



INSPIRING TRAVEL
THROUGH RESPONSIBLE JOURNALISM

SATW Request for Proposals

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Introduction

WHO ARE WE?

Founded in 1955, SATW is now the largest nonprofit professional association of more than 1,000 members from the United States and Canada. SATW inspires travel through responsible travel journalism and provides professional support and development for its members. The association prides itself on accepting and maintaining the highest caliber of travel professionals via a rigorous application and auditing process.

High Credentials

This process, as well as ongoing professional development and networking, means its members are highly credentialed travel communicators and life learners. Besides economic impact through visitor spending, their presence in a destination brings a barrage of social engagement and chatter before and during a convention and creates a long timeline of publicity and exposure through the articles, photos, posts, and columns published after the convention.

Membership

Of the 1000-plus members, two-thirds are Actives, one-third Associates. Emeritus members make up a small proportion of the membership. All Actives and Associates belong to a chapter (Eastern, Western, Central or Canadian) and a council (Editors, Freelancers, Associate). All hold breakfast meetings at the convention and most hold multi-day meetings in the first six months of the year.

Active Members

SATW Actives represent, and are, many of the most influential content producers in the travel industry. They include travel journalists, editors, photographers, videographers,

broadcasters, bloggers, and influencers that create accurate, compelling, consumer-friendly information on travel destinations, facilities and services.

Their work can be seen in the world's most prestigious and popular print, digital and broadcast channels including but not limited to:

Newspaper (print & digital):

The New York Times, USA Today, Los Angeles Times, The Washington Post, Chicago Tribune, Miami Herald, San Francisco Chronicle, The Philadelphia Inquirer, Dallas Morning News, The Toronto Star, Vancouver Province, Boston Globe; The Globe and Mail;

Magazines (print & digital):

American Way, Travel + Leisure, Condé Nast Traveler, National Geographic Traveler, Southern Living, TravelLife Magazine, Westways, Globetrotting Magazine, Wine Spectator, NUVO Magazine, regional and specialty magazines;

Online:

USA Today 10Best.com, Robbreport.com, BBC Worldwide, Bindutrips.com, CruiseCritic.com, Ebony.com, fwtmagazine.com, Orbitz.com, Trivago Magazine, WhereTraveler.com, Frommers.com, AARP.com, CAA.ca, vacay.ca;

Travel Blogs:

everything-everywhere.com , goway.com, JetSetSarah.com, johnnyjet.com, NomadicMatt.com, ThePlanetD, thetravelauthority.blogspot.com;

Broadcast:

NY1, CJAD 800 Montreal, HLNTV, iHeart Radio, OnTravel.com, travelvideo.tv, Travel Writers Radio, WDUN, NPR, and numerous morning TV shows and podcasts throughout North America;

Travel Books (print & digital):

100 Best Places to Retire (as well as many others in the 100 Best series), Frommer's Travel Guides, Fodor's Travel, Insider Guides, Lonely Planet, Rand McNally.

Associate Members

SATW Associates are travel industry communications professionals. They attend conventions primarily to network with the Actives; build relationships with Actives as well as fellow Associates.

Impact to Host Destination

“The benefits of hosting an SATW convention last long after the meeting ends. While we received wonderful media coverage immediately following the convention, we continue to work with many of the journalists to this day. So, the stories and media opportunities that were initiated by the convention continue.”

- *Helga Lára Gudmundsdóttir, SATW Convention Host—Iceland, Manager—PCO | Conferences & Meetings, Iceland Travel*

Regardless of your primary hosting goal, SATW needs great stories and visuals to share with a well-traveled membership that is driven to find destinations with compelling stories and authentic experiences.

Positive Publicity

Positive publicity is priceless, especially when it comes from credible professional journalists and influencers. Media impressions--defined as circulation + unique monthly views + social posts multiplied by number of followers--vary but range from 31 to 180 million. See the attached chart for results from past conventions.



