



# CFMS AGM 2016: Selection Process & Matrix

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All proposals for the CFMS Annual General Meeting 2016, which have been received by the specified deadline, will be evaluated using the following criteria, developed based on the “CFMS AGM 2016 – Request for Proposals.”

## 1. Sponsorship & Local Support: 25%

- The proposal demonstrated efforts taken to secure local/regional sponsors and lists these sponsors in the proposal.
- The proposal does not include sponsors in conflict with CFMS policy, such as: political parties, banks, insurance companies, pharma industry, alcohol, etc.
- The efforts to secure sponsorship do not include CaRMS, CAIR, Royal Bank, and Kirkham & Jack who are contacted at a later date directly by CFMS.

## 2. Budget considerations: 20%

- The proposal demonstrates an ability to balance a budget
- The proposal includes a registration fee below \$340.00 (as listed a maximum in the Call for Proposals) incl. delegate accommodations, social events, all meals.
- All taxes have been included/considered.
- *Note: budget for delegates and CFMS executive to travel to the city of AGM are not a consideration and all cities are to be evaluated equally on their budgets regardless of geographic location.*

## 3. Location of AGM meetings: 15%

- Geographic location is NOT considered, however the meeting venue/convention centre/conference centre is to be considered in this criteria.
- The meeting location is appropriate to accommodate 160 ppl, with a second room to accommodate 40 ppl nearby (for Global Health meeting) and an additional third room to accommodate 20 ppl for a half-day meeting (for Presidents’ Roundtable). Two rooms accommodating 20 people each must be available on the Thursday evening. Please see the call for bids for the full meeting room requirement details.
- Breakfast & lunch breaks have been considered
- Audiovisual equipment available
- Easily accessible for physically disabled delegates & guests
- BONUS: wireless internet is available
- Meeting location meets the professional standards of the CFMS

## 4. Accommodations for Delegates: 10%

- Accommodations suitable up to four ppl (quad occupancy)
- All accommodations preferable located in one venue and if not, within reasonable proximity
- A reasonable block of rooms has been considered, to house 150 delegates

## 5. Social Activities: 10%

- Proposal includes social activities which would be enjoyable for delegates
- Social events include suppers provided/catered

- Social events are reasonable given time and budget constraints
- Social events are to the professional standards of the CFMS

**6. Wellness Activities: 5%**

- The health & fitness of delegates has been considered via the inclusion of wellness /fitness activities
- Bonus, not a requirement to be considered for AGM

**7. Professionalism & Creativity: 15%**

- Proposal demonstrates a creative approach to meeting locations, social events and sponsorship solicitation
- Proposal is to the professional standard of the CFMS and presented in a professional manner

**The selection process:**

- Each evaluator is to determine a score out of 100 based on the above criteria and indicates their scores in the provided matrix (See below).
- All evaluators are to submit a score for all proposals
- Once scores have been received, the CFMS President will tabulate the scores:
  - The highest & lowest scores for each proposal will be dropped (as a measure of objectivity) and the remaining scores averaged.
- The proposal with the highest average score will be the host of AGM 2016

**Evaluator Deadline:**

- **December 10, 2015.**

**Selection Matrix**

**Name of evaluator:**

<b>Criteria:</b>	<b>School A</b>	<b>School B</b>	<b>School C</b>	<b>School D</b>
Sponsorship & Local Support (max: 25pts)				
Budget considerations (max: 20pts)				
Location of meetings (max: 15pts)				
Accommodations for delegates (max: 10pts)				
Social activities (max: 10pts)				
Wellness activities (max: 5pts)				
Professionalism & creativity (max: 15pts)				
<b>TOTAL SCORE (out of max 100):</b>				