



Australasian Society of Cardio~Vascular Perfusionists. Meeting Organising Manual

Richard Newland
Ph (08) 8275 3769
Email richard.newland@fmc.sa.gov.au
Last updated: November 26th 2003

This document is designed to provide a guide for the major issues involved with organising the Annual Scientific Meeting. The documents format is a template, which can be modified to suit the individual requirements of the organising committee. Please insert the relevant information where applicable, and refer to the associated files on the CD as listed in this document. These documents are intended to be used as either a template document that can be modified for individual use, or as an example only.

All documents contained on this CD remain the intellectual property of the ASCVP.

INDEX

Preliminary planning.....	1
<i>Meeting dates, Venue, Organising committee and Executive role</i>	
Suggested meeting format.....	2
<i>Session times, Estimated attendance</i>	
Facilities.....	4
<i>Estimated attendance, Meeting facilities, Accommodation</i>	
Scientific Program.....	5
<i>Guidelines, Call for abstracts, Overseas speaker</i>	
Finance.....	7
<i>Calculating costs & budgeting, Accounts recording & banking</i>	
Promotion.....	9
<i>Mail out & Printing, Advertising</i>	
Sponsorship.....	10
<i>Trade stands and corporate sponsorship</i>	
Miscellaneous.....	12
<i>ABCP CEU Points, Awards, ASCVP travel scholarship, Photography</i>	
Final Preparation.....	14

Preliminary Planning

Date for Meeting

[Insert dates]

The overall meeting program should be run over 3 days; a 2 full day scientific program, and an optional activity on day 3.

See suggested meeting format page 2.

Venue

[Insert venue name & location]

Event co-ordinator:

[Insert venue event co-ordinator contact details]

Organising Committee

The following roles are suggested as a guide to structuring an organising committee:

Convenor – [Insert name]

Duties: The convenor is responsible for the overall organisation of the meeting, delegation of duties within the organising committee, and to provide a point of contact for communication.

Meeting Registrar/treasurer [Insert name]

Duties: Collection of registration monies, general account keeping and maintenance of registration database, CEU points administration.

Trade stands/ sponsorship co-ordinator [Insert name]

Duties: Promotion of the meeting to corporate sponsors and organisation of the trade display area.

Publicity co-ordinator [Insert name]

Duties: Production and printing of the advertising/registration flyer, mailout labels and meeting program. Mailout of the registration form, production of the meeting slide, advertisement of the meeting in the gazette, internet (ASCVP and international) and perflist.

Scientific Program co-ordinator [Insert name]

Duties: Develop the scientific program including content, session planning, invited speakers (local and overseas) and presentation guidelines. Assessment of abstracts, selection of moderators, notification of abstract/presentation selection. Provide abstracts to moderators, and preliminary program as early as possible to the website.

Executive role:

The executive role in the annual meeting organisation is to approve the following;

1. Date of Meeting.
2. Preliminary Budget (including venue (trade display costs, catering), sponsorships (projected), Gala Dinner, proposed registration cost (member/student/corporate).
3. Preliminary Program and Guest speaker(s).
4. Time of AGM.
5. Advertising of meeting overseas.

As per the ASCVP sub committee rules the President or proxy will be the nominated executive member of an ASCVP sub-committee. Their role is to provide direct communication between the convening committee and the executive.

Suggested Conference format

Friday

Registration	08:00 - 09:00
Welcome – President	08:55
Session 1 1 ½ hrs	09:00 - 10:30
Morning tea	10:30 - 11:00 Trade area
Session 2 1 ½ hrs	11:00 - 12:30
Lunch + non alc beverages	12:30 – 13:25 Trade area
Session 3 1 1/2 hrs	13:30 - 15:00
Afternoon tea	15:00 - 15:30 Trade Area
AGM	16:00- 17:30
Pre Dinner drinks and finger food.	18:00 - 19:00 Trade Area
Dinner [Insert dinner location]	19:30 - 00:00
Close	00:00

Saturday

Registration (+ Breakfast)	08:00 – 08:50
Session 1 1 ½ hrs	09:00 – 10:30
Morning tea	10:30 – 11:00 Trade area
Session 2 1 ½ hrs	11:00 – 12:30
Lunch	12:30 – 13:30 Trade area
Session 3 -1 ½ hrs	13:30 – 15:00
Afternoon tea	15:00 – 15:30 Trade area
Session 4 -1hr	15:30 – 16:45
Close	16:45 – 17:00
Pre-Dinner drinks [Insert location]	18:30 – 19:30
Dinner [Insert location]	19:30
Awards	21:00 – 21:30 Presented by President
DJ/Band	21:30 – Late