Delegates begin posting on social channels during the SATW convention while at the destination, and then continues after the convention. Months and years later, online stories, blog posts, broadcasts and traditional print pieces and visuals appear. While the bulk of publicity comes from Actives, many Associates contribute to exposure on their social channels as well.

Visitor Spending and Economic Impact

SATW brings major travel media to the destination and generates revenue in visitor spending increasing economic impact on participating communities over the course of four or five days during the conference.

The convention boasts an impressive roster of sponsors and meets the professional needs of members through professional development, marketplace and networking events.

Rebrand Your Destination

Travel journalism is a competitive business. In order to successfully sell articles, images and videos, SATW members are constantly searching for what is new, different and unknown about a destination. If your destination seeks to create a new image in the eyes of travel consumers, hosting an SATW convention gives you a unique opportunity to

network with professional travel journalists and tell the story of your destination, whether that is a new or existing story.

Exposure in Vertical Markets

While destination hosts and partners will see exposure in print and online travel sections and travel blogs, SATW members are valuable for showcasing a destination in distinct niches and aspects of travel, such as culinary, low-impact or active travel.

Our Actives specialize in areas such as culinary, history, golf, cruising, wellness, gardens, senior travel, luxury travel, budget travel, and many more.

Visual Impact

Many SATW travel photographers and videographers also sell to or operate their own stock photography agencies and typically sell images for years after the photos were shot.



Results

Because media covers many formats, our tracking service assesses all forms of publication as media impressions, defined as circulation, unique monthly views and social posts multiplied by number of followers.

Results are compiled and shared approximately two years after a convention. Here are the results of recent conventions:

Location	Total Attendees	Media Placements
El Paso, TX 2019	293	Forthcoming
Barbados 2018	177	Total print media impressions 80.2 million Print Value: \$759,477 64 articles, features 50,488 Tweets, 69,328,167 Reach 50,725 Instagram Posts, 65,031,567 Reach
Portland, Oregon 2017	251	Total media impressions 187.0 million 32 articles, features

Wenzhou, China 2016	145	Total media impressions 24.0 million 42 articles, features
Las Vegas, Nevada 2015	221	Total media impressions 13.8 million 56 articles, features
Reykjavik, Iceland 2014	355	Total media impressions 44.7 million 223 clips produced
Biloxi, Mississippi 2013	319	Total media impressions 89.5 million 51 clips produced Newspaper/magazine circulation = 1,455,687 Website Unique Monthly Views (UVM) = 87.9 million (87,989,623) + 10 postings to Websites + 2 postings to personal blogs + 1 TV broadcast segment
Indianapolis, Indiana 2012	196	Total media impressions 30.9 million Increase in related Facebook posts and likes: 36% Increase in tweets and followers on Twitter: 23% . Klout score: 60 Outlets included <i>Outside, Southern Living, Miami Herald, Huffington Post Travel, Washington Post, Detroit Free Press, Cleveland Plain Dealer, San Francisco Chronicle, Fox News</i> and more.
Wellington, New Zealand 2011	430	Total media impressions 179.6 million 264 clips <ul style="list-style-type: none"> ● 88 newspaper/magazine articles ● 92 blog postings ● 64 Internet articles ● 1 TV broadcast segment video ● 1 video, 2 stock images, lecture Website Unique Views = 138.2 million Combined Print Circulation = 41.4 million Combined Print Value = \$2.5 million

SATW Convention Background & Structure

We contract with destinations two or three years in advance. Hosting an SATW convention requires planning, commitment and energy, but the return on your investment will be worth it. We are flexible in almost every aspect of our convention planning and program development, and we welcome creative approaches to the implementation of our convention.



Frequency: Annual

Location: SATW meets in destinations worldwide. We are interested in destinations outside the continental United States in 2021. 2022 is open to all destinations.

Meeting Dates*: Typically October, although September and early November are options. Proposed meeting dates should avoid:

- Canadian Thanksgiving (Oct. 11, 2021, Oct. 10, 2022)
- American Thanksgiving (Nov. 25, 2021, Nov 26, 2022)
- Rosh Hashanah (Sept. 6-8, 2021, Sept. 26-27, 2022)
- Yom Kippur (Sept. 16, 2021, Oct. 5, 2022)
- Halloween (Oct. 31)

*If pricing is more favorable and story opportunities are as viable at another time of year, we would like to have those options as well.

