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