Conference Site Proposal

Draft of September 23, 1994
Submitted by:

Site: ______________________________

Contact Person: ____________________ Year: ____________________

Telephone: ____________________ Cost Commitment: ____________________
(indicate currency used)

Provisional Organizing Committee Members **Chair** ____________________

Member ____________ Member ____________ Member ____________
Member ____________ Member ____________ Member ____________
Member ____________ Member ____________ Member ____________

Hotel/Conference Location	**Yes**	**No**	**Comments/Price**
At a university?	☐	☐	____________
Are there hotels nearby?	☐	☐	____________
At a hotel?	☐	☐	____________
If so, are other hotels nearby?	☐	☐	____________
Deadline for signing contract?			____________
Are hotel rates available now?	☐	☐	____________
			____________
			____________
What types of restaurants are nearby?			____________
Airport Recommended			____________
Distance to the conference site?	☐	☐	____________
What type of airport transportation is available:			
Shuttle service	☐	☐	____________
Limousine	☐	☐	____________
Taxi	☐	☐	____________
Rental Car	☐	☐	____________

Conference-Specific Requirements	**Yes**	**No**	**Comments/Price**
How many meeting rooms are available			____________
What are the meeting room sizes?			____________
Are computer and/or training facilities locally available?	☐	☐	____________
Is conference staff provided by the hotel/university staff?	☐	☐	____________
Are the following offered by the conference host or located nearby:			
Electronic mail access	☐	☐	____________
Fax services	☐	☐	____________
Photocopying services	☐	☐	____________
Does the conference site provide services for:			
Wheelchair access	☐	☐	____________
Sign language interpreters	☐	☐	____________
Foreign language interpreters	☐	☐	____________

Miscellaneous	**Yes**	**No**	**Comments/Price**
Are maps available of interesting sites to see?	☐	☐	____________
Is a Chamber of Commerce tourist package available?	☐	☐	____________

Return this Conference Site Planning Checklist (short form) to `tugcpc-l@irlearn.ucd.ie`