TEMPLATE FOR PROPOSAL BY POTENTIAL LOCAL ORGANIZERS

DATE

To the OCNS Board,

In a partnership with <*home institution*>, we would like to propose **<*location*>**, as the site for the <*year*> annual Computational Neuroscience meeting (CNS <*year*>) organized by the Organization for Computational Neuroscience (OCNS). Following this cover letter, we present the details of our proposal including dates, locations for the main meeting, tutorials and workshops, the local organizing team, lodging, budget estimates, and possible sources of funding.

We also summarize this information in the standard spreadsheet provided.

*<Insert one or more paragraphs describing the highlights of your proposal>*

Thank you for your consideration and I will be happy to address any remaining questions that you might have.

Regards, <*organizer*>

CNS <*year*> <*location*> Proposal:

**1. Conference Dates**:

<*Dates of conference*> (Sat Tutorials and welcome reception, Main meeting on Sun -Tue, , Workshops on Wed and Thurs).

**2. Conference Site**: *if possible include urls to photos showing the location*

Main Meeting:

<location of main meeting>.  
*<description of main conference room: size & maximum seating (350+ or 600+), etc*.>  
*<description of poster session rooms: size, lighting, etc*.>

Tutorials and Workshops:

<*location of tutorials/workshops*>.   
<*description of tutorial/workshop rooms: seating, etc*.>

**3.** **Local Organizing team**: *<Names and functions of all people committed at this time. Number of volunteers expected to be available.>*

**4.** **Institutional involvement:** <*Participating local institutions and departments and list of possibilities for administrative help>*

**5. Local Computational Neuroscience community**: *<Describe which centers or groupings are within a few 100 km of the meeting location, what are their strengths? Are they involved with organizing the meeting? etc. >*

**6.** **Possible local funding sources**: <*Include possibilities for local institutional support, private foundations, and commercial sponsorship*>.

**7. Tourist attractions and weather:** *<Summarize what attendees could experience outside of the meeting>*

**8.** **Social Activities:** <*welcome reception, banquet/outing, party- location and additional information>.* Can be multiple options with respective cost estimates.

**9.** **Proposed accommodations:**

<*Main conference center, links*>

<*room rates*>

Midrange hotels: <*hotels and links*>

<*room rates*>

Student Accommodation: <*low budget rooms*>

<*room rates*>

**10.** **Transportation and visa requirements:**

<*air transport to meeting, examples of costs to participants*>  
<*public transportation from airport to meeting, and between meeting locations*>

*<REQUIRED: provide visa requirements for the proposed meeting site for different participant countries>*

**11.** **Budget Estimate:** see next pages. Provide an estimated budget for a small and for a large meeting, based on reasonable expectations for the proposed location.

**Summary Budget Table 1**

|  |  |
| --- | --- |
| **ALL PRICES IN US-Dollars**  **(conversion used if applicable: )**  **(low # attendees = )** | **Estimate (totals)** |
|  |  |
| **Welcome reception:** |  |
| Room rental |  |
| Food and Beverages: cost per attendee = |  |
|  |  |
| **Main meeting:** |  |
| Meeting rooms |  |
| Internet |  |
| AV rentals |  |
| Poster board rentals |  |
| Board room |  |
| Coffee breaks: cost per attendee = |  |
|  |  |
| **Tutorials and Workshops:** |  |
| Rental for rooms, catering area, equipment |  |
| Coffee breaks: cost per attendee = |  |
|  |  |
| **Administrative:** |  |
| Student labor |  |
| Printing of conference program and badges: cost per attendee = |  |
| Registration desk equipment |  |
| Office manager/secretary |  |
| Other |  |
|  |  |
| **Socials:** |  |
| Option A: Banquet/outdoor event: fixed cost = , cost per attendee = |  |
| Option B: Banquet/outdoor event: fixed cost = , cost per attendee = |  |
| Option C: Banquet/outdoor event: fixed cost = , cost per attendee = |  |
| Social night out (optional): fixed cost = , cost per attendee = |  |
|  |  |
| **Grants & Sponsorship:** |  |
|  | -($$) |
|  | -($$) |
|  | -($$) |
|  |  |
| **Total including grants:** |  |
| with Option A: |  |
| with Option B: |  |
| with Option C: |  |

**Summary Budget Table 2**

|  |  |
| --- | --- |
| **ALL PRICES IN US-Dollars**  **(conversion used if applicable: )**  **(high # attendees = )** | **Estimate (totals)** |
|  |  |
| **Welcome reception:** |  |
| Room rental |  |
| Food and Beverages: cost per attendee = |  |
|  |  |
| **Main meeting:** |  |
| Meeting rooms |  |
| Internet |  |
| AV rentals |  |
| Poster board rentals |  |
| Board room |  |
| Coffee breaks: cost per attendee = |  |
|  |  |
| **Tutorials and Workshops:** |  |
| Rental for rooms, catering area, equipment |  |
| Coffee breaks: cost per attendee = |  |
|  |  |
| **Administrative:** |  |
| Student labor |  |
| Printing of conference program and badges: cost per attendee = |  |
| Registration desk equipment |  |
| Office manager/secretary |  |
| Other |  |
|  |  |
| **Socials:** |  |
| Option A: Banquet/outdoor event: fixed cost = , cost per attendee = |  |
| Option B: Banquet/outdoor event: fixed cost = , cost per attendee = |  |
| Option C: Banquet/outdoor event: fixed cost = , cost per attendee = |  |
| Social night out (optional): fixed cost = , cost per attendee = |  |
|  |  |
| **Grants & Sponsorship:** |  |
|  | -($$) |
|  | -($$) |
|  | -($$) |
|  |  |
| **Total including grants:** |  |
| with Option A: |  |
| with Option B: |  |
| with Option C: |  |

**Budget Justification**

1. **Welcome reception**
2. **Main Meeting**
3. **Tutorials Workshops**
4. **Administrative**
5. **Socials**
6. **Grants & Sponsorship**
7. **Other clarifications**
8. **Required pre-meeting deposits**