

<b>SEAALAS Standard Operating Procedure</b>		<b>Revision 00 Date: 4/20/2011</b>
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- I. The Program Committee Chairperson shall be nominated by the President and approved by the Executive Committee.
- II. The Program Committee Chairperson will serve a one-year term.
- III. The Program Committee Chairperson is a non-voting member of the board.
- IV. The Program Committee Chairperson will select members from SEAALAS to join the program committee for the given year and assist with the planning and for the next site meeting.
- V. SEAALAS shall conduct at least one meeting per year (SEAALAS Annual Meeting and Banquet). Meetings should last 1-1/2 days and should be planned on a Thursday-Friday schedule.
- VI. The Program Committee Chairperson will propose a site for the next meeting location and the Executive Committee will approve the location, meeting dates, and preliminary agenda.
- VII. Committee Composition: The Program Committee should consist of several members including a Program chair, TBR, Communications chair, Commercial Liaison chair, and several other individuals as needed to fulfill programmatic responsibilities.
- VIII. The Program Committee Chair is responsible for:
  - A. Coordinating and overseeing the planning and conduct of the branch meetings per this SOP.
  - B. Preparing a financial summary to be reported to the board after the conclusion of a meeting summarizing meeting income and expenses. The financial summary should be performed using the form within this SOP.
- IX. Meeting Considerations and Responsibilities:
  - A. Timing: Begin planning the program 8-10 months in advance. Early planning, early and frequent publicity, and good organization (including regular and frequent planning meetings) are the keys to success.
  - B. Meeting Site: In selecting the venue for the meeting, several sites should be evaluated in order to get the most competitive rates. Chambers of Commerce or Convention Bureaus are excellent sources of information for conference facilities. The Program Chair or Assistant Chair must develop

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a relationship with the facility sales and catering managers prior to the meeting and act as contact person with the facility personnel during the meeting. Take the time to educate facility managers regarding the missions of AALAS and SEAALAS, the controversial nature of animal research, and possible security needs.

- C. Local Arrangements: Important considerations include physical access, local attractions, lodging rates (single and double occupancy), complimentary rooms, availability, size, appropriateness, and fees for meeting rooms, availability and cost of audiovisual equipment and support, and food and catering expenses (banquets, luncheons, breaks, continental breakfast; bartenders). Rooms are needed for an executive committee meeting, meals, the educational program, and vendor exhibits.
  
- D. Educational/Scientific Program: The committee should decide whether or not the meeting should have a theme and then speakers, moderators, and assistants must be recruited and confirmed as early as possible. Letters of confirmation should be sent to these individuals. Detailed information regarding topics, times, locations, transportation, other speakers, registration fees (if any), honoraria, etc. should be forwarded to the speakers. In addition to seminars and presentations, autotutorials and hands-on workshops should be given consideration. The Committee should extend an invitation to National AALAS officials or other individuals as appropriate.
  
- E. AV Support: The Executive Committee approved the option of paying a SEAALAS volunteer to perform AV support duties during the meeting with an honorarium for performing this service. It is suggested that a \$200 honoraria is appropriate for performing the AV support tasks during a 1 ½ day meeting. If a SEAALAS member is not available or willing to perform these duties, then the program committee shall seek such services from the venue. SEAALAS owns the following AV support equipment that will be provided for the meetings: LCD Projector, laser pointer, AV cart, PA system (comprised of speakers, amplifier, and a microphone with a stand).
  
- F. Publicity: The meeting program and registration form should be published in the SEAALAS Newsletter as early as possible. It is suggested that submission for the last two quarterly newsletters be sent out on behalf of the Program Committee announcing the topic of the meeting, location, and basics about the event. Announcements should also be sent to adjacent AALAS branches (i.e. Research Triangle, MidSouth, Florida, and Appalachian) for publication in their newsletters, to national AALAS for publication in the "Journal of the American Association for Laboratory Animal Science," and via the electronic media (i.e., LABBS, CompMed).

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If resources permit, a direct mailing of registration materials to the SEAALAS membership several months before the meeting is highly recommended.

