



# International College of Prosthodontists

## Site Selection Guidelines

### CHARGE:

“Develop guidelines for site selection, standardized process for site evaluation and selection and policies for engaging regional organizations.”

### 1. Guidelines for Site Selection

#### 1.1. Geography

ICP meetings should rotate systematically through the following regions:

Americas  
Asia/Orient/India/South Pacific  
Europe/Africa/Middle East

It is recognized that within the first and third regions there are also North/South divides, and these should be taken into account when selecting specific countries.

The rationale for this rotation is so that countries within those regions will know that an international meeting with recognized leaders in prosthodontics will come to their region at least once every sixth year.

#### 1.2. Membership support

It is important to evaluate the support of local prosthodontic organizations and academic institutions in a country proposal. Local country organizations have the potential to provide large numbers of delegates, and often ensure the success of a conference, especially in countries susceptible to the vagaries of travel.

However, this must not exclude the possibility of a country proposal with small numbers of local support; this does not necessarily equate with a poor conference and should be considered where membership development is important.

## ICP Site Selection Guidelines

### 1.3. Membership development

At times a country may be of strategic importance in terms of the goals of the ICP with respect to membership development. There may be small numbers of members but large numbers of prosthodontists, without whom the ICP cannot be considered a truly global organization. Therefore it may be wise to propose such countries on a fairly regular basis, perhaps alternating with countries of known support, until such time as the ICP membership reflects the distribution of prosthodontists worldwide.

A further consideration in this respect is to consider the needs of the developing world. In this respect, the stated desire of the ICP to be more involved in outreach activities could provide a useful juxtaposition of those activities and its biennial meeting.

### 1.4. Sponsorship

A country proposal must also take into account the support from industry that is vital for a successful conference. Industry should be consulted early on for their views of a country proposal but should have no part or veto in the final decision.

## 2. Guidelines and Process for Site Evaluation and Selection

### 2.1. Environment

The location should provide a pleasant and safe setting, with preference given to a resort area. Climate and weather conditions at meeting time must also be considered. To entice international travelers, the value of “market appeal” should not be under-estimated, as attendance does seem to correlate with well recognized destinations.

### 2.2. Accessibility

The site should be easily accessible via international and national commercial airlines. Ground travel after air travel should be minimal.

### 2.3. Accommodation

The conference venue must have an adequate number and size of meeting rooms to handle the various ICP conference needs, and preferably a variety of accommodation of varying price should be available within a short distance of the main conference venue. A sufficient number of rooms should be reserved at the preferred hotel to provide accommodation for the majority of expected delegates who make advanced reservations at the conference site.

## ICP Site Selection Guidelines

### **2.4. Related activities**

A number of interesting activities (recreational or cultural) should be available. Sightseeing of historic places, museums or scenic areas in addition to activities like tennis, golf, swimming, or hiking should be available. Adequate opportunity for both organized functions and free time activities for delegates and spouses should be easily available

### **2.5. Site contract**

A country and first-choice city will be chosen six years in advance. The meeting planner will commence with preliminary site selection, based on the stipulations provided in this document.

At the Board meeting four years in advance, the meeting planner will present proposals for consideration, usually a choice of at least three sites. The Board will then recommend to the Constituent meeting one of the sites. Initial contracts are signed soon after this meeting.

The Board approves program logistics and Social venues two years in advance.

## **3. Policies for engaging regional organizations**

It is the policy of the ICP to encourage student and general local participation by offering registration fees in line with local fees where these are normally less than the ICP conference fees.