



GUIDE TO SUBMITTING A LETTER OF INTEREST TO HOST A FUTURE OHBM ANNUAL MEETING

The Organization for Human Brain Mapping (OHBM) receives several requests each year from individuals and organizations interested in hosting a future Annual Meeting. Identification of potential meeting venues typically comes from three sources:

- Letters of interest/proposals from a group of OHBM members;
- Letters of interest that come directly from the convention center or convention and visitor's bureau in a particular city; and
- OHBM Council and Committee recommendations.

In order to ensure transparency, this document provides an overview of the selection process in deciding future venues and guidelines for interested parties in presenting a Letter of Interest to OHBM regarding hosting a future Annual Meeting. Please feel free to consult with the OHBM Executive Office Staff at info@humanbrainmapping.org if you have any questions regarding these guidelines.

WHAT IS THE DECISION MAKING PROCESS?

The OHBM Bylaws state: **Article 4. Meeting: Section 1. Annual Meeting.** *The Organization shall meet annually at a place, date, and hour designated by the Council.*

The OHBM Council takes seriously their role in deciding future Annual Meeting venues and follows a standardized decision-making format.

- Meeting venues are secured four years in advance. (Example: In 2017, the Council will discuss potential meeting venues for the 2021 meeting.)
 - Council begins discussions on future meetings at their first in-person meeting held in the fall. Annual Meetings generally alternate between Europe and North America, with the inclusion of a country outside of Europe and North America every four or five years, at the Council's discretion. Primary justification for this pattern is that, historically, the majority of conference attendees come from Europe or North America.
 - Council discusses city options within the identified country including reviewing any Letters of Interest received from members and organizations.
 - Council selects two to three potential cities for the OHBM Executive Office to explore, including conducting site visits.
 - OHBM Executive Office conducts research on the identified cities and provides a report to Council at their first in-person meeting held at the following Annual Meeting. After reviewing the information, Council makes their final



selection. (Ongoing reports are provided to Council at their interim meetings. Occasionally, surveys are conducted to gauge wider OHBM membership preference to a certain location or members are asked to participate in the presentation.)

- Process begins again at the second in-person Council meeting for the next identified meeting.

Council reserves the right to deviate from the above process when needed.

WHAT FACTORS IMPACT SITE SELECTION?

The following factors are considered when choosing an adequate future meeting site for the OHBM Annual Meeting:

1. **ADEQUATE MEETING SPACE REQUIREMENTS.** The venue must have appropriate convention center meeting space to house the OHBM program and allow flexibility should changes to the current schedule occur. Ideally, OHBM would be the only group in the convention center or have its own private access without overlapping with other groups. The convention center should be centrally located or well connected to the city centre by frequent and affordable public transportation.
2. **Accessible and Affordable Hotels.** There should be a host hotel within walking distance or connected to the convention center and several overflow hotels within walking distance or through easy and affordable public transportation. OHBM seeks a variety of hotels including 3-, 4- and 5-star accommodations. There should be a variety of restaurants and shops nearby.
3. **INTERNATIONAL ACCESS FOR ALL TYPES OF PARTICIPANTS.** The site must be of convenient access to all types of participants. Ideally, the location should have an international airport that is well connected; and should not have visa restrictions that would exclude any segments of the community.
4. **WALKABILITY AND ACCESSIBILITY TO RESTAURANTS AND TOURIST ATTRACTIONS.** The convention site and hotels must be of convenient access to restaurants and attractions that are well connected by affordable public transportation.
5. **AFFORDABILITY.** The site must have affordable meeting room rental rates and a variety of hotel sleeping room rates for all levels of attendees. Convention centers who provide pricing that are inclusive of audio visual, internet and other amenities are most desirable.



6. **AN EFFECTIVE LOCAL ORGANIZING COMMITTEE OR TOURISM/CONVENTION BUREAU.** Although not absolutely necessary, locations are always more attractive if accompanied by a strong local organizing committee (LOC) or tourism/convention bureau that will act as a liaison to the city with the OHBM Executive Office. Support by local individuals from the proposed site who are committed to assisting the OHBM Executive staff in producing the meeting is very beneficial.

WHEN DOES THE OHBM ANNUAL MEETING TAKE PLACE?

Traditionally, the OHBM's scientific meeting is held annually, around the third week of June using a Sunday through Thursday pattern. Other weeks in June will be considered. Historical registration statistics demonstrate that sites in North America or Europe optimize financial and practical access to the meetings, since most of the community comes from one of these regions. On occasion, meetings will be hosted in other parts of the world. Below is a list of the venues of the past or planned meetings. To date, OHBM has not repeated a meeting location.

