**General**

1. Name of Convention?
2. What dates will your convention run?
3. What is your proposed convention host city?
4. Is your convention site in a city center location or a suburb? If a suburb, what are the
transport options into the city center? How far is the site from the city center?
5. What are your main facilities? How far are your hotels from your main venue?
6. If applicable, have you agreed to participate in Pass-Along-Funds?
7. What is the sponsoring organization?
8. Is the sponsoring organization a non-profit (example US 501(c)(3)) under the laws of your country?
9. Is the sponsoring organization tax-exempt for local taxes, especially sales tax?
10. What is your website and other social media presence?

**Convention details**

1. Who is your convention chair?
2. Who is on your committee?
3. Con Chair Experience: Briefly, tell us about major roles and accomplishments the chair has with Worldcons, and other relevant conventions.
4. Senior Committee Experience: Briefly, summarize the convention background of the vice-chair(s), executive committee, and/or major division heads.
5. What is your vision for your convention?
6. How do you plan to make your vision to happen?
7. What is a notable aspect of your local fan culture and how do you plan to incorporate it into your convention?

**Travel**

1. What is your main local airport?
2. What is the most practical and convenient way on public transit from your airport(s) to your main hotel?

**Facilities**

1. What hotel(s) are being used for the convention?
2. How many rooms, what type, accessibility issues, etc?
3. What are the room rates?
4. Do these rates include breakfast and internet access?
5. How firm are these rates?
6. What additional taxes and fees are there?
7. What is the distance between the main hotel and the main program or exhibits site, if any.
8. Are you in more than one building? Are the buildings connected or adjacent? If not, what transportation is available between sites for members with mobility issues?
9. Where will your main events (Hugo Awards, Masquerade, etc.) be held?
10. What is the seating capacity there?
11. Where can on-site socializing happen? Are arrangements required to permit serving food or alcohol?
12. What are the rules and laws regarding smoking? Where is smoking permitted on site (and what can be smoked)?
13. What will your policies be regarding public health and disease transmission?
14. What are the parking rates for your convention center and hotel(s**)**?

**Location**

1. Summarize nearby restaurants (five minutes walk, 400 meters, 440 yards) including fast food, fine dining, and anything in between.
2. What is the typical weather in your area during your convention dates?
3. What are a few of the most notable or interesting tourist attractions in your area?

**Convention Specifics**

37. Are you planning to have any membership discounts for certain demographic groups, such as young adults, unemployed, or seniors?

28. Do you have a Code of Conduct? Please link to your Code of Conduct and any other relevant policies.

29. What are your plans and policies about diversity, equity, and inclusion regarding members, staff, and volunteers?

30. Do you have plans for remote virtual participation by members and/or program participants?

31. What is the human rights situation in your country or region? Specifically, can members who are LGBTQ+ or members of religious, ethnic, or racial minorities travel in safety to your convention?

33. Are you able to accept direct payment from outside your country for memberships or other purchases via credit card or other electronic payments?

34. Is there anything else you want to share with our members? Give us links to any pages you want to point people to. You could also give a short statement here if there's anything important not covered in the questions above.