

Checklist for Meeting proposals

<i>General matter</i>	<i>Relevant details</i>	<i>Budget implications</i>
<i>Spaces available for the meeting</i>	<ul style="list-style-type: none"> <input type="checkbox"/> How many classrooms or meeting rooms are there? <input type="checkbox"/> What is the seating capacity of each? <input type="checkbox"/> Is there a single venue large enough to accommodate the 100 or more SALSA members present when there are events to bring them all together? <input type="checkbox"/> Are the venues accessible to the disabled? <input type="checkbox"/> Are the classrooms and other meeting venues equipped with computers and audio-visual presentation equipment and software? <input type="checkbox"/> Is there internet access? <input type="checkbox"/> Are there printing facilities? <input type="checkbox"/> Are there spaces for registration, a welcoming g reception, coffee break chats, and book tables? <input type="checkbox"/> Where would the Keynote Lecture and dinner take place? 	Is the use of spaces free, in exchange for a sponsorship or donation, or supposed to be covered by registration fees?
<i>Provisions and amenities</i>	<ul style="list-style-type: none"> <input type="checkbox"/> What are the plans for provision of drinks and other refreshments during the welcoming reception and the breaks? <input type="checkbox"/> Will there be a child-care service for SALSA members? <input type="checkbox"/> Will there be signage posted around the venue? Will maps of the city and the venue be made available? <input type="checkbox"/> Are there arrangements for printing programs for the attendees? <input type="checkbox"/> Are there arrangements for printing certificates of attendance for the attendees? <input type="checkbox"/> Will members receive bags and writing material? <input type="checkbox"/> Will there be museum visits, city tours, concerts, or the like? 	What are the rough costs for each of these? Will the hosting institution provide donations in kind? Will costs be covered by registration fees, or is there some other funding available?
<i>Volunteers and personnel</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Will there be graduate or undergraduate student volunteers? <input type="checkbox"/> Will there be paid personnel helping with the organization and execution of the conference? 	What expenses will these entail, and how will they be covered?

General matter	Relevant details	Budget implications
<i>Lodging</i>	<input type="checkbox"/> Is the venue within easy walking distance from hotels? <input type="checkbox"/> Is there convenient public transportation between hotels and the conference venue? <input type="checkbox"/> Have affordable options been identified? <input type="checkbox"/> Will the host block a set of rooms (with appropriate guarantees of no punitive costs if not filled)? <input type="checkbox"/> Are there volunteers willing to billet students or underemployed professional members of SALSA?	It is expected that members will cover the cost of their own lodging.
<i>Food</i>	<input type="checkbox"/> Are there restaurants or other good and affordable eating venues nearby? <input type="checkbox"/> Will they serve the diverse needs of vegetarians, carnivores, and others?	It is expected that members will cover the costs of their own meals.
<i>Troubleshooting</i>	<input type="checkbox"/> Are there any issues with accessibility to the venues during weekends and odd hours? <input type="checkbox"/> Is there a need for permission/special keys? <input type="checkbox"/> Will there be technical support on call during the meetings?	Will the hosting institution provide these, or will this need to be covered out of registration fees?