

## **I<sup>2</sup>MTC Bid Letters of Intent (LoI) Information**

A Letter of Intent (LoI) for I<sup>2</sup>MTC bids should be submitted to Madison Musselman, [mmusselman@conferencecatalysts.com](mailto:mmusselman@conferencecatalysts.com), with copies to Steve Karlovic, [Steve.Karlovic@cdicorp.com](mailto:Steve.Karlovic@cdicorp.com). The letter should be a maximum of three pages and provide the following information:

1. Names of principal organizers and affiliations.
2. Names of institutions, organizations, companies, IEEE Sections/Chapters, government agencies, etc. that intend to sponsor and/or financially or technically support the conference.
3. Show evidence that the venue can accommodate a technical conference of up to 500 participants and 10 exhibitors.
4. Show evidence that the venue can accommodate up to 5 parallel sessions, with 2 additional breakout rooms.
5. Indicate number of hotels that are located within five miles of the venue to accommodate up to 450 room-nights for peak nights. Please indicate capacity and typical room rates for each.
6. Is international travel convenient for all attendees? Please explain.
7. Indicate typical length of time to obtain entry Visa to the country.
8. Indicate typical weather conditions during the month of May.
9. Indicate the number of IEEE Conferences that have been held at the venue over the last five years. Please give a few examples if available.
10. Give two suggestions for local technical tours for conference participants and three examples of tourist attractions near the proposed venue site.
11. Provide any other pertinent and venue-specific information helpful to the selection committee.