

8.4 BID REQUIREMENTS TO HOST THE SAM AND AM

- 8.4.1 Bids to host either the SAM or AM must be submitted to the Directors of the Association at least one year in advance of the respective meeting. For example, the bid for the 2016 AM must be submitted for approval at the Board of Directors meeting held during the 2015 AM.
- 8.4.2 The bids must be submitted by a MA, not the host city or organization.
- 8.4.3 If there is more than one (1) bid presented at the Director's meeting, the bid with the most votes will be the successful bid.
- 8.4.4 If there are no bids in place, the Board of Directors will determine the site of the respective meeting at the earliest meeting following the meeting. The default will be in Ottawa, Ontario.
- 8.4.5 The meeting should be held in a city with a major airport which is defined as one that is serviced by a national carrier. The Host committee is responsible for transportation of delegates to and from the airport to hotel.
- 8.4.6 Either meeting may be held in a city without a major airport only on the approval of the Directors of the Association and with the following condition.
 - 8.4.6.1 The Host MA will be responsible for all travel costs incurred by delegates to and from the major airport to the host city.
 - 8.4.6.2 Where available, the Host MA must use LC sponsors for the hotel. As this is a LC event, it supersedes any sponsorship deals an individual MA may have.
 - 8.4.6.3 The hotel must have the appropriate meeting space available.
- 8.4.7 Once Approved, the Host MA:
 - 8.4.7.1 must provide a local contact in the host city to work with LC Head Office;
 - 8.4.7.2 is responsible for providing a hospitality event for all delegates;
 - 8.4.7.3 is responsible for planning or making available social activities for the delegates and spouses during non-meeting hours.