# 2026 G20 MACS Site Host Letter of Intent for [Insert Institution Name]

### Site Host & Consortium Partner Details

Site host should demonstrate their ability to collaborate with and engage a diverse range of stakeholders, including a consortium that may include universities, state and local departments of agriculture, 1862, 1890, 1994-Land Grant Institutions and Hispanic Serving Institutions (HSI), non-profit organizations and/or private sector sponsors. Such partnerships can enhance the event's impact, ensure diverse representation reflective of the U.S. agriculture research and development community, and ensure that the outcomes align with the evolving needs of the agricultural community.

Please provide a primary point of contact and a list of the collaborating institutions involved in hosting the G20 Meeting of Agricultural Chief Scientists (G20 MACS). For each institution, please specify their role in the event. You may use as many bullet points as necessary.

Primary Point of Contact:

[Name], [Title], [Organization], [Email Address]

Collaborating Institutions and their Roles:

* Collaborator 1
	+ Overview of the collaborator/the role they will play in this event
* Collaborator 2
	+ Overview of the collaborator/the role they will play in this event
* Collabortor 3/role
	+ Overview of the collaborator/the role they will play in this event

Please provide a concise overview (approximately 1 page) of your host organization by highlighting its unique value proposition for hosting the G20 MACS. Additionally, please clearly articulate how the site host will leverage its expertise in U.S. agriculture, science, technology, research and education to create a memorable and impactful experience for attendees.

### Event Space Details

Location

Please answer the following questions:

* What is the address for the proposed site location?
* What is the name of the nearest airport?
* How far is the nearest airport?
* How much event space/capacity do you have at the site location?
* Yes or No: If the event will be hosted at an educational institution, is it an 1862, 1890, 1994-Land Grant Institutions and/or Hispanic Serving Institutions (HSI)?
* Yes or No: As the host organization, do you plan to engage or collaborate with an 1862, 1890, 1994-Land Grant Institutions and/or Hispanic Serving Institutions (HSI)? If yes, please indicate the collaborator and how you plan to engage with them.

Meeting Logistics, Amenities and Key Events

* Yes or No: Is the proposed meeting space should within the lodging facility or within walking distance (less than .25 mile)?
* List the name and address of three hotels at or near the meeting space that can accommodate 175 attendees:
	+ Hotel /Address
	+ Hotel 2/Address
	+ Hotel 3/Address

Please provide brief details on the following events and amenities:

* Yes or No: Is your proposed location within a 45-minute radius of agricultural sites or cultural experiences that could be incorporated into field trips for G20 MACS attendees?
* Yes or No: Are there catering services or local vendors available to provide coffee and light refreshments for 2-3 daily breaks?

### Previous Event Experience

Describe 1-3 previous experience(s) the lead organization has with successfully hosting large, international conferences or events of a similar size and scope.

Provided details should include:

* Name and date of the event
* Number of attendees
* Event webpage or additional information (if available)
* Name and contact details of event lead for reference