
Northwest Medical Laboratory Symposium

Guidelines

September 2011

Northwest Medical Laboratory Symposium

The goal of the Symposium Committee is to plan and produce a meeting of educational worth and professional enhancement that will be enjoyed by all who attend. The purpose of the Symposium is education for our members and an opportunity to see and learn about new products and techniques from and with our exhibitors. It is also a vehicle to inform and involve potential members of our organization as well as members of other health care organizations.

The Northwest Medical Laboratory Symposium (NWMLS) is a joint venture of the American Society for Clinical Laboratory Science-Oregon (ASCLS-OR), the Oregon State Society of American Medical Technologists (OSSAMT), American Society for Clinical Laboratory Science-Washington (ASCLS-WA), and the Northwest State Society of American Medical Technologists (NWSSAMT). The four constituent state societies of ASCLS and AMT in Washington and Oregon have a financial stake in the success and/or failure of the Symposium and are the Sponsoring Organizations. Participation of the ASCLS and AMT constituent societies of Alaska is to be encouraged as circumstances indicate. An invitation is extended to other healthcare organizations to participate in the NWMLS as "Participating Organizations."

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General Chair(s)

Responsibilities

- The General Chair(s) is responsible for organizing, planning and coordinating the NWMLS.

The General Chair(s) is responsible for the validation of the financial agreement of the NWMLS by the participating societies.

1. Signing of this agreement should take place no later than February of the same year as the NWMLS.
 2. The agreement will be signed by the current presidents of ASCLS-OR, OSSAMT, ASCLS-WA, NWSSAMT, ASCLS Region IX Director, AMT Western District Councillor, and current NWMLS General Chair(s).
 3. Copies of the signed financial agreements must be forwarded to the above mentioned people.
- The General Chair(s) is responsible for notifying the sponsoring state societies that they need to negotiate or review contracts for the distribution of the profits/losses from the NWMLS.
 - The General Chair(s) (of the meeting, two years before) should negotiate the contract with the hotel site.
 1. The current General Chair(s) should negotiate the contract for two (2) years ahead of the time of the current NWMLS.
 2. The General Chair(s) should keep in the permanent records to be passed to each successive chair, copies of all hotel contracts negotiated for both past and future Symposiums.
 3. The General Chair(s) shall forward a copy of each new hotel contract to the ASCLS Region IX Director and to the AMT Western District Councillor.
 4. The General Chair(s) shall review the contract for the meeting he/she is chairing. If found to be currently inappropriate, the person who originally negotiated the contract along with the current General Chair(s) shall negotiate with the hotel.
 - The General Chair(s) shall have the authority and responsibility to select the Chairs of the various committees.
 - The General Chair(s) shall be responsible for coordinating committee activities, planning and conducting the planning meetings, and obtaining final reports.
 - The General Chair(s) shall be responsible for storage of the permanent records and for passing them on to the next General Chair(s).
 - The General Chair(s) is responsible for approving any exceptions to the policies regarding speaker remuneration. Any exceptions to the policy must be

approved by the Chair in consultation with the Region IX Director and Western District Councillor.

- The General Chair(s) shall be responsible for ensuring that the provisions of these guidelines are followed.
- The General Chair has discretion making changes to these guidelines.
- Reimbursement for registration, travel, hotel should be discussed and settled at one of the first planning meetings so that committee chairs and members are informed.

Qualifications

- The General Chair(s) position may be shared by 2 Co-Chairs.
- The General Chair(s) should be able to travel frequently to the hotel site during the year.
- He/She should have served on at least one committee for a previous NWMLS committee or another major ASCLS meeting.
- It is recommended that the General Chair(s) be a member of the state society where the NWMLS will be held.

Selection Process

- When there is more than one candidate for General Chair(s), the State Presidents of each sponsoring organization will submit recommendations to the Region IX Director and Western District Councillor. Recommendations should be submitted no later than July, two (2) years ahead of the NWMLS to which the General Chair(s) is to be appointed.
- The State Presidents of each sponsoring organization along with the Region IX Director and Western District Councillor will then select by vote the General Chair(s).
- The announcement will be made public at the NWMLS two (2) years prior to the NWMLS to which the General Chair(s) is appointed. This will allow the newly appointed General Chair(s) to closely observe the planning process for the next NWMLS in its entirety prior to his/her year.
- The newly appointed General Chair(s) shall be invited to attend all of the planning sessions for the upcoming NWMLS as an observer.

