



Call for Interest in Hosting NOSORH 2010 Annual Meeting

NOSORH is accepting letters of interest from SORH who wish to host the 3 day NOSORH Annual meeting and ORHP meeting in September or October 2010 for approximately 100 attendees. This year will be the 15th anniversary of NOSORH. Attendees at the NOSORH meeting 2008 expressed equal interest in hub cities and non urban areas.

The role of the host state is to: a) Chair the Annual Meeting planning committee, b) work with NOSORH staff, Awards Committee, Planning Committee, Board, Executive Committee and members to ensure appropriate planning for all meeting activities and facilities, c) to facilitate appropriate hospitality for NOSORH members and its guests and to d) coordinate the selection and purchase of awards for NOSORH members.

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 is required to offer support services such as staff support, audio-visual equipment and support, and preparation for any meeting activities. This may include staffing the registration desk, operating and providing audio-visual equipment and room set up or driving to an optional activity. NOSORH appreciates any host states offer to sponsor hospitality activities; however this is not a requirement and may not be a basis for selection of the host state. Interested states should have at least 4 staff that can be called upon for assistance with advance planning and support at the time of the meeting. Planning activities may include site visits to potential meeting facilities, at least monthly meetings with the planning committee and regular meetings (sometimes weekly) 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. 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 Director or Executive Committee. If you have questions please contact, Teryl Eisinger, Director nosorhpd@comcast.net or past meeting host, John Barnas, Michigan Center for Rural Health at barnas@msu.edu or (517)432-1066.

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, staffing of the meeting and optional activities and potential benefit to the community or host state. States interested in hosting the NOSORH annual meeting shall submit the information below, by email to Donna Pfaendtner dpanosorh@comcast.net no later than November 13, 2009 5 PM Eastern.

FORMAT FOR LETTER OF INTEREST
Not to exceed 5 pages including any attachments

STATE: _____ CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

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 2010.

1. Has your state previously hosted the annual meeting or a regional meeting? If so, when?
2. In what city do you propose to host the annual meeting?
3. 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...
4. Are you aware of appropriate hotels in the city proposed which are 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. GSA room rates may not be required. NOSORH staff may work with a facility locator contractor to identify and negotiate an appropriate hotel in the city selected.
5. Is there potential for an additional, off site learning activity to offer in conjunction with the meeting? If so, please describe.
6. Are there particular optional networking activities you may propose for NOSORH to consider in this city? If so, please describe.
7. Please provide a short overview of your Office capacity to support the work of planning and conducting the meeting including a short description of your experience conducting conferences of this size. Please list staff who will be involved in supporting these activities and their role.
8. Provide any other information NOSORH should consider such as ideas for conference theme, potential local NOSORH sponsors, focus area or any other factors you wish NOSORH to consider in its decision. Photos or other testimonial materials are welcome.

Thank you for your interest.