

## [Additions to Conference Guidelines, Appendix 2]

### Proposals for Local Organizing Committee (LOC) to host SMBE annual conference

1. Please refer to the detailed SMBE conference guidelines throughout for our requirements (<http://www.smbe.org/smbe/MEETINGS/ConferenceGuidelines.aspx> ).

#### 2. Timetable for submitting proposals and selection

(Note: calls for proposals to host the SMBE conference start 3+ years before the actual conference, e.g. November 2018 for the conference hosted in July 2022)

Dates	Actions
November	Call for expressions of interest from prospective LOCs. Deadline of 15 December.
January	Call for formal proposals: bid documentation (template, example bids and any other information) to be circulated to prospective LOCs.
28 February	Deadline for pre-tender questions from prospective LOCs to SMBE. Answers will be made available to all three contenders.
30 April	Deadline for submission of completed proposals. Proposals circulated to SMBE Council.
May--June	Requests from SMBE for further clarity from LOCs to be issued, when necessary.
May—June (-- 3 years)	Feasibility studies by SMBE and PCO (MCI) to assess the suitability of the venue and destination
July (-- 3 years)	Bids and results of feasibility studies discussed and decision on hosting made by SMBE Council during their Council Meeting at the SMBE Annual Conference.
August—September (-- 3 years)	All bid applicants will be advised on whether their proposal has been considered suitable or not for hosting the SMBE annual conference.
One or two years prior to the relevant conference	Successful LOC presents their bid to Council and the SMBE Business meeting at the SMBE conference.

#### 3. Format of proposals

The final selection of the destination city to host the Annual Meeting will be based on the following primary criteria:

- Adherence to SMBE conference guidelines (<http://www.smbe.org/smbe/MEETINGS/ConferenceGuidelines.aspx> ).
- A budget with realistic expenditure projections; desired levels of breaking even; reasonable delegate fees
- City infrastructure and ease of access to the location locally and internationally

- Conference venue facilities and related costs
- Availability of suitable accommodation nearby in a range of hotels with varying star ratings and especially low cost student accommodation
- Suitability of venues for the social programme

Please ensure that your bid document contains the following key information and use the headings below as a template:

## **I. Table of Contents and Executive summary**

## **II. Description of venue and access, international travel**

### **Host city destination information**

- Please note that meetings must take place in July and run Sunday – Thursday. What are your proposed dates of the meeting? (Day, Month, Year) and have these dates been booked with the meeting venue on a first option basis? (This is to avoid complications further down the line; see also below under ‘Key features of the venue’.)
- Does the destination provide subvention/grants to support conferences being organised within the destination? If so please provide full details of the application process and the anticipated value of the subvention/grant(s); whether ‘in-kind’ or direct financial support
- Do these dates clash with any other large meetings/congresses in the city? Do these dates clash with any public holidays or major religious festivals in your country?

### **Access within your destination**

#### **Air access to the city**

- Please specify the approximate number of flights from European, Asian, African and US hub airports per week.

#### **Road access in the city**

- Please describe the road network established within the city such as ring roads, highways etc.
- Are there key times that traffic congestion occurs, any planned improvements to the public transport links, i.e. road network improvements?

#### **Public transport within the city**

- Please describe the public transport infrastructure within the proposed city.
- Is there an underground/ metro/ tram system?
- What public transport can be used to reach both the proposed meeting venue and the social programme venues?

### **Key features of the venue**

- Dates on hold for the meeting and are they held on first option? (‘First option’ basis means that you have top priority for the space or dates at the proposed venue. The venue will probably require holders of the first option to confirm the space and hire dates within a specific time period, especially if someone else requests the same space and dates.)
- Are alternative dates available?
- Is event insurance mandatory within the meeting venue contract?

### **Meeting space**

- Details of whether an audio visual package is included within the hire costs of the meeting venue

- Is WI-FI included within the hire cost of the venue? If not, ensure cost indications are provided with the budget
- Does the venue have mandatory preferred suppliers for AV services, catering and exhibition services? Please provide contact details, including company name, telephone, e-mail and website of any mandatory preferred suppliers
- Are rooms required to be built within the venue in order to fit the space requirements for the conference? If they are please provide all associated costs within the budget.
- Does all the furniture for the conference (chairs, tables, stage) come included with the venue hire fee? If not please provide cost indications within the budget.

### **Social Programme**

Please provide a minimum of two suggestions for each of the social programme events listed in our guidelines. Please consider using the meeting venue as one option for the welcome reception and provide alternative options off site should the budget allow.

Your local Convention Bureau or tourist office will be able to assist you with providing options for possible social programme venues.

