



Histiocyte Society - Office of the Secretariat
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Histiocyte Society Meeting Destination Request for Proposal (RFP) and Local Organizer Guidelines

The Histiocyte Society is now soliciting Requests for Proposal for potential future meeting destinations and Local Organizers. Before submitting your proposal, please carefully review the following guidelines for both the location and the organizer, taking note of some of the information that will be required on the proposal form.

Local Organizer Guidelines/Requirements:

The position of Local Organizer is one that will stretch approximately 18 months during the planning and execution phases of the meeting and will require varying time commitment throughout that period. Expectations of Local Organizers include:

- Must be Active members in good standing (dues must be up to date and paid through the current year)
- Must have attended at least 2 Annual Meetings in the last 5 years
- Will need to be able to devote the necessary time to the position which may include phone calls, as well as “on the ground” support if venues need to be visited/contacted and Secretariat staff is unable to do so
- Will be expected to be prompt in communications with meeting staff
- Must be able to provide information about the city and its offerings to the meeting planning staff for inclusion on the meeting website
- Must be willing to assist the meeting planning staff in the planning, organization and execution of the meeting
- Experience in planning and/or organizing similarly-sized meetings or special events is preferred but not necessary

Meeting Destination Request for Proposal Guidelines/Requirements:

- The Annual Meeting of the Histiocyte Society must ***not*** have taken place in the proposed city within the last 5 years
- Destination city must have reasonable access to an international airport
- Destination city must have touristic appeal
- Destination city must have access to at least 3 hotels within walking distance of the conference center/hotel where the meeting is being held. If the meeting will likely be held at a hotel, that hotel cannot be included as one of the 3.
- Sources of potential sponsorship must be able to be identified