

# October Business Meetings & SNOMED CT Expo:

## *Host Country Proposal Guidance*

Host country proposals should provide SNOMED International with an overview of why a Member is well suited and interested in hosting the SNOMED CT Expo.

The following are initial criteria which should be taken into account when considering the ability to host this meeting. Countries that wish to host the event are asked to respond to these points in their proposal.

- **SNOMED CT**

There should be evidence that the host country has made a strategic decision to use SNOMED CT. This helps drive a focused SNOMED CT Expo program to attract national and international delegates, sponsors and exhibitors and relevant strategic partners.

- **Keynote speakers**

SNOMED International is keen that officials connected to national agendas are willing to contribute to keynote sessions at the SNOMED CT Expo – this helps to both set the scene and also provide support for the event.

## Key Information

*It is not intended that a Member country present a proposal with everything planned, but rather that it set out its vision for the meeting and why the particular country and region would benefit.*

*Proposals should give an indication of where in the country the meeting will take place, the audience that will be attracted, and how it will link to the strategic direction of the country as well as that of SNOMED International.*

*For additional information, please visit the [Prospective Host Resources Page](#).*

# "A successful host country will be prepared to work alongside SNOMED International to ensure national engagement and event success"

- **Attendance & Vendor Participation**  
As a baseline, SNOMED International sets a goal of roughly 300 in-person attendees in addition to a healthy number of online participants. Host support is required to contribute to meeting and/or exceeding this attendee goal. Host support is also requested to attract national and regional vendors for Expo sponsorship and exhibit floor representation.
- **Visa/Entry Process**  
There should be a clear process for **ALL** Members to gain visas for entry into the host country, which may require host documentation. Potential hosts should provide an overview of this process.
- **Politics of the Country**  
International politics should not prevent entry to the host country for specific individuals, groups or Members.
- **Safety within the Country**  
Safety should be taken into account for attendees and there should be no government warnings against travel.
- **Local Transport**  
There should be choice of local transport so that attendees can easily move between airport, accommodation and venue.
- **Airports and Related Transport**  
An airport with international flights from all continents should be within 1 hour of the proposed city. There should also be choices in terms of transport to the area of the venue.
- **Location, Venue & Accommodation**  
A host must identify the city (or cities, if there are multiple options) in which they propose to hold the events, so that SNOMED International can begin to explore potential venues. Please note that while specific suggestions for venues are welcome, SNOMED International assumes responsibility for entering into contracts with venues.
- **Language**  
English is the official language of SNOMED International. A host country needs to be confident that this is not a deterrent to attracting local attendees.

## QUESTIONS? Contact Us...

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