Duration: The core convention is typically four days and four nights with pre-post-tours scheduled before and after the core convention dates.

Attendance: Convention attendance has ranged from 145 to 430 delegates, averaging 250 delegates for all conventions.

Airfare: Affordable airfare is critical for building convention attendance. Destinations may or may not include airfare in their bids, but preference is given to those that do. If a bid includes an air-inclusive option, it should also include a “joiner” option for those delegates who wish to book their own airfare. Destinations may also connect SATW with a strong airline partner with whom the Society can work.

Hotel and room block:

- For convenience and cost savings to the host, one hotel is preferred for accommodations and meeting space.

- Preferred hotels are those that are adjacent to convention centers or have their own extensive meeting space. This space should be flexible, with a variety of room set-ups and audio-visual capabilities.
- The next best scenario would be clusters of rooms in multiple hotels with one primary hotel or convention center, all within walking distance. Typical room block: 200-250 rooms.
- Room rates for the core convention (typically four nights of lodging), are built into the convention registration fee.
- Delegate arrival/departure patterns vary and are flexible. Special convention room rates should be available for two days prior to and two days following the core convention. Early/late arrivals who take advantage of these rates pay for those room nights separately.

Meeting space

- Flexible meeting space is essential. General business meetings are typically conducted in a theater-style arrangement. Professional development seminars, panel discussions and workshops vary from theater-style rooms from 100-250 to small board of director's room-style meetings for smaller groups. Many sessions are combined with meals, so catering capabilities are essential.
- All rooms should offer full multi-media capabilities including networked laptop computer, LCD projector, DVD player and microphones. Wireless Internet connectivity is essential.
- A large open space is necessary for marketplace (approximately 100 6' tables with space to walk between), an event in which most members participate. Audiovisual expenses are the responsibility of the host.



Pre-Post tours

Designed as photo and story-gathering opportunities, these tours may run three to five days and may require a registration fee in addition to the regular convention fee. SATW will work with the host and nearby destinations to organize these tours.

SATW Board of Directors meeting

A two to three-night SATW Board of Directors meeting precedes the core convention. Typically, this is in a location convenient to the core convention or in the same city (max travel time: 60 minutes). This can be used to showcase a smaller destination or hotel property. Block: 15-20 hotel rooms.

Site inspections

The host city will underwrite up to six representatives for up to two appropriate site inspections to review logistics (hotel, meeting space, off-site venues, transportation), all day tours and pre/post trip itineraries once the destination has been selected.

Discrimination

SATW will not meet in a facility that discriminates against any group on the basis of race, religion, national origin, gender or sexual orientation.

Dinner around the city (Optional)

- A dine-around is non-mandatory but can be a great way to showcase local cuisine. Convention delegates break into groups and dine at restaurants throughout the host city.
- Although many hosts cover these meal costs with the hosting restaurants, we will consider a program whereby delegates choose from a selection of restaurants with various price points and pay for their own meals.
- Although media coverage may result from dine-arounds, hosts should not guarantee this to participating restaurants.
- Some destinations have also hosted one event to feature multiple restaurants in one location, which is also acceptable.



Sponsorships

- SATW recommends the host arrange sponsors and/or partnerships to offset some or all of the hosting costs. Typically, host sponsors are related to the destination and to the transportation providers. Often they cover the costs of major meal functions.
- SATW also has a limited number of sponsors that are usually associated with the travel industry. The convention chair/co-chairs will work with the host to

avoid any duplication of effort.

- SATW seeks to feature local artisans and other industries in the destination to be cash or gift sponsors. Introductions to decision makers are encouraged.

Professional Development Programming

SATW is responsible for all professional development programming at the convention. However, hosts are encouraged to make suggestions about programming and speakers related to their destination.