Committee Chairs

Responsibilities - Responsibilities for individual Committee Chairs are as defined in the individual committee guidelines.

Qualifications

- All Committee Chairs selected should have at least participated as a committee member for a state seminar or NWMLS.
- Committee Chairs may be selected on the basis of location to facilitate meetings which may be necessary.
- The Exhibits Chair should have served on a previous exhibit committee for the NWMLS.
- Committee Chairs and members should be ASCLS or AMT members.

Selection Process

- The Presidents of each sponsoring constituent society will provide to the General Chair(s) a list of those people within their organization that are willing to serve on the committees. Included in this list should be the person's address, phone number, previous experience on seminar committees, and technical expertise in the laboratory sciences.
- The list of these nominations must be submitted by May 1 of the year previous to the Symposium.
- The General Chair(s) will select and contact each potential Committee Chair.
- There must be representation from each sponsoring society to fulfill the requirements of the financial agreement among the sponsoring organizations.

Special Considerations

- All Committee Chairs attending the NWMLS will receive complimentary basic registration (at the member rate) since it may be necessary for them to perform duties during the Symposium. Additional charges for books or supplies and social events are at the person's own expense.
- Committee Chairs may attend sessions as their work responsibilities allow. When session space is limited, committee chairs/members will be expected to relinquish their seats.
- Committee Chairs (General, Program, Exhibits, Registration, and/or AV) may be reimbursed for hotel nights during the Symposium at the discretion of the General Chair(s) considering factors such as duties of the Chair, travel requirements, and the financial status of the Symposium. Rates shall equal one half the convention rate plus tax for a standard double room.
- All Committee Chairs shall be reimbursed for out of pocket expenses directly related to completion of their committee responsibilities; i.e. supplies, copies, postage, and limited travel expenses.

1. Unusual expenses shall be approved by the General Chair(s) and Finance Chair in consultation with the appropriate Committee Chair.
2. If air travel is necessary for attendance at planned meetings, prior approval shall be obtained from the General Chair(s).

Committee Members

Selection Process

- The Presidents of each sponsoring constituent society should provide to the General Chair(s) a list of those people within their organization that are willing to serve on committees for the NWMLS. Included in this list should be the person's address, phone number, previous experience on seminar committees, and technical expertise in the laboratory sciences.
- The General Chair(s) and the Committee Chair will agree upon the final selections and notify the potential committee member. The committees should be kept as small as possible for efficiency and cost considerations.

Special Considerations

- Individual committee sizes may vary but must have an adequate number of members to complete their work in the allotted time.
- There should be proportionate representation from each sponsoring society.
- Attendance of Committee Members at general committee meetings is encouraged and may be required.
- All Committee Members shall be reimbursed for out of pocket expenses directly related to completion of their committee responsibilities; i.e. supplies, copies, postage, and limited travel expenses.
 1. Unusual expenses shall be approved by the General Chair(s) and Finance Chair in consultation with the appropriate Committee Chair.
 2. If air travel is necessary for attendance at planned meetings, prior approval shall be obtained from the General Chair(s).
- Committee members will receive complimentary basic registration (at the member rate) at the discretion of the General Chair in consultation with committee chairs since it may be necessary for them to perform duties during the Symposium. Additional charges for books or supplies and social events are at the person's own expense. Committee members should be encouraged to seek employer reimbursement for registration if possible.
- When session space is limited, committee chairs/members will be expected to relinquish their seats.

Committee Responsibilities

Registration Committee

- The Registration committee will provide an efficient registration process with a year to year consistency.
- The Committee Chair must be able to electronically record registration, tally statistical data, and send the data to other committee chairs.
- The software package used should allow output of the following data on a timely basis:
 1. Registrants by entry log order with amounts paid and how much is owed. Deposits to the bank account must be recorded manually with check number, corporation, bank and bank number.
 2. Registrants by session, alphabetically.
 3. Total registrants, alphabetically
 4. Registration days by membership category, organization, and state. Definition of registration day is calculated by adding up all half days plus each full day is counted as two half days. The total is divided by 2 to get the Total Registration Days.
 5. Registration for special functions such as evening hospitality functions
 6. Total lunches for any given day: exceptions include speakers' and exhibitors' lunches. Committee members' lunches are counted if they are registered for a morning and afternoon session, but will not be counted if they are not registered.
 7. Committee or No Charge (N/C) registrations by day, if possible
 8. Mailing labels
 9. Information regarding total registrants per session, per lunch, or per paid hospitality function should be available for committee purposes by noon as of the previous day's mail.
 10. The Registration Chair shall send a copy of the report data to the Finance Chair to include output from items a. and d. above.
 11. Registration Chair should have a deposit stamp and deposit forms available so that they are able to make deposits. These should be returned to the Region IX Treasurer for storage.

