

October Business Meetings & SNOMED CT Expo:

Host Country Proposal Requirements

Host country proposals should not exceed 6 pages and do not need to include details of venues, rather that the proposed city has a requisite choice of options.

Proposals should ensure that there are venues with availability that meet the requirements of the events.

The following are initial criteria which need to be taken into account when considering whether a country is able to host this meeting. Countries that wish to host the event are asked to respond to these points in their proposal.

- **SNOMED CT**

There should be evidence that the host country has made a strategic decision to use SNOMED CT. This helps focus the SNOMED CT Expo to attract national delegates, as well as sessions for international delegates.

- **Keynote speakers**

SNOMED International is keen that officials connected to national agendas are willing to contribute to keynote sessions at the SNOMED CT Expo – this helps to both set the scene and also provide support for the event.

Key Information

It is not intended that a Member country present a proposal with everything planned, but rather that it set out its vision for the meeting and why the particular country and region would benefit.

Proposals should give an indication of where in the country the meeting will take place, the audience that will be attracted, and how it will link to the strategic direction of the country as well as that of SNOMED International.

For additional information, please reference the linked [SNOMED International October Conference Approval Process](#) document.

"A successful host country will be prepared to work alongside SNOMED International to ensure national engagement and event success"

- **Attendance & Vendor Numbers**
Each host country will likely have different expectations for numbers attending the SNOMED CT Expo – as delegates, exhibitors, etc. However, as a baseline, SNOMED International would expect 300 attendees in total. Further, host support is required to assist with attracting national and regional vendors for Expo sponsorship and exhibit floor representation.
- **Conference Dinner**
The host country should be able to identify conference dinner options for 150-200 delegates, in the local area.
- **Visa/Entry Process**
There should be a clear process for all delegates to gain visas for entry into the host country, which may require host documentation.
- **Politics of the Country**
Politics should not prevent entry to the host country and attendance at the meeting for specific individuals/groups.
- **Safety within the Country**
Safety should be taken into account for attendees and there should be no government warnings against traveling to the country.
- **Local Transport**
There should be choice of local transport so that attendees can easily move between accommodation and venue.
- **Airports and Related Transport**
There should, where possible, be an airport within 1 hour of the proposed venue with international flights from all continents. There should also be a number of choices in terms of transport to the area of the venue.
- **Conference Venue** Guidance on necessary host facilities are set out in "SNOMED International Conferences and SNOMED CT Expo Guidelines."
- **Disability Access**
Venue and accommodations should provide disability access.
- **Accommodation**
There should be a range of accommodation options within easy distance of the venue.
- **Language**
English is the official language of SNOMED International. A host country needs to be confident that this is not a deterrent to attracting local attendees.

QUESTIONS? Contact Us...

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