



**Submit an RFP for a future ASHG Annual Meeting
by providing the below information to meetings@ashg.org**

1. **Available Dates** in October or November
2. **Convention Center**
 - a. Available space & meeting room capacity
 - b. Costs:
 - i. **Rental Fees:** competitive and affordable
 - ii. **Exclusive Services & Discounts:**
 1. **Exclusive Vendors:** What services are exclusive to the convention center?
 2. **Vendor Discounts:** Are there discounts available from exclusive vendors like catering and wi-fi?
 3. **Digital signage:** does the center have this capacity and what is pricing? Some discount on these services would be appreciated.
 - iii. **Wi-Fi:**
 1. **Availability & Cost:** What are the Wi-Fi capabilities and costs within the convention center? What is complimentary?
 2. **Upgrades:** How does the center ensure Wi-Fi remains up-to-date and meets the needs of a large scientific meeting where constant connectivity is expected?
3. **Hotel information**
 - a. Proximity to center, rates, availability, and concessions
 - b. **Shuttle Support:** If shuttle buses are required, how will the city assist with related costs?
 - c. **Hotel Contracts:** What support will the city provide to ensure ASHG's standard hotel contract requirements are met?
1. **Flight Accessibility:**
 - **Direct Flights:** Are there ample direct or one-stop flights from major global destinations and a variety of airlines?
 - **Airport Location:** How far is the Convention Center from the Airport?
2. **City Amenities:**
 - **Cultural Activities:** cultural attractions and dining options are available in the city
 - **Public Transportation:** Is the city well-served by public transportation options?
3. **Weather Considerations:**
 - **October/November Weather:** Typical weather conditions during the potential meeting dates
 - **Weather Impacts:** How likely are severe weather events (snow, hurricanes) to disrupt attendee travel?
4. **Union/Labor Impact:**
 - **Cost Impact:** Do union/labor regulations significantly impact the overall cost of hosting the meeting for ASHG? For example, is there an in-house team we must work with on rigging, security, etc.?

5. City Laws & Regulations:

- **Social Equity:** Are there any city/state laws that may impact attendees or the meeting's objectives? Examples include restrictions on pregnancy care/abortion bans, anti-LGBTQ+ laws like the banning of drag performances.

6. ADA Accessibility

- Please provide accessibility information for the city and Convention Center.

7. Local Research & Marketing Support:

- **Nearby Institutions:** ASHG meeting attendance thrives when the meeting is in a biohub, meaning that the city has reach in institutions and commercial companies in life sciences. Examples of biohubs that work well are San Diego, CA (several universities, hospitals, and research institutions) and Houston, TX (Baylor University has largest clinical and research focused programs in human genetics).
- **Marketing Support:** What tools and resources will be provided to assist ASHG in marketing the meeting to potential attendees?

8. City Incentives & Budgetary Needs:

- **Incentives:** What incentives is the city willing to offer to attract ASHG e.g., fee waivers, marketing support?
- **Budgetary Considerations:** How willing is the city and the convention center to work within ASHG's budgetary constraints?