



International Society for Analytical Cytology

CALL FOR SITES: 2011, 2013 and 2014

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THE INTERNATIONAL SOCIETY FOR ANALYTICAL CYTOLOGY INTERNATIONAL CONGRESS

The purpose of the society is to promote research, development, and applications in analytical cytology. Analytical cytology is broadly defined as the characterization and measurement of cells and cellular constituents for biological, diagnostic and therapeutic purposes. It embraces components of cytochemistry, cytophysics, anatomy, biology, physiology, pathology, image analysis, instrumentation, clinical laboratory practice and other subjects of relevance.

SITE INFORMATION

ISAC is in search of a host city for their Meetings to take place in 2011, 2013 and 2014. We are looking for U.S. cities to accommodate ISAC's Meetings for these three years. Outlined in this document are the logistical needs and restrictions of our meeting. Please review them carefully to help you select the best possible venue to obtain a proposal from. Please submit your proposals to cesler@faseb.org for consideration by the Society.

In addition to logistical requirements and costs, ISAC will look to select a city that will offer a strong, local presence to effectively establish significant headway in programming and sponsorship for their upcoming Meetings.

PREFERRED DATES

Mid-April to Mid-June, avoiding all major holidays (Easter, Mother's Day, Memorial Day).

SLEEPING ROOMS

Date Pattern: Major Arrival Friday; Departure Thursday

Peak Night: 700 rooms; 60% singles

| Wed | Thur | Fri | Sat | Sun | Mon | Tues | Wed | Thurs |
|-----|------|-----|-----|------|------|------|-----|-------|
| 2% | 20% | 75% | 96% | 100% | 100% | 95% | 70% | 1% |

Hotel Rates: Attendees are responsible for reserving and paying for their own housing and incidentals. They are very rate sensitive. We will require reduced rates for some rooms used by Society officers, directors and staff at a 50% discount off event group rates over the event dates, billed to the Master Account. The Society will also require two complimentary suites and one complimentary sleeping room per 50 room nights on an accumulative basis. Rates are net, non-commissionable.

In addition to our regular hotel block, student housing options will also be necessary. This can be offered at a local university or at safe, clean budget hotels near the meeting site.

EXHIBIT SPACE REQUIREMENTS

80,000 gross square feet required for a 150 booth show (10x10 booths), 500-4' x 6' poster boards on 15' centers. Restaurant and lounge areas also required.

FUNCTION SPACE REQUIREMENTS

It is preferred that we have all meeting space under one roof; this includes all offices, scientific and general sessions and exhibit/poster areas. A nearby or adjacent hotel may be used for committee meetings and special functions.

General Session (Plenary) (1): Theater style for 1,200, staging, screen, data projector, computer, laser pointer, 6' head table, podium with light and microphone, lavalier microphone, aisle microphones, table microphones.

Concurrent Sessions (8): Theater style for 200-300, staging, screen, data projector, computer, laser pointer, 6' head table, podium with light and microphone, lavalier microphone, aisle microphones, table microphones.

Management Office: Room close to registration area and session rooms, available on twenty-four hour basis, with key lock, approximately 1,000 square feet.

AV Headquarters/Storage Room: Room close to session rooms, available on twenty-four hour basis, with key lock, approx. 700 sq. ft.

Speaker Preparation Room: Room close to session rooms, near AV Headquarters, available on twenty-four hour basis, with key lock, approximately 1,000 square feet.

Society Office: Room close to session rooms, available on twenty-four hour basis, w/key lock, approx. 700sq. ft.

Employment Opportunities: Room available on twenty-four hour basis, with key lock, approx. 1,500 sq. ft.

Family Room: Room available on twenty-four hour basis, with key lock, approximately 700 square feet.

Committee Meetings (3) conference style rooms for 15-20 people.

HOTEL REQUIREMENTS

Friday

8:00 AM – 6:00 PM Office
9:00 AM – 5:00 PM Council Meeting (conference for 30)
7:00 PM – 10:00 PM Council dinner (conference for 30)

Saturday

7:00 PM – 9:00 PM President's Reception (200)

Wednesday

7:00 PM – Midnight Gala Dinner Dance (700)

Thursday

8:30 AM – 3:00 PM Council (conference for 30)

MANAGING ORGANIZATION

This meeting is managed by the Federation of American Societies for Experimental Biology, Office of Scientific Meetings and Conferences. The purposes of the Federation (FASEB) are: to bring together investigators in biological and medical sciences represented by the Member Societies; to disseminate information on the results of biological research through publications and scientific meetings; and to serve in other capacities in which the Member Societies can function more efficiently as a group than as individual units.

The Office of Scientific Meetings and Conferences (OSMC) manages approximately 5-7 meetings annually with attendance ranging from 1,000 to 16,000 and 30-40 conferences with an attendance of 100-200.

HISTORY AND FUTURE BOOKINGS

| YEAR | SITE | DATES | ATTENDANCE |
|-------------|---------------------|--------------|-------------------|
| 2002 | San Diego, CA | May 4-9 | 1,249 |
| 2004 | Montpellier, France | May 22-27 | 1,100 |
| 2006 | Quebec City, Canada | May 20-24 | 1,407 |
| 2008 | Budapest, Hungary | May 18-22 | |
| 2010 | Seattle, Washington | May 8-12 | |