Finance committee – see Addendum A also for Bank Account and Tax Information

- The Finance Chair shall prepare and present a budget to the General Chair(s).
 1. Seed money for the Symposium shall be a part of the budget. It shall be passed on from one Symposium to the next.

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2. The current meeting budget shall include seed money of \$6000.00 for the next Symposium meeting and \$1500.00 for the meeting in two years.
 3. NOTE: For determining the gross receipts for IRS reporting purposes, the seed money is NOT considered Income when received or an Expense when it is reimbursed.
- The Finance Chair shall monitor expenses and income and shall manage all Symposium funds in a fiscally responsible manner and according to contracts in place at the time of the meeting. Please note: the sponsoring organizations have contracts that define what happens with the excess revenue over expenses or deficit from this meeting.
 - The Finance Chair shall use the ASCLS Region IX tax identification number. A standardized financial report shall be given to the Region IX Treasurer and the income reported on the Region IX tax return.
 - The Finance Chair shall cut all speaker checks, committee reimbursement checks, registrant reimbursement checks, and pay all other NWMLS invoices for that meeting.
 - It is the responsibility of the Finance Chair to ensure that all payments made are in accordance with these guidelines.
 - The Finance Chair shall prepare standardized financial reports that would satisfy the IRS. These reports shall be forwarded to the General Chair(s), the four State Presidents and Treasurers, the Region IX Director, the Western District Councillor, and a copy shall be placed in the permanent records.
 - The Finance Chair should close the books for the current NWMLS one hundred eighty (180) days from the close of the Symposium. A deadline of sixty (60) days shall be established for submission of expense vouchers for reimbursement.
 - The Finance Chair shall solicit all necessary member and/or registration numbers that are necessary in the calculation of the final disbursement of excess revenue over expenses. Membership numbers used shall be from the official lists used to determine the number of delegates to the National meetings of the year in which the Symposium is being held.
 - The Finance Chair shall obtain a copy of each state's agreement between their ASCLS and AMT societies.
 - The Finance Chair is responsible for presenting a written final report to the General Chair(s).
 - Each State President is to receive a copy of the final financial report. The disbursement checks shall be sent to the state treasurers.
 - Exhibits and Registration Chairs should have a deposit stamp and deposit forms available so that they are able to make deposits. These should be returned to the Region IX Treasurer for storage.

Exhibits Committee

- The Exhibit Chair is responsible for contacting and organizing the vendors who wish to have exhibits at the Symposium.
- The Exhibit Chair shall receive from the previous Chair a list of exhibitors and addresses:
 - This list should be maintained in an updated form
 - A master list shall be maintained with other permanent records in addition to the copy passed to the next Exhibit Chair.
- An Industry representative should be a member of the Exhibits Committee.
- The Exhibits Committee may organize a hospitality function for the exhibitors and attendees.
- There will be no hospitality suites or events put on by the exhibitors separate from the NWMLS program.
- User groups may be held around or during the meeting, but may not interfere with the educational programs.
- Exhibits Chair shall make arrangements with the decorator (currently GES) and set up security for the Exhibit Hall.
- Exhibitors should be considered when food is planned, i.e. breakfast food for the first day of set-up, at least, and lunches for each day with exhibit hours, and for any social events in the Exhibit Hall.
- Exhibits Chair should have a deposit stamp and deposit forms available so that they are able to make deposits. These should be returned to the Region IX Treasurer for storage.

Program Committee

- The Program Committee will put together the program content and speakers. The Program Committee will try to achieve a balance between the various technical areas of the laboratory, including phlebotomy and management, as well as including one or two “non-technical” sessions.
- Suggestions will be solicited from the various Scientific Assembly Section Chairs, Industry Liaison to the Scientific Assembly Sections, and from individual members.
- It is suggested that speakers and topics to be presented by Industry be screened for content to avoid commercialism.
- Suggestions for program content will be solicited from the Clinical Laboratory Science Association of Alaska’s President and the State Societies within the AMT Western District.

