Conference Request for Proposal Guidelines

Locations wishing to host the annual conference may do so by submitting a request for proposal. Interested locations should submit a proposal to the SLA Board approximately 2 years in advance. The location of the conference will be officially announced at following year's AGM. As well, a location may be volunteered by an SLA member at the AGM, 2 years in advance of the conference.

Note that the conference must be planned on a cost recovery basis as a bare minimum, with an objective to increase revenues for SLA substantially.

As part of the proposal the location must clearly demonstrate that they are able to meet the minimum requirements as outlined below.

Committee:
- The Conference Planning Committee should include SLA members from or within close proximity to the location.
- The proposal should demonstrate that a pool of volunteers is available to assist with conference planning and preparation.

Technology:
- Location must have an existing high speed or wireless Internet infrastructure.
- Location must be able to provide computers, AV equipment (e.g. data projectors) and technological support for presenters and exhibitors.

Facilities:
- Facility must be large enough to accommodate 150+ participants.
- Facilities must be available all day for designated days from Wednesday to Saturday (though not including all of them) plus the evenings.
- There must be one room to accommodate 20 exhibitors available one day, and within close proximity to the breakout rooms, including a coffee area within its confines if possible.
- One room to accommodate 100 people for a Mary Donaldson Lecture & a place nearby for the President's reception (typically the first evening)
- A room for 100-150 people for keynote address, Awards Banquet and Endnote speaker.
- 3-4 breakout rooms available at all times through the conference days, and at least 2 for meetings. The room will need to accommodate from 25 to 75 people each (e.g. usually theatre style).
- Location must have adequate hotels within a 5 block radius of the facility to host/accommodate the participants.

All proposals can be emailed to the SLA Board at: slaexdir@sasktel.net