TOPICAL MEETING INFORMATION QUESTIONNAIRE

CLASS:

NAME OF MEETING:

CALENDAR PLACEMENT SUBMITTED: **APPROVED:**

HOTEL CONTRACT REQUESTED: **APPROVED:**

PRELIMINARY APPROVAL SUBMITTED: **APPROVED:**

FINAL APPROVAL SUBMITTED: **APPROVED:**

DATE BUDGET SUBMITTED (NPC):   **APPROVED:**

INSTRUCTIONS:

Refer to the Topical Meeting Manual for detailed instructions and requirements for planning an ANS Topical Meeting.

The screening committee meets during the Annual Meeting in June and the Winter Meeting in November. Additional screening calls will be scheduled up to four times each year as warranted.

This form must be completed and submitted 18-24 months prior to the proposed meeting dates for Calendar Placement.

After Calendar Placement, this form must be updated and re-submitted 12-18 months prior to the proposed meeting dates for Preliminary Approval.

This form must be re-submitted for Final Approval after the call for papers closes. This typically occurs 6-8 months prior to the confirmed meeting dates.

All copies of this completed form, and appropriate attachments, including a preliminary or final budget must be sent to the ANS Director of Meetings and Exhibits no less than one week (no exceptions) prior to the scheduled screening meeting for each placement or approval.

GENERAL INFORMATION

Location of Meeting:

Start Date: End Date:

Major Organizers

     Technical Program (ANS Division):

     Arrangements (ANS Local Section or ANS National):

Cosponsors

     United States:

     International:

CONTACT INFORMATION:

General Chair:
Email Address:
Mailing Address:
Phone #:

Technical Program Chair:
Email Address:
Mailing Address:
Phone #:

Other Position:
Name:
Email Address:
Mailing Address:
Phone #:

Other Position:
Name:
Email Address:
Mailing Address:
Phone #:

General description of meeting (attach separate document of proposed topics/sessions):

TECHNICAL CONTENT

Expected number of papers:

Schedule of Events: The NPC discourages meetings with more than three (3) simultaneous technical 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

# of Breakfasts:
# of Lunches:
# of Coffee Breaks:
# of Receptions:
# of Banquets:
# of Other:
# of Tours:

POSTER SESSIONS

Expected number of poster sessions:

Expected number of posters in each session:

EXHIBITS

Is there an exhibit planned in conjunction with meetings?

Is a room preferred or can exhibits be in foyer?

How many exhibitors do you expect?

ATTENDANCE

Estimated attendees at meeting:

LOCATION

Has a venue been selected?

What locations are you considering?

What is the contract status?

PAPER SUBMISSION AND PUBLICATION

All Publication Plans must be approved by the Meetings Proceedings and Transactions Committee (MPTC).

MPTC Preliminary Approval date:

MPTC Final Approval date:

Types of Papers: (Contributed, Invited, or 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?   If so, which one?

When will the final publication be made available?

NOTES:

Final approval for the meeting is determined by the NPC Screening Committee. Aproval of the meetings is dependent on program approval, publication plan approval, and budget approval.

The meeting will be added to the ANS meetings after Calendar Placement has been received. It is required that the General Chair and Technical Program Chair inform the NPC and the Director of Meetings and Exhibits of any/all changes relating to the meeting.