Please ensure you provide the following information with each of your social programme proposals:

- Venue name
- Website address
- Maximum venue capacity
- Venue hire charge (if applicable)
- Access hours for venue set up and dismantling
- Food and beverage options and cost per person
- A brief description of the venue and photographs
- Approximate distance and time from the meeting venue (taking into consideration any peak traffic times within the city)
- Transfer costs (if applicable) based on return transfer by coach for all attendees to the social venue from the meeting venue
- All local taxes and additional service charges that apply

### **Catering**

- Price per person for catering for the Welcome Reception (to include e.g. a drinks package for beer, wine and soft drinks and substantial canapés),
- Price per person for lunch for each day of the meeting and coffee breaks per day, preferably including a small snack (fruit, cookies, pastry, etc.)
- Price per person for poster sessions, as indicated in the Guidelines,
- Price per person for catering for a Gala dinner/ Awards Ceremony (to include dinner plus drink tickets, with prices for additional drinks available for purchase)

### **III. Members of the Local Organizing Committee (LOC) and host institution(s)**

### **IV. Provisional programme and structure**

Please refer to the main SMBE conference guidelines for our programme requirements (<http://www.smbe.org/smbe/MEETINGS/ConferenceGuidelines.aspx>).

An example of an SMBE conference program can be found at [https://www.smbe2018.jp/files/SMBE2018\\_Program\\_at\\_glance.pdf?180705](https://www.smbe2018.jp/files/SMBE2018_Program_at_glance.pdf?180705) .

**V. How sessions/childcare would be accommodated**

Please give details. See e.g <https://www.smbe2018.jp/childcare.html> .

**VI. Description of accommodation**

Overview of available accommodation, price ranges, distance to venue etc., including especially low-cost student accommodation

**VII. A full provisional budget**

While you will be expected to work with SMBE's professional conference organizer (PCO) who will help with the budget estimates, we expect you to sign a letter to the effect that you are responsible directly to SMBE for delivering the contents of your proposal.

Financial details: details of all applicable rates of credit card rates, tax and service charges for meeting room hire, food and beverage expenditure, including details of any complimentary elements such as audio visual equipment.

Base the initial budget on 1,000 paying delegate attendees.

Below is a sample skeleton expense budget from a different event (please adapt for SMBE conference according to the requirements in the conference guidelines) that we would like you to keep to as closely as possible. Please also add registration fee income and other potential earnings:

ITEMS	SPECIFY CURRENCY AND EXCHANGE RATE TO EUROS AT POINT OF COMPLETION (IF COMPLETED IN EUR JUST ADD '1')	ITEM COST EX VAT	No. OF ITEMS	VAT RATE	TOTAL BUDGET INC VAT	TOTAL BUDGET € EURO INC VAT
<b>01 - Congress Centre Rental and Infrastructure</b>						
<b>Congress Centre set up charges</b>	2	0.00	0	0.00	0.00	0.00
Main Plenary Room set up x 2 days	2	0.00	0	0.00	0.00	0.00
Exhibition Hall - to include poster area - set up x 2 days	2	0.00	0	0.00	0.00	0.00
Registration Hall - set up x 2 days	2	0.00	0	0.00	0.00	0.00
Etc. etc.	2	0.00	0	0.00	0.00	0.00
<b>Congress centre rental charges</b>	2	0.00	0	0.00	0.00	0.00

Main Plenary Room space x 4 days	2	0.00	0	0.00	0.00	0.00
Exhibition Hall - to include poster area x 4 days	2	0.00	0	0.00	0.00	0.00
Breakout Rooms - 5 rooms x 4 days	2	0.00	0	0.00	0.00	0.00
Working Group Meeting Rooms - 8 rooms x 1 day	2	0.00	0	0.00	0.00	0.00
Meeting Rooms - 5 rooms x 4 days	2	0.00	0	0.00	0.00	0.00
xx Meeting Room x 1 day	2	0.00	0	0.00	0.00	0.00
Speaker Preview Room x 5 days	2	0.00	0	0.00	0.00	0.00
Event Organisers Office x 6 days	2	0.00	0	0.00	0.00	0.00
Association Management Office x 6 days	2	0.00	0	0.00	0.00	0.00
Members Lounge x 3 days	2	0.00	0	0.00	0.00	0.00
Exhibitor Storage Facility x 4 days	2	0.00	0	0.00	0.00	0.00
Registration Hall x 4 days	2	0.00	0	0.00	0.00	0.00
Cloakroom x 4 days	2	0.00	0	0.00	0.00	0.00
Additional costs for any room builds	2	0.00	0	0.00	0.00	0.00
Additional audio visual cost package hire costs detail in lines below	2	0.00	0	0.00	0.00	0.00
etc	2	0.00	0	0.00	0.00	0.00
etc	2	0.00	0	0.00	0.00	0.00
etc	2	0.00	0	0.00	0.00	0.00
Costs for Wi-Fi - accessible for all participants	2	0.00	0	0.00	0.00	0.00
<b>Total expenses for this item:</b>						<b>€0.00</b>

