



## RE: CFMS AGM 2016 – Request for Proposals

Dear CFMS Representatives,

The CFMS is now accepting applications from our member schools to host the 2016 Annual General Meeting (AGM).

Each year a CFMS member school hosts the CFMS AGM in or near the city of its medical school or its distributed campuses. This provides an excellent opportunity to increase the profile of your medical school/medical student society, increase CFMS awareness to students at your school, and a chance to host friends and colleagues from the CFMS in your hometown.

**The deadline for applications to host the CFMS AGM 2016 is December 5, 2015. The CFMS Executive will review applications received by this date and the winning school will be announced December 12, 2015.**

The successful proposal will be selected on merit. Proposals offering a convenient meeting location, quality accommodations, support from the medical student society, and an appreciation of the unique requirements for a CFMS AGM will be favoured. As an example, the host of the 2014 AGM, Queen's University, submitted an exceptionally comprehensive and thorough application. It contained the level of detail and thought required for a successful application. This application is available for by request. 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 Atlantic Regional Representative, Anthony Maher ([atlantic@cfms.org](mailto:atlantic@cfms.org)).

### 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

Hotel accommodation for approximately 140 delegates must be available at the meeting location. Note that the host school's delegation will not require hotel accommodations. The distribution of delegates in rooms is dependent on the type of accommodation offered and on registration numbers. However, in the interest of fiscal responsibility, the minimum number of rooms should be used while keeping conditions comfortable for delegates. This usually means most rooms will be quadruple occupancy. For example, if standard hotel rooms are being offered (two double or queen-size beds), please include the cost of 35 rooms in your budget for room occupancy of 3-4 people. This is a conservative estimate for budgeting only. Depending on the location's booking policy, extra rooms should be booked (8) for self-supported observers and possible additional delegates who will book independently using the CFMS AGM code.

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 \$340 per delegate can be proposed for AGM. We appreciate all efforts to keep the meeting as accessible as possible. CFMS staff and executive members are not expected to pay a registration fee. For budgeting purposes, this means that registration fees will be collected from approximately 135 attendees. The registration fee should cover accommodation, 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 Rosemary Conliffe ([office@cfms.org](mailto:office@cfms.org)) and Franco Rizzuti ([vpfinance@cfms.org](mailto:vpfinance@cfms.org)), the 2015-2016 VP Finance, 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 and recruitment partners from local health authorities. Please do not approach banks, insurance companies, pharmaceutical companies, 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 these partners should not be approached until the AGM bid has been awarded to avoid duplication of efforts between applicant schools. Certain sponsors of the CFMS have already committed to general sponsorship and cannot be approached for further funding. Further clarification of these restrictions can be provided by the CFMS if needed.

#### Date

**The scheduled date for the 2016 CFMS AGM is September 23-25, 2016.**

The meeting will be in session from Friday morning to Sunday afternoon. Please note that 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 2 rooms to accommodate 25 delegates (CFMS executive, MSP Committee) and 2 rooms to accommodate 35 delegates (Local Representatives Committee and Global Health) on the Thursday evening for 2 hours. A main room to 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. A smaller room for the Global Health Program must

be available for the same time period and have capacity for 40 around a square table. A third room will also be needed (capacity of 20) for one half day. 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 possible. 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 across the country. 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, such as a fee for using your own AV equipment in meeting rooms, a fee for having a choice in food menus and fees for wireless Internet access. 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.

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.

If you have any questions about the specifics of hosting an AGM, please contact Anthony Maher ([atlantic@cfms.org](mailto:atlantic@cfms.org)). I hope your Medical Society will consider putting forward a proposal for this exciting opportunity!

Sincerely,



Anthony Maher, Atlantic Regional Representative  
Canadian Federation of Medical Students