

FORM 1D – REQUEST FOR PROPOSAL – LOCAL SECTION

The following is a sample template that can be used to solicit Local Section Participation to assist in organizing your Topical Meeting

The American Nuclear Society (ANS) (List Division) sponsors the (List Meeting) with support from Local Sections or international institutions. The notice is to request a proposal for (List Meeting, and year). Following is the meeting location history:

1. Year, City, State, Country
2. Year, City, State, Country

This meeting is held in the USA (List Pattern, i.e., every other year, every three years, etc.). We will consider all proposals submitted to this solicitation will be considered for (List Meeting) The next conference in this series, (List Meeting), will be held in (List year) This meeting will be held in the USA.

The proposals will be evaluated using the attached criteria. Interested parties should send their proposal electronically by (List Date) to (List who should receive the proposal). Selection of (List Meeting) is expected to be completed by (List Date), giving the organizers hosting (List Meeting) adequate time for meetings planning and preparation.

Awardees of the bid are encouraged to attend the (List Division) Executive and Program Committee meetings and participate in technical meetings, to acquire knowledge and experience helpful in hosting the conference successful.

Inquired should be addressed to (Same contact listed above to receive proposal).

(List Meeting) Criteria for Proposal Evaluation

1. **Technical Program Chairman:** Does the proposed Technical Program Chair have extensive experience in organizing topical meetings?
2. **Local Section Involvement in this and prior (List Meeting) meetings:** Are there influential organizing members (e.g., local section members, if a domestic conference) involved in the proposed work related to this (List Meeting) meeting? Have these members participated in prior (List Meeting) meetings so that they are familiar with the conference objectives, format, and procedures?
3. **Experience in Organizing and Conducting Topical Meetings:** Has the local section/organizing institution demonstrated experience and ability in successfully conducting topical meetings, both technically and financially?
4. **Technical Program and Quality of Papers:** Is the technical program well formulated with innovative sessions, novel ideas, and exciting themes? How would the paper review be handled – do the organizers have enough reviewers lined up to ensure the quality of papers?

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5. **General Chairman:** Is the proposed General Chairman well-versed serving as the General Chair of (List Meeting)?
6. **Allocation of Excess Revenue:** If a domestic organization is selected, the organization must work with ANS Staff and (List Division) on budget, including net revenue distribution.

The revenue share for ANS Topical Meetings is 75% to ANS National and 25% to ANS Division. Local Sections do not share in the net revenue, however, and division can agree to share a part of their 25% net revenue with the support Local Section.

Local Sections can submit quotes for any contracted services required for the meeting that ANS Staff would have to contract outside or cannot perform without hiring locally.

ANS rules prohibit foreign organizations from remitting any profits to the ANS (List Division).

However, foreign organizations may donate funding to a worthwhile ANS effort, such as the ANS (List Division) Technical Achievement Award endowment fund, student scholarship fund, etc.

7. **Hotel Cost and Facilities:** ANS Staff will send out Request for Proposals to hotels in the desired location to obtain rates, F&B costs, meeting space, etc.
8. **Location and Timing:** Is the location convenient for airline service, hotel access from airport, local transportation, and attractions for non-meeting participants, i.e., spouses and families? Are the conference dates proposed adequate to avoid the 30-day window before and after ANS Annual or Winter Meetings and not in conflict with major religious holidays?

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9. **Steering Committee (SC) and Technical Program Committee (TPC):** o the proposed SC and TPC appear to be adequate? Experience has shown that participation is increased if key positions are identified for representatives from a wide spectrum of organizations and countries.
10. **Publication of Proceedings:** Is the scheduling/anticipated publication cost acceptable?
11. **Technical Tours:** Are there attractive technical tours? What are the proposed tours and the costs?
12. **Young investigator and student participation:** Are there interesting programs that can attract young investigators and students to attend/participate in this (List Meeting) conference?