Sunday

[Insert optional activity details. Listed below is example from Adelaide ASM 2002]
(note: it is good idea to investigate flight departure times to calculate airport arrival time)

Winery tour and lunch at Woodstock winery.	
Bus Departs Glenelg	09:00
Arrive Penny's Hill for wine tasting	09:45
Depart Penny's Hill	11:00
Arrive Woodstock for winetasting	11:15
Lunch	12:15
Bus Departs Woodstock	14:45
Arrive Glenelg	15:30
Depart Glenelg	15:40
Arrive airport	16:00

Estimated attendance:

The meeting attendance will vary depending on the location, however the following figures are provided as a guide.

Previous Attendances:

	Melbourne 2001	Adelaide 2002	Perth 2003	Canberra 2004	
Friday registrations	85	74	93		
Friday Dinner		97	106		
Saturday registrations	85	74	92		
Gala Dinner		107	103		
Sunday event	N/A	34	45		
Corporate registrations	14 + 14 free	12 + 24 free	11 + 20 free		

Facilities Required

General:

Friday:

Venue:

Signage in foyer and in front of meeting room

Registration desk + 3 chairs + linen

Meeting room (Tables+chairs for 120 or set up according to room size ie 60 tables/120 chairs)

Trade room – food serving area – (morning/afternoon tea). Trade areas: Table with linen

/Backboard /Power supply + power board /

AGM – in Meeting room, moderators desk + mics should remain in place

AV presentation equipment – [Insert contact name and company] If you wish, Staging connections have handled this in the past and it can be easier to use them since they will know what we require.

Contact Matthew Creamer at the Adelaide office (08) 8159 9100.

- Requirements: Lectern + mic(usually supplied free by venue)/ moderators desk + microphones (3)/ laser pointer/ 12' x 9' screen/ high power data projector (ceiling mounted if possible)/ roving mic x2/ Foldback monitor and remote for presenter/ Laptop at control position/ Another laptop and printer is required for registration (Laptops can be hired or supplied by the organising committee).

Saturday:

Venue:

Signage in foyer and in front of meeting room

Registration desk

Trade area (food serving area – Breakfast / morning / afternoon tea)

Meeting room (tables+ chairs for 120) -ballroom 1-2

AV multimedia presentation equipment: as above

Dinner – [Insert Dinner location]

DJ/Band [Insert contact details]

Accommodation:

See Below

Sunday:

Transport for optional activity

Accommodation

Affordable accommodation within the venue is preferred and a list of alternative accommodation 5 to 10 minutes walk from the venue should also be supplied where possible.

It is recommended to have 50 rooms reserved for delegates to book. In addition, rooms should be booked for invited speakers (names to be provided to the hotel upon completion of the program). 1 suite for Convenor (usually the hotel will provide a complimentary room for every 50 bookings, one of these being a suite for the convenor). If this is not provided free, then the cost of the suite should be included in the cost of the meeting.

Please note that it is not the responsibility of the meeting convenor or the ASCVP to book rooms on behalf of delegates. The executive committee of the ASCVP will organise and pay for their accommodation independently of the meeting.

Delegates must book rooms directly with the hotel.

Notes:

Scientific Program

Presentation times:

Short: 15 minutes (10 min + 5 min questions)

Long: 25 minutes (20 minutes + 5 min questions)

Overseas speaker: 45 minutes (40 minutes + 5 min questions)

Invited local speakers: Presentation time to suit program

Session times: Refer to the suggested conference format (pg 2).

Suggestions for session planning:

- *The first two sessions Friday are best suited to a workshop format; this could involve a particular theme and/or practical sessions, and/or corporate presenters.*
- *The third session Friday works well as a short presentation/ case report session. Any remaining short presentations can be slotted into the Saturday sessions.*
- *The first session on Saturday should be reserved for the keynote address of the overseas speaker.*
- *Try to group presentations into related topics to create a theme for each session.*
- *The final session on Saturday is a good opportunity to be creative. Some ideas are; interactive session, debate, open discussion etc.*

Call for Abstracts

The call for abstracts should be sent out as early as possible with the meeting announcement and again 12 weeks before closing date. Closing date for abstracts should be no later than 6 weeks prior to the meeting allowing time for the ASCVP travel scholarships to be awarded and the printing of program. – [Insert closing date for abstracts]

Refer to the file “Call for abstracts form” on CD. Guidelines for authors are included in this document.

