

Future ILCOR Face-to-Face Meeting Hosting Proposals: Requirements in the Request for Proposal

The RFP should be structured as outlined and contain the elements that follow:

- The presentation should last no longer than 5 minutes
- The proposal is in PowerPoint mode and may have accompanying documents either in handouts or brochures.
- The proposal must be submitted to ILCOR and circulated to the delegates with the agenda.
- The Proposal has support of the ILCOR council and region it represents.
- Essential elements of the RFP include the following:
 - Dates of meeting
 - Associated council meetings
 - Location
 - Representative hotel rates
 - Sample airfares
 - Local or regional attractions
 - Why the hosting council wishes to host meeting
 - Status of local funding for meeting logistics (AV, meals, etc)
 - Ability of requesting organization to financially host the meeting

