**Expression of interest in hosting the Nutrition Society Nutrition Futures Conference.**

**1. Local Organiser**

**(Please list at least 1 individual who would be involved in organising the conference)**

Name:

Affiliation:

Position:

Area of Interest:

**2. Venue**

Address of conference venue (N.B. Conference venue need not be a University Campus):

**Please confirm that your venue has the following (the available facilities will contribute to the final decision):**

* A room (preferably with cabaret or theatre seating) or lecture theatre that can hold up to 150 delegates including the ability to live stream
* 2-3 breakout rooms with suitable AV equipment for Oral and/or Poster Communication sessions as well as appropriate for workshops and CV Clinics
* A lunch and exhibitor area (please note that this space should accommodate up to 150 delegates, serving stations and up to 10 exhibition stands)
* A registration area close to the main lecture theatre
* A cloakroom with capacity for luggage storage
* Appropriate AV facilities including live streaming facilities, presentation screen, microphones and suitable lighting arrangements
* E-Poster boards
* In-house catering or suitable external caterers
* Reliable Wi-Fi access
* Suitable transport options from venue to train stations, airports, car parks etc.
* A wide range of accommodation options close to the venue (Please note that the Nutrition Society does not reserve rooms for conference delegates. It is the Local Organising Committee’s responsibility to liaise with local tourist/convention bureaus who can often create specific booking websites in relation to local events.)
* On or off-campus venues suitable for a student mixer/evening function

**Please provide a brief outline of the following costs for a 2-day conference for September period:**

Room Hire:

(Please provide a quote for the hire of the lecture theatre for 2 days and for 2 breakout rooms for 2 days, including tea/coffee breaks and lunches)

AV Provision:

(The AV costs should include presentation screen, microphones, AV support in the lecture theatre and live streaming; microphones and laptops in the breakout rooms. Please quote for 2 days.)

\*Please attach room hire, AV and catering pricelists if available.

*\* The Society budgets for a £5,000 subsidy to support the hosting of Nutrition Futures. To support the student organisers skills on negotiating and engaging with industry, it is the responsibility of the local organising team to generate funding to cover all remaining conferences costs.*

**3. Accommodation**

Please describe the breadth, cost and availability of accommodation in early-September.

**4. Plenary Lecturers**

Nutrition Futures aims to give students an opportunity to gain knowledge across a range of areas of nutrition research as well as provide unique professional development sessions. The Nutrition Society Student Section play an active role in helping to populate these sessions but please suggest 2 or 3 plenary talks, and who would deliver them.

**5. Regional attributes**

Briefly describe the region, its attractions and why someone might want to make the journey (aside from the brilliant science).

**6. Summary statement**

**In no more than 300 words, please indicate why you feel we should consider your venue for the conference and what further ideas you might have for content and organisation:**

Please send the completed proforma to: conferences@nutritionsociety.org