-Presentations are restricted to Ms PowerPoint only, and should be emailed or sent on CD prior to meeting

Overseas Speaker

The choice of keynote speaker is left up to the convening committee.

The ASCVP will pay the cost of Return airfare (economy only) plus 4 to 5 nights accommodation at the venue with breakfast, registration and invitation with partner to both dinners. In return for two to three presentations of the convening committee choice. In the event where the costs would exceed the above details, permission from the executive would be required

The cost for the overseas speaker should also be included in the cost of registration. This speaker is to be known as the ASCVP sponsored speaker. Most overseas speakers will require six to twelve months notice prior to the meeting for the ability to attend.

Invited Local Speakers

Speakers may be invited from within Australasia, if their area of expertise is relevant to the scientific program. In return for 1 or 2 presentations, the invited speaker should receive free registration, and 3 nights accommodation.

In the past it has only been an international speaker that was invited, but recently local speakers have been more involved and we found this to be extremely successful. The society has a number of members who have specialised in a particular area of perfusion, so I think that these members should be invited to present. Also there are a number of members who are simply good presenters. I believe that the invited speakers should receive recognition at the meeting for being selected to present, and therefore this opportunity should be highly regarded. I think this creates much more interest in the meeting, and hopefully the position of invited speaker may eventually become sought after! Being an invited speaker is also good for the individuals CV. The other advantage of invited speakers is that it creates a faculty. This gives the meeting a more international standard, and is

also required for the allocation of CEU points for the American Board of Cardiovascular Perfusion. In becoming an invited speaker, the individual is not eligible for an award.

2nd Invited Overseas Speaker

A second speaker from overseas may be invited, however they should only be offered 5 nights accommodation with breakfast, registration, and invitation with partner to Friday and Saturday dinner, and optional Sunday tour (ie same as the 1st invited overseas speaker except no airfare).

Corporate Speakers and program content in general

Corporate speakers at the meeting can be a good thing if they are appropriately included. I think that means a few do's and don'ts. The corporate speaker has two opportunities to present, either by invitation or submission of an abstract. The organising committee has the right to reject any presentation if the abstract for the presentation is considered unsuitable. If an abstract is submitted, then it is up to the scientific committee to look at all the submitted abstracts and select the best abstracts for presentation. Perhaps it could be a corporate speaker but that would be based on the scientific merit of their abstract submission. What we are aiming for is that hopefully one day we have an ideal situation where we will get more abstract submissions than we can fit into the program, and we will have to select who will be selected according to their abstract. The main thing when including corporate speakers that a balance is achieved, such that the program does not become "too corporate". I think that this is where the invited speakers play a big part, since at the moment we are not achieving our "ideal situation" where we have more abstracts from members than we can handle. At the same time however, we don't want too many invited speakers such that we miss out on submitted presentations. A good idea is to have a couple of presentations "up your sleeve" from the organizing committee for example, that you can include or remove from the program according to the number of submitted presentations.

Presentation guidelines

Invited speakers should receive some brief guidelines on the topics you wish to be covered in their invited presentation. In this way, the overall content, continuity and relevance of the presentation and therefore session can be developed.

Refer to the example document Trade presentation guidelines, and Presentation guidelines on CD.

Moderators

One or two moderators should be selected for each session, upon completion of the program planning. The moderators should be selected on their expertise on the subject matter in each session if possible. Also, it may be appropriate to involve a new graduate or even a student. The moderators should receive a copy of the abstracts for their session as early as possible.

Preliminary Program

In order to develop a preliminary program, you will need to decide upon the Friday workshops, invited speakers, social functions, session times and possibly moderators (but not essential). Once this is complete the preliminary program should be submitted to the executive committee for approval. Once approval has been obtained from the executive the preliminary program can be freely advertised (gazette, website etc).

Meeting Slide

A meeting slide should be used in between presentations, also displaying the sponsors company logos. An example can be obtained from Richard Newland.

Finance

Calculating Cost of conference & Budgeting

The cost of the conference needs to be calculated down to the cost of a registration. The executive can't stress enough the importance of an accurate cost for registration, as we would be subsidising non-members if the registration does not reflect the true cost. Once a total has been arrived at, divide figure by 80 registrations for a per attendee registration cost.

Refer to the file "Conference costs" on the CD. This file contains an example of costs from the Adelaide 2002 meeting, and calculations of the registration cost.

Alcohol should not be served at lunch, and lunch should be of buffet style served in the trade area to optimise exposure of the trade to delegates.

