



Call for Interest in Hosting NOSORH Annual Meetings

Please note: NOSORH strives to rotate meeting sites around the country and will only consider states that have not been the host state of an annual meeting in the last five years or the host state of a regional meeting in the same year. States which will not be considered for the next three years are listed below.

2021: New York, Alabama, Missouri, Arizona, Wyoming, New Mexico, Georgia, Massachusetts

2022: Maine, South Carolina, Illinois, California, Idaho

2023: Vermont, North Carolina, Nebraska, New Mexico, Colorado

States which prefer to host an annual meeting instead of a regional meeting may submit for the annual meeting and be removed from the regional meeting rotation.

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 for the fall of 2021-2023 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 or past meeting host, Patsy Whaley, Director, Georgia Office of Rural Health, pwhaley@dch.ga.gov

All proposals received will be evaluated based upon the following criteria:

- 35 points** - Estimated lowest costs of travel for SORH attendees - including transportation, lodging, ground transportation, all rates equal to GSA lodging and per diem.
- 10 points** – Ease of travel connections including ground transportation, fewer airline connections and least amount of miles for ground transportation.
- 35 points** –“Appeal” of the site including “rurality.”
- 15 points** – Host SORH makes a commitment to facilitate planning, identify and/or support hospitality activities, makes recommendations for speakers from the region. It is also helpful for the host state to support AV needs of the meeting.
- 5 points** – Government friendly site “perception”.

Any states who submitted letters of interest in 2018, can simply notify NOSORH of your continuing interest in serving as the annual meeting host state without resubmitting a letter of interest.

States interested in hosting the NOSORH annual meeting shall submit the information as described, by email to Donna Pfaendtner, Administrator donnap@nosorh.org no later than **May 30, 2019** at 5pm EDT.

FORMAT FOR LETTER OF INTEREST

Not to exceed 5 pages including any attachments

STATE: _____ CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

Preferred year: 2021 2022 2023

If your state is not selected for 2021-2023 are you interested in being considered for future years?

Yes ___ No ___ Uncertain ___ Preferred year to host _____

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 consider the evaluation criteria in your response to the questions below to assist us with selecting meeting sites for 2021-2023.

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, appeal of the site, 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 in October if feasible. Please inform us of any dates in the time period between September 2 and November 14, 2021-2023 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, conducting the meeting and identification of any potential sponsors. 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!