



Proposal to Host CASPR Conference

Thank you for your interest in hosting a CASPR Conference in the coming years.

We realize that some of your goals or ideas will be premature at this point, and we know that they may not come to fruition, but please help us understand how you would envision making this conference successful.

Your proposal should include the following:

- The site (city) proposed, including brief comments explaining why the city will provide an attractive setting for the conference.
- The proposed dates/year for the conference.
- Proposed Conference Co-chairs
- List of closest Airports for flights from across Canada - including distance of travel from site.
- List of Airbus services from airport to site location with cost.
- Hotel accommodation information - # of rooms, sample meal plan, conference room floor plan.
- Social event ideas.
- Extra-curricular activities nearby site location

Please submit your proposal to Carly Nienhuis, Administrative Coordinator for CASPR at info@caspr.ca.



Annual CASPR Conference Site Selection ***Board Operations and Procedural Terms***

Policy on Selection:

Bi-annually a conference selection committee will review the proposals and select the site location to host the conference for the following 2 years. Committee to be appointed annually by the board.

Policy on Rotation:

The Annual Conference site selection will run on a Western Canada to Ontario to Eastern Canada to Ontario rotation. In the event a region does not submit or does not meet criteria to host the conference, the host site will be the following region.

Fees for Annual CASPR Conference:

Fellowship Programs Cost: \$200 per fellowship course (subject to review)

Registration Cost: \$500 (subject to annual review)

Non-member Registration Cost: \$700 (subject to annual review)

Roles of Conference Co-Chair on Board of Directors:

The annual conference co-chairs will act as ex-officio's to the executive board of directors.

The role will include: attending meetings and active participation in debating motions, with no voting power. They're purpose is to provide the executive with necessary updates and concerns regarding the conference. When the ex-officio board member(s) no longer holds the position that allows him or her to sit on the board, the membership terminates.