

# FORM 1C: CLASS III EMBEDDED TOPICAL MEETING APPROVAL FORM

## INSTRUCTIONS

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Embedded Meetings do not have a budget; instead, the Embedded Meeting folds into the National Meeting.

The Embedded Meeting will follow the schedule of the National Meeting; this includes fees, meals, etc.

An Embedded Meeting can hold different events. However, any costs for these events are not included in the National Meeting budget. The Division hosting this meeting and these events will need to raise funds to cover the fee or charge the attendees.

- Contact the ANS Director of Meetings as soon as you decide you would like to embed in the National Meeting.
- Before submitting a questionnaire for an embedded meeting, staff will advise if space is still available in the hotel of the meeting/year you would like to embed.
- Once space availability is confirmed, complete the Class III Questionnaire, and send it to the ANS Director of Meetings.
  - [CLASS III - EMBEDDED MEETING QUESTIONNAIRE](#)
  - When the Director of Meetings receives it, you will be contacted if any information is missing from the form.
  - Next, the Director of Meetings will add your request to the next NPC Screening Call agenda. You will receive your approval to embed during the NPC meeting.
- Contact the ANS Program Specialist to begin the process for your technical program.
- Complete the Technical Meeting Publication plan and send to the ANS Program Specialist.
  - [TOPICAL MEETING PUBLICATION PLAN](#)
  - When the Program Specialist receives it, you will be contacted if any information is missing from the form.
  - Next, the Program Specialist will add your publication plan to the next Meeting Publication Transactions Committee (MPTC) agenda.
- When National Meeting planning committee meets, the technical program chair(s) will be invited, and it is recommended they participate in the National Meeting planning committee calls.

Divisions that hold a topical meeting as an Embedded Topical Meeting at an ANS National Meeting shall be compensated for their efforts.

The compensation<sup>1</sup> is calculated as the sum of the following:

1. \$30 per paper<sup>2</sup>
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 of the schedule milestones on-time<sup>3</sup> (for meetings with summaries)
2. \$2000 for meeting all of the schedule milestones on-time<sup>3</sup> (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. If multiple Divisions are involved, the compensation will be split equally amongst them (unless prior arrangements are made – and signed by all Divisions involved).
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.