

# 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. Asia

Indicate 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