

National Conference Tendering Process

Each year the AHS committee comes together for our national conference at which our annual general meeting is hosted. It gives all the societies a chance to get together, share their experiences and knowledge and get important administration out of the way.

The national conference is hosted by a full member of the AHS – one of our societies takes on the job of staging the conference. This could be your society and this document asks as a guide as to how the process of tendering for the conference works and how you can apply to host a future conference.

The process

The conference is hosted by one of our member societies, as selected by the board of trustees. Every full member society is eligible to tender for hosting the conference and may submit an application within the specified timeframe.



The process begins with tender submissions where each full member is eligible to make a submission for consideration. The tenders are not considered until the deadline has passed so handing your tender in early will be of no advantage. However late submissions will not be accepted.

Once the submission deadline has been completed the board of trustees, together with input from the executive, will select a society to host the conference. Once the next deadline has passed and a decision has been made the winner will be announced and should begin preparing for the conference.

Schedule

1 March the deadline for submission opens. You have until the end of the month to submit your tender.

1 April the deliberations begin. The trustees will use this time to gather all the relevant information and may ask



for more information from you. The executive also have the first two weeks of this month to add any official comments. The decision will be made by the board before the end of the month.

1 May the winner will be announced and may begin preparing for the conference.

What to include

You should include full contact details for the society and the people involved in organising it, this is particularly important in case the board have follow up questions or require more information.

You should include information about your society, the status at the current moment and a brief history of what you have previously done. You should also talk about any experience you have running such events.



With regards to the conference itself, you should include a full plan as to how you see the event being structured. Bare in mind that a full day must be given over to the AGM and it should also include social arrangements as well as official conference business.

You should also include your plan with regards to accommodation for the delegates as well as information on how delegates will be able to travel to and from the wider location and venues itself (if required).

You should include your vision for the conference, a brief plan of what you intend to do and how you intend to finance the event including a financial breakdown of things like venues, accommodation, etc.

Conference dates

2009	June 12 th - 14 th
2010	June 11 th - 13 th
2011	June 10 th - 11 th

How to submit

Submissions should be sent to info@ahsstudents.org.uk. Please



ensure you receive an acknowledgement that we have received your submission to ensure we do not lose any submissions.