



## **AMMP Annual Meeting Host Application**

Dear Prospective Host,

Thank you for your interest in hosting a future meeting for the Association for Materials & Methods in Paleontology (AMMP). Your involvement in planning the AMMP annual meeting is vital to fulfilling our mission: *Education and advocacy to improve ethics, standards, and practices in paleontology.*

### **How to Apply**

Please complete the attached Host Application and provide detailed responses to the questions about Meeting Venue/Host Hotel, Institution, Prep Lab and Collections, Field Trips, and Local Area.

Example applications and budgets are made available upon request. Please contact the [Annual Meeting Committee](#) (AMC).

Proposals may be submitted at any time and future venues will be considered up to two years in advance. The AMMP Board aims to announce the following year's meeting location at the end of each annual meeting.

### **Support & Expectations**

The AMC is prepared to *assist* the Host Institution with planning the annual meeting. However, the AMC does not have the ability to plan the meeting from afar. The AMC will keep planning on schedule throughout the year, submit budget proposals and schedules for Board review, answer questions, and coordinate correspondence (e.g. AMMP Board, Treasurer, Website Development Committee, etc.).

For inquiries or to submit a completed Host Application, please email the Annual Meeting Committee: [annualmeeting@paleomethods.org](mailto:annualmeeting@paleomethods.org)

We look forward to hearing from you!

- AMMP Annual Meeting Committee

## AMMP Annual Meeting Host Application

Primary Contact Name:

Email:

Phone Number:

Mailing Address:

Institution/Proposed Venue:

City, State/Province:

Country:

Indicate the year(s) you are interested in hosting the meeting:

1. Meeting Venue/Host Hotel:

Describe the facilities available during the meeting. Where will you host the meeting (your institution, a conference hotel, recreation center, etc.)? Typically, the meeting requires one lecture hall for platform presentations (~125 individuals) and up to six spaces for workshops, discussion groups, meetings, etc. (~25 individuals). Include a budget for meeting costs, such as room rental rates, audio/visual rates, supplies, meals and snacks, housekeeping, transportation costs (if needed), etc. The annual meeting is typically held during the month of April. Please indicate your preferred meeting dates.

Host Hotel: Provide a minimum of three hotel options with guest room rates. How many hotels/motels does your town have? Is transportation to and from lodging, dining, and venue straightforward? If you plan to host the meeting at your Institution, what is the distance from hotel and is transportation available?

2. Institution:

Is there institutional support for holding the meeting at your institution? How many people at your institution will be available to help with meeting planning and logistics? Have you had any experience with planning a meeting before? Have other meetings been held at your institution? If so, which ones/year? Do you have potential partners that would be interested in assisting with logistics or funding?

3. Prep Lab and Collections:

What prep techniques are currently used and what does your lab specialize in (molding and casting, matrix removal, acid preparation, etc.)? What equipment is available? Does your lab have proper safety equipment and procedures in place?

What space is available for workshops (include maximum occupancy and/or equipment limitations)? What workshops/short courses and leaders do you propose?

What types of collections are maintained (Paleobotanical, Invertebrate, Vertebrate, Ichnofossil, Geological, Non-paleo)? Are the collections available for tours?

4. Field Trips:

Provide a minimum of three field trip ideas, with a cost estimate for each trip, including proposed leaders, roundtrip travel time, any fees, transportation costs, lunch options, and required physical capabilities for participants. A typical field trip is all day or most of the day, and includes beverages, snacks, and lunch.

5. Local Area:

Getting Around: Provide a detailed account of your area. It is important to consider where the nearest regional and international airports are and the ease of traveling to/from them (e.g. airport shuttles, rental cars).

6. Other Information and Questions:

Is there anything else that you would like to add? Do you have any questions for the AMC or AMMP Board?

Thank you for taking the time to complete this application!

For inquiries or to submit a completed Host Application, please email the Annual Meeting Committee: [annualmeeting@paleomethods.org](mailto:annualmeeting@paleomethods.org)