

FORM 1A - CLASS I TOPICAL MEETING APPROVAL FORM INSTRUCTIONS

SUMMARY OF ACTIONS

This section is for the use of the National Program Committee, its Screening Committee and ANS Headquarters staff. Items in this section will be filled in by the NPC or ANS HQ as the information becomes available.

CLASS I TOPICAL MEETING INITIATION APPROVAL

This section is completed and submitted 18-24 months prior to the anticipated start date of the meeting by the organizing ANS Professional Division or a senior member of the Topical Meeting Organizing Committee acting in their behalf, with the assistance of the ANS Director of Meetings and Programs. The information provided will be used by the National Program Committee Screening Committee in their evaluation of planning and meeting viability, and ultimately approval to place the topical meeting on the ANS meeting calendar and approve topical meeting initiation.

Presentation Date: Date of the topical meeting initiation request presentation.

Presenter's Name and Contact Information. Provide the name and contact information of the person presenting the topical meeting initiation request. A representative of the topical meeting (typically the General Chair or Technical Program Chair) must attend the NPC Screening Committee meeting to present the request, provide background information and answer questions from the NPC Screening Committee.

General Description of the Meeting: Provide a short description of the technical area of the meeting, the objectives of the meeting, and the target audience.

Organizing ANS Division: Indicate which ANS Professional Division is the primary organizer of the topical meeting with sole responsibility for all aspects of the topical meeting. Provide point of contact information (name, phone, email).

ANS National Point of Contact: Provide point of contact information.

Co-Organizers: Indicate any co-organizers for the meeting, including other ANS Professional Divisions and other professional societies, and whether they are domestic or international.

Proposed Venue: Provide name and location of the proposed meeting venue and the proposed start and end dates.

Organizing Committee:

General Chair and Technical Program Chair: Provide the information requested. While ANS does not require that every member of the organizing committee be an ANS national member, it is required that the General Chair and/or Technical Program Chair be an ANS national member, familiar with the ANS policies and procedures for running ANS topical meetings.

Other Organizing Committee Positions: If other members of the Organizing Committee have been identified provide the information requested.

Publications:

Date Preliminary Publications Plan Approved by MPTC. Provide the date the Preliminary Publications Plan was approved by the MPTC.

Copy of the approved Preliminary Publication Plan is attached. Provide a copy of the approved Preliminary Publications Plan to the ANS Director of Meetings and Programs for inclusion in the Topical Meeting Initiation Request Package. If the Preliminary Publication Plan will be approved during the same ANS national meeting as the NPC Screening Committee Meeting, the approved Preliminary Publication Plan may be added to the Meeting Initiation Approval Request Package later; however, verbal confirmation of Preliminary Publication Plan approval must be provided at the NPC Screening Committee meeting.

Types of papers. Check the appropriate box for paper types.

Answer questions and provide dates as requested.

Publications Chair. Provide the name and contact information for the Publications Chair.

Additional Comments. Provide any other comments/information that is deemed pertinent for the NPC Screening Committee to have to determine meeting initiation approval.

Technical Content:

Provide information as requested.

Food & Beverage:

Provide information as requested.

Poster Sessions:

Provide information as requested.

Exhibits:

Answer questions as listed.

Attendance:

Provide information as requested.

CLASS I TOPICAL MEETING INITIATION REQUEST RESULTS

This section is used by the NPC Screening Committee to document the results of the review of the Class I Topical Meeting Initiation Request. The NPC Screening Committee may do one of the following:

1. Request Approved. Approval results in placement on the ANS Meeting Calendar and posting on the ANS website under Topical Meetings and Conferences. Contract negotiations can begin and ultimately a contract can be signed by the ANS Director of Meetings and Programs. Detailed meeting planning should begin in earnest. The meeting can be advertised using the ANS name and branding.
2. Request with Conditional Approval. Conditional approval will come with comments, concerns and caveats that will need to be addressed before the conditional status can be removed. Once the comments have been resolved to the satisfaction of the NPC Screening Committee, approval will be granted and all actions associated with approval may move forward.
3. Request Denied. Disapproval will come with comments explaining why the request was denied.

