



## **Guidelines for Hosting the Annual Meeting**

The Western Regional Panel on Aquatic Nuisance Species (WRP) holds their annual meeting every fall to bring together panel members and others interested in AIS to share information and discuss pressing issues. Are you interested in hosting the annual meeting of the WRP? The annual meeting is an opportunity for you to showcase your work, the work of your partners and to discuss important regional or emerging issues.

The typical format is 2 full days of meetings and presentations with an additional half day for a field trip. The meeting venue should comfortably accommodate 100+ people and provide morning and afternoon refreshments for two days. The host hotel must be able to accommodate federal per diem rates. The hotel rooms should be at or very near to the meeting venue. The host will work closely with a planning group and the Panel's executive committee to develop and finalize the agenda for the meeting and arrange field trips.

The WRP typically alternates the annual meeting between coastal and inland states, however monetary and logistical factors may affect where the meeting is held.

### **Proposal guidelines for hosting the annual meeting**

Preference will be given to proposals that meet the following criteria:

- Cost effectiveness - Locations that are affordable for air travel and have a reasonable federal hotel rate will be required.
- Facility location – Preference will be given to venues where the meeting can be held in the host hotel or within walking distance.
- Local support – At a minimum, the host will need to provide a person that will help identify hotel facilities and be part of the team that helps develop the agenda and field trips. In addition, hosts are asked to support field trip transportation, and if possible, resources for audio visual and virtual broadcast of meeting.

If you are interested in hosting, fill out the form below and return it to the WRP Coordinator Leah Elwell, [leah@stopais.org](mailto:leah@stopais.org). Responses should be limited to 1 page and include the following information.

**Your Name:**

**Your Affiliation:**

**Proposed City:**

**Federal Per Diem Rate (hotel and food):**

**Transportation:** Describe airport affordability, proximity of airport to meeting location and shuttle services.

**Meeting Location/Accommodations:** Summarize the potential location for meeting space, federal rates and other key details.

**Support Team:** List the people who will be able to help coordinate the meeting logistics, such as facility, field trips, and agenda.

**Financial Support:** Describe the type of support you could provide.