Negotiable aspects of the convention include program printing and other promotional materials, convention website production, one-day golf tourney option, airfare inclusion. Note: Airfare is not expected for domestic destinations but is a critical and preferred component for international conventions.

Where Has SATW Met Previously?

2018 Bridgetown, Barbados	2010 Leipzig and Dresden, Germany
2017 Portland, Oregon, USA	2009 Guadalajara, Mexico
2016 Wenzhou, China	2008 Houston, Texas, USA
2015 Las Vegas, Nevada, USA	2007 Manchester, England
2014 Reykjavik, Iceland	2006 Santiago, Chile
2013 Mississippi Gulf Coast, USA	2005 Las Vegas, Nevada, USA
2012 Indianapolis, Indiana, USA	2004 St. Moritz, Switzerland
2011 Wellington, New Zealand	

SATW has been to more than 60 destinations. A full list is available upon request.

Convention Pricing

We ask that potential hosts provide a tiered pricing structure with the most competitive pricing for our Active members.

- Four nights' lodging with shoulder dates at competitive rate
- Most meals (lighter, on-your-own meals or box lunches may be scheduled as appropriate)
- Half- and full-day tours offering unique storytelling opportunities with English-speaking guides
- Meeting spaces and audio-visual, as required
- All ground transportation, including airport transfers in destination
- Wifi in guest and meeting rooms
- Taxes and tips for group activities

The SATW convention is open to all membership types includes Actives, Associates, Affiliates and their guests. Destinations are asked to provide a tiered pricing structure based on the member type with the most competitive pricing for our Active members. Associate pricing should not exceed 25% of this cost and Affiliates should not exceed 35% of this cost. Guest pricing includes a shared room with member, most meals, half or full day tours, tips and ground transportation including airport transfers in destination.

The Proposal Per-Person Price

- A good price plays a strong role in choosing a winning bid proposal and often translates to a higher delegate turnout.
- Consider any likely currency fluctuations because the time between acceptance and the convention can be as long as 24-36 months. Use realistic tour pricing.
- The proposal price indicates the total amount SATW will be contracted to pay per member type. There is no "ceiling" for pricing and SATW is mindful of the current economic climate. If the host decides to include airfare, be sure the pricing with these partner(s) reflects realistic costs.
- Per-delegate rates (paid by SATW to the host in US dollars), not including air, average \$550 for domestic conventions and \$850 (short haul) to \$1500 (long haul) for international conventions. Air has not been included for a domestic convention since 2008, though discounted air has been. For long haul international conventions, air assistance or inclusion is preferred.
- Typically, the fee includes four convention days: rooms, all meals and events, audio/visual, ground transportation, and day tours.



Host Responsibilities

Host a site visit for up to three people prior to selection including airfare, transfers, hotel and meals. This should include off-site venue options, hotel, day tours and pre-post tours, if possible. This would take place between April 30 – Dec 31 of the proposal year. As an example, in 2019, pre-selection sites visits for 2021 would occur and in 2020, pre-selection site visits for 2022 would occur.

Create a local host committee led by a chair or chairs that is responsible for transportation logistics, day tours, event planning, sponsorships, pre and post trips and working with SATW convention chair(s). Event planning companies and DMO are good partners.

Secure local sponsorships for events, dinners and luncheons.

Help secure speakers for keynotes and professional development, with input from and in collaboration with SATW convention chair(s).

Work with the selected hotel and SATW to provide some complimentary rooms for speakers and other VIPs, if needed.

Sponsor a luncheon or related event at the prior year's convention, which may be used to make the official announcement.

Help to identify an airline partner that can offer discounted fares.

Identify a local charitable entity or cause that can be supported through the convention.

