

#21 SITE SELECTION COMMITTEE

Function

Sites selection for the ASNR Annual Meeting is an important task. An appealing site, with controllable costs, is critical to a successful Annual Meeting. The Site Selection Committee is charged with selecting future meeting sites, in conjunction with Headquarters Staff. The Society should have a minimum of the next four (4) future meeting sites under contract at all times. As demand grows for preferred meeting dates and locations, it has become increasingly competitive and difficult in the meetings industry to secure these preferences.

While attempting to confirm sites and dates, it is important to keep in mind the dates of “competing” meetings (e.g. ISMRM, SIR, AANS, ACR, ABR, etc.) and national holidays. A consistent rotational pattern (East, Central, West, and Canada) should be followed in order to assure that geographical regions of North America receive equal representation in the Annual Meeting site selection cycle. Although the date of the meeting must remain flexible, the Society has traditionally employed a target of the third week in May.

All sites and facilities must be approved by the Executive Committee, based upon recommendations from the Site Selection Committee and Headquarters Staff, with all contracts to be confirmed by Headquarters Staff.

Site Selection Criteria

The Committee must take into account convention center and/or hotel size, cost, geographic location, exhibit facilities, meeting facilities, housing availability and facilities, accessibility-including air and other transportation facilities, safety, appeal/perception by Society members, and local destination management services.

Based upon information contained in a Staff White Paper on Annual Meeting Profitability written for the November 28, 1998 Executive Committee Meeting in Chicago, Headquarters Staff was directed by the Executive Committee to investigate any/all “convention hotel” facilities in the ASNR rotational pattern, as opposed to “convention centers,” for 2006 and beyond. This is in an effort to reduce/contain meeting expenses.

Composition

Chair (First Past-President), President, President-Elect, Vice President.

Tenure

Committee Chair

Chair serves a term of one year.

Committee Members

Committee members serve a term of four consecutive years (progressively working up to the position of Chair)

Responsibilities

To present to the Executive Committee at the RSNA meeting a recommended site for the Annual Meeting to be held in the calendar year 4 years later.

In carrying out its charge, the Committee should:

Solicit recommendations of future sites from committee members and the Executive Committee, based upon site selection criteria.

Choose a proposed date, based upon site availability, cost, and the mandate to minimize conflicts with holidays and other meetings that might attract ASNR members.

Determine sites that are most feasible, based upon information/proposals received and Headquarters Staff recommendations.

Conduct site inspection trip(s) to proposed Annual Meeting sites to review meeting and lodging facilities, and various venues and options for Society-sponsored social events.

Maintain regular contact with Headquarters Staff and President, as necessary.

Present a preliminary proposal for the site and dates of the Annual Meeting to the Administrative Committee at its Fall meeting

Accountability

Site Selection Committee Chair (First Past-President) reports to the Executive Committee through the President.

Goals

To continue confirming meeting sites at least four (4) years in advance, if not further, in order to guarantee preferred locations/space.

Based on Executive Committee vote, the following sites have been approved, and venues and headquarter hotels have been contracted:

- 2011 Washington State Convention & Trade Center (Seattle, WA) – Sheraton Seattle Hotel & Towers – Headquarters Hotel
- 2012 New York Hilton Hotel (New York, NY) – Hotel based meeting
(ASNR 50th Annual Meeting (in NYC, the city where ASNR was incorporated in 1962))
- 2013 San Diego Convention Center (San Diego, CA) – San Diego Marriott Hotel & Marina – Headquarters Hotel
- 2014 Palais des Congres de Montreal (Montreal Convention Centre) – Montreal, Quebec, CANADA – Hyatt Regency Montreal - Headquarters Hotel

Note: Future site selection and contracting were placed on hold pending the Strategic Planning efforts. Since the Strategic Plan is complete, and we have contracts only until 2014, site selection must resume. In spite of the instruction to investigate convention hotels for meetings after 2006, only the New York meeting has been booked without a convention center.

NOTE ...

On the committee roster, the dates shown reflect *tenure on the committee*, they are not for the position currently held.