Both Friday welcome and Saturday pre-dinner drinks should be limited to one hour. Experience has shown that alcohol is better value on consumption and signed for after each function.

Banking

An account should be set up in the name of the meeting (eg ASCVP 2003 ASM). Currently the ASCVP account is held with the Commonwealth Bank, therefore it is easier to set up if the meeting account is also with the Commonwealth Bank.

This will require a letter from the Society Executive allowing the use of the word "ASCVP" and a statement as to how the account is to be operated. ie the requirement of two signatures etc. The Society Treasurer should have a copy of this on file. Also apply for a credit merchant facility on this account, allowing people to pay for registrations, partner dinners and optional activities by credit card.

No funds may be directly deposited into the regular ASCVP bank account.

Accounts recording

Detailed accounts must be kept for all transactions (income and expenditure) and a consolidated report submitted to the Treasurer within 2 months of the conference.

On receiving payments all amounts must be recorded along with the following information. Date - Name - Income category (and comment)- GST (if applicable) - receipt number issued and membership. Expenditure also should have the same details recorded. *I would recommend the organising committee to purchase some sort of basic accounting software. This allows the splitting of income and expenditure into separate categories, assists with monthly account reconciliation and eases the burden of GST calculation and reconciliation. A basic application such as Microsoft Money or Quicken will cost Approx \$80. An account record template example is provided on the CD in Microsoft Excel format (Filename: ASM Accounts)*

A tax invoice should be provided for all income. An example of this document is included.

Registration

Paper copies of registration details needs to be available at the registration desk at the meeting. At least 2 people should be available at the registration desk, one to hand out the program, conference bag and name tag for pre registrations, and one to deal with new registrations. Refer to the registration database on the CD. This database requires Microsoft Access to run, and is best used in XP version. This database can be used to store registration data, keep track of progress via reports, and to print individual name badges for registration on the day of the meeting. An area should be set aside for CEU point sign-in, and should be clearly signposted.

Tips:

Don't be afraid to ask the ASCVP treasurer or previous meeting treasurers for advice.

-It is useful to have the 2 account signatories in the same institution to make cheque payments easy.

Buy, beg borrow or steal some sort of financial software, preferably a version with GST facility. The books can be done in Excel but you may find it easier for categorising transactions and reconciling bank statements using this software. Once the meeting is finished and the books are closed it is then very easy to determine your GST liability (and profit/loss).

The registration database is very good at keeping track of who had paid for what. It also has some nifty reports that you can print to have handy on the day when people want to know exactly they have and have not paid for.

Have at least 3 -4 people on the registration desk on the opening morning. At between 8 and 8:45 it will be very busy. 2 can be allocated to registering new participants, as this is quite labour intensive (taking money, processing credit cards, printing name badges), with 1 or 2 handing out satchels and name badges to pre-registered participants.

Separate the areas where pre-registrants and those wanting to register congregate, and a separate area for CEU point sign in.

A laptop, printer and numerous pens (the venue can supply these) make this process easier.

One person needs to be "floating " around the registration area for most of each morning session to register late arrivals

Notes:

Publicity, Mail-out + Printing

Please obtain a mail out list from Ken Gall (ASCVP secretary) for address information.

Items for professional printing:

Brochures (200) – extras can be taken to overseas meetings for advertising (if applicable)

Programmes (120)

Advertising

National - ASCVP Gazette (Contact Darryl McMillan)
 - Website (Contact Kieron Potger)

International - Perflist
 - Websites – AMSECT/AACP/European

Corporate Notification

Please refer to sponsorship below

Time line for publicity:

Gazette announcement – Nov (year before the meeting)

Gazette flyer + call for abstracts - April

Sponsorship letter - April

Mailout - Brochure/Registration form + call for abstracts + Hotel flyer +local promo material(optional) – June/July

Refer to the Promotion folder on the CD for example documents.

Please contact Richard Newland if you would like a copy of the Adelaide 2002 meeting program in electronic form.

Notes:

Sponsorship

Corporate involvement and sponsorship is an important component in organising the ASM, as it is a major source of income for the meeting. A balance should be achieved, between giving the sponsors the recognition they deserve in their support of the meeting, and promoting the meeting as the major event of the society.

Trade stands

The companies Trade area must be large enough to hold 12-14 trade booths plus enough area so food and beverages can be served within the trade area. Please give consideration to 80 –90 people moving around in this area with food and drink.

The AV hire company should organise the layout of trade stand areas. The floor plan should also be included with the mail out to companies.

The following should be included in the price.

