venue recommendations for a future ISEH meeting	Prospective LOC		1 November
Manage ISEH online submission form and intake recommendations	ISEH Headquarters Staff		Throughout the year
Prepare analysis of recommendations received and provide a recommendation of three finalist cities	ISEH Headquarters staff		
Approve three finalist cities	ISEH Board of Directors	ISEH Headquarters staff	Mid-November
Notify prospective LOC regarding status of submitted recommendation	ISEH Headquarters staff	ISEH Board of Directors	Late-November
Dialogue with cities and venues to outline basic terms. Prepare final analysis and recommendation for the ISEH Board of Directors	ISEH Headquarters Staff (Events Manager)	Prospective LOC	December – April
FINAL decision authority	ISEH Board of Directors	ISEH Headquarters staff	May
Negotiate final contract terms with selected venues/facilities	ISEH Headquarters staff (Events Manager)		May - June
Sign contract	ISEH Executive Director (with ISEH President approval)		July

**The approximate timeline listed is for a proposal that would occur three years prior to a meeting. For example if a proposal was received on 15 October 2018, it would be considered for a meeting in the fall of 2021.*

III. List of Key Tools to Support This Process

1. ISEH Annual Scientific Meeting Planning Venue Sheet (updated annually)
2. Memo outlining roles and decision makers (this document)
3. Online submission form – available at <http://www.iseh.org/futuremeetings>

IV. Pathway for Recommendation Submission

Step 1: Review the *ISEH Annual Scientific Meeting Venue Fact Sheet* for information regarding venue space, hotel accommodations and preliminary financials. For additional questions related to the venue or hotel, reach out to the ISEH Events Manager, Lindsey Kallai (lkallai@iseh.org).

Step 2: LOC members (on own) investigate potential venue options utilizing their local knowledge (use the ISEH Annual Scientific Meeting Planning Venue Sheet as a guide).

Step 3: Submit a recommendation for each proposed venue at <http://www.iseh.org/futuremeetings>.

Step 4: ISEH Headquarters staff will confirm receipt of the recommendation and notify the submitter in late-November, if the city has been chosen as a finalist city.

Step 5: ISEH Headquarters staff will reach out to venue options in the three finalist cities to prepare an analysis for the ISEH Board of Directors. Staff may also reach out to the LOC for additional information and perspective the city/venue.

Step 6: The ISEH Board of Directors will make the final decision on the city/venue chosen for a future ISEH Annual Scientific Meeting.

Step 7: ISEH Headquarters staff will notify each prospective LOC on the final decision of the ISEH Board of Directors.