CLASS I TOPICAL MEETING FINAL BUDGET APPROVAL

The final budget for a Class I Topical Meeting must be submitted and approved by the end of June in the year prior to the meeting or at the time of final meeting approval (10-14 months before the meeting), whichever comes first. Examples:

1. If the meeting is scheduled for September 2021, then the 10-14 month window for final meeting approval is August-December 2020; but the final budget must be approved before that, by the end of June 2020.
2. If the meeting is scheduled for January 2022, then the 10-14 month window for final meeting approval is November 2020-March 2021. This is before the June of the year prior to the meeting (June 2021), so the final budget would need to be approved at the time of final meeting approval.

Presentation Date. Date of the Final Budget Approval Request presentation.

Presenter's Name and Contact Information. Name and Contact Information of the request presenter. A representative of the topical meeting (typically the Financial Chair, General Chair or Technical Program Chair) must attend the NPC Screening Committee meeting to present the request, provide background information and answer questions from the NPC Screening Committee.

Finance Chair's Name and Contact Information. Provide the name and contact information of the Topical Meeting Finance Chair.

ANS Form 3 must be attached with the Final Budget information completed, following the guidance and advice of the ANS Director of Meetings and Programs.

Final Budget Details:

The presenter should be prepared to discuss the questions provided in this section.

CLASS I TOPICAL MEETING FINAL BUDGET APPROVAL REQUEST RESULTS

This section is used by the NPC Screening Committee to document the results of the review of the Class I Topical Meeting Final Budget Request. The NPC Screening Committee may do one of the following:

1. Approve the Class I Topical Meeting Final Budget. Once approved, the budget is fixed and should not be changed to correct routine variances. Variances after approval will be tracked by the Finance Chair, and discussed with the GC, Organizing Committee, the ANS Director of Meetings and Programs and the NPC Mentor/Liaison. Variance analyses, statements of causes and impacts and corrective action plans may be required as deemed necessary by the ANS Director of Meetings and Programs. If unusual circumstances indicate a need to revise the budget, approval by the NPC Screening Committee will be required before any changes can be made.
2. Conditionally Approve the Class I Topical Meeting Final Budget. Conditional approval will allow only certain activities to proceed as delineated in the conditions stipulated. Actions required to remove the conditional status and allow all future expenditures to take place will be stipulated at that time, along with a schedule to revisit the budget for approval.
3. Approval denied the Class I Topical Meeting Final Budget. Comments explaining why the request was denied will be provided.

CLASS I TOPICAL MEETING FINAL APPROVAL

Venue Contract Attrition/Penalties Descriptions and Dates. Typical meeting venue contracts specify penalties for meeting cancellation and failure to meet minimum requirements for hotel room block utilization, food and

beverage orders, etc. Provide brief descriptions, dollar amounts and dates of any such penalties as stipulated in the venue contract.

Final Approval Request Date. This is the date of the final approval presentation to the NPC Screening Committee.

Presenter Name and Contact Information. Provide the name and contact information of the person presenting the topical meeting Final Approval request. A representative of the topical meeting (typically the General Chair or Technical Program Chair) must attend the NPC Screening Committee meeting to present the request, provide background information and answer questions from the NPC Screening Committee.

Final Approval Considerations. Provide the information requested.

Additional Comments. Use this section to provide additional information that would be of interest to the NPC Screening Committee. Such information may include:

- Unique specifications and requirements in the venue contract
- Unique features of the Publication Plan, comments from the Publication Plan approval process
- Organizing Committee including issues and concerns
- Technical Program status, including issues and concerns
- Plenary session planning, including any issues
- Technical Tour planning, including any issues
