

## **Meeting Host Policy**

The Annual Conference will normally be held (Tue - Sat) during the 3<sup>rd</sup> full week of April.

The Fall Meeting will normally be held the weekend (Fri & Sat) of the 3<sup>rd</sup> full week of September.

The process for hosting meetings is as follows:

1. Hosting requests will be honored on a first-come first-served basis.
2. The member notifies IFSAC Administration that they are interested in hosting either the Annual Conference or Fall Meetings.
3. Administration will let the member know what dates are available.
4. Member provides Administration with the names and phone numbers of as many hotels as they think will be able to accommodate our requirements.
5. Unless the host has an established relationship with the hotel, and/or wants to do the legwork, and/or feels they can get us a better rate, Administration will contact the hotel for rates, meeting space, etc.
6. Administration will keep the COG and membership advised of all proceedings at the Annual Conferences and Fall Meetings.