**Application form for hosting an annual meeting of the Meteoritical Society**

Please use this form to submit a written invitation for an annual meeting of the Meteoritical Society. Invitations are generally considered four years before the meeting.

The application must include suggestions and reasonable estimates for:

1. A **time** for the meeting. Typically annual meetings are held in July/August. Make sure to check for national holidays, overlapping meetings/events or related meetings/events before and following that may be connected.
2. A **place** and details about accessibility for travel by plane, train or any other transportation.
3. Characteristics of the **venue** including available facilities and personnel, meeting halls, poster area, plenary sessions, banquet, and local transportation.
4. **Hotel** **rooms** or **student housing** at different costs.
5. The **organisation**, available local support, core team members, logistics and potential sponsors.
6. Estimate of **attendants** and **registration fees**. It is expected to keep costs at a reasonable level and as low as possible. Please download the file from [here](https://meteoritical.org/society/annual-meetings/past-annual-meetings) for attendance and registration costs of prior meetings.

Submissions should be sent to the secretary of the Meteoritical Society at Metsocsec@gmail.com no later than April 15 in the year of application.

Applications of any length that include the above information are welcome. It is anticipated that applications will generally be 2–3 pages in length.