

STANDARD OPERATING PROCEDURES

Addendum 3

MIDWEST AREA BIOSAFETY NETWORK (MABioN)

ANNUAL SYMPOSIUM TIMELINE

I. PURPOSE

This procedure describes the timeline for the annual symposium. This timeline is necessary for establishing and implementing an effective method to develop a program agenda, sequester a host and quality speakers and notify the Midwest Area Biosafety Network (MABioN) members of the annual symposium.

II. SCOPE

This procedure and any proposed changes shall be subject to approval by the Executive Council of MABioN as per the MABioN By-Laws.

III. PROCEDURES

1. Symposium Announcement Mailings

No less than **five weeks** prior to the symposium, and after the symposium meeting-date/time/building location/program are set, symposium registration information is sent to MABioN members. One week later, the symposium material may be sent to designated non-members by the MABioN secretary. The registration material should include:

- MABioN member cover letter
- MABioN member symposium registration form
- Directions to symposium site
- Information on Lodgings

or

- Non-member cover letter
- Non-member symposium registration form
- Directions to symposium site
- Information about Lodgings
- Membership form

The MABioN Secretary provides information about the number and name of registered attendees to the MABioN Treasurer and the Symposium host or sponsor. Symposium registration should be closed out at least 1 week prior to the symposium to allow the MABioN Treasurer enough time to prepare and send the final attendee roster to the symposium host and/or the program chair so that the symposium host has enough time to make final security and parking arrangements. The printing of name tags is to be coordinated between the Treasurer and the Symposium host. Either may print the tags, provided it is agreed to beforehand.

Whenever possible, symposium attendees should receive confirmation that their registration has been received and accepted.

2. Symposium Program

The Symposium host and MABioN Symposium chair will be responsible for working out the details of the symposium agenda/program. After approval of the program by the Executive Council, speakers should be sent a symposium program draft no less than 2 months prior to the symposium to allow them to make corrections. A final program will be sent to speakers approximately one week prior to the symposium.

The Symposium host is responsible for coordinating each of the following with the MABioN Symposium chair:

- Content of Speaker introductions
- Soliciting questions/monitoring presentation time
- Speaker gift presentation
- Facility orientation (restrooms, etc)

3. Speakers

The MABioN Symposium chair sends a formal invitation, after contacting a potential speaker or as a means of making initial contact with a potential speaker.

It is the responsibility of the MABioN Symposium chair to send “thank you” letters on behalf of MABioN to the speakers after the symposium.

- ▶ A copy of all letters sent to speakers should be submitted to the MABioN Secretary to archive.

Speakers must provide the Symposium host with audiovisual requirements at least 1 month prior to the symposium.

If the nature of the symposium permits display tables, the Symposium host and/or program chair will coordinate the placement, display size and content with displayers prior to the symposium.

4. Symposium Food

The Symposium host usually provides a continental breakfast, morning and afternoon refreshment breaks and lunch to attendees. Break refreshments and lunch should be located in areas that are in close or reasonable proximity to the meeting rooms. The lunch break should allow enough time for MABioN members to eat lunch, network a little and attend the brief general meeting that takes place 15-20 minutes before the symposium afternoon session. Reimbursement by MABioN or by sponsors must be negotiated prior to the symposium and agreed to by the Executive Council.

5. Pre-symposium Dinner and Accommodation Details

The MABioN Symposium chair should get confirmation of the number of people attending the pre-symposium dinner.

The pre-symposium dinner is intended for speakers staying overnight before the symposium, MABioN Council members, the symposium host and any guests he/she wishes to include. MABioN pays for the pre-symposium dinner, although the Symposium host institution often contributes some share of the dinner expenses.

The MABioN Symposium chair and/or Symposium host should confirm speaker accommodations and coordinate speaker transportation needs. It is preferred that the Symposium host negotiate and reserve a block of rooms (usually 15) with a preferred hotel.

6. Registrant Keepsakes

MABioN always provides some keepsake article(s) to symposium registrants (such as a pen, binder or similar item). MABioN and the Symposium host institution negotiate the costs of such items.