

Society for Risk Analysis
Guidelines for Preparing a Proposal to Host a World Congress
(updated December 2008)

Proposal Preparation and Submission to the Secretariat

Contact Olivier Salvi (olivier.salvi@ineris.fr), co-chair of the SRA Regions Committee and the SRA Secretariat (Lori Strong/Sue Burk, lstrong@burkinc.com or sburk@burkinc.com) to let them know of your interest in hosting the Congress. Proposals must be submitted by March 30, 2009.

The Regions Committee and SRA Secretariat will work with you to determine if your proposal meets the requirements and will pass recommendations to the SRA Council for their preliminary approval. Final approval by the Council will be determined based on a site visit conducted by the SRA Secretariat.

Your proposal will need to address the following areas:

Accommodations

Accommodations needed in one hotel or several hotels within walking distance of meeting space:

<u>Day of week</u>	<u>Rooms needed</u>
Saturday	75
Sunday	150
Monday	150
Tuesday	150
Wednesday	150
Thursday	50

Meeting Facilities

Must have a 24-hour hold on the space. The space can be in a conference center or hotel.

Meeting needs for rooms are as follows (by day):

<u>Days of Week</u>	<u>Room Use</u>
Sunday - Wednesday	Office
Sunday - Wednesday	Registration Area

Number of rooms needed concurrently:

Sunday 3 rooms seating 30 schoolroom style (Workshops)
 1 room for Welcome Reception (space for 200 attendees)

Monday - Wednesday 1 room seating 200 theater style (Monday-Wednesday am only)
 7 rooms seating 30-60 theater style (Mon-Wed)
 1 room for Lunch for 200 persons (Mon & Wed only)
 1 room for posters 3,000-4,000 sq feet (Mon-Wed))

Meeting Dates

Target the meeting dates between June 1 and July 15. The meeting officially starts on a Sunday and ends on a Wednesday.

Destination Information

Provide information about the host city such as typical weather during the proposed meeting dates, what airlines service the city, popular attractions, and possible social tours. The proposal should address the following items:

- Accessibility
 - Ease and cost
 - Airport proximity
 - Adequate taxi service
- Environment
 - Availability of local attractions
 - Restaurants
 - Weather conditions
 - Safety of area
 - Support and services available from local convention bureau
 - Availability of experienced suppliers such as audio-visual firms, exhibit service contractors (for poster boards)

Facility Information

The proposal should address the following items:

- Availability of guest services
 - Gift shop/drug store
 - Concierge
 - Safety deposit boxes
- Comfortable, clean guest rooms
 - Smoke detectors in room
 - Fire exit information clearly posted
 - Handicapped accessible rooms
 - Number and types of suites available
 - Reservation procedures and policies
 - Room category classifications, such as higher floor versus lower floor, city view, mountain view, etc.
 - Number of rooms in each category for meeting
 - Current convention rate versus rack rate
 - Guarantee and deposit requirements
 - Check-in and check-out hours
 - Cutoff date when rooming block is released for general sale
 - Refund policy in case of room cancellation

Meeting Space Information

The proposal should address the following items:

- Dimensions of meeting rooms
- Room capacities when set in various styles (i.e. theater, classroom, etc.)
- Separate light, heat/AC controls in each ballroom section
- Obstructions such as columns
- For audio visual presentations

- Ceiling height of room
- Obstruction which would block view of screen
- Location of lighting controls and options for dimming
- Relative proximity for meeting rooms to each other – all on one floor, or spread on multiple levels
- Availability of house and public phones
- Availability of restrooms near meeting space

Food & Beverage Service

The proposal should address the following items:

- Public outlets
 - Number of options
 - Cost range
 - Possibility of setting up addition food outlets for continental breakfast, if necessary
- Group functions
 - Diversity of menus
 - Costs
 - Tax and gratuities
 - Projected price increase before date of event
 - Extra labor charges for small group functions
 - Cash bar policies/charges
 - Bartender costs and minimum hours to be paid for
 - Cashier charges
 - Refreshment break pricing
 - Guarantee policies
 - When guarantee required
 - Number of meals prepared beyond guaranteed number

Questions

Contact Sue Burk or Lori Strong by email (sburk@burkinc.com or lstrong@burkinc.com) or phone (703-790-1745 x 14 or 15).