

SELECTION CRITERIA FOR EUROCHRIE HOST – EXPRESSION OF INTEREST

Host Institution	
Date of Conference	

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

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

Please use extra sheet if required