Area 4-6 m²

Lights

Table with linen

Backboard

Power supply + power board

Two Friday and Saturday meeting registrations and admissions to the Friday night dinner.

Please note if the trade area is being used later on the Saturday night for pre-dinner and/or dinner the trade area will required what is referred to as a quick pull down this costs extra so please ask to have it added to the quote if necessary.

Functions to be held in the trade area:

Friday: morning tea, lunch, afternoon tea, welcome drinks

Saturday: morning registration & Light breakfast, morning tea, lunch, afternoon tea

Setup must be completed prior to morning tea on the Friday (as per local venue management, usually Friday morning prior to meeting (06:00)).

Tear down Saturday afternoon (local venue management will advise on a time requirement if applicable. This will depend on whether Trade room is being used Saturday evening).

Corporate Sponsorship

The following are suggestions for sponsorship.

Abstract book & program

Conference Bag (This is reserved for Cellplex unless they request otherwise)

Breakfasts

Morning and afternoon tea

Friday Dinner

Saturday night - Pre-dinner drinks

Sunday Event

The Saturday dinner is not available for sponsorship, as this is an ASCVP sponsored event, ie it is included as part of the registration fee.

Sponsorship of a function should be announced at the preceding session at the meeting. It should also be acknowledged in the abstract book & programme, the meeting brochure, and social functions.

A meeting slide should be used in between sessions, with each sponsors logo displayed on the slide. Please contact Richard Newland for an example.

Sponsorship of the above events provides the opportunity for the sponsor for marketing during the event. Provided are some suggestions for marketing, which may include (but are not limited to) the following:

- Place card type advertising on drink and food trays.
- Signage or product displays.
- Competitions.
- Giveaways.
- Welcome speech.

Sponsorship and trade display area reservation should be offered on a first-come-first-served basis, with preference given to companies that are a member of the ASCVP, however final allocation and confirmation of trade display areas should occur once all the areas are filled or near filled. If multiple areas are requested, they should only be allocated if this does not preclude the participation of another company. If the sponsorship proposal letter is sent out in April, then the deadline for allocation of trade display areas should be 30th September (as outlined in the sponsorship letter). Allocation of trade display areas should be confirmed by issuing of a tax invoice.

All companies are encouraged to attend the Saturday night dinner as the Society likes to acknowledge the effort by the corporate sector by awarding the **Best Trade Display**.

Those companies wishing to award a first prize for any competition may do so at the dinner on Saturday night. Those companies wishing to place material in the conference bags may do so.

Refer to the file “Corporate sponsor contact details” on the CD for address and contact information. Please note that this information may change, therefore each company should be contacted by phone to confirm the details.

Refer to the files “Sponsorship letter”, and “Sponsorship letter 2” for example documents (the first document is the initial mailout, and the second document is to the sponsors that have paid for a trade display area).

Refer to the file “Floorplan”, as an example floor-plan.

Refer to the file “Trade display receipt” as an example tax invoice of sponsorship monies.

Requests from companies for a list of delegates should be declined, as this is a breach of privacy.

Notes:

Miscellaneous

ABCP (American Board of Cardiovascular Perfusion) CEU points

At the 2003 AGM, it was decided that we should apply for CEU accreditation points from the American Board of Cardiovascular Perfusion (ABCP). This task should be carried out by members of the organising committee delegated to registration.

The procedure for obtaining American Board of Cardiovascular Perfusion approval for programs seeking Category I CEU credit hours for perfusionists is as follows:

Requests from the organising committee must be received by the ABCP National Office at least thirty days prior to the date of the meeting. A minimum of 75% of the contact hours must consist of perfusion related material to qualify for Category I CEUs. You may email or fax written information to begin the process, and then send originals with your check.

A letter requesting CEU assignment must be accompanied by:

1. A copy of the program identifying meeting sponsor (ASCVP organising committee), chairperson, moderators and faculty
2. A timed agenda specifying topics and presenters
3. Titles, affiliations, credentials and/or qualifications of all faculty
4. A sample of each:
 - a. Meeting evaluation form (send tabulated results one month after meeting occurs)
 - b. Daily sign-in sheet (keep records for 4 years)
 - c. Certificate or letter of CEU credit
5. Application fee of \$50.00

(Therefore to start the process, I would recommend sending an email to the ABCP (abcp@abcp.org) applying for CEU points with the meeting dates and location. Include a link to the ASCVP website. Include the following files with the email: Preliminary program, Faculty details, Meeting evaluation form, CEU sign in sheet, CEU certificate. Once feedback has been given from the ABCP you can submit any other requested information and a cheque for \$US 50.00)

Organisers will be required to post or display the sign-in periods. Sponsors must provide verification to all attendees in the form of an official document such as a letter or certificate, specifying the total number of CEU credit hours earned by that individual. There is no limit on the number of CEUs a CCP may claim for any one Category I meeting.

