

The Evergreen Conference Site Selection Committee is now accepting proposals to host the Evergreen 2014 Conference.

Do you want to:

- Show off your city?
- Showcase your library?
- Demonstrate your Evergreen love, knowledge and commitment and help spread that love, knowledge and commitment?

If your answers are yes, yes, & yes then please respond to our request for proposals. The details and fine print follow.

Send your proposals to eg-sites@list.evergreen-ils.org by **MONDAY, NOVEMBER 26th, 2012 11:59pm EST**. The committee will announce the selection no later than December 17th, 2012.

Site Nomination Process for the Evergreen International Conference

Established by members of the 2010 Site Nomination Committee, updated by the 2014 committee

1. The Conference

The Evergreen International Conference takes place annually, usually during the month of April. Expected attendance is between 175 and 250 attendees, representing Evergreen users, advocates, vendors, and others interested in Evergreen or open source. A varied program is offered, attempting to cover many aspects of Evergreen and appeal to developers, system administrators, managers, consortia leaders, and front-end staff.

An attempt will be made to hold the conference in different regions of North America (and beyond!) to enable more of the Evergreen community a chance to attend.

Past Conference Websites: [EG 2009](#) [EG 2010](#) [EG2011](#) [EG2012](#)

Current Conference Website: [EG2013](#)

Hosting a conference

Hosting a conference can be fun and very rewarding, but is also a lot of hard work. There are a number of crucial time-sensitive tasks, such as setting the conference dates and securing a venue, sponsorship recruitment, selecting speakers, and reviewing programs; undoubtedly, the final 90 days prior to the conference will be very busy for the site committee. A conference is also a fiscal commitment that involves building and staying within a very tight budget that allows registration costs to stay reasonable while providing an excellent conference experience for attendees, vendors, and other participants. The call to host a conference goes out approximately 1.5 years in advance. The criteria and information (outlined below) are requested of all proposals, and those proposals may be submitted in PDF, Word, Open Office, or any other human-readable format.

2. The Proposal (NB: Please be as imaginative as you like in your proposal, the site selection committee is willing to consider variations on the following requirements as long as reasons for variations are made clear in your proposal)

Contact Information Required from all Potential Host Sites:

- Name, organization, phone, and email of contact people
- Name(s) of primary contact(s) for Site Committee. These are the people who will take the lead in organizing the conference.
- Prior experience with hosting conferences

Requirements to be addressed in all Proposals

These should be outlined in as much detail as possible; including contact information for conference centers and hotels etc. to allow the Site Committee to investigate and confirm information provided. Proposals should include all likely sites.

- A conference facility with an auditorium or similar space suitable for 200-250 persons
- At least four breakout rooms for 50-80, a registration area, and space for between 12 and 20 exhibitors
- Include confirmed availability of all sites for the dates indicated
- The facility must have either access to catering or be able to prepare meals onsite
- Wireless network in the conference facility available to attendees should either be free or sponsored by the conference
- A host or hosts willing to manage local arrangements
- A commitment to help keep attendee costs to a minimum (which may require a combination of cost-effective sites, savvy contract negotiations, and early, vigorous sponsorship recruitment)
- Usual cost of round trip airfare to your city from the following cities: Atlanta GA, Grand Rapids MI, Columbia SC, Indianapolis IN, Boston MA, Hartford CT, Seattle WA, Toronto ON, Winnipeg MB, Vancouver BC, Dublin Ireland, Amsterdam, Holland, Yerevan, Armenia

Additional Desirable Qualities for Conference Sites

- Reasonably easy to get to, both cost- and travel-wise
- Some distance away from the last conference site
- Attractive, interesting surroundings
- Restaurants within easy access of the host facility (walking distance, mass transit, etc.)
- Attractive to potential site sponsors (keeping in mind issues such as shipping costs for exhibitor materials, travel costs, etc.)
- Prior experience hosting multi-date user conferences
- Note any other strengths of the local site and site committee

Responsibilities of the Hosting Site

Proposals will include comments on the following:

- Preliminary site visits to the proposed site and hotels
- Managing the program and events planning process
- Arranging and providing information about evening social opportunities (e.g., interesting and/or good restaurants and bars and/or events)
- Participating in the effort to sign on conference sponsors
- Arrangements for 1 conference planning committee member to attend the conference prior to the one you are hosting to participate in a handover meeting
- Arrangements for 1 conference planning committee member to act as a consultant (by phone and email) for the next conference host planning committee (2015)