P.A.C.E.®/AMTIE and Moderators Committee

- The P.A.C.E.®/AMTIE Chairs are responsible for obtaining the necessary CEU/CEC's for each program.
- One Committee Member must be the State P.A.C.E.® Administrator of the state where the meeting is being held. If not the state's administrator, the committee member must work with the state administrator to accomplish the tasks.
- One Committee Member must be the AMTIE Chair from the AMT Society within the state where the Symposium is being held.
- The P.A.C.E.®/AMTIE Committee is responsible for obtaining moderators and providing moderator packets if a separate committee is not appointed.
- Each P.A.C.E.®/AMTIE Chair will submit proper documentation to their respective organizations (ASCLS and AMT).
- The P.A.C.E.®/AMTIE number of the host state will be utilized for the NWMLS.

Hospitality Committee

- The Hospitality Committee shall determine the menus for all meal functions utilizing menus provided by the venue.
- The Hospitality Chair shall liaise with the hotel staff to ensure that coffee and other break beverages are served on time and are replenished as appropriate.
- The Hospitality Committee shall select and order the speaker and moderator gifts and shall ensure that they are presented as appropriate. The Hospitality Committee should include thank you notes on the gifts for the moderators and the speakers. Program Committee will write the official thank yous to the speakers and sponsors.

Audio-Visual Committee

- The A-V Committee shall obtain all speaker AV requests from the Program Committee and provide requested equipment in a cost-effective manner.
- The AV Chair and General Chair(s) should work together to obtain a contract with the AV supplier if not included in the hotel contract.
- The AV Committee will work with the General Chair(s) and the Program Chair to assign session rooms in such a manner as to reduce the need to move the AV equipment during the day.
- The AV Committee will change the signs to indicate the current session at the beginning of each session.
- The AV Committee should remain on site during all sessions to help speakers with the AV equipment if needed

Program Design Committee

- The Program Design Committee shall be responsible for establishing the deadlines for all speaker information based on the printing, publishing and mailing needs.
- This committee shall also gather all primary and ancillary information to be included in the program.
- Printed and/or online information shall include:
 1. Opening letter of Welcome written by the Region IX Director and the Western District Councillor.
 2. Any special information deemed to be helpful to participants.
 3. Table of Contents
 4. Lists of all committee members
 5. Lists of the officers of the four sponsoring state organizations
 6. Time and date of all organizational business meetings
 7. Any pertinent hotel information, to include convention room rates, check-out times, and maps if necessary
 8. Symposium time schedule, to include Registration hours, break times, lunch times, session times, Exhibit hours, and any other pertinent time or general information
 9. Session descriptions – session descriptions MUST include the course title and description as provided by the speaker and/or the Program Committee; the session number, time and date; the number of CEU's; the speaker's full name, credentials and place of employment and course objectives.
 10. Exhibits information as provided by the Exhibits Committee Chair
 11. Registration information as provided by the Registration Committee Chair
 12. A registration form
 13. Online Application forms for membership in both ASCLS and AMT with link from the program
 14. Any other information as decided by the overall committee members
 15. The PD Chair shall be responsible for obtaining the most current member mailing lists and labels for all four sponsoring organizations and any other mailing lists as appropriate or as stipulated in the NWMLS contracts between the organizations.

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- The PD Committee shall select the most cost effective printers and work with the printers in order to get the program printed and mailed such that the programs are
in the hands of the members at least six to eight weeks prior to the registration deadline.
 - The PD Committee Chair shall determine the number of programs to be printed. The number must be sufficient so that all mailing lists can be satisfied and there are sufficient left over to satisfy the needs of on-site registrations, the speakers, the Exhibitors, and any other non-mailing lists needs.
 - A short version of the program may be used for mailing with the full version on the website.
 - The PD Committee shall provide updated information to the society's webmaster for posting on the website such things as canceled sessions or added exhibitors.
 - Basic information should also be provided for the ASCLS, AMT, Region IX, and state society websites.

Other Committees

The General Chair(s) may create other committees as needed to help with the overall Symposium functions.