SATW Board and Staff Responsibilities

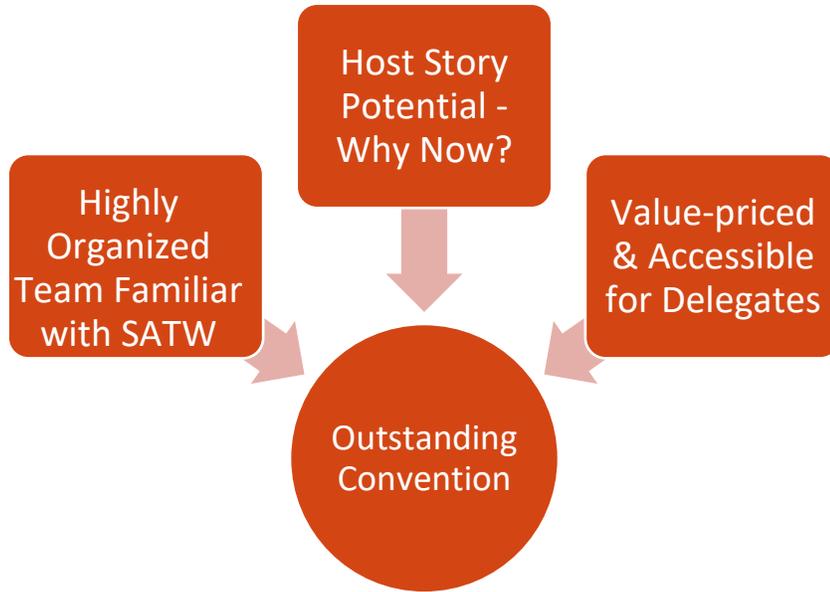
Incoming board president (or other executive committee member) will conduct a site visit of the conference location with a member(s) of SATW staff or other committee leader.

Work collaboratively with the host committee where applicable, such as for identifying and securing speakers for keynotes, panels and professional development sessions.

Review all promotional and printed materials related to the convention.

Members serve as moderators and hosts for panels and professional development sessions.

Tips for an outstanding proposal



SATW welcomes convention proposals as much as three to five years in advance. Proposals are usually presented twice a year at the board meetings in the Spring and Fall.

The SATW Sites Committee (volunteer members appointed by the president) reviews each proposal and makes recommendations to the SATW Board of Directors, which then hears presentations before making a selection. We pay particular attention to the following criteria:

- Story potential - Plenty of compelling and/or timely stories and experiences are crucial.
- Accessibility - Members should be able to reach a destination with reasonable ease and cost.
- Strong Team - An enthusiastic, organized and committed host team is essential, preferably in concert with the PR, content, social or media relations teams of the tourism board or marketing or public relations arm or an organization or destination.
- Organization - SATW conventions are organized with a specific goal-oriented format. Potential hosts must strive to understand and fulfill SATW needs while SATW recognizes the goals and needs of the host destination.

Your Bid Should Include:

1. Statements from destination officials (minister of tourism, governor, mayor, etc.) indicating the destination's authority to propose for the convention and the

expected level of participation. *No proposal or binding agreement can be submitted or signed solely with a DMC.*

2. The proposal information form at the end of this booklet, completed in its entirety.
3. An outline of potential story ideas for travel writers, photographers and broadcasters.
4. Suggested dates and alternate dates. These dates should not conflict with major religious or U.S. and Canadian national holidays. (See Convention Background & Structure above for dates to 2021 and 2022.) Whenever a competitive price can be presented at a different time of year, SATW would like to evaluate all options.
5. A map of the city and/or country, highlighting key sites. Also provide information about the weather during the proposed convention period.
6. Description of the convention center or hotel(s) where meetings and functions will be held.
7. Description of the host hotel(s) and accommodations. One hotel is preferred, but if you have more than one hotel, please designate the headquarters hotel.
8. Proposed core convention day-by-day itinerary. We understand that all itineraries are subject to change as planning progresses.
9. Proposed SATW Board of Directors meeting site – may be held in core convention city at hotel.
10. Proposed half-day and full-day tours – Tours should include activities at an easy, moderate and active participant level and must be duly noted as such when finalizing the tours. With 200 to 300 attendees, if half- and full-day tours are running on the same day (four-day format), suggest at least 5-8 full-day tours accommodating 100-plus attendees, and at least eight half-day tours, which potentially run twice, morning and afternoon, accommodating another 100-plus attendees. Tours should be no more than 20 attendees, 15 is ideal. Note: Golf courses have hosted tournaments as full-day tour options in the past, but this is not a requirement.
11. Proposed pre- and post-trip itineraries and possible pricing. Conventions have typically had six to 10 pre-trips and six to 10 post-trips. Trips range from three to five days. Trips gauged in advance to be popular could run both as a pre-trip and a post-trip. Trips focusing on specific activities, such as cultural, historical, golf, hiking, scuba diving, photography, cruising, etc. are encouraged.
12. Per-delegate package price based on attendee type for the core convention. Active pricing should not exceed \$125 per day exclusive of airfare, if needed. Please stipulate whether airfare is included and indicate participating airline details. If delegates need to arrive the night before for an early morning start or stay an extra night for a later arrival, the price of the hotel should be included.

