

## Host Coordinator Travel Lottery System

### Overview

Each team participating in the Research Challenge is composed of three to five students. CFA Institute covers the economy transportation and hotel stays for these students. Additionally, each team is allowed to choose one Sponsored Guest to accompany them and they typically choose their faculty adviser.

Transportation for Host Coordinators is not covered, by CFA Institute will pay for the hotel stays for one Host Coordinator per host. The ability to attend a Regional event is incredibly important for Host Coordinators and the Local Hosts they represent. It gives them the opportunity to learn more about how CFA Institute runs the event and to network with other Host Coordinators. Talking with others in similar positions and watching how CFA Institute handles certain aspects of the event can be adopted at the Local Level to potentially create a more consistent and equitable experience globally.

Our goal is to have as many Host Coordinators attend the event as possible.

While budgeting for travel costs, it is assumed that each team is comprised of five students, which is not always the case.

### Regional Events

Regional	Dates	Location	Local Finals Complete	Travel Booking Deadline
Americas	19-20 March 2018	Boston, USA	18 February 2018	26 February 2018
EMEA	4-5 April 2018	Dublin, Ireland	11 March 2018	14 March 2018
Asia Pacific	25-26 April 2018	Kuala Lumpur, Malaysia	1 April 2018	4 April 2018

Because not every team travels with five students, we would like to repurpose these budgeted travelers to bring Host Coordinators to events within their Region. We will do this as a lottery system by Host. A Local Host will be removed from the library if:

1. A Host Coordinator will be traveling to the event in the capacity of a judge.
2. A Host Coordinator has been selected by the team as the Sponsored Guest.

At the completion of the local competitions in a specific Region we will know the number of available student spots that can determine the number of Host Coordinators that can travel. This will be a completely random process.

These spots are reserved for Host Coordinators specifically. If a Host Coordinator (or incoming Host Coordinator) is not available to travel, time permitting, the opportunity will go to another Local Host rather than another volunteer from the society.

Unlike students, Host Coordinators will be eligible for business class seats.

If a Host Coordinator is chosen through the lottery system, that Host may not be eligible for a lottery spot the following season. We want to ensure that each Local Host has the opportunity to attend a Research Challenge Regional about every two years.

### Global Event

No travel policy is required for Host Coordinators because Host Coordinators are invited to the Global Final if their local team advances that far.