FORM 1 - CLASS I TOPICAL MEETING APPROVAL

(See Form 1A for instructions on completing this form)

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

Name of Meeting:

Approved Meeting Location: Start Date: End Date:

Key Dates
    Meeting Initiation Request Submitted: Approved:

    Hotel Contract Signed:

    Hotel Contract Attrition/Penalty Dates:

    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:

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CLASS I 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

Marketing Chair (required position for approal):
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?:

Additional Comments:

Technical Content:

Expected # of papers:

Presentation format: 15 minutes + 5 for Q&A   20 minutes + 5 for Q&A

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: # of Technical Session Rooms Required:

Food & Beverage:

	Additional Information						All Attendees	
# of Breakfasts:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Yes	No
# of Lunches:	Sun.	**Mon.**	Tue.	**Wed.**	**Thu.**	**Fri.**	Yes	No
# of Coffee Breaks:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Yes	No
# of Receptions:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Yes	No
# of Banquets:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Yes	No
# of Other:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Location:	
# of Tours:	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.		

Poster Sessions:

Expected # of poster sessions:

What day(s) will this take place:

Expected # of posters in each session:

Exhibits:

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

Setup Day / Teardown Day: /

Is a room preferred or can exhibits be in foyer?

Will exhibits be tabletop or pipe and drape?

How many exhibitors do you expect?
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CLASS I TOPICAL MEETING INITIATION REQUEST RESULTS (To be completed by the NPC Screening Committee)

Select one:

- Class I Topical Meeting Initiation Request Approved (Date):

- Class I Topical Meeting Initiation Request Conditionally Approved (Date):
  - Actions to remove "Conditional" caveats:

  - Date of meeting/conference call to review for approval:
  - Results of review:

- Class I Topical Meeting Initiation Request Disapproved (Date):
  - Comments:

NPC Mentor/Liaison Assigned (Date):
- Name:
- Affiliation:
- Phone:
- Email:

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CLASS I TOPICAL MEETING FINAL BUDGET APPROVAL (To be completed by Topical Meeting Leadership)

A proposed Final Budget for a Class I Topical Meeting must be submitted to the ANS Director of Meetings and Programs and approved by the NPC Screening Committee 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. This timing allows ANS to establish an annual budget for the upcoming year.

Presentation Date:

Presenter's Name and Contact Information:

Finance Chair's Name and Contact Information:

ANS Form 3 (Budget) is attached.

Final Budget Details:

Revenue:

- The Final Budget must be conservative with respect to the numbers and types of registrants, paid event attendees, tour participants, number and types of exhibitors, and the amount of contributions used to estimate revenues.
- What has been the attendance and trend for past two meetings?
  Date/Location:

  Date/Location:

- How does the expected number of papers/presenters compare to past two meetings? What is the trend?

- The ANS standard fee structure must be followed.
- Student, Emeritus, Guest, and Technical Tour fees must be sufficient to at least cover the associated costs.
- Will there be any complimentary registrations?   Yes   No   If yes, for whom:

- If there are any speaker expenses, i.e., registration fee, travel costs, these must be included as an expense in the budget.

Expenses:

- The Final Budget must include the number of attendees for the reception, banquet, meals, coffee breaks, etc. used to estimate expenses.
- Food and beverage expense estimates must reflect the latest confirmed banquet menu.
- Any outside costs, including, but not limited to, credit card fees, registration license fees, program formatting, etc., plus estimated staff labor will be included in the budget.
- A contingency of at least 10% of the total estimated costs will be included.

General:

- Note that the 10% contingency is to be used only to cover overages on budgeted expenses and cannot be redirected to provide new goods or services.
- Is the projected net revenue at least 15% of total anticipated revenue?   Yes   No   If No, please explain:

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CLASS I TOPICAL MEETING FINAL BUDGET APPROVAL REQUEST RESULTS (To be completed by the NPC Screening Committee)

Select one:
- Class I Topical Meeting Final Budget Approved (Date):

- Class I Topical Meeting Final Budget Conditionally Approved (Date):
  - o Actions to remove "Conditional" caveats:

  - o Date of meeting/conference call to review for approval:
  - o Results of review:

- Class I Topical Meeting Final Budget Disapproved (Date):
  - o Comments:

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CLASS I TOPICAL MEETING FINAL APPROVAL (To be completed by Topical Meeting Leadership)

Class I Topical Meeting Approval must take place at least a month before any attrition or other penalties stipulated in the meeting venue contract take effect, or 10-14 months prior to the meeting, whichever comes first.

Venue Contract Attrition/Penalties Descriptions and Dates:

Final Approval Request Date:

Presenter Name and Contact Information:

Final Approval Considerations:

- The contract for the meeting venue was negotiated, reviewed, and signed by the ANS Director of Meetings and Programs. Date signed:
- The Organizing Committee is fully established and functioning: Yes   No
  - o Comments:

- The Technical Program Committee is complete and functioning: Yes   No
  - o Comments:

- Final Publication Plan (Form 5) has been approved by MPTC and is attached: Yes   No
  - o If the Final Publication Plan will be approved during the same ANS national meeting as the NPC Screening Committee Meeting, the approved Final Publication Plan may be added to the Final Approval Request Package later; however, verbal confirmation of Final Publication Plan approval must be provided at the NPC Screening Committee meeting.

- o Comments:

- Status Report on Technical Program
  - o Plenary/Special Sessions:

  - o Session Organizers and Chairs:

  - o Invited/keynote speakers:

  - o Technical Tours:

  - o Comments:

- Additional Comments:

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CLASS I TOPICAL MEETING FINAL APPROVAL REQUEST RESULTS (To be completed by the NPC Screening Committee)

Select one:
- Class I Topical Meeting Final Approval Granted (Date):

- Class I Topical Meeting Final Approval Conditionally Granted (Date):
  - o Actions to remove "Conditional" caveats:

  - o Date of meeting/conference call to review for approval:
  - o Results of review:

- Class I Topical Meeting Final Approval Denied (Date):
  - o Comments:

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