

Questionnaire for the CAOS International Site Proposal

1. Site proposal person

Name
Institution
City
Country
Phone
Email

2. Proposed location

- a. City and Country
List visa requirements, if any.
- b. Accessibility of location
Airports/Train stations
- c. Assess the accessibility for attendants from
 - ca. Europe
 - cb. North America
 - cc. AsiaIndicate estimated travel times, number of connections, estimated travel times and estimated cost for each.
- d. Lodging
Assess lodging options both high-end and budget, including cost and distance, and availability at the meetings' time of the year.
- e. Meeting facilities
Identify proposed locations of the meeting and their suitability for
 - a. Plenary lectures
 - b. Industrial exhibit
 - c. Poster exhibit
 - d. Registration desk
 - e. Meeting rooms
 - f. Workshop rooms
 - g. Speaker-ready room

Identify Audio-visual support both equipment and support staff:
Available on premises, or requires rent from outside.
Plan for meals and breaks
Internet accessibility (free, paying)
- f. Social events
Propose attractive social events (banquet and side visits) that can be done at the site.
- g. Site attractiveness
Discuss what additional qualities and attractions of the site.

3. Rationale for selecting the site

- a. Describe why you think the meeting should be held in this site
- b. Describe the local community that will benefit from having CAOS-International in the region
hospitals and clinics
universities and research institutions
companies in the field
- c. As in b, for a larger region
- d. Attractiveness to industry
Describe which industrial exhibitors would be attracted to the site.
Identify two categories:
 - a. Exhibitors at previous CAOS-Int conferences
 - b. New potential exhibitors

4. Estimated impact

Assess potential attendance from
a. Europe
b. North America
c. Asia
based on previous meetings attendance

5. Meeting Budget

Calculation of income and expenses.

Please make detailed presentation of the expenses and income to justify your proposal.
This will be one of the major deciding factors.