

If you are interested in possibly hosting GEMELA's Conference, please provide the following information to the individual named in the first paragraph of this document.

Information for Executive Committee:

Name of potential host:

Host institution:

E-mail:

Phone (home and work):

Address:

Potential collaborators (including other institutions, departments, graduate students, or colleagues):

Year interested in hosting

Items to Be Considered by Potential and Current Hosts:

Does the host institution have sufficient space to accommodate a conference of up to 100 - attendants?

Is there sufficient accessibility to the site via air transportation? Can reasonable transportation between the airport and the site be arranged?

Is there hotel accommodation in the area and is it available at a reasonable price?

Does the host have access to support staff and collegial or student assistance for such things as putting together and printing the program, creation of name tags and conference packets, registration at the conference, and other administrative duties?