Membership Rate Categories

- Registration at membership rates should be allowed for members of each organization which is contributing a portion of the program or actively participating in the production of the Symposium. Currently, registration categories shall include:
 - Member – Member rates shall be applied to ASCLS and AMT members
 - Special Membership – These rates may be given to members of the following professional societies: ASC, ASCT, AABB, AACC, ASM, NSH, CLMA, and BCSMT
 - Student
 - Phlebotomist
 - Exhibits Only – Sign in only, no fee
 - Non-Member – Anon-member differential of at least 50% more than the member rate should be charged.

Site Selection

- The Site Selection Committee should consist of the current General Chair(s); the Region IX Director, and the Western District Councillor.
- Input into site selection may be given by the State Presidents

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- The Site Selection Committee may change the location if the situation arises, but the selection should be made four (4) years in advance.

VIP – Invited Guests

Financial Provisions:

- Lodging and registration expenses for the current ASCLS Region IX Director and the current AMT Western District Councillor are paid from the gross proceeds of the Symposium prior to any financial transmittal to sponsoring organizations. The General Chair(s) will invite the Region IX Director and the Western District Councillor.
- Symposium related out-of-pocket expenses; including travel, lodging, and registration for the current General Chair(s) will be paid in the same manner as above.

Those persons who shall be invited include the following incumbents:

- President, ASCLS-OR
- President, CLSA
- President, OSSAMT
- President, ASCLS-WA
- President, NWSSAMT

This list in B) above is to receive:

- Complimentary registration, exclusive of additional books and supplies
- Invitations should be issued by the General Chair(s). The letters of invitation should clearly state the mechanism for assuring payment of their registration fee.

Any expenses incurred: by invited guests other than those identified in this section should be the responsibility of the organization extending the invitation.

Time Frames

- Four (4) years prior to scheduled meeting date: Contract with hotel is negotiated and signed.
- Two (2) years prior to scheduled meeting date: General Chair(s) is appointed.
- Eighteen months prior to scheduled meeting date, Committee Chairs shall be appointed. This will allow the Chairs to work with the current Chairs as the present meeting progresses.
- Five (5) months prior to meeting:
 - The Program Committee should have the program finalized
 - The preliminary program information should be available for the State Spring meetings and the National meeting.

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- By the time the program is prepared for the first draft (approximately 4 months before the meeting starts):
 - The Finance Chair must have the final budget prepared and registration fees established
 - The Registration Committee shall have the registration form finalized
 - The Exhibits Committee shall have an up-to-date listing of vendors who intend to have an exhibit.
 - The Hospitality Committee shall have all social activities finalized.
 - Approximately four (4) months prior to the start of the Symposium, the final program must be ready to go to the printers.
 - July 1:
 - The final program should be ready to go in the mail and on the internet
 - Since bulk mailing may be used to reduce mailing costs, adequate time must be allowed for delivery of the programs.
 - Two (2) months post:
 - Final Committee reports shall be sent to the General Chair(s)
 - Final financial reports are exempt from this deadline
 - Four (4) months post:
 - Finance Committee should close the books for the Symposium
 - A deadline of sixty (60) days shall be established for submission of expense vouchers for reimbursement; vouchers received after this date may not be honored.
 - To facilitate the deadline, all checks issued by the Finance Chair shall be negotiable for only ninety (90) days. The checks and written material shall so indicate.
 - The Finance Chair shall submit final financial reports delineating expenses, revenues, and final reimbursements to the Presidents and Treasurers of the constituent societies and to the regional representatives.

Record Maintenance

- The following list of items shall be maintained in permanent storage (i.e. for at least the period of time for our legal liability) and copies passed to each successor General Chair(s) (copies may be in electronic format):

All contracts signed by Symposium Committee Membership

1. Hotel
2. Audio-Visual
3. Security
4. Entertainment
5. Exposition services (currently GES)

- Forms, preferably in electronic format for the General Chair(s)

Symposium financial agreements

- Symposium financial reports – kept by the Region IX Treasurer according to IRS guidelines (see Addendum A).
- State Society agreements

Statistical data to include:

- Number of lunches served each day
2. Attendance at all sessions
 3. Number of registrations and registration days broken down by State and State Society
 4. Number of sleeping room reservations
 5. Registration records (registration forms and sessions registration printouts) must be maintained for a minimum of one (1) year
 6. All other pertinent data should be saved and passed on to the successive General Chair(s). This may be maintained for approximately three (3) years and then discarded. Financial records for the NWMLS need to be kept for a minimum of seven (7) years.
 7. List of Exhibitors and contact names

Speaker Reimbursement

All speakers will be asked if there is a particular company that has indicated a willingness to help cover their costs, including honorarium. The General Chair(s) shall determine the mechanism of requesting industry support.