- G. Social Functions: These activities are optional, but tend to enhance the meeting. Considerations should be given to planning and arranging tours (i.e. research facilities, zoos, local attractions, etc.) and organizing social functions such as pre-meal mixers, etc. For events at remote sites, consideration must be given to issues of transportation and cost.
- H. Finances:
1. Credit: A line of credit should be established with the conference facility to allow direct billing. The ED will assist in accomplishing this.
  2. Expenses are derived from fixed and variable sources. Fixed costs include rental costs of meeting rooms, audiovisual equipment (i.e. slide projectors, extension cords, pointers, screens, overhead projectors, VCR, speaker podium with light, microphone) and support personnel, meeting publicity, complimentary registrations, and, if approved, honoraria for speakers. Variable expenses are those that are dependent on each individual registrant. These expenses include, but are not limited to, meals, the cost of preparing registration materials, and the cost of individual mailings including postage, printing, paper, and envelopes.
  3. Income is derived from registration fees, advertising or other commercial support, and subsidies from SEAALAS.
  4. Commercial vendors can be contacted in the early planning stages for financial support of breaks, meals, and printing, and/or donations of pens, writing tablets, and the like. Vendors providing support should be recognized.
  5. Subsidies: The SEAALAS Executive Committee should also be contacted to see if the financial position of the organization permits a stipend to help defray registration fees.
  6. Registration Fees: The registration fee should be determined by tabulating the variable (individual) expenses. This will give a base individual expense to which can be added the total fixed expenses divided by the projected attendance. Separate fees for dinner guests or those only desiring to attend the educational/scientific meeting should also be established. In most cases, it is worthwhile to establish an early registration date and then give either a discounted rate for early registration or increased rate for late registration. Early registration deadline dates often can be based on those given for discounted room rates by the hotel. If SEAALAS gives a financial subsidy, this should be reflected in separate rates

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- for members versus nonmembers.
7. Records: Ledgers should be maintained for income and expenses. A budget should be prepared and followed. The treasurer/ Executive Director will pay all expenses from the SEAALAS account.
  8. Meeting Packet: Attendees should receive a meeting program booklet containing the meeting schedule (dates, times, sites, activities, presenters) and advertisements. A list of officers and committee chairpersons is optional. Extra pages may be provided for notes. Additionally, they should receive a name badge, badge holder, and a continuing education certificate. These materials are best accumulated in an envelope or folder. In some cases, preparing a list of all registrants for each meeting attendee is helpful or appreciated. Evaluation forms are also useful, but optional.
  9. Registration Table: A registration table, manned by one or two individuals, should be set-up at the meeting site to disseminate registration materials, enroll on-site registrants, and, optionally, encourage dues payment.
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X. General Meeting Recommended Format:

First Day Activities (Thursday)	Registration Continental Breakfast Executive Committee Meeting (prior night optional) Technician Tip Talks Lunch Seminars Tours or Workshops (optional) Social Functions (optional) Vendor Exhibits Awards Banquet
Second Day Activities (Friday)	Registration Continental Breakfast Morning Seminars (include one coffee break) Lunch (optional) Tours or Workshops (optional)

- XI. Specific Considerations: The dinner on the first day of the Annual Meeting is a banquet with award presentations and brief presidential, treasurer, and committee reports. An after dinner speaker is optional. If there is a summer meeting there

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should be a more informal affair with the educational program essentially directed towards and provided by technicians and a casual dinner such as a barbecue or poolside buffet. Consideration should be given to meet the special needs of vegetarian or physically challenged attendees (i.e. interpreters for the deaf).

- XII. Registration Policy: Members of SEAALAS wishing to attend the meeting must register and pay the registration fee. This policy holds for officers, speakers, moderators, the Program Committee, etc. Complimentary registration may be given to individuals who are not members of SEAALAS, but have been recruited to give an educational presentation. The SEAALAS Executive Committee must approve the payment of honoraria or of travel costs for speakers or high-ranking officials in AALAS or other organizations. In some cases, individuals may request to attend the meeting free-of-charge because of financial hardship. Such exemptions must be approved at the discretion of the SEAALAS Executive Committee.
  
- XIII. Refund Policy: SEAALAS will fully reimburse the registration fee of those individuals who cancel their registration 7 days before the first day of the meeting. The cancellation must be received by mail, email or fax. The SEAALAS Treasurer/ Executive Director will handle reimbursement.
  
- XIV. Provide reports, as needed, to the Executive Committee and send thank you letters to speakers and others that made significant contributions.

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**SEAALAS MEETING FINANCIAL SUMMARY**

DATE: \_\_\_\_\_

SITE: \_\_\_\_\_

TOPIC: \_\_\_\_\_

(please attach program)

PROGRAM CHAIR: \_\_\_\_\_

NUMBER OF ATTENDEES/REGISTRANTS: \_\_\_\_\_

**INCOME**

Registration:

Individual: \_\_\_\_\_

Vendor: \_\_\_\_\_

Other: \_\_\_\_\_

Donations: \_\_\_\_\_

Other (specify): \_\_\_\_\_

TOTAL: \_\_\_\_\_

**EXPENSES**

Meals/Catering: \_\_\_\_\_

Meeting Rooms: \_\_\_\_\_

Registration Packets: \_\_\_\_\_

Correspondence: \_\_\_\_\_

Speaker's Expenses/Honoraria: \_\_\_\_\_

Other (specify): \_\_\_\_\_

TOTAL: \_\_\_\_\_

**NET PROFIT OR LOSS**

\_\_\_\_\_