



Revised 4-10-2025

## Guidelines for selection of GLEON all-hands physical meeting host site

### Summary of Proposal and Selection Procedure

**Purpose of these guidelines:** To outline a procedure and criteria for proposing and selecting the host site of a future GLEON all-hands meeting that will give maximum benefit to the GLEON effort. The anticipated timeframe for the consideration of a future meeting is no more than 18 months in the future of the next scheduled GLEON meeting.

**Eligible Institutions:** GLEON Members who have participated in previous GLEON activities are eligible to host a future meeting.

**Application Schedule:** Letters of intent and proposals to host a meeting should be sent to the co-chairs of the SC.

**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 meeting at the proposed time. Note, in order to maximize impact of meeting and minimize travel, co-locating the GLEON meeting 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 SC of GLEON. The selection will follow the rules adopted by the SC. The ultimate criteria for site selection will be advancement of the GLEON mission and goals. Other criteria will include the ability to host and provide some funding for a successful meeting, the proposed timing and relation to other activities, and the proposing institutions or site's commitment to the meeting. Finally, preference will be given to institutions or sites who have not yet hosted a GLEON meeting.

**Final decision:** The final decision will be reached by vote of the SC, following the rules adopted by that committee.

**For further information:** Please contact a Co-chair of the SC or any of its members.



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## Content of the Proposal

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

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

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

- What is the tentative agenda? This should include the activities that will be additional to the template for GLEON meetings (i.e., working group meetings, adhoc meetings, CCC and GSA activities)
- Will workshops be offered, and if so, on what topics?
- Will there be special groups involved in the meeting?

**Logistics:** Proposal needs to address

- Who will be the local Chair?
- What is the structure of the organizing committee, if any?
- Where will the meeting will be held?
- When will the meeting be held?
- How long (duration) will the meeting last?
- What arrangements are anticipated for housing people?
- What arrangements are there for informal discussions, i.e., via meals, receptions?
- What will the host site cover in terms of expenses for the meeting?
- Will other funds be sought? If so, is the hosting of the 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, eg. Is there the ability to have breakout rooms? What is the size of the plenary rooms?
- Will there be wireless access for participants?
- Is there the opportunity for “reduced cost housing” or “guest house” housing?

**Budget:**

- What is your approximate budget for the meeting?
- 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?



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***Collocation Issues:***

- Will the GLEON all hands physical meeting be collocated with another meeting?

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