

# ANS CLASS I TOPICAL CONFERENCE APPROVAL FORM

## Step 1: CALENDAR PLACEMENT (18-24 months)

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### **CLASS I TOPICAL CONFERENCE APPROVAL**

ALL SECTIONS MUST BE COMPLETED

Name of Conference:

Preferred Conference Locations:

Expected # of Attendees:

Preferred Start Date:

Preferred End Date:

Alternate Start Date:

Alternate End Date:

General Description of the Conference:

Name and Contact Information to Present at NPC Screening:

Organizing ANS Division:

ANS Division Point of Contact:

Co-Organizers:      US:

International:

**Organizing Committee:** (All Organizing Committee MUST be ANS Members)

**General Chair:**

Name:

Affiliation:

Email Address:

Phone:

Current ANS Member:      Yes      No

**Technical Program Chair:**

Name:

Affiliation:

Email Address:

Phone:

Current ANS Member:      Yes      No

**Assistant Technical Program Chair:**

Name:

Affiliation:

Email Address:

Phone:

Current ANS Member:      Yes      No

**Exhibit and Sponsor Chair:**

Name:

Affiliation:

Email Address:

Phone:

Current ANS Member:      Yes      No

**Media and Social Media Chair:**

Name:

Affiliation:

Email Address:

Phone:

Current ANS Member:      Yes      No

**Other Committee Chair:**

Name:

Affiliation:

Email Address:

Phone:

Current ANS Member:      Yes      No

**Conference Information:**

**# of Papers:** **# of Panels:**

Schedule of Events: (NPC discourages more than three (3) concurrent sessions per day)

Day 1 (Sun) - Plenary Room Required:	# of Technical Session Rooms Required:
Day 2 (Mon) - Plenary Room Required:	# of Technical Session Rooms Required:
Day 3 (Tue) - Plenary Room Required:	# of Technical Session Rooms Required:
Day 4 (Wed) - Plenary Room Required:	# of Technical Session Rooms Required:
Day 5 (Thu) - Plenary Room Required:	# of Technical Session Rooms Required:
Day 6 (Fri) - Plenary Room Required:	# of Technical Session Rooms Required

**Food & Beverage:**

Breakfast:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.
Lunch:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.
AM Coffee Break:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.
PM Coffee Break:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.
Reception:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.
Banquet:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.
Other:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.

Description:

**Workshops:** (4 - half day or 2 - full day workshops maximum; the average workshop attendance is approx 25% of their total conference attendance)

Expected # of workshops:

**Tours:**

Expected # of tours:

**Other Events:**

Description:

**Exhibits:** Yes No

Is there an exhibit planned in conjunction with the conference?

How many exhibitors do you expect?

**Sponsors:**

What is the projected sponsorship revenue?

**Awards:**

Expected # of certifications:

Expected # of plaques:

Expected # of monetary awards and amount:

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**A tentative schedule must be included at the time of calendar placement. This is necessary for the hotel RFP to be sent out.**

**Tentative Schedule Sample****Sunday**

- Workshops (8:00am -12:00pm and 1:00 pm-5:00 pm)
- Registration Opens (4:00 - 7:00 pm)
- Welcome Reception (6:00 – 8:00 pm)

**Monday**

- Registration
- Exhibits
- Plenary Session (8:00 – 9:30 am)
- Coffee Break (9:30 – 10:00 am)
- Technical Sessions (10:00 – 11:45 am)
- Lunch on-own (11:45 am – 1:00 pm)
- Technical Sessions (1:00 - 2:45 pm)
- Coffee Break (2:45 – 3:15 pm)
- Technical Sessions (3:15 – 5:00 pm)

**Tuesday**

- Registration
- Exhibits
- Plenary Session (8:00 – 9:30 am)
- Coffee Break (9:30 – 10:00 am)
- Technical Sessions (10:00 – 11:45 am)
- Lunch (11:45 am – 1:00 pm)
- Technical Sessions (1:00 -2:45 pm)
- Coffee Break (2:45 – 3:15 pm)
- Technical Sessions (3:15 – 5:00 pm)

**Wednesday**

- Registration
- Plenary Session (8:00 – 9:30 am)
- Coffee Break (9:30 – 10:00 am)
- Technical Sessions (10:00 – 11:45 am)
- Exhibits Tear Down

- Lunch on-own (11:45 am – 1:00 pm)
- Technical Sessions (1:00 -2:45 pm)
- Coffee Break (2:45 – 3:15 pm)
- Technical Sessions (3:15 – 5:00 pm)
- Banquet (6:00 – 9:00 pm)

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## **Step 2: PRELIMINARY APPROVAL (12-18 months)**

- The contract for the conference venue is negotiated, reviewed, and ready for signature by ANS staff.
- Budget is prepared by ANS staff and reviewed by Committee.
- The Organizing Committee is fully established and functioning.
- The Technical Program Committee is complete and functioning.
- CPTC has approved Final Publication Plan.

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## **Step 3: STATUS UPDATE (6-10 months)**

- Track budget to plan.
- Current paper/panel count.
- Updates to program.
- Commitment of contributions.
- Concerns or outstanding issues.

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## **Step 4: FINAL REVIEW (3-6 months)**

- Track budget to plan.
- Registration status.
- Room block/housing status.
- Current paper/panel count.
- Updates to program.
- Commitment of contributions.
- Concerns or outstanding issues.

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## **Step 5: CLOSEOUT (2-3 months post conference)**

- ANS staff reconciles budget and provides closeout packet.
- Organizing committee provides lessons learned (1-2 weeks post conference).

This completed form will be sent to the ANS Director of Conferences, Desiree Dolecki, CMP,  
[ddolecki@ans.org](mailto:ddolecki@ans.org).

**Signature (type response):**

**Today's Date:**