Timeline and Next Steps

1. Indicate your interest in proposing an SATW convention by contacting SATW Executive Director, Marla Schragger, at mschragger@satw.org.

2. Determine the meeting year you intend to submit a proposal. Currently, SATW is seeking proposals for 2021 and 2022 but will consider proposals for other years.
3. Work with Executive Director Marla Schragger and/or Yves Gentil (Sites Chair) for clarification and answers to your questions. You may request copies of previous convention proposals, registration materials and websites, if needed.
4. Solidify your funding by contacting prospective partner airlines, tourist boards, hotels, restaurants and tour operators as early as possible to gauge respective levels of interest and sponsorship potential.
5. Prepare proposal as indicated above.
6. Submit your proposal electronically to SATW Executive Director, Marla Schragger, mschrager@satw.org, by October 7, 2019 (preferred) for 2021 proposals and by April 30, 2020 for 2022 proposals.
7. The proposal should include funding for at least one pre-decision site visit for up to four SATW representatives including air, accommodations, meals, transportation and other activities. If costs to SATW for site trips is expected, they should be shared in advance of the visit. Only the top finalists will be visited. This would take place between April 30 – Dec 31 of the proposal year. As an example, in 2019, pre-selection sites visits for 2021 would occur and in 2020, pre-selection site visits for 2022 would occur.
8. Be prepared to present your proposal to the board of directors by Skype at a future date, if requested.
9. The successful host city for the SATW annual convention is expected to sign a one-page Letter of Intent within 60 days of the final Board of Directors' vote (which would take place after the site visits). The Letter of Intent includes basic information presented in the host proposal and any additional agreements made subsequently. Typically this document stipulates meeting dates, pricing, air arrangements and hotels. We are happy to send you a sample Letter of Intent for your review.

Addendum: Sample Convention Schedule

Thursday-Friday (before core convention)

All Day SATW Board of Directors arrive for board meeting

All Day Pre-trips begin for delegates

Sunday -- Core Convention Day 1

10 a.m.	Registration opens
10 a.m.	Hospitality/Media room opens
All Day	Delegates arrive/pre trips arrive
1:30 - 4 p.m.	Sightseeing tours (optional)
5 - 6 p.m.	First-timers reception
6 - 9 p.m.	Opening reception

Monday -- Core Convention Day 2

7 a.m.	Hospitality/Media Room opens
8 - 9:30 a.m.	Opening breakfast with speaker
10 - 11 a.m.	Opening ceremonies
11 a.m. - noon	SATW business meeting
12:30 - 2:15 p.m.	Chapter Lunches
2:30 - 6:00 p.m.	Marketplace
7:30 - 9 p.m.	Awards Dinner

Tuesday -- Core Convention Day 3

7 a.m.	Hospitality/Media Room opens
7:30 - 9 a.m.	Council Breakfasts
9:15 a.m. - 12 p.m.	Professional Development Workshops
12:30 - 5:30 p.m.	Half-day tours including lunch
Evening	Off-Site or near Evening Dinner Event

Wednesday -- Core Convention Day 4

7 a.m.	Hospitality/Media Room opens
9:30 a.m. - 5:00 p.m.	Full and Half Day Tours
6 - 9:15 p.m.	Closing Reception

Thursday -- Core Convention Day 5

Morning	Breakfast in hotels
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Alternate convention models

SATW is open to alternate models and venues. The following outlines two alternate designs for a hosted meeting.

