# Selection Criteria for EuroCHRIE Host – Expression of Interest

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| **Host Institution** |  |
| **Date of Conference** |  |

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| **Areas to be considered** | **Criteria** | **Comments** | **Mark** |
| **Expression of interest form completed accurately** | Feasibility of proposed location for the conference with details of conference venue, accommodation options, transportation links, distances between venues and other relevant logistics |  | /10 |
| **Innovative thinking linked to the conference theme** | Clear evidence of strategic and innovative thinking. Good awareness of key ideas and current issues involved in the theme of the conference. |  | /10 |
| **Promoting the Institution and EuroCHRIE** | Identifies and presents a critical analysis of the target market, the competition and the promotional strategies to be used to make contact. |  | /10 |
| **Operational Issues at this stage** | Presents a detailed and coherent plan of the operational aspects. Shows excellent planning skills that demonstrates a clear understanding of the different requirements to host the EuroCHRIE Conference. |  | /20 |
| **Financing the Conference** | Includes the main financial statement which correspond to the proposed conference. Have estimated the breakdown and have understood the revenue streams including registrations, sponsorship and associated costs |  | /20 |
| **Due Diligence** | Any security considerations for delegates, visa restrictions, safety, accessibility and wellbeing, any possible conflict of interest have been considered |  | /10 |
| **Strong Institutional support.** | Strong institutional support is submitted. |  | /10 |
| **Overall structure and feasibility advanced ready for completion of phase 2** | Schedule of important dates submitted and the proposal is entirely feasible and well advanced for completion of phase 2 |  | /10 |

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| **Suggested improvements to be made.** | **Questions identified:** | | |
| **Signed:** | | **Final Mark /100** | **Dated** |

**Please use extra sheet if required**