***Call for Interest in Hosting NOSORH Annual Meetings***

The National Organization of State Offices of Rural Health is accepting letters of interest from SORH who wish to “host” the two day Annual meeting in the fall 2017 for approximately 125-150 attendees. Any responses to this proposal may also be used for selecting host states for future meeting sites.

The role of the host state is to:

a) Co-Chair the Annual Meeting planning committee,

b) Work with NOSORH staff, Planning Committee and members to ensure appropriate planning for all meeting activities and facilities,

c) Identify hospitality options for NOSORH members and its guests.

The host state Director will be invited to play a key role during the meeting by providing an overview of their state work, some responsibilities as a meeting facilitator and recognition as the host state. The host state may offer support services such as staff, audio-visual equipment and support, and preparation for any meeting activities. This may include possibly operating and providing audio-visual equipment and room set up if feasible.

Planning activities may include site visits to potential meeting facilities, at least monthly meetings with the planning committee and regular meetings with NOSORH staff. Host states should also be able to identify potential “local” NOSORH sponsors and speakers.

The Host SORH is not required to provide any financial support for the conference. NOSORH appreciates any host states offer to sponsor hospitality activities; however this is not a requirement. All finances for the meeting are the responsibility of NOSORH. Meeting expenses are paid by NOSORH or its members and sponsors. This includes all payments for facilities, speakers, production and delivery of meeting materials and any reimbursement of host state expenses. NOSORH is also responsible for dissemination of information about the meeting and conference registration. Any and all contracts (including formal speaker confirmations), payments, and reimbursement of expenses are NOSORH’s responsibility and subject to prior approval by the Executive Director.

If you have questions please contact, Donna Pfaendtner, Administrator, [donnap@nosorh.org](mailto:donnap@nosorh.org) or past meeting host, Bob Duehmig, Deputy Director, Oregon Office of Rural Health, [duehmigr@ohsu.edu](mailto:duehmigr@ohsu.edu).

All proposals received will be evaluated based upon the following criteria: estimated overall meeting cost (to be calculated by NOSORH), ease of transportation to the site, capacity to support planning, potential for local sponsorship, and opportunities for optional networking activities. It is also helpful if the host SORH is able to loan AV equipment and staff support for that AV equipment.

States interested in hosting the NOSORH annual meeting shall submit the information below, by email to Donna Pfaendtner, Administrator [donnap@nosorh.org](mailto:donnap@nosorh.org) no later than **April 22, 2016** at 5pm EDT.

FORMAT FOR LETTER OF INTEREST

Not to exceed 5 pages including any attachments

STATE: \_\_\_\_\_\_\_\_\_\_\_ CONTACT PERSON:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your state is not selected for 2017 are you interested in being considered for future years?

Yes \_\_\_ No \_\_\_\_ Uncertain \_\_\_\_\_\_

Please note: NOSORH will estimate all costs for hosting the meeting in your state. It is not necessary for you to provide any cost estimates. Please answer the questions provided below to assist us with selection of the meeting site for 2017.

1. In what city do you propose to host the annual meeting? Please provide a brief summary of the rationale for hosting the NOSORH annual meeting in this city, for example easy airport access, hotel choices in walking distance to restaurants, low risk for bad weather etc…
2. NOSORH’s preference is to convene the meeting for two days on a Tuesday/Wednesday or Wednesday/Thursday. Please inform us of any dates in the time period between September 2 and November 14, 2017 your state would NOT be able to host the meeting.
3. Are you aware of appropriate hotels in the city proposed which may be able to offer a GSA rate (see gsa.gov for hotels offering the rate and rates that apply to the proposed city). If so, please list the hotels. **Please note**: for the purpose of this proposal it is not necessary to quote any hotel room rates. NOSORH staff may work with a facility locator contractor to identify and negotiate an appropriate hotel in the city selected.
4. Please describe any potential for additional off site learning activity to offer in conjunction with the meeting? If so, please describe.
5. Are there particular optional networking activities you may propose for NOSORH to consider in this city? If so, please describe.
6. Please provide a short overview of your Office capacity to support the work of planning and conducting the meeting. NOTE: Please address the evaluation criteria described in the RFP.
7. Provide any other information NOSORH should consider such as ideas for conference theme, potential local NOSORH sponsors or speakers, or any other factors you wish NOSORH to consider in its decision. Photos or other “testimonial” materials are welcome.

***Thank you for your interest***