Society for the Advancement of Violence & Injury Prevention
Solicitation for hosts for the 2021, 2022 and 2023 annual meetings

1. **Introduction/Background –**
   a. **Host site responsibilities:** Hosting the conference is both an opportunity (e.g., visibility for the organization locally and nationally) and constitutes a substantial commitment on the part of the site. These responsibilities are:
       i. chair the planning committee,
       ii. oversee venue selection,
       iii. work with management company to plan meals, events, and evening activities,
       iv. provide information about travel (e.g. ways to reach city and venue) and work with management company to provide transportation from venue to hotel (if needed) and to activities.
       v. coordination with Board of Directors on developing a conference theme and selecting keynote speakers,
       vi. coordinate with science committee in organizing the scientific program and with Training and Infrastructure Committee in organizing pre-conference workshops
       vii. work with Communications Committee on publicity for the conference, and
       viii. work with the management firm on all logistical arrangements (e.g., hotel arrangements, food, AV needs, development of conference materials),
       ix. assure all legal and policy requirements of the host institution (e.g., university level) are managed appropriately,
       x. be part of the SAVIR Board during the planning year (monthly meetings),
       xi. assist the planning committee in the year subsequent to hosting to assist next host, sharing records of financial and other planning details,
       xii. conduct local fundraising and sponsorship efforts to help SAVIR support the costs of running the conference

   b. **Management Company responsibilities:**
       i. negotiations with venues (e.g., conference venue, local entertainment, food, hotels)
       ii. marketing (e.g., developing and distributing promotional materials),
       iii. coordination with Committee to develop online abstract and workshop proposal submission system
       iv. manage the online submission process including notifications of presentation acceptance and decline
       v. develop online registration site
       vi. manage abstract and registration sites
       vii. manage all logistics for the conference from app and programs to onsite registration and logistics support throughout the conference
       viii. printing and production of conference materials and awards
       ix. conference evaluation
       x. seek and organize national sponsorships

   c. *Timing:* Held in the spring for a period of 3 days. Dates are selected by the host site based on avoiding overlap with other related meetings or events, holidays and availability of local venues. Usually there are pre-conference workshops (usually half a day) at the same venue.

2. **Criteria for selection.** The selection of the host site is the responsibility of the SAVIR Board using the following criteria in making their selection.
    a. Host organization requirements
        i. Lead individual or center has been a SAVIR member during the years in which the conference is planned and held. Priority will be given to members with longer standing involvement in SAVIR.
        ii. At least one person, ideally the lead, from the host organization planning team must have attended at least one prior SAVIR conference
        iii. Must be willing to assist the planning committee during the year after hosting to assist in transferring information about lessons learned from prior conference to the subsequent host organization
        iv. Must provide as part of the application institutional documentation indicating that the responsible person has the authority to obligate the institution for the event.
        v. Must be able to support the staffing required to plan and carry out the conference.
        vi. Has not hosted the SAVIR conference within the last 3 years.
    b. Individual from host organization with authority to make decisions on behalf of the host organization and/or that individual's designee serves as chair of Conference Planning committee during the year prior to the conference.

3. **Application must describe (<2 pages):**
    a. Setting Considerations
        i. Accessibility to the community via public transportation (e.g., airports and train stations)
        ii. Availability of lodging options that meet ADA requirements suitable to serve the expected audience
        iii. Proposed conference venues and access to lodging if not the same location
        iv. Local opportunities for recreation
    b. Host organization and team
        i. Describe team (and team leader) available to help organize the meeting and how their estimated time allocation for this task will be apportioned and supported
        ii. History of SAVIR involvement
        iii. Injury and violence work underway (with the idea that there would be sufficient engagement with injury topics to have a strong base for hosting)
        iv. Experience in successfully hosting events
        v. Availability to serve during the time period required
        vi. Documentation that the lead person has authority to represent the institution in making conference arrangements (e.g., from a university leader)
    c. Resources available to support planning and ideas for identifying additional local funding to help support the conference
    d. Statement (<500 words) as to reasons you would like to host this meeting including how hosting this conference will facilitate a good conference, benefit SAVIR, and benefit to the host organization. Also note if there are any special considerations related to this site hosting the conference that the Board should consider.
    e. For which year(s) would you like your application to be considered? Check as many as you are willing to consider and indicate your first choice, if you have a preference.
        i. 2021
        ii. 2022
        iii. 2023
        iv. "no preference"