

## **Brief Questionnaire/Criteria for potential GLEON meeting host sites**

Please consult the *GLEON Operating Principles and Procedures* pages 35~36 (also excerpted as pages 3~4 in this document) for guidance.

Your brief (< 5 pages; photos are not counted in the total page#) proposal should address the following aspects:

### **Short description of your site:**

Where is the site located, are there unique habitats or natural features, laboratory facilities, protected areas, areas of great ecological, cultural, physical importance or interest.

### **Short description of the meeting facilities:**

Will the meeting be held at the location of the lodging? What's the number and capacity of lodging (maximum number of people who can be accommodated) and meeting rooms? Include a description of the lodging facilities and number of people that may be accommodated in each room. Are there gathering spaces for small groups of people (e.g., working groups)? Is audio visual equipment available? Is wireless internet available, and are there limitations to this service? What are the nearest airports and how far are they from the proposed meeting site? Is there local transportation available to the proposed meeting site from the airports? What other modes of transportation from the airports to the meeting site are available: Is food service available at the proposed meeting site, and, if not, what other options exist for meals?

### **Site Support and advantages:**

What, if any, staff is available to support the meeting? Is there local support (e.g. people or \$'s that could be leveraged against other means of support for the meeting (in order to defray meeting costs)? Is there a unique temporal window of opportunity for your site (e.g., an anniversary year or event, or other meetings that may occur simultaneously)? Is there potential for positive local effects or enhancements to general populace of your area? What possible socials or entertainment might be available? What possible field trips might be offered at your location?

### **Proposed dates for hosting in 2015 (GLEON 16) or 2016 (GLEON 17):**

### **Other:**

Have you attended previous GLEON meetings and are you active in GLEON and/or are you familiar with handling meeting logistics? Can you devote considerable time working with the GLEON program manager and the meeting planning committee in planning both the meeting activities, logistics, and meeting content?

Please feel free to include relevant photos of the site. Perhaps a short version of an agenda for the meeting including possible local field trips, workshops, etc., could be included.

If you have any questions, please contact the Chair of the Site Selection Committee: Bas Ibelings ([Bastiaan.Ibelings@unige.ch](mailto:Bastiaan.Ibelings@unige.ch)). Submission closes on Monday 7 January 2013 (18:00 UTC/GMT).

## **LOCATIONS FOR GLEON MEETINGS THROUGH 2014**

- GLEON 1: San Diego, California
- GLEON 2: Townsville, Queensland, Australia
- GLEON 3: Hinschu, Taiwan
- GLEON 4: Lammi, Finland
- GLEON 5: Montreal, Quebec, Canada
- GLEON 6: Lake Placid, Florida
- GLEON 7: Norrtälje, Sweden
- GLEON 8: Hamilton, New Zealand
- GLEON 9: Boulder Junction, Wisconsin
- GLEON 10: Torres, Brazil
- GLEON 11: Nanjing, China
- GLEON 12: Lake Kinneret, Ramot, Israel
- GLEON 13: Lake Sunapee, NH, USA
- GLEON 14: Mulranny, Ireland
- GLEON 15: Bahia Blanca, Argentina

## **Annex VI**

### ***PROCEDURE FOR SELECTION OF GLEON MEETING HOST SITE***

#### **Summary of Proposal and Selection Procedure**

***Purpose of this document:*** To outline a procedure and criteria for proposing and selecting the host site of a future GLEON workshop that will give maximum benefit to the GLEON effort. The anticipated timeframe for the consideration of a future workshop is no more than eighteen months in the future of the next scheduled GLEON workshop.

***Eligible Institutions:*** Institutions or Member Sites of Individual Members who have participated in previous GLEON activities are eligible to host a future workshop.

***Application Schedule:*** Letters of intent and proposals to host a workshop should be sent to Chair if the Steering Committee (see [gleon.org](http://gleon.org)) at least four weeks prior to next scheduled GLEON workshop.

***Contents of Proposal:*** Proposals should contain the following information: proposed agenda, location, date and duration, indications of costs covered by host site, and other circumstances surrounding the desire to host the workshop at the proposed time. Note, in order to maximize impact of workshop and minimize travel, co-locating the GLEON workshop with related activities will be seen as a major benefit. A maximum of five pages is recommended for the proposal.

***Review of Proposal:*** The proposals will be reviewed by the Steering Committee of GLEON. The selection will follow the rules adopted by the Steering Committee. The ultimate criteria for site selection will be advancement of the GLEON mission and goals. Other criteria will include the ability to host a successful workshop, the proposed timing and relation to other activities, and the proposing institution's or site's commitment to the workshop. Finally, preference will be given to institutions or sites who have not yet hosted a GLEON workshop.

***Final decision:*** The final decision will be reached on the second day of a GLEON workshop at which the application is reviewed. Short presentations from each applying institution or site will be made on the first day of the workshop, with a decision made by the second day. The final decision will be reached by vote of the Steering Committee, following the rules adopted by that committee.

***For further information:*** Please contact the chair of the Steering Committee or any of its members.

Note: Ideally at the end of one workshop the community would know the location of the next two workshops.

## Content of the Proposal

The proposal should include the following information with a recommended five-page limit.

**Statement of intent** to host the workshop together with statement as to how the goals of GLEON will be advanced by this workshop.

**Content** of workshop (agenda), including (but not limited to):

- What applications to be highlighted?
- Will tutorials be offered, and if so, on what topics?
- Will there be special groups involved in the workshop?

**Logistics:** Proposal needs to address

- Who will be the local Chair?
- What is the structure of the planning committee, if any?
- Where will the meeting will be held?
- When will the meeting be held?
- How long (duration) will the workshop last?
- What is the tentative agenda? This should include
  - What arrangements are anticipated for housing people?
  - What arrangements are there for informal discussions, i.e., via meals, receptions?
- What the host site will cover in terms of expenses for meeting
- Will other funds be sought? If so, is hosting of meeting contingent upon receiving other funds?
- What if any extramural activities (visits to local cultural sites) are planned?
- Is the proposed location near a large or easily accessible international airport?
- What are the meeting room availability and capacities, e.g. Is there the ability to have breakout rooms? What is the size of the plenary rooms?
- Will there be stable wireless access for participants?
- Is there the opportunity for “reduced cost housing” or “guest house” housing?

**Budget:**

- What is your approximate budget for workshop?
- What funds are available now?
- What are sources of funding?
- Are you seeking additional funding sources
- Do you plan to levy a fee for some attendees?

**Collocation Issues:**

- Will the workshop be collocated with other meeting?

**Special Circumstances:** Articulation of any factors to be considered by the group.