Honorarium

1. The amount paid will be set by the General Chair(s), the Finance Chair, and the Program Chair before any speakers are contacted.
2. The amount of honorarium paid shall be per hour of session time. If there is to be more than one speaker for a session, the total honorarium will be shared according to the speaker request.
3. The General Chair(s), in consultation with the Region IX Director and the Western District Councillor, may make individual exceptions to the standard honorarium and other expenses. Attendance draw shall be the primary consideration when making exceptions and alternative methods of support should be considered. It is best to avoid inequities in speaker compensation.
4. The standard honorarium shall be in keeping with honoraria offered at other laboratory science meetings in the area.
5. In 2009, the NWMLS offered an honorarium of \$100.00 per instructional hour.

Hotel Accommodations

1. Speakers traveling more than 100 miles from their home (1 way) shall be offered overnight accommodations
2. Hotel reservations will be made for the speaker by the Program Chair and shall be for one standard room at the convention rate
3. Speakers shall be reimbursed for their room at the convention rate for a standard, single room plus any state and local taxes. All other charges such as room service shall be the speaker's responsibility.
4. Speakers for a morning session shall be offered a hotel room the night before their session and speakers for afternoon or evening sessions shall be offered a hotel room for the night following their session.

Per Diem

- All speakers shall be guests of the Symposium for lunch on the day(s) of their session(s). The Program Chair is encouraged to ask local speakers if they will be joining us for lunch in order to make the lunch count for that day as accurate as possible.
- Speakers traveling 50 miles or more from their home (1 way) will be paid a per diem.
- Speakers for morning sessions will be paid the "breakfast" per diem and speakers for afternoon or evening sessions will be paid the "dinner" per diem.

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- As of 2009, the breakfast per diem is \$15 and the dinner per diem is \$20.

Travel

- Speakers traveling 50 miles or more (1 way) from their home will be reimbursed for their travel expenses. Mileage will be determined using Mapquest or standard (AAA) inter-city mileage charts.
- Automobile travel will be reimbursed at the current government rate for volunteer services.
- Speakers who need to travel by bus or train will be reimbursed for the cost of their round trip ticket from their home.
- Speakers who fly will be expected to purchase the least expensive coach air fare possible. The Program Chair will ask the speaker to make their own reservations sufficiently in advance in order to obtain the lowest possible rate. Air fare will be reimbursed in full at the coach rate.
- Speakers will be asked to use the complimentary hotel transportation (if available) or other terminal transportation services in order to get from the airport, bus or train stations to the hotel. Individual cabs are to be discouraged.
- Speakers must submit all travel receipts for reimbursement, complete the expense voucher, and send it to the Finance Chair within sixty (60) days of the meeting.

Procedure for Amendments or Revisions to Guidelines

- Any member of the four sponsoring organizations (ASCLS-OR, OSSAMT, ASCLS-WA, NWSSAMT), the ASCLS Region IX Director or the AMT Western District Councillor may move a motion to amend the Symposium guidelines.
- A motion to amend must be submitted in writing to the four state presidents, the ASCLS Region IX Director, the AMT Western District Councillor, and the current General Chair(s) of the Symposium.
- The motion to amend will be considered and acted upon by the aforementioned individuals at the next scheduled Symposium meeting. In the event the action is of such a nature as to require earlier action, a telephone or email vote may be requested by any of the individuals listed in section A) above. All telephone votes shall be confirmed in writing within ten (10) working days of the telephone vote.
- A majority of votes cast shall prevail.
- It shall be the responsibility of each state president to communicate any adopted amendments to the respective organizations. It shall be the responsibility of the General Chair(s) to communicate any adopted amendments to the chairs and committee members of the Symposium.
- The General Chair(s) of the Symposium shall have the final authority as to the time of implementation of any amendments adopted as herein provided in these guidelines.