The actual number of CEUs assigned to the meeting can be promoted once the process has been approved by the ABCP.

Note: be careful not to confuse the ABCP (Australian Board of Cardiovascular Perfusion) and the American board. Please include the full name of the American board in publications instead of the abbreviation.

In order to promote that CEU approval is being sought, it would be best to organise as much of the scientific program as early as possible, in order to satisfy conditions 1 and 2 above. Once the process is initiated, you cannot advertise that CEUs will be available, but you can advertise that the process is being undertaken. Here is an example from the American Academy newsletter advertising the point assignment for their ASM:

The Program Committee for the Annual Seminar of The American Academy has complied with the rules for CEUs of the American Board of Cardiovascular Perfusion (ABCP). Signature sheets will be available at various times throughout the weekend. Opening announcements will have further information regarding the sign in sheets. Each attendee will receive a letter of certification after the meeting stating the final CEUs that they signed in for, with a copy to the ABCP. No CEUs may be given without a signature of the attendee for the event. These are category 1 CEUs.

The following paragraph should be inserted into the program book once CEU points are awarded by the ABCP:

CEU Credit Procedures

Those who wish to receive CEU points for this meeting must sign in once each day and complete and return the meeting evaluation form. Please make sure that the registration staff have your mailing address in order to receive your certificate.

The sign in sheets will be available at the registration desk at the following time only:

Friday	08:00 – 11:00
Saturday	08:00 – 11:00

Awards

Presented by the President.

Awards vary from year to year depending on sponsorship. Liase with the secretary as to the current status of the awards, but generally this is taken care of at the meeting by the executive. Companies representative must be called up to present awards.

It is generally advisable to liase with the ASCVP Secretary to ensure Shields are available., and to make sure that the information regarding the awards is up to date for inclusion in the program book.

ASCVP Travel Scholarship

The convening committee on the close of abstracts will nominate members for travel assistance (up to 3), based on the merit of the submitted abstract.

Nominations are then passed onto the executive for final approval and notification of recipients. The number of awards will be determined by the executive and may vary year to year.

Photography

It is a good idea to have a volunteer photographer with a digital camera for the meeting.

Suggested people include:

- Richard Newland
- Keiron Potger
- Anyone on the organizing committee with a digital camera!

Final Preparation

The few weeks leading up to the meeting can be a busy time. Here is a list of suggested tasks that should be completed during this time:

- Confirm with the AV company that all equipment requested will be available as previously arranged.
- Organise catering
- Finalise scientific program as early as possible after the close of abstracts. Finalise moderators if not already done.
- Once program is finalized advise venue(s) and AV company of timings.
- Format abstracts for the program book so that the formatting is uniform (see program book example from Richard Newland)
- Print program books (120)
- Once program is complete, update website
- Confirm social function logistics and update venues with projected attendance (remembering that we usually get around 20 – 30 registrations in the last week before the conference and on the day.
- Find out when the overseas speakers(s) are arriving, and perhaps organize a dinner for them to meet the organizing committee on the Thursday night before the meeting (if you want).
- Organise compilation and printing of the program books
- Arrange for the meeting satchels to be delivered to the venue a couple of days before the meeting and pack with the programs and corporate info.
- Brief moderators as to any particular instructions that you may have for particular sessions. Remind them to keep to the time allotted for each presentation, otherwise the sessions will go overtime. One way of doing this is via an electronic timer, or bell that is sounded (quietly) by the moderator at the completion (or 2 mins before completion) of the allotted presentation time. Inform the speakers if you plan to use this technique.
- Organise gifts for overseas speakers. A suggestion is a woodturning from Ken Gall. Moderators and faculty may receive a small gift if you wish. Polo shirts with the ASCVP logo and meeting date/location work well.
- Speak to event coordinator to arrange meal for band (if applicable)
- Provide presentations to the AV company. (its is a good idea to rename the presentations in the format Day-Surname-Topic)
- Bring a USB drive to the meeting if you have one – they can be handy to transfer presentations if the speaker has not already provided their presentation, or wants to update it.
- Organise 2 people each day of the meeting to handle the roving microphones.

Good Luck!!

Notes: