

# ANS CLASS I TOPICAL CONFERENCE APPROVAL FORM

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

- Calendar placement approval authorizes the start of advertising and marketing activities.

.....

### 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

**Marketing 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	Number of Plenary Session Rooms Required	Number of Technical Session Rooms Required
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Food & Beverage:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast						
Lunch						
AM Coffee Break						
PM Coffee Break						
Reception						
Banquet						
Other						

Description:

**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:

---

**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)

---

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

- 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.
- The contract for the conference venue is negotiated, reviewed, and ready for signature by ANS staff.

### **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.
- 

### **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.
- 

### **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).

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](mailto:ddolecki@ans.org).