

Dear CFMS Representatives,

RE: CFMS AGM 2018 – Request for Proposals

The CFMS is now accepting applications from member schools to host the 2018 Annual General Meeting (AGM).

Each year a CFMS member school hosts the CFMS AGM in or near the city of their medical school or its distributed campuses. This is an excellent opportunity to increase the profile of your medical school/medical student society, increase CFMS awareness to students at your home school, and a chance to host CFMS friends and colleagues in your hometown. Members of the CFMS Board will review applications received by **December 4th, 2017 11:59 PM EST with the winning school announced December 8th 2017**. Proposals offering quality meeting location and accommodations, support from the medical student society, and an appreciation of the unique requirements for a CFMS AGM will be favoured. In addition, the Selection Process and Matrix will be included to inform applicants of the selection criteria. Applications and questions can be sent by e-mail to the CFMS Western Representative, Victor Do (vdo@ualberta.ca)

Location

The location (hotel, conference centre, or resort) for the CFMS AGM must be easily accessible from an airport/bus terminal/train terminal. Consider approaching multiple locations to determine best pricing options, availabilities, etc. in your area.

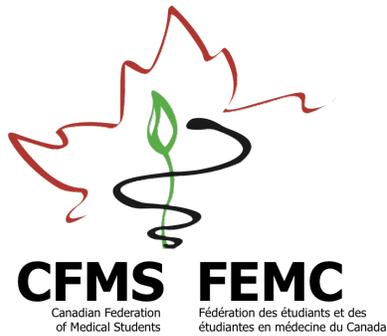
Accommodation

This year we are asking that a block booking of rooms be made available to AGM delegates. The host school should have approximately 50-60 rooms available at a negotiated group rate. Individual schools will book these rooms directly with the hotel as needed for their own delegation. Schools are free to book at other hotels or make alternative living arrangements. Accommodations should be kept close to the meeting rooms, and in the same building when possible in order to minimize travel time and costs.

To keep the meeting running efficiently, we are suggesting a registration cap of 150 delegates. This will be clearly advertised and the spots will be given out on a first come, first served basis with a waiting list after 150.

Registration Fee

The AGM proposal should be based on a balanced budget. A maximum registration fee of \$200 delegate can be proposed for AGM, however we appreciate all efforts to keep the meeting as accessible as possible. CFMS staff and board members are not expected to pay a registration fee. For budgeting purposes, this means that registration fees will be collected from approximately 135 attendees (based on maximum attendance of 150 to include board members). The registration fee should cover meeting attendance costs, all meals/snacks and social/networking/wellness activities for all participants not covered by other means such as sponsorship. The balanced budget is to ensure that no medical society stands to lose money or profit as a result of holding AGM.



Sponsorship

The CFMS Sponsorship Policy must be followed in recruiting sponsors for the event. Please contact CFMS General Manager, Rosemary Conliffe (office@cfms.org) and VP Finance, Lauren Griggs (vpfinance@cfms.org), for more information on sponsorship recruitment and contracts. A document outlining the traditional sponsorship opportunities available for potential sponsors will be provided and can be used to recruit sponsors. All sponsors must sign a sponsorship contract, which can be customized and prepared by the CFMS Office. This contract will confirm for the sponsor what publicity activities they are entitled to during the meeting in return for their unrestricted contribution. If the hotel allows, some sponsors may be able to set up a booth outside the meeting rooms.

Sponsor solicitation for proposal purposes should be focused on local and regional support from such parties as the hosting university, recruitment partners from local health areas, etc. Please do not approach banks, insurance companies, pharma, gaming, alcohol/tobacco or political parties. A number of national partner organizations have acted as sponsors for CFMS meetings in the past and could potentially act as sponsors once again, but should not be approached until the AGM bid has been awarded to avoid duplication of efforts between proposal parties. Certain sponsors of the CFMS have already committed to general sponsorship and cannot be approached for further funding. Clarification of these restrictions will be provided if additional information is sought from the CFMS.

Date

The scheduled date for the 2018 CFMS AGM is: **September 21-23, 2018**

The meeting will be in session from Friday morning to Sunday afternoon. Roundtable meetings are also scheduled to occur Thursday evening. Please note: most delegates will plan to arrive Thursday evening based on geographic location and travel times. This means accommodation bookings should include three nights. In previous years, multiple date proposals were accepted. However, we found that this caused potential conflict with other medical student events across Canada. The date listed above will conflict with the least events.

Meeting Rooms

Room bookings must include 3 rooms to accommodate 25-35 delegates (CFMS Reps roundtable, Presidents' roundtable, Global Health roundtable), available for Thursday evening. 2 of these rooms also need to be available Friday morning. A main meeting room which will accommodate the CFMS Business Meeting must be available Friday (all day), Saturday (all day) and Sunday (morning) and have capacity for 160 at round tables. The above rooms should be nearby each other to cut down on travel time. All rooms should be equipped with appropriate seating, podium, microphone, projector screen (projectors will be provide by the CFMS), and power outlets for delegate laptops. Wireless Internet access should be available in meeting rooms. If applicable, please include the costs associated with individual or group access.



Meals

Meals to be included are a healthy breakfast, and lunch, and supper on both Friday and Saturday, and only breakfast on Sunday. Supper can be provided at a venue outside of the hotel, but to maintain the efficiency of the meeting, breakfast and lunch should be provided nearest to the meeting rooms when possible. Appropriate snacks and beverages should be provided during refreshment breaks throughout the day. Meal estimates should be based on a delegation of 150.

Social Networking and Recreational Opportunities

In addition to formal meetings, the CFMS AGM is a time for social networking between medical students from coast to coast. Social networking events should be proposed for Friday and Saturday evenings. Additionally, fitness/wellness opportunities should be arranged to promote health and wellbeing of delegates.

Conference Coordinator

Please include the name and contact information of a medical student willing and able to act as the Conference Coordinator. This individual will act as the primary contact person to the CFMS Office and should be present during the AGM to facilitate smooth operation.

Budget and taxes

In your proposal, please include a balanced budget with adequate reserve. Please remember that there are always hidden costs – a fee for using your own AV equipment in meeting rooms, a fee for having a choice in food menus, wireless internet access, etc. Please also remember to include all taxes (GST, PST, and/or hotel taxes) and gratuities on all proposed purchases including hotel rooms, accommodations, catering, etc.

If you have any questions about the specifics of hosting an AGM, please contact Victor Do (vdo@ualberta.ca). Your proposal to host the CFMS AGM can also go beyond the guidelines above to include opportunities for an AGM theme, outreach and engagement of medical students at your school/region, etc.

I sincerely hope your Medical Society will consider putting forward a proposal for this exciting opportunity.

Sincerely,

Victor Do, Western Regional Representative
Canadian Federation of Medical Students