

# **Health Physics Society**

## **Guidelines for Preparing a Proposal to Host a Midyear Meeting**

(updated April 2013)

### **Proposal Preparation**

Contact Lori Strong ([lstrong@burkinc.com](mailto:lstrong@burkinc.com)) or Jennifer Rosenberg ([jrosenberg@burkinc.com](mailto:jrosenberg@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>
Friday	50
Saturday	100
Sunday	180
Monday	225
Tuesday	200
Wednesday	50 (with no PDS following)

### **Exhibit Hall**

Must have a 24-hour hold on the space. A large hotel should be able to accommodate the space requirements.

Sunday through Wednesday

Size of hall needed must accommodate at least 75 booths (10' x 10' preferable, but 8' x 10' acceptable), about 16,000 square feet is ideal.

### **Meeting Facilities**

Must have a 24-hour hold on the space. A large hotel should be able to accommodate the space requirements.

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

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

Number of rooms needed concurrently:

Friday	3 committee rooms seating 10 - 35 conference style
Saturday	2 rooms seating 50 classroom style 5 committee rooms seating 10 - 35 conference style
Sunday	3 rooms seating 40-65 schoolroom style 8 committee rooms seating 10 - 35 conference style 1 room for Welcome Reception (space for 350 attendees)
Mon - Wed	1 room seating 450 classroom style 1 room seating 200 classroom style (can be the larger room divided) 5 committee rooms seating 10 - 35 conference style 1 area for approximately 20 poster boards (well lit)-or use exhibit hall if large enough 1 room for breakfasts/lunches/receptions for up to 50 persons

### **Meeting Dates**

Target the meeting dates between the last two weeks of January and the first two weeks of February, preferably the last week of January or first week of February. The meeting officially starts on a Sunday and ends on a Wednesday.

### **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 social 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 Lori Strong ([lstrong@burkinc.com](mailto:lstrong@burkinc.com)) or Jennifer Rosenberg ([jrosenberg@burkinc.com](mailto:jrosenberg@burkinc.com)).