

savir *Society for Advancement of Violence and Injury Research*

Society for the Advancement of Violence & Injury Prevention

Solicitation for Hosts for the 2024 Annual Meeting

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 activity(ies)
 - 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. coordinate with Board of Directors on developing a conference theme and selecting keynote speakers
 - vi. coordinate with science committee in organizing the scientific program
 - vii. coordinate with Training and Infrastructure Committee in organizing pre-conference workshops
 - viii. work with Communications Committee on publicity for the conference
 - ix. work with the management firm on all logistical arrangements (e.g., hotel arrangements, food, AV needs, development of conference materials)
 - x. assure all legal and policy requirements of the host institution (e.g., university level) are managed appropriately
 - xi. be part of the SAVIR Board during the planning year (monthly meetings)
 - xii. participate in the planning committee in the year subsequent to hosting to assist the next host, sharing records of financial and other planning details
 - xiii. conduct local fundraising and sponsorship efforts to help SAVIR support the costs of running the conference

- b. **Management Company responsibilities:**
 - i. negotiate with venues (e.g., conference venue, local entertainment, food, hotels)
 - ii. conduct marketing and promotion of the conference (e.g., develop and distribute promotional materials)
 - iii. coordinate with Science Committee and Training and Infrastructure Committee to develop an 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. print and produce conference materials and awards
- ix. conduct the conference evaluation
- x. seek and organize regional and national sponsorships

c. **Timing:** Held in the spring (usually April) 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, and are approved by the SAVIR Board. 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 is a SAVIR member during the years in which the conference is planned and held. *Priority will be given to members with a demonstrated commitment to 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 have 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.
- c. To ensure ease of travel for SAVIR members across the US, we may consider geographic diversity in selecting host sites or in selecting which year hosts serve.

3. Application to host 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 to serve expected audience (250 – 350 people)
 - 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 the host organization. Please briefly describe why the city/town that the meeting would be in might be of interest to attendees. Also note if there are any special considerations related to this site hosting the conference that the Board should consider.
- e. If you are not selected for 2024, are you willing to have your application kept on file for consideration to be a host for 2025?