



General Site Specifications

1. Name(s), address(es), phone number(s), email address(es) of person making this proposal to sponsor the annual meeting 2006? At least one should be a member of TMS.

2. What local support group will be supporting the meeting?

3. What is the name of the Hotel/ Conference Center selected? Please include address, phone number, fax number and Banquet Coordinator's name?

4. How far is the hotel from an airport? Is there a hotel shuttle or airport/public transportation?

5. Is the entire facility air-conditioned? Can the available rooms accommodate up to 200 people, with one large room for the presentations, and several smaller group breakout rooms?

6. Can the hotel provide audio-visual set-up with overhead screens, microphone, and computer hook-ups?

7. Are the restrooms clean, handicapped accessible, and close to the meeting rooms?

8. Has the hotel agreed not to schedule any routine carpet shampooing-except for necessary spot cleaning within one week of the conference? Has the hotel agreed to no perfumed deodorizers or strong cleaning solutions can be used in the meeting rooms immediately prior to and during the conference?

9. Has the hotel agreed to not book any other concurrent conference at the same time that would threaten the health of our attendees, such a perfume, flower, or pet/animal convention?

10. Are event rooms, surrounding hallways, and restrooms smoke-free? Is the entire facility smoke- free (desirable, but not mandatory)?



11. Can most, if not all, rooms in our 40-room block be smoke free?

12. Is there on-site, off road parking for guests and conference attendees?

13. Has the hotel banquet co-coordinator agreed to be on-site during the conference, or has he/she appointed a banquet captain who will be onsite during the conference?

14. Can the hotel make the rooms available at a reduced rate, preferably under \$100.00 per day?

Medical Care Specifications:

15. Is there a major hospital, medical center, or teaching hospital within 5-10 minutes of the hotel? What is the name of that facility and the contact information for it?

16. Can paramedics be available to respond to any 911 call placed by conference attendees, and not just first responders or EMTs?

17. Has the director of the ER been contacted, and does he/she feel confident that they could provide care for more than more person with full-blown anaphylaxis if necessary?

18. Is there a pharmacy within walking distance of the hotel? If not, is there one within 10 minutes driving distance, and are cabs available for those that do not have access to a car?

Guest room specs:

19. Are there a few handicapped guestrooms that can be reserved in our block?

20. A minimum of three suites must be made available for board members to hold meetings in their rooms. Please verify that three suites can be reserved with the hotel booking.



21. Are the guest rooms clean, with absolutely no mold in the corners of the bathroom, on the tile or floors, or on the shower curtains?

22. Is there any history of infestation of vermin or insects in the hotel within the past 3 years?

23. Has the hotel agreed to hold all rooms in our block until a week before the conference date?

24. Can both the three suites and rooms be made available at the same reduced room rate?

Food Specifications:

25. Has the hotel agreed to prepare all food freshly, simply, and preservative free whenever possible?

26. Can ingredient lists for all food items, including sauces and condiments, be made available for those with food allergies?

27. Can breakfast food include freshly made breads, fresh bagels each day, fresh fruit (with no lemon or preservatives to prevent browning), pastries, doughnuts, cereals, butter, margarine, jelly, cream cheese?

28. Coffee, tea, fruit juices, soda, and cold bottled spring water must be available at all times. Can that be arranged?

29. No leftovers can be served at any time due to increased histamine levels. Please make sure that is understood.



Program Specifications:

31. The proposal should include a tentative program that includes:

Thursday night: early registration

Friday: Breakfast and registration at 8 am, followed by speakers beginning at 9 am. Mid morning and mid afternoon snacks should be provided, with a luncheon between 12 and 1 pm on your own. We usually end the day at 4 pm. The board may opt to take the speakers and MAB out either on Friday or Saturday, depending on their schedules.

Friday night: should include some evening entertainment that will appeal to a diverse population in terms of age and background.

Saturday: breakfast 8-9, with fresh breakfast food provided. Meetings will take place all morning, with a mid-morning snack. A TMS Board meeting /business meeting open to all members will take place during the luncheon. The afternoon will be for a Panel discussion for the speakers/docs. Again, we will end at 4 pm.

Sunday: Patient support group meeting from 9-11 or 10-12, depending on board discretion. Breakfast will be on one's own prior to the support group meeting.

Speakers: The Board will make the final decision about speakers, and may seek advice about speakers from our Medical Advisory Board and Research Committee. We will take into consideration any suggestions and requests made by our regional hosts. Have you any suggestions about speakers you would like to include?

32. If your proposal was not selected for 2006, would you like to be considered for 2007 or 2008? Please keep in mind that you would have to review the site prior to resubmitting your proposal, to make sure everything still meets the guidelines established above.

Submission Instructions:

Please submit this proposal no later than November 15, 2006. The board will review the proposals, and will make a decision no later than early January, 2006.

Thank you for your time, interest, and hard work to prepare this proposal!

Please submit this form to:

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