Hosting Information Form (please limit to 1 or 2 pages)

Submit to: Peter H. Siegel via email at phs@caltech.edu

INCLUDE THE FOLLOWING:

1. Venue (or city) and suggested dates (month/days)

2. Members of the local organizing committee (preliminary)

3. Official sponsoring organization (if any, i.e. university, laboratory, company, etc.)

4. Access to/from the nearest international airport

5. Meeting room facilities (number, seating capacity, etc.)

6. Local Accommodations (number and rates of hotels, etc.)

7. Merits of the location (social program, sightseeing, shopping, etc.)

8. Preliminary Budget (revenues and expenditures) based on expected participant number

9. Other pertinent information that would help in the decision process

10. Full contact information (email and mailing address) of the LOC chair.

11. Name of International Organizing Committee Member who will serve as liaison for the LOC.