

FORM 1 - CLASS III TOPICAL MEETING APPROVAL

SUMMARY OF ACTIONS (for NPC and ANS HQ use only)

Name of Meeting:

Annual Meeting:

Start Date:

End Date:

Winter Meeting:

Key Dates

Meeting Initiation Request Submitted:

Approved:

Prelim Publication Plan Approved by MPTC

Date:

Final Publication Plan Approved by MPTC

Date:

Final Budget Submitted to NPCSC:

Approved:

Final Meeting Approval Request Submitted:

Approved:

CLASS III TOPICAL MEETING INITIATION APPROVAL (To be completed by Topical Meeting Leadership)

Presentation Date:

Presenter's Name and Contact Information:

General Description of the Meeting:

Organizing ANS Division:

Point of Contact:

ANS National Point of Contact:

Co-Organizers: US:

International:

Proposed Venue:

Proposed Start Date:

Proposed End Date:

Organizing Committee:

General Chair:

Name:

Affiliation:

Mailing Address:

Email Address:

Phone:

ANS Member: Yes No

Technical Program Chair:

Name:

Affiliation:

Mailing Address:

Email Address:

Phone:

ANS Member: Yes No

Other Organizing Committee Position:

Name:

Affiliation:

Mailing Address:

Email Address:

Phone:

ANS Member: Yes No

Other Organizing Committee Position:

Name:

Affiliation:

Mailing Address:

Email Address:

Phone:

ANS Member: Yes No

Publications:

Date Preliminary Publications Plan Approved by MPTC:

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

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: Contributed Invited Both

Any limitations on who can contribute papers?

For invited papers/talks, who selects the invited authors?

What are the paper submission and publication deadlines:

Call for papers issue date:

 Deadline for summaries:

 Deadline extended date:

 Deadline extended date:

 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:

Estimated # of attendees:

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

Day 1 – # of Plenary Sessions:	# of Technical Session Rooms Required:
Day 2 – # of Plenary Sessions:	# of Technical Session Rooms Required:
Day 3 – # of Plenary Sessions:	# of Technical Session Rooms Required:
Day 4 – # of Plenary Sessions:	# of Technical Session Rooms Required:
Day 5 – # of Plenary Sessions:	

Food & Beverage will be based on the national meeting

List any other events you would like to host (NOTE- Funds will be required.)

of Other:

Locations:

of Tours:

Poster Sessions:

Expected # of poster sessions:

Expected # of posters in each session:

Exhibits:

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

Is a room preferred or can exhibits be in foyer?

Will exhibits be tabletop or pipe and drape?

How many exhibitors do you expect?

EMBEDDED TOPICAL MEETINGS (Class III)

Organizing an Embedded Topical Meeting Embedded Topical Meetings are technical topical meetings sponsored by one or multiple technical Divisions of ANS held concurrently and co-located with ANS National Meetings. The Division(s) involved is solely responsible for the technical content for these meetings including the Call for Papers, paper review and organization of technical sessions. The program for the Embedded Topical Meeting will be included in the national meeting program. At the choice of the Division(s) the presentation summaries can be included in the meetings summaries or published separately. Any additional cost will be the responsibility of the sponsoring Division.

Any additional activities that incur costs (i.e., catering, technical tours, etc.) that the sponsoring Division(s) includes in their program will be billed directly to the sponsoring Division.

Division Payments for Embedded Topical Meetings Divisions that hold a topical meeting as an Embedded Topical Meeting at an ANS National Meeting shall be compensated for their efforts. The compensation¹ is calculated as the sum of the following:

- 1. \$30 per paper²
- 2. \$50 for each panel session (with duration less than 3 hours)
- 3. \$100 for each panel session (with duration of 3 or more hours)

In addition, the following additional incentives shall also be applied:

- 1. \$1000 for meeting all the schedule milestones on-time³ (for meetings with summaries)
- 2. \$2000 for meeting all the schedule milestones on-time³ (for meetings with only full papers)
- 3. \$1000 for meetings with more than 100 papers presented

Notes:

- 1. This is the total compensation to all Divisions.
- 2. This is based on the total number of papers or summaries presented at the meeting. It is computed as the total number of papers listed in the Official Program minus the number of no-show authors.
- 3. A schedule for the development of the topical meeting program will be established by ANS to meet publication and meeting requirements for the national meeting. These milestones include (1) developing the Call for Papers, (2) completing the initial technical review, (3) resolving all paper reviews, and (4) developing the Official Program. If all of these are completed according to the established schedule, then the Division is awarded with this additional incentive