

Health Physics Society
Guidelines for Preparing a Proposal to Host an Annual Meeting
 (updated April 2010)

Proposal Preparation

Contact Sue Burk (sburk@burkinc.com) or Lori Strong (lstrong@burkinc.com) to inform one of them of your interest in hosting a meeting. They will determine if your proposal meets the requirements and will pass its recommendation to the HPS Board of Directors for their preliminary approval. Final approval by the Board will be determined based on a site visit conducted by the HPS Secretariat.

Your proposal will need to address the following areas:

Accommodations

Accommodations needed in one hotel or within walking distance of exhibit hall and meeting space:

<u>Day of week</u>	<u>Rooms needed</u>
Thursday	20
Friday	130
Saturday	400
Sunday	550
Monday	600
Tuesday	550
Wednesday	450
Thursday	50

Exhibit Hall Space

Must have a 24-hour hold on the space. The space can be in a convention center or very large hotel.

Saturday through Wednesday midnight

Size of hall needed must accommodate approximately 120 booths, space for poster boards for poster session, coffee breaks, etc.; about 45,000-50,000 square feet is ideal.

Meeting Facilities

Must have a 24-hour hold on the space. The space can be in a convention center or very large hotel.

Meeting needs for rooms are as follows (by day):

<u>Days of Week</u>	<u>Room Use</u>
Friday - Thursday	Office
Saturday - Thursday	Registration Area
Saturday - Wednesday pm	Exhibit Hall
Saturday - Thursday	Two Ready Rooms
Sunday - Wednesday	Hospitality Room (seating for 25)

Number of rooms needed concurrently:

Friday	3 committee rooms seating 25-35 conference style
Saturday	3 rooms seating 60 classroom style 10 committee rooms seating 10-35 conference style
Sunday	8 rooms seating 40-65 schoolroom style 15 committee rooms seating 10-35 conference style 1 room for Welcome Reception (space for 1000 attendees)
Mon - Thur	1 room seating 1000 theater style (Monday am only) 5 rooms seating 40-65 schoolroom style 1 room seating 250 schoolroom style (Monday only) 5 rooms seating 10-35 conference style 1 room for Breakfasts/Lunches/Receptions for 75 persons 1 room for 750 for dinner (Tuesday only) 1 room for 150 for lunch (Tuesday only) 6 rooms seating 250-400 theater style

Meeting Dates

Target the meeting dates between June 15 and July 15. The meeting officially starts on a Sunday and ends on a Thursday. It should begin no earlier than mid-June or begin later than mid-July. The meeting cannot start on July 4th or run through July 4th. It is acceptable to end on July 3rd or start around July 7th.

Host City Information

Provide information about the host city such as typical weather during the proposed meeting dates, what airlines service the city, popular attractions, and possible technical tours.

Host Chapter Information

Include the name of the host chapter and the contact person for the meeting proposal. Also include information about your chapter such as the number of active members and the number of members that might be interested in serving on the Local Arrangements Committee for the meeting.

Questions

Contact Sue Burk (sburk@burkinc.com) or Lori Strong (lstrong@burkinc.com)