

Memo

To: Prospective ISEH Local Organizing Committees (LOC)
From: ISEH Headquarters Office
CC: ISEH Board of Directors
Date: December 7, 2017, Updated May 18, 2023
Re: Context and Proposed Pathway for LOC Venue Recommendations

This memo seeks to help ISEH leaders (likely prospective members of future meeting LOCs) with any interest and/or efforts in recommending future meeting sites/venues.

I. Key Considerations

The following are typical key influencers of final ISEH decisions related to future meeting site/venue selections:

- **Venue:** Overall meeting space and location, including, but not limited to session rooms (plenary session, breakout sessions, committee meetings, social event and welcome reception), overall accessibility, and attractiveness to attendees (See *ISEH Annual Scientific Meeting Venue Fact Sheet*)
- **Hotel:** Central hotel for attendees and speakers to stay for the duration of the meeting (See *ISEH Annual Scientific Meeting Venue Fact Sheet*); Room capacity; Room rates
- **Financials:** Overall financial viability of the location. This includes, but is not limited to the cost of venue rentals, audio visual, signage, food and beverage, wi-fi access and other necessities for the use of a specific venue
- **Strength of prospective LOC:** This includes, but is not limited to the number of active ISEH members in the area to both attend the meeting and serve on the LOC, as well as fundraising potential

Additional details are included in the *ISEH Annual Scientific Meeting Venue Fact Sheet*. For more information regarding the role of the local organizing committee after selection, please contact ISEH Executive Director, Katie Strang (kstrang@iseh.org).

II. Role Clarity

Activity	Responsible Party	Support/Input Provided	Approximate Timeline*
Investigate the potential of hosting an ISEH Annual Scientific Meeting in a city	Prospective LOC	"ISEH Annual Scientific Meeting Venue Fact Sheet" + ISEH staff for Q&A	May - June

Submit city recommendations for a future ISEH meeting	Prospective LOC		June
Manage ISEH online submission form and intake recommendations	ISEH Headquarters Staff		Throughout the year
Prepare analysis of recommendations received and provide a recommendation of three finalist cities	ISEH Headquarters staff		Early June
Approve three finalist cities	ISEH Board of Directors	ISEH Headquarters staff	Mid-June
Notify prospective LOC regarding status of submitted recommendation	ISEH Headquarters staff	ISEH Board of Directors	Late-June
Dialogue with cities and venues to outline basic terms. Prepare final analysis and recommendation for the ISEH Board of Directors	ISEH Headquarters Staff (Events Manager)	Prospective LOC	July – August
FINAL decision authority	ISEH Board of Directors	ISEH Headquarters staff	August - November
Negotiate final contract terms with selected venues/facilities	ISEH Headquarters staff (Events Manager)		November-December
Sign contract	ISEH Executive Director (with ISEH President approval)		January

**The approximate timeline listed is for a proposal that would occur three years prior to a meeting. For example if a proposal was received on 9 June 2023, it would be considered for a meeting in the fall of 2025.*

III. List of Key Tools to Support This Process

1. ISEH Annual Scientific Meeting Planning Venue Sheet (updated annually)
2. Memo outlining roles and decision makers (this document)
3. Online submission form – available at <http://www.iseh.org/futuremeetings>

IV. Pathway for Recommendation Submission

Step 1: Submit a recommendation for each proposed city at <http://www.iseh.org/futuremeetings>. During this submission you can make venue suggestions for your city of choice. Prospective Local Organizing Committees do NOT need to contact a venue prior to submitting a city recommendation. ISEH staff will reach out to you with more information about the exploration of venues in your city. If you have questions about why types of venues you can recommend, please review the *ISEH Annual Scientific Meeting Venue Fact Sheet* for information regarding venue space, hotel accommodations and preliminary financials. For additional questions related to the venue or hotel, reach out to the ISEH at info@iseh.org.

Step 2: ISEH Staff investigate potential venue options utilizing the local knowledge shared by the prospective LOC members who submitted interest (use the ISEH Annual Scientific Meeting Planning Venue Sheet as a guide).

Step 3: The ISEH Executive Committee will review all submitted cities of interest and identify three finalist cities to investigate further.

Step 4: ISEH Headquarters staff will confirm receipt of the recommendation and notify the submitter in late-June, if the city has been chosen as a finalist city.

Step 5: ISEH Headquarters staff will reach out to venue options in the three finalist cities to prepare an analysis for the ISEH Board of Directors. Staff will also reach out to the LOC for additional information, such fundraising potential and input on prospective meeting locations and/or hotels.

Step 6: The ISEH Board of Directors will make the final decision on the city/venue chosen for a future ISEH Annual Scientific Meeting.

Step 7: ISEH Headquarters staff will notify each prospective LOC on the final decision of the ISEH Board of Directors.