

IFCA Location Proposal Guidelines

From IFCA

NOTE: ALL COST QUOTES MUST INCLUDE ANY APPLICABLE SERVICES CHARGES, GRATUITIES, AND TAXES

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Hotel guest accommodations

- Bedroom price per night (including all taxes and fees)
- Room blocking policy
 - Size of block
 - Deadline
- Financial commitments (minimum room guarantees)
- In-room internet access availability & price

Conference facilities price quotes

- Room for 100 attendees (at tables)
- Projector
- Microphones (1 wireless and one podium)
- Power strips
- Wireless internet access
- Printer

Conference food price quotes

Be sure to include the cost of beverages, tax, gratuities, and other other services charges.

- Breakfast
- Lunch
- Reception
- Banquet
- Rump session drinks

Transportation

Sample itineraries should be provided that include

- The number of legs to/from destination airport

- Total travel time to/from destination airport
- Cost (in dollars)
- Cost and time estimate from destination airport to conference hotel

Itineraries must be provided for at least the following six locations

- San Francisco
- Pittsburgh
- New York
- Boston
- London
- Amsterdam

Also look up to see whether any major sporting events or Carnival will be within two weeks of either edge of the conference dates. The destination's bureau of tourism should be quite helpful if you sound like you're interested in being there for major events.

Attractiveness of location

- Proposed social activities

Safety of location

- See the US State Department's travel warnings

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