

IACRAO Annual Meeting Request for Proposal (RFP) Guidelines

The IACRO membership is encouraged to consider hosting future IACRAO Annual Meeting/Conferences in their local area. Often there are several institutions in a region that could work together to assist with the local arrangements.

Members interested in pursuing a conference site should:

1. Take/send the RFP guidelines on the IACRAO website to the hotel, college conference center or local visitor's center.
2. Send the current IACRAO President the name of the facility to which you sent the RFP for follow-up.
3. Act as primary initial contact with the facility. An IACRAO executive committee member will be the primary contact if/when a contract is signed.
4. Consider being the LAC conference chair or committee member. This is not a requirement, but highly preferable.
5. The member whose proposal is accepted .

Meeting Essentials

1. The annual meeting requires a meeting space that can accommodate 120-150 attendees.
2. Overnight accommodations must be available for up to 75% of the attendees.
3. Minimum requirements include at least 4 breakout rooms and a large room/area (i.e., ballroom) to accommodate all attendees for meals and up to 15 exhibitors.
4. Catering (on-site preferable) for meals must be available.
5. College or university conference facilities are encouraged.
6. Preferred meeting days are Wednesday/Thursday/Friday (others will be considered).
7. Meeting dates should be between October 15 and November 5 (others will be considered).
8. Workshops will be scheduled only in even years.

If you have any questions regarding this option, please contact any of the current or past IACRAO Executive Committee members. Final approval of the conference site will be made by the IACRAO Executive Committee.