8th G2MC International Conference Host Questionnaire Form

First name *

Last name *

Email *

Organization *

Country *

Please Select ⌄

LOCAL HOST: Please provide the name, email and country of the local host, if different

VENUE: Please provide the name of the proposed Conference Venue and a weblink to the venue *

VENUE: please provide the country where the proposed conference venue is located *

VENUE: Can the proposed conference venue meet the following requirements?   Please check all available: *

☐ 3 day conference (maximum)

☐ Main conference room capacity: 200-250 (classroom style)

☐ Meals : Breakfast, Coffee Breaks and Lunches during the conference

☐ Breakout rooms: 6-8

☐ Poster display area for ECI posters and exhibitor space for sponsors

☐ Hotel room capacity for up to 250 delegates

☐ Optional: hosting a 1/2 day Immersion Course before or after the conference

LOCAL HOST: Do you have a local conference/event management support group in your organization that you have worked with in the past who can (please check all that apply): *

☐ No, we do not have any of these capabilities

☐ Ensure all arrangements and contracting with conference venue

☐ Monitor and provide support for hotel registration activities (for speakers and leadership members)

☐ Provide and monitor conference registration and monitoring + collection of registration fees

☐ Speaker invitations and follow up activities (confirmation, headshots, bios, and presentations)

☐ Manage an abstract submission and selection process for ECI posters and podium presentations

☐ Reach out and engage with local sponsors

☐ Arrange a Welcome reception on Day 1 and social/networking dinner on Day 2

☐ Ensure ability of delegates to attend virtually using an online conference platform

☐ Print meeting materials: name badges, agendas/meeting booklets, additional materials

☐ Ensure set-up of main conference room and break-outs, with signage

☐ On-site support for the days of conference

☐ Post-conference reconciliation - attendees list and financial management

VENUE: Will the conference venue be able to provide for all Information Technology/Audio Visual (IT/AV) needs listed below? Please check all that apply: *

- ☐ LCD Projectors and multiple screens
- ☐ Podium with mic
- ☐ Laptop computer - podium
- ☐ Presenters screen
- ☐ Wireless lavalier microphone
- ☐ Wireless handheld microphones (6 for panel discussion and 2 for roving)
- ☐ All requirements for sound distribution plus audio mixer, etc
- ☐ Audio-Visual technician throughout conference
- ☐ Ability to live streaming or Webcast the event or utilize a hybrid meeting platform such as Socio

BUDGET
Please provide a total cost estimate for the venue and conference managements activities listed above, based on 200 attendees. The questions that follow will request itemized details for broad categories, but please feel free to attach a detailed budget spreadsheet in addition. *

Budget Spreadsheet
[Choose File] No file chosen

BUDGET: Hotel/sleeping room fees: standard or queen single occupancy and standard double occupancy + Hotel name *

BUDGET: Conference venue package for 3 days, including breakdown for conference room fees, breakout rooms, poster and sponsor areas, and meal packages *

BUDGET: Information Technology/Audio Visual (IT/AV) fees for services that can be provided *

BUDGET: Conference/event management fees for services that that can be provided + name of the conference management firm *

BUDGET: If possible, please provide information about the availability of a restaurant or other venue to host a social networking dinner. Include a weblink and requirements for payment and/or deposit *

LOCAL HOST: Please provide the scientific profile of the lead organizer / local host (credentials, scientific achievements, involvement in Genomic Medicine, connection to educational societies for reach to local ECIs, etc.) *

LOCAL HOST: Will the lead organizer / local host have the availability to attend monthly (at least) planning meetings, G2MC Executive and Steering committee meetings during the 12-18 months prior to the Conference? *

FINANCIAL SUPPORT: Do you or your conference management group have experience in obtaining local sponsorship for meetings? *

○ Yes
○ No

FINANCIAL SUPPORT: Please provide a description of the process for sponsorship requests and outreach. *

[ ]

FINANCIAL SUPPORT: Please provide the names of some potential local sponsors (if none, please state 'none'). *

[ ]

FINANCIAL SUPPORT: Please provide the success rate of obtaining sponsorship for other conferences (number of sponsors obtained, amounts, etc) *

[ ]

FINANCIAL SUPPORT: Will your host organization be able to provide financial and/or in-kind resources, either partial or coverage in full? If yes, please provide: Financial - the estimated amount of sponsorship. In- kind - the resources available (conference rooms, etc) *

[ ]

TRAVEL LOGISTIC: What international airport do you recommend attendees fly into? *

[ ]

TRAVEL LOGISTIC: How far (in miles or km) is venue from the this International Airport? *

[ ]

TRAVEL LOGISTIC: Are there visa requirements or limitations to enter the country? Please provide details and process if possible *

[ ]

THEME: Please suggest a sub-theme for the conference *

[ ]

☐ I consent to have this website store my submitted information so G2MC may respond to my inquiry. *

[Submit]