

Prospective organizers are invited to notify the current chairperson of their interest at least two weeks in advance of the ICMRBS meeting held four years in advance of the proposed meeting.

Prospective meeting organizers will be interviewed by the Council Members at the ICMRBS meeting. The prospective meeting organizers should be prepared to provide the following information and answer questions.

Organization:

- Names and institutions of primary organizers
 - Prior ICMRBS meetings attended
 - Prior experience in meeting organization
- Organizing committee
 - Local: names and organizations (if known at this time)
 - International: (to be approved by the ICMRBS council two years in advance of the meeting)

Program:

- Major topics to be covered (priority to maintain or increase the current breadth of the ICMRBS)
- Number of plenary lectures planned
- Number of parallel sessions envisioned (should be synchronized)
- Special events, such as
 - Guided poster tours
 - Lunch with the speakers
 - Evening session for students/postdocs

Venue:

- Name and location
- Available lecture rooms and their capacity (number of seats)
 - Video projection capability
 - Availability of a sufficient number of portable microphones for questions
- Travel time between rooms used for parallel sessions
- Poster space
 - Can all posters be set up for the full duration of the meeting? (highly desirable)
 - Will the poster space be accessible early and late? (desirable)
- Location of vendors: can they be located so that they receive traffic during breaks and poster sessions?
- Similar meetings accommodated at this site

Coffee breaks and lunch:

- Can coffee breaks be organized so that time is not lost in queuing? (desirable)
- Will refreshments be available during poster sessions? (desirable)
- Will lunch be available on site (lunch boxes)?

Internet policy: Will internet be available in the lecture halls, coffee break, poster areas? (desirable)

Accommodations:

- Number of rooms available and prices
- Will there be inexpensive accommodations for students? (desirable)

Travel:

- Nearest international airport
- Travel possibilities from airport to conference site with prices

Program for accompanying persons:

Banquet venue:

Budget overview including

- Registration rates
 - Normal attendees
 - Students
 - Plenary speakers
 - Other invited speakers
- Attendance level needed to break even
- Funding possibilities
 - Stipends for students
 - Sources of support