ANS CLASS III EMBEDDED TOPICAL CONFERENCE APPROVAL FORM

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Step 1: CLASS III EMBEDDED TOPICAL CONFERNCE APPROVAL

ALL SECTIONS MUST BE COMPLETED

Today's Date:

Name of Embedded Topical Conference:

Request to Embed:
Annual Conference: Winter Conference: Year:

Expected # of Attendees:

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:

   ANS Member: Yes   No

Technical Program Chair:

Name:

Affiliation:

Email Address:

Phone:

ANS Member: Yes   No

Assistant Technical Program Chair:

Name:

Affiliation:

Email Address:

Phone:

ANS Member: Yes   No

Exhibit and Sponsor Chair:

Name:

Affiliation:

Email Address:

Phone:

ANS Member: Yes   No

Social Media Chair:

Name:

Affiliation:

Email Address:

Phone:

ANS Member: Yes   No

Other Committee Chair:

Name:

Affiliation:

Email Address:

Phone:

ANS Member: Yes   No

Publications:

Date Preliminary Publications Plan Approved by CPTC:

Copy of the approved Preliminary Publication Plan is attached: Yes   No

> If the preliminary publication plan will be approved during the same ANS national conference as the NPC screening committee meeting, the approved preliminary publication plan may be added to the conference initiation approval request package later; however, verbal confirmation of preliminary publication plan approval must be provided at the NPC screening committee meeting.

What are the paper submission and publication deadlines:

Call for papers issue date:

> Deadline for summaries:

> Deadline for full papers:

Will full papers be published in a journal?   Yes   No   If yes,

which one? When will the final publication be made available?

Publications Chair:

Additional Comments:

Technical Content: (Presentation format is 15 minutes + 5 for Q&A)

Expected # of papers:

Schedule of Events: (NPC discourages more than three (3) concurrent sessions per day. The embedded program will follow the National Conference schedule.)

Day 1 (Mon) - Plenary Room Required: # of Technical Session Rooms Required:

Day 2 (Tue) - Plenary Room Required: # of Technical Session Rooms Required:

Day 3 (Wed) - Plenary Room Required: # of Technical Session Rooms Required:

Workshops: (4 - half day or 2 - full day workshops maximum)

Expected # of workshops:

Tours:

Expected # of tours:

Other Events:
    Description:

Exhibits:

Is there an exhibit planned in conjunction with the conference? Yes   No

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:

EMBEDDED TOPICAL CONFERENCES (Class III)

Embedded Conferences do not have a budget; instead, they are folded into the National Conference.

Embedded topical conferences are technical topical conferences sponsored by one or multiple technical divisions of ANS held concurrently and co-located with ANS national conferences. The ANS division(s) involved is solely responsible for the technical content for the embedded topical conference including the call for papers, paper review and organization of technical sessions. The program for the embedded topical conference will be included in the national conference program. The presentation summaries will be published separately. Any additional cost will be the responsibility of the sponsoring division.

Divisions that hold an embedded topical conference at an ANS national conference shall be compensated for their efforts. Each milestone must be met by the deadline established. A schedule for the development of the topical conference program will be established by ANS to meet publication and conference requirements for the national conference.

The following incentive will be applied for each milestone achieved by the established deadline:
    $500 Developing the call for papers
    $500 Completing the initial technical review
    $500 Resolving all paper reviews

$500 Finalizing the official program and publication

$1,000 if all four milestones are completed by the established deadlines

Bonus structure:

For conferences with full papers, the total payout shall be multiplied by 1.5

For conferences with 90-160 submittals, the total payout shall be multiplied by 1.5 (medium-sized embedded)

For conferences with >160 submittals, the total payout shall be multiplied by 1.8 (large-sized embedded)

If multiple divisions are involved, the divisions will determine how the compensation will be shared.

Step 2:
- Present the request to embed at the next NPC screening meeting.

Step 3:
- Complete the technical conference publication plan and send to the ANS program specialist. The program specialist will add the publication plan to the next conference publication transactions committee (CPTC) agenda. Final deadlines will need to match ANS deadlines.

Step 4:
- Contact the ANS program specialist to begin the process for call for papers.
- Start monthly committee calls and include ANS staff.

Today's Date:

Signature (type response)

Printed Name:

This completed form will be sent to the ANS Director of Conferences, Desiree Dolecki, CMP, ddolecki@ans.org.