Addendum A – Bank Account and Tax Information

Registered Corporation

- (Note: Region IX is not incorporated in any state or jurisdiction and exists as an administrative arm of the national society)
- Official Name: American Society for Clinical Laboratory Science Region IX dba Northwest Medical Laboratory Symposium
- Registered Trade Name: NWMLS

Bank Account, Free Business Checking Account

- Signers: NWMLS Finance Chair, Region IX Treasurer, and NWMLS General Chair(s)
- Another Finance Committee Member if the Finance Chair cannot attend the entire meeting
- Check with the Region IX Treasurer and find out how they want to be listed on the signature card. Verify how much they want to be involved in the process. At the least, the Region IX Treasurer needs to receive a financial summary at the end of the meeting along with copies of the bank statements.
 - a) Bank statements sent to Region IX Treasurer – the NWMLS Finance Chair will transfer the financial records to the Region IX Treasurer when the final funds in the account are disbursed and there is a bank statement showing that the remaining checks have cleared.
 - b) These records must be kept for seven (7) years. Send the following records to the Region IX Treasurer:
 1. All bank statements
 2. Check Register
 3. Financial Summary
 4. Deposit slips from Finance Chair and Registration Chair
 5. Other reports as deemed necessary

Tax Information

1. The seminar generally exceeds the limits for gross receipts of \$50,000, therefore, Region IX must file the 990 EZ IRS form each year.
2. The fiscal year for Region IX is May-April.
3. Forms which may be needed:
 - 1.W-9 Form

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- a. Purpose – a W-9 form collects correct names and identification numbers by persons (including corporations) required to file information returns with the IRS.
 - b. Collect W-9 forms from speakers and any vendors that are not corporations who received an honorarium greater than \$600.00.
 - c. If the speaker is subject to back-up withholding and you do not have a signed W-9, the organization could become liable for any uncollected amount.

Procedure:

Speakers reimbursed by NWMLS

- Send a W-9 form to ALL speakers reimbursed through NWMLS who receive an honorarium greater than \$600.00. Send the W-9 along with Speaker Expense Reimbursement Forms.
- The speaker returns the signed W-9 form to the Program Chair.

Do NOT issue checks to speakers until the W-9 form is signed. Obtain the signature on-site if necessary. Have blank copies of the W-9 form available at the seminar.

Company Sponsored Speakers (speakers reimbursed directly by a company)

- If the company sponsors the speaker and pays the speaker directly, neither a 1099 form nor a W-9 form is needed since nothing is coming through the NWMLS books.
- However, the accountant recommends that we do a rough estimate of speaker expenses based on the standard honorarium, hotel, and travel rates used for other speakers. The company contribution would be equal to this amount.
- Record the sponsorship as income and the honorarium and estimated expenses as an expense. The numbers should run through the books to document and acknowledge the company contribution.

1099 Forms (prepared by the Finance Chair and filed by the Region IX Treasurer when filing the Region IX taxes with the IRS):

- Purpose: 1099 forms are filed with the IRS for any speaker that is paid more than \$600 in honorarium and is not a business corporation. Reimbursement for lodging, transportation, meals, etc. comes out of expenses, not speaker fees, and does NOT count toward the \$600.
- Procedure:
 1. Company sponsored speaker (speaker paid directly by the company): If the company sponsors the speaker directly, neither a 1099 form or a W-9 form is needed since nothing is coming through the NWMLS books. See discussion under 1. D) 2. above.
 2. Speakers paid by NWMLS:

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- i) 1099 forms need to be filed for any speaker that is paid more than \$600 in honorarium and is not a business corporation. Companies DO NOT get a 1099 form. Reimbursement for lodging, transportation, meals, and other expenses comes out of Expenses and do NOT count toward the \$600. Note: If a speaker talks at more than one meeting for the organization (Region IX) during the year, all monies paid to a person during the year should be included on the 1099. Detail of the travel reimbursement may be provided in the "other" box.

1099 forms are due to speakers by the end of January of the year following the payments.

- IRS filing by Region IX Treasurer: Form 1096 is a summary form.

The final financial report for the NWMLS must be sent to the Region IX Treasurer by four (4) months after the NWMLS.

In the future, it may be necessary to file a form 1099 for every service/supplier with whom a total of \$600 or more is spent during a fiscal year. At that point, it might be helpful to have a copy of the check register so that the breakdown of receipts and expenditures for the tax filing is available in detail, along with the actual voucher turned in for payments.

Revision Dates

April 1987

March 1990

November 1992

January 2004

November 2010

September 2011