

# **Considerations for Site Proposal for Hosting a SAC Conference**

The main concerns are the willingness of the local committee to put on a conference and take care of all local details, and the availability of facilities to house the conference and participants. This is a lot of work and requires substantial institutional support.

In particular the SAC organizing committee needs to know:

## **Organizers of the Proposal**

Name(s) and affiliations and contact information for the individuals involved in the proposal. List any previous involvement with organizing a conference. List previous successful conferences located at the proposed location (city), and perhaps other conferences sponsored by the host institution.

## **Proposed Dates for the Conference.**

Keep in mind the SAC is traditionally in mid March, and that it runs from Sunday through Thursday. Tutorials are run on Sunday and technical sessions (typically 5 in parallel) run Monday through Thursday. Traditionally, a conference reception occurs on Monday evening along with the poster sessions, Tuesday noon is the conference luncheon, and Wednesday evening is the conference social. Keynote addresses are traditionally first thing on Monday and Wednesday – these require large meeting rooms.

## **Name of the City and the University Sponsor**

For example, in 2004, the location was Nicosia, Cyprus hosted by University of Cyprus in Nicosia. In 2005, the location was Santa Fe, NM, USA hosted by New Mexico Institute of Mining and Technology, Socorro, NM, USA. In 2006, the location will be Dijon, France hosted by the University of Bourgogne, Dijon, France. Some attraction for the proposed city should be addressed, e.g., Santa Fe is one of the top fine arts destinations in the United States, as well as being a prime vacation destination.

A short summary (statistics, history, etc.) about the city might be helpful.

## **Transportation Details**

That is, do you fly directly to the location or another place and take a bus, shuttle, rail, taxi, etc. What is the approximate cost if a bus, shuttle, rail, or taxi is used after arriving at the initial flight destination? For example, in 2004, participants flew into Larnaca and took a taxi to Nicosia. In 2005, fly into Albuquerque and take a shuttle to Santa Fe. In 2006, the suggestion is to fly into Paris and take the rail to Dijon. Transportation details must eventually be provided to the SAC webmaster to post on the web site.

## **Proposed Hotel**

The hotel must be available to accommodate SAC participants during the proposed dates for the conference. A list of surrounding hotels and their approximate cost should also be provided. If

the location for the conference is also the hotel, then see the next section for more details. Please provide estimated hotel costs based on a conference rate.

### **Proposed Location for the Conference**

This may be a hotel or at the host university. If the hotel(s) are far from the conference site (host university), then some shuttle schedule several times throughout the day will need to be proposed in order to move participants to and from the hotel to conference site.

The location must be able to handle 5 parallel sessions at a time. The rooms should be close together, and of adequate size to handle sessions. There also needs to be at least one large room to handle opening session, keynote addresses, conference reception, conference lunch, poster session (say 60 posters), and conference social (about 250 people).

There also needs to be ample room and services to provide coffee breaks between sessions.

There needs to be a reserved location for a registration area during the entire conference. The location must be able to handle a luncheon and social event for at least 250 people.

### **Local Equipment**

Each session room will need a screen, overhead projector, and especially a LCD projector. If possible (not required) a laptop would be nice – many authors requested this in 2005. Usually the sponsoring university takes care of local equipment at no or very little charge. If the hotel provides this equipment, generally the cost is unacceptably high.

### **Computer Room**

A room with computer equipment and printers should be available to attendees to check e-mail, et cetera. If possible, wireless networking access is a nice addition. However, wireless access requires more technical support as quite a few SAC attendees have difficulty making their wireless function properly in a new wireless network. This worked out very well in SAC 2005 in Santa Fe.

### **Local Volunteers**

This is usually students and several key staff members from the sponsoring university. Be sure you have adequate volunteers to “man” the registration desk and to assist in preparation of registration materials. During the conference tutorial and technical sessions, volunteers will be needed to set up and maintain AV equipment in each room.

### **Proposed Conference Excursions**

Generally a local tour company is contracted to provide a variety of one-day or half-day excursions that conference participants and/or spouses can take throughout the conference.

### **Additional Host Support**

1. List plans for getting support from other Universities or companies such as sponsoring a luncheon, reception, coffee breaks, keynote speaker, conference social gala.
2. Dissemination of Tutorial information and a local person to be Tutorial’s Chair. Tutorials are often geared towards local industry/university people. You do not need to suggest tutorial topics, that is handled by someone else, but some assistance in tutorials will be expected.

3. Although the site proposal does not need to include this information, please be aware that the Program Chairs may ask the local arrangements people to assist in recommending Keynote speakers from the immediate area.
4. Traditionally, the host institution will provide a nice gift (paid for by the host or a local sponsor) for each conference participant. The gift is generally something special representing the local host or local region. This gift has traditionally been given to each participant after they have turned in the conference evaluation form. At SAC 2004, the gift was a small bottle of alcohol from Cyprus with two shot glasses etched with SAC 2004 on it. At SAC 2005, the gift was a very beautiful candleholder made from special metal from the area.