

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.
- NPC Screening approval (for ANS use):

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CLASS I TOPICAL CONFERENCE APPROVAL

ALL SECTIONS MUST BE COMPLETED

Today's Date:

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:

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).

Signature (type response):

Printed Name:

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