Alternate convention model

For its 2015 meeting in Downtown Las Vegas, SATW opted to break away from our traditional convention model, adopting an a la carte format and revised schedule. Key differences:

- Rather than a five-night, five-day meeting, the core convention was compressed into three nights and two days.
 - During this period the destination took a back seat while the schedule focused on SATW's required activities—business meeting, professional development, Marketplace, awards lunch, etc.
 - This 60-hour package included all events, meals and transfers. SATW contracted for a block of rooms at a host hotel, which was sold to members at a very attractive per-night rate, valid over a two-week time-frame (members could stay at other hotels as well).
 - Airfare was obtained by members independently.
 - The subsequent two days and two nights were focused on the destination, with tours spread across two half-day blocks in the greater Las Vegas area, as well as full-day tours that ventured into neighboring states (more than 50 tours in all were offered).
 - One night was dedicated to a “Night on the Strip,” an event hosted by restaurants and resorts along the Strip and followed by a choice of shows, such as Cirque du Soleil. All of these offerings were sold on an a la carte basis—gently priced to cover our transportation costs, with tours, meals and shows donated by the various venues.
 - Response from the membership was mixed—some members preferred the more flexible registration options, others preferred the one-price-pays-all package, with all tours included. However, this convention design, with the right destination partner, can work for SATW.
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Alternate venue model

SATW is also open to convention bids coming from cruise lines. This presents a fantastic opportunity to showcase a single brand, starting before embarkation even begins. A meeting at sea provides a more focused, cohesive environment for our members to network and learn about the destination(s) and the cruise brand. Although some of our members specialize in cruise coverage, many others have rarely or never taken a cruise.

Overall ship capacity should exceed 400 cabins (ideally SATW will represent less than half of the passengers). A small, full-ship charter could also work. Hosting a cruise convention will require flexibility on both sides, and creativity in repurposing venues such as restaurants and bars (in off hours) for meetings and professional development sessions, without interrupting the normal flow of business for both crew and non-SATW passengers.

Considerations to address in a cruise line bid include:

Single supplements—how to make SATW’s per-person rate structure work for solo travelers, which typically represent the bulk of our attendees. A few members will be willing to share cabins to economize, but most will not.

How port destination(s) are involved. The ideal cruise convention will bring the ports in as a partner, to assist with offsets on shore excursions. For this reason, a cruise that involves only one destination entity (for example, Alaska, Mexico, Norway) may be easier to manage than one that visits ports in three or four different countries, where the destination focus may be diluted.

Probably the longest SATW will consider for a meeting at sea is seven days. A longer cruise will not be ruled out, but only if there is an opportunity for members to disembark closer to the 6- or 7-day mark. Two full sea days would be necessary for SATW to accomplish its required meetings without distraction; the rest of the cruise would focus on story gathering, aboard the ship and in port.

A site for the pre-convention Board of Directors meeting would also need to be obtained.

Note: If you think your destination does not have the resources to host SATW’s annual convention, consider hosting a smaller SATW chapter or council meeting. The Eastern, Western, Central, and Canadian chapters, as well as the Editors and Freelance councils, seek hosts for annual meetings which range from 20 – 150 attendees. These are usually held during the first six months of the year. For more information, visit www.satw.org, or contact Marla Schrager, mschrager@satw.org, 312-420-6846.

Proposal Submission Form

Government or destination entity making the proposal:

Partners who have guaranteed cooperation:

Airline partners, if any:

Dates of core convention:

Alternate dates:

Location of core convention (city):

Core convention hotel(s):

Where general sessions and workshops will be held:

- Primary hotel
- Convention center

Price per delegate for core convention (same for single or double occupancy): US\$

Price per delegate for core convention including airfare (optional): US\$

Suggested site for SATW Board of Directors meeting:

Does your country charge entry/visa fees? If so, how much and how would these be obtained?

