

## OIA Conference Host Criteria

### **Location**

Location should be considered safe, easily accessible and comprised of appealing characteristics that will attract participants.

### **General Responsibilities of Host**

Once a host has been selected by the OIA Board of Directors, a Letter of Agreement between the Board on behalf of the OIA and the host(s) further clarifying the responsibilities of all parties will be executed.

- Planning – Planning should begin 18-24 months prior to the conference start date to avoid difficulties in securing a venue and booking hotel rooms.
- Venue – A conference venue should be chosen that is large enough to accommodate all sessions and workshops, and designed to allow attendees easy access to all rooms as well as time to move from one session to another.
- Preparations – The host should have sufficient time and resources to prepare a successful conference. A professional conference organizer can be very beneficial to ensuring a successful conference. Two to three people representing the host organization should be enlisted to carry out specific duties and responsibilities on an ongoing basis, such as selecting the conference organizer, sorting invitations, assessing abstracts, managing their conference website, and all other necessary tasks. The time committed to these preparations will vary according to the tasks at hand – approximately 3 hours per week initially and steadily increasing as the date of the conference approaches.
- Conference Organizing Committee – The OIA Board of Directors established a Conference Organizing Committee (COC) to oversee development of the OIA conference programme. This is a committee of the Board and will make regular reports to that body accordingly. The COC will also include members of the host member organization to ensure collaboration and a mutually beneficial schedule and speakers. The committee's aim is to build on its success with ongoing improvement of the programme from year to year.
- Funding – A budget for the conference must be developed and shared with the COC, with regular updates. All shared costs incurred must be agreed upon. The host member organization should be prepared and able to cover their portion of all conference fees; it is expected that the funding will be reimbursed through registration fees. The OIA will not be responsible for any financial over runs.