

ISEH Annual Scientific Meeting Venue Fact Sheet

The purpose of this fact sheet is to assist prospective Local Organizing Committees in their efforts and interest in research and possible submission of recommendations for locations and venues for future year ISEH Annual Scientific Meetings. This document contains key data to help individuals assess city and venue viability. It is updated annually by ISEH Headquarters' staff. If you have any additional questions related to your proposal, please contact ISEH Headquarters staff at info@iseh.org.

I. Venue

Venues for the ISEH Annual Scientific Meeting will be assessed on the availability of appropriate session rooms (outlined below), overall accessibility (distance from airport, travel options), and attractiveness of the city and venue to attendees. Outlined below, are the necessary space requirements. We look for a meeting to hold 300 – 600 total attendee. Our average attendance is 450-500 attendees, but we will consider locations that can hold 300 individuals and cap our meeting in some situations.

	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
Staff Office	x	x	x	x	x	24-hour hold; 5 people plus storage
Storage	x	x	x	x	x	Secure space for exhibitor storage; needs to be near exhibit space
Exhibits and Coffee/Meal Breaks		x	x	x	x	Central location within meeting space for breaks/networking; space for 10-15 tabletop exhibits; can fit all meeting attendees in a reception style layout. Meeting room foyers are acceptable locations.
Posters		x	x	x	x	Space for 65, 100 double-sided 4 foot x 8 foot poster boards or 125 A0 Poster board (900mm by 1200 mm) ; also need to accommodate (2) bars and light reception fare; can be combined meeting room and adjacent foyer space if necessary; Can also fit 300 – 500 attendees (total attendees)
General Session		x	x	x	x	Space for 300-500 classroom in a mix of classroom and theater
Breakout Room 1		x	x	x	x	Space for 150-300 classroom in a mix of classroom and theater
Breakout Room 2		x	x	x		Space for 150-300 classroom in a mix of classroom and theater
Committee Room 1		x	x	x	x	Space for 30 people, conference or u-shape
Committee Room 2		x				Space for 30 people, conference or u-shape
Lunch			x	x	x	Buffet setup or grab and go lunches, and scattered/mixed seating for 150-200 in immediate vicinity; can be foyer space with seating in meeting room or similar

Reception(s)				x		Space for a meet the experts networking breakfast or reception. 15 high tables with light food, a beverage station and approximately 75 individuals.
Registration	x	x	x	x	x	Permanent desk or (4) 8' tables in central location (foyer space)
Social Event					x	Dinner event with buffet/stations, dance floor, DJ; could be short distance from meeting space; prefer unique/interesting location

II. Hotel

For each ISEH Annual Scientific Meeting, the organization seeks a central hotel to host a room block for attendees, speakers, and staff members. The hotel, if independent from the meeting venue, should be in close proximity to the meeting and transportation options, and have enough rooms to fulfill the room block totals, outlined below.

	Wednesday -Setup	Thursday – pre-meeting	Friday – Day #1	Saturday – Day #2	Sunday – Day #3
Standard	120	200	200	200	100
Staff	4	4	4	4	4
Total	124	204	204	204	104

III. Financials

Each prospective venue may have a unique pricing structure. Therefore, ISEH Headquarters staff will review the total overall cost of the use of a meeting space. Several important financial considerations include the cost of:

- venue rentals (meeting rooms and poster boards)
- audio visual
- food and beverage
- wi-fi access

Please reach out to ISEH Headquarters staff at info@iseh.org, if you have questions related to assessing a venue's financial viability for the ISEH Annual Scientific Meeting.

Please note: During ISEH's review process, a proposal that includes a higher cost location can be offset by clear availability of financial support.

IV. ISEH Site Selection Policy

Please see the following criteria, which guide the site selection process for the ISEH Board of Directors

1.) Geographic Rotation across three regions approximately every 3 years.

- a. Europe
- b. Americas
- c. Asia/Pacific Rim

**Preference given to locations that will provide financial support of the meeting.*

**Rotation is important but does not have to be every year on a different continent.*

2.) Supporting Members and/or Major Institutes in vicinity

- a. The location should have significant membership within 2 hours driving distance.
- b. Must have a facility, institute or lab(s) that will support the meeting and act as members of the Local Organizing Committee (LOC). Such Pls should be identified (not necessarily approached) before locations are seriously considered.
- c. Additional consideration may be given to locations near ISEH leadership, where they may have stronger community ties.
- d. Ability to draw attendees from the local institutes.
- e. Institutional support of meeting.

3.) Budget

- a. Location must fit within the average cost of past ISEH meetings (cost of hotel meeting space rental, AV and Food and Beverage).
- b. Higher cost of travel to meetings can be offset by additional travel grants available.
- c. Higher cost locations can be offset by clear availability of financial support.

4.) Airlift

- a. Preferable to have access (within 45 minutes driving and/or transit) to an international airport.

5.) Timing

- a. Meeting locations will be determined two years prior to the actual meeting date.
- b. The date of the meetings will range from **mid-to end of August or early-to-mid September**, a secondary date of May will also be requested if appropriate.