1995	Europe	Paris, France
1996	North America	Boston, USA
1997	Europe	Copenhagen, Denmark
1998	North America	Montreal, Canada
1999	Europe	Dusseldorf, Germany
2000	North America	San Antonio, USA
2001	Europe	Brighton, UK
2002	Other	Sendai, Japan
2003	North America	New York, USA
2004	Europe	Budapest, Hungary
2005	North America	Toronto, Canada
2006	Europe	Florence, Italy
2007	North America	Chicago, USA
2008	Other	Melbourne, Australia
2009	North America	San Francisco, California, USA
2010	Europe	Barcelona, Spain
2011	North America	Quebec City, Quebec, CANADA
2012	Other	Beijing, China
2013	North America	Seattle, Washington, USA
2014	Europe	Hamburg, Germany
2015	North America	Honolulu, Hawaii
2016	Europe	Geneva, Switzerland
2017	North America	Vancouver, British Columbia
2018	North America or South America	
2019	Europe	Rome, Italy



WHO CAN SUBMIT A LETTER OF INTEREST?

Letters of Interest can be submitted at any time by a member of the Brain Mapping community, a convention bureau or chamber of commerce, or a professional congress organizer/destination management company (PCO/DMC). All Letters of Interest will be reviewed by the OHBM Council as outlined in the decision-making format.

(Note: The OHBM Executive Office includes a full-service meeting management and event planning team. A local event planning organization may or may not be secured by the OHBM to assist the OHBM Executive Office in some of the meeting planning functions.

WHAT SHOULD BE INCLUDED IN THE LETTER OF INTEREST?

A Letter of Interest should contain at least the following bits of vital information:

- 1. Choice of Meeting Venue(s).** Information about the proposed venue(s) that would indicate the convention center is able to accommodate the needs of the meeting. The conference facility should contain:
 - Ample room for registration and organizer offices (central to the symposium and exhibit space)
 - One large meeting space for general sessions (up to 3,000 participants), with excellent audio-visual and internet capacity
 - 8 break-out meeting rooms that will accommodate 200-400 theater style for one-day educational courses
 - 4 break-out meeting rooms for approximately 500 people theater-style to be used for morning workshops and oral sessions each morning and afternoon of the conference
 - 2-3 break-out meeting rooms for committees and pop up meetings
 - 1 space of minimum 2,500 sq. ft for an open science session
 - Space for a Welcome Reception for 2,500 people (if outdoors, a backup space is required)
 - Ample space for movement of attendees between courses
 - Access to food and beverage service during the meeting

Ample space for poster and exhibit presentations is also critical. Ideally we would like to have posters up for the entire meeting which requires space that would allow a minimum of 2,500 posters in a linear distribution. No meeting venue will be considered with space that would allow less than 1,250 posters per day, as this only allows posters to be displayed for two days of the conference. Poster board size is a standard 7.87 feet high by 3.28 feet wide (240 cm high x 100 cm wide). Exhibits are a standard 10 x 10 feet (3M x 3M). OHBM generally attracts at least 40 exhibitors.

- 2. Proposed Dates and Year of the Meeting.** Proposer should indicate available dates for consideration including the month, dates and year. Dates should not fall on any major



religious holiday or other dates that could cause difficulties with transportation or accommodation for any segment of OHBM's membership.

- 3. International Access.** Provide information as to how registrants can reach the city and conference venue, either from the same country or from abroad. Indicate whether Visas are required.
- 4. Accommodation and Sustenance.** Provide information regarding the range of accommodations available, from budget options for students, to 4 and 5-star quality hotels as well as the availability of food and beverage options in the area. Also provide suggestions of hotels that can serve as the headquarters for the meeting.
- 5. Tourist and Social Information for Participants and Guests.** Information about the recreation and social life in the proposed site are welcome.
- 6. Proposed members of the local organizing committee.** If possible, provide a list of potential members of the LOC (local organizing committee), with one nominated responsible representative that will work directly with the OHBM Executive Offices. Full contact details for the representative are required.

The Responsibilities of the LOC include:

- Development of the Local Organizing Committee Symposium that generally takes place on the first day of the meeting (The content and speakers of the symposium must be approved by the OHBM Program Committee.)
- Obtaining sponsorship and commercial exhibitors from local vendors and other funding sources.
- Work with Executive Offices to suggest appropriate venues for social events. **NOTE: All contracts are to be negotiated and signed by the OHBM Executive Director – No outside party will be allowed to negotiate or to enter into a contract for these services.**
- Working with OHBM Executive Office to identify and develop tourist information for participants and guests.
- Secure volunteers to assist with onsite responsibilities.
- Other duties as determined by the OHBM Program Committee.

HOW DOES THE LETTER OF INTEREST GET PRESENTED TO THE OHBM COUNCIL?

All Letters of Interest should be submitted in electronic format to: Ms. JoAnn Taie, Executive Director, OHBM, 5841 Cedar Lake Road, Suite 204, Minneapolis, MN 55416; telephone: 952-545-6208; email: joanntaie@llmsi.com.

Letters of Interest can be submitted at any time; however, they should be presented to the OHBM Executive Director no later than October 28th— four years prior to the proposed date of



the meeting to ensure the OHBM Council will consider it as a venue during their in-person meeting.

HOW WILL I BE INFORMED OF THE DECISION?

After the OHBM Council has made their decision, the proposal will be contacted via email. Should the proposer's venue be selected, the OHBM Executive Office will work with them on securing any additional information needed.