**Expression of interest in hosting the Nutrition Society Annual Summer Meeting in 2022**

**1. Local Organisers**

**(Please list at least 2 and a maximum 4 people who would be involved in organising the conference)**

Name:

Affiliation:

Position:

Area of Interest:

Name:

Affiliation:

Position:

Area of Interest:

**2. Indicative Scientific Programme**

Please use the generic programme document as the basis for your indicative programme. Please suggest 6 symposia, with 3-4 speakers and 4 plenary talks. There are a number of recurring sessions to accommodate which will be populated by the science committee.

**3. Venue**

Address of conference venue (N.B. Conference venue need not be a University Campus):

**Please confirm that your venue has the following (the available facilities will contribute to the final decision):**

* A lecture theatre that can hold up to 450 delegates
* 4-5 breakout rooms with suitable AV equipment for Oral and Poster Communication sessions
* A lunch and exhibitor area (please note that this space should accommodate up to 450 delegates, serving stations and up to 10 exhibition stands)
* A registration area close to the main lecture theatre
* A cloakroom
* Appropriate AV facilities including presentation screen, microphones and suitable lighting arrangements
* Poster boards
* In-house catering or suitable external caterers
* Wi-Fi access
* Suitable transport options from venue to train stations, airports etc.
* A wide range of accommodation options close to the venue (Please note that the Nutrition Society does not reserve rooms for conference delegates. It is the Local Organising Committee’s responsibility to liaise with local tourist/convention bureaus who can often create specific booking websites in relation to local events.)
* On or off-campus venues suitable for three Evening Functions: a welcome drinks reception, an informal social function such as a BBQ and a formal dinner

**Please provide a brief outline of the following costs for a 3 – 4 day conference in the summer period:**

Room Hire:

(Please provide a quote for the hire of the lecture theatre for 4 days and for 5 breakout rooms for 3 days)

AV Provision:

(The AV costs should include presentation screen, microphones and AV support in the lecture theatre; microphones and laptops in the breakout rooms. Please quote for 4 days.)

\*Please attach room hire, AV and catering pricelists if available.

**4. Accommodation**

Please describe the breadth, cost and availability of accommodation in mid-July.

**5. Regional attributes**

Briefly describe the region, its attractions and why someone might want to make the journey (aside from the brilliant science).

**5. Summary statement**

**In no more than 300 words, please indicate why you feel we should consider your venue for the conference and what further ideas you might have for content and organisation:**

Applications will close at **Noon on Friday 8** **May 2020**.

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