ITEMS	CURR CODE / REF TO EXCHG RATE TAB	ITEM COST EX VAT	No. OF ITEMS	VAT RATE	TOTAL BUDGET INC VAT	TOTAL BUDGET € EURO INC VAT
<b>02 - Meals and social activities</b>						
<b>Fixed</b>						
Hire fee rental for Dinner venue allowance	2	0.00	0	0.00	0.00	0.00
Hire fee rental for Evening venue allowance	2	0.00	0	0.00	0.00	0.00
etc	2				0.00	0.00
<b>Total expenses for this item:</b>						<b>€0.00</b>

ITEMS	CURR CODE / REF TO EXCHG RATE TAB	ITEM COST EX VAT	No. OF ITEMS	VAT RATE	TOTAL BUDGET INC VAT	TOTAL BUDGET € EURO INC VAT
<b>03 - Meals and social activities</b>						
<b>Variable</b>						
	1	0.00	0	0.00	0.00	0.00
<b>Event day 1 post grad and AHP course</b>	1	0.00	0	0.00	0.00	0.00
Coffee break x 2 x 800 people	2	0.00	0	0.00	0.00	0.00
Lunch bags x 800 people	2	0.00	0	0.00	0.00	0.00
Coffee break x 2 x 500 people (working group F&B)	2	0.00	0	0.00	0.00	0.00
	2	0.00	0	0.00	0.00	0.00
<b>Welcome reception event day 1 in exhibition area</b>	2	0.00	0	0.00	0.00	0.00
Drinks reception to include alcoholic and soft drinks and heavy canapes for 1000 people x 2 hours	2	0.00	0	0.00	0.00	0.00
	2	0.00	0	0.00	0.00	0.00
<b>Event day 2</b>	2	0.00	0	0.00	0.00	0.00
Coffee break x 2 x 1000 people	2	0.00	0	0.00	0.00	0.00
lunch bags x 1000 people	2	0.00	0	0.00	0.00	0.00
	2	0.00	0	0.00	0.00	0.00
<b>Event Day 3</b>	2	0.00	0	0.00	0.00	0.00
Coffee break x 2 x 1000 people	2	0.00	0	0.00	0.00	0.00
lunch bags x 1000 people	2	0.00	0	0.00	0.00	0.00
	2	0.00	0	0.00	0.00	0.00
<b>Event Day 4</b>	2	0.00	0	0.00	0.00	0.00
Coffee break x 2 x 750 people	2	0.00	0	0.00	0.00	0.00
lunch bags x 750 people	2	0.00	0	0.00	0.00	0.00
	2	0.00	0	0.00	0.00	0.00
<b>Social Programme</b>	2	0.00	0	0.00	0.00	0.00
	2	0.00	0	0.00	0.00	0.00
<b>Presidents Dinner</b>	2	0.00	0	0.00	0.00	0.00
Drinks reception and 3 course meal	2	0.00	0	0.00	0.00	0.00

allowance x 200 people						
Return transportation from meeting venue x 200 people	2	0.00	0	0.00	0.00	0.00
<b>Other evening meeting</b>	2	0.00	0	0.00	0.00	0.00
Drinks reception and 3 course meal allowance x 250 people	2	0.00	0	0.00	0.00	0.00
Return transportation from meeting venue x 250 people	2	0.00	0	0.00	0.00	0.00
	2	0.00	0	0.00	0.00	0.00
<b>Closing Reception</b>	2	0.00	0	0.00	0.00	0.00
	2	0.00	0	0.00	0.00	0.00
Drinks reception allowance x 1000 people	2	0.00	0	0.00	0.00	0.00
	2	0.00	0	0.00	0.00	0.00
Entertainment and theming for all social events	2	0.00	0	0.00	0.00	0.00
<b>Total expenses for this item:</b>						<b>€0.00</b>

<b>TOTAL EXPENSES</b>
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<b>€0.00</b>
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**VIII. Letters of recommendation**

Up to three letters are permitted in total from key figures from the university, destination (city mayor), etc. to endorse the bid.

**IX. Any other information in a clearly structured appendix**