

Site Selection Guidelines		Leadership Selection Guidelines	
By 1 August in year X-3	The SAC begins to discuss a list of cities to be researched by AIS Staff.	Mid-August In year X-3	The VP Conferences solicits Intent to Bid letters from prospective teams in cities that are being discussed by SAC
By 15 September	Based on information collected by the Conference Director, cities are eliminated and/or additional cities are considered.		
By 15 September	The SAC submits a short list of candidate cities and their possible conference venues (e.g., hotels and/or conference centers) to the members of the AMCIS EC, with supporting data. Additional cities may be added by the SAC based on feedback from the EC.	By 15 September	the SAC summarizes the Intent to Bid letters to add to candidate city information for AMCIS EC
At the Fall (October) AMCIS EC	The SAC presents a short list of cities and summarizes the strengths and weaknesses of the candidate locations and indicates the existence or non-existent. The AMCIS EC selects zero, one or two preferred cities. If no cities are selected, the SAC will prepare a schedule for reviewing additional information on candidate cities or considering cities in other geographic locations.		
At the December meeting of the AMCIS EC	AMCIS EC selects zero, one or two locations.	At the December meeting of the AMCIS EC	The SAC informs bidders of the outcome and invites teams to submit Preliminary Bids.
		By 15 January	Bid Chairs prepare a Preliminary Bid and send it as an email attachment to the SAC

		In year X-2	Chair. The Preliminary Bid must in Word or pdf format.
		By 30 January	SAC assesses each Preliminary Bid and the SAC Chair provides Bid Chairs with feedback and bid changes requested. The SAC Chair informs all prospective bidders of the other teams that are competing for AMCIS. Only the names of General Conference Chairpersons will be provided.
		By 15 February	Bid chairs submit revised Preliminary Bids, if requested, to the SAC Chair. SAC Chair sends (revised) Preliminary Bids to the voting members of the AMCIS Executive Committee.
At the March Council meeting, year X-2	If the AMCIS EC has identified a single location, the Chair of the AMCIS EC will prepare a recommendation to AIS Council to choose the location of AMCIS, pending a successful site visit. If more than one location and/or leadership teams are proposing different locations, decision will be postponed until summer meeting.	By 1 March	The SAC reviews the revised Preliminary Bid and summarizes the strengths and weaknesses of each Preliminary Bid for the Executive Committee in advance of the Spring AMCIS EC Meeting
		At the Spring AMCIS EC (typically April – ideally end of March) meeting	The AMCIS Executive Committee meets to consider the Preliminary Bids. The Executive Committee select zero, one, or two bids whose Bid Committees will be invited to prepare and present a Full Bid at the August meeting of the AMCIS Executive Committee. AMCIS Executive Committee Chair provides Bid Chairs with feedback on their bids. Each Bid Chair is informed as to whether or not they are invited to prepare

			and present their Full Bid at the August meeting of the AMCIS Executive Committee. If no teams are selected to prepare Full Bids, the SAC will open the process to new bids and prepare a schedule for reviewing them.
Between March – 1 May	site visit(s) will be conducted on full bid location(s)	By 1 May	Bid Chairs send Full Bids as an email attachment to the SAC Chair. The Full Bid must be in Word or pdf format
		By 1 June:	SAC assesses each Full Bid and the SAC Chair provides feedback to Bid Chairs as to suggested changes.
		by 15 June	Bid Chairs finalize Full Bids and send them as email attachments to the SAC Chair. SAC Chair sends Full Bids to the voting members of AMCIS Executive Committee.
At the August meeting of AMCIS Executive Committee in year X-2 for conferences in year X At a subsequent meeting of AIS Council	Invited Bid Chairs present their Bids to the AMCIS Executive Committee. Twenty minutes maximum is allowed for the presentation with a question period of no more than 10 minutes. The SAC summarizes the strengths and weaknesses of the bids for the AMCIS Executive Committee. The AMCIS Executive Committee selects zero, one, or two proposals to recommend to the AIS Council. The AMCIS Executive Committee Chair notifies each Bid Chair as to the success of their bid and provides feedback regarding the basis for the Committee's decision. The AMCIS Executive Committee Chair sends the selected bids to the AIS President along with the AMCIS Executive Committee's recommendation for the selected bid(s). If no bids are considered acceptable, the AMCIS Executive Committee will defer its decision until acceptable bids are received. In this case the SAC will open the process to new bids, including bids from regions not in the geographic rotation, and prepare a schedule for reviewing them. The AIS Council reviews the selected bid(s), the recommendation from the AMCIS Executive Committee, and a report of a site visit by the AIS Conference Director and decides on the site for AMCIS in year X.		