



PRESENTING A BID TO HOST INSNA SUNBELT CONFERENCE:

Bids for the Sunbelt Conference should be submitted in the form of an MS word document together with a narrated PowerPoint or a video presentation (no more than five minutes duration) for presentation to the INSNA Board. These files should be submitted to the INSNA President at least 2 weeks prior to the upcoming Sunbelt Conference for consideration at the INSNA Board meeting that will be held.

The bid should contain, at a minimum, the following information:

1. Name, credentials and affiliation of the person submitting the bid.
2. Capacity statement (i.e. evidence that there is the appropriate support team and that the hosting institution has the experience and resources, including venues with appropriate meeting space, to host an international conference) – please see attached [policies](#) for space requirements.
3. Proposed dates for the conference.
4. Information about the location for the conference and reasons why it is appropriate for Sunbelt (including any plans regarding hotels, dinner venues, and trips in the area that might attract members).
5. Information about accommodation costs: provide estimated costs for hotels in the area. This can be obtained through a Google search. If selected, INSNA staff can assist by securing contracts for sleeping rooms with area hotels.
6. Ideas for possible themes for the conference.
7. Projected detailed budget (template available [here](#)).
8. Any requests or specifications regarding proposal for profit sharing between host institution and INSNA.

Time will be allocated during the Board meeting for viewing and discussion.

The primary contact or a member of the organizing team should either be present to discuss the proposal or be available via Skype (or similar) to answer questions from the Board (note that no financial support is available to the proposer for attendance).

If proposal is accepted, chairman of the organizing committee must be willing to abide by Sunbelt Policies, Practices and Procedures and sign a contractual agreement with INSNA.