

# 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.