ASCLS-WA Spring Seminar Guidelines

SPRING SEMINAR GUIDELINES
Revised 1-24-11

Site Selection

The site of the Annual meeting will be rotated among American Society for Clinical Laboratory Science - Washington (ASCLS-WA) district societies utilizing the following criteria:

- A district should not sponsor the seminar more frequently than once every two years.
- The site shall, in the opinion of the ASCLS-WA Board of Directors, have adequate facilities available.
- The district shall have sufficient number of American Society for Clinical Laboratory Science (ASCLS) members to fill all committee positions.

The sponsoring district can borrow members who are willing to assist from another district. NOTE: This latter option does not represent co-sponsorship by two local districts as all responsibility will remain with the designated sponsoring district society. However, districts can co-sponsor the meeting if the districts involved agree upon it.

- Care should be taken to avoid Seattle hosting the meeting the same year in which the Northwest Medical Laboratory Symposium (NWMLS) is held in Seattle-Tacoma.

- An Eastern Washington location should not be selected in two consecutive years.

- Suggested district Spring Meeting rotation schedule:
  1. North Puget Sound Society
  2. Spokane Society
  3. Southwest Society/Tacoma-Olympia Society
  4. Seattle Society
  5. Eastern Washington (not Spokane)
     - North Central Society
     - Columbia Basin Society
     - State-wide Committee

- Although convention facilities will vary from area to area, the committee may wish to ensure that the facility selected provides the following:
  1. Adequate number of meeting rooms
  2. Easily accessible location
  3. Reasonably priced guest rooms
  4. Adequate number of reasonably priced restaurants nearby
- The site for the Spring Seminar will be selected at the ASCLS-WA Winter Board meeting three years prior to the date of the actual meeting. (i.e., In 2009, the site of the 2012 meeting will be selected.)

Length

The seminar should include two to three days of scientific sessions.

Dates

The meeting is usually held in April (the meeting date should not conflict with Easter). If the Washington Spring meeting is held in May, ASCLS-Oregon should be consulted to avoid conflicting/ overlapping dates since their meeting is traditionally held in May.

Seed Monies

ASCLS-WA will contribute "seed money" to the seminar finance committee, if requested. The amount of money will be determined by the seminar committee's needs but shall not exceed $6,000. The "seed money" will be refunded after the seminar at the convenience of the finance committee, but no later than three months after the close of the meeting. 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. See Finance (Section XIV) for information about IRS reporting requirements.

Chair Selection

The general chair should have served as a committee chair for an ASCLS-WA Seminar or the NWMLS at least once.

The general chair shall be nominated by the incumbent ASCLS-WA district president and approved by the ASCLS-WA Board of Directors. The appointment should be made a minimum of two years prior to the actual meeting date.

Committees

- Committee chairs will be appointed by the general chair.
- Committee members will be appointed by the respective committee chair in consultation with the general chair.
- Committees usually formed are listed below. NOTE: The ASCLS-WA P.A.C.E. Administrator is responsible for assigning continuing education credits for the P.A.C.E. program. AMT is responsible for assigning continuing education credits from the AMTIE program. As such, they are not "official" committees under the Spring Seminar.
  1. Registration
  2. Hospitality
  3. Finance
  4. Program
  5. Audio-Visual
  6. Program Printing/Design
  7. Handout Printing
  8. Industry Support/Sponsorship
  9. Moderator

- All seminar committee chairs (or designated committee member) should be in attendance at all planning meetings called by the general chair.

- Committee chairs and members who are attending the seminar are expected to be available to assist with on-site functions or problems that inevitably arise.

Registration

- Registration fees shall be determined by the seminar committee to ensure that all seminar costs are covered.

- The recommended differential for registration fees between members and non-members is 50%.

- All members of ASCLS and AMT will be allowed to attend all functions at the member rate.

- A special registration rate may be established for members of ASC, ASCT, AABB, AACC, ASM, NSH, CLMA, British Columbia technologists, and other professional societies at the discretion of ASCLS-WA and the seminar committee. This should be coordinated with the registration committee chair.

- Special registration rates should be given to member and non-member students.

- Special registration rates may be given to member and non-member phlebotomists as well as to personnel working in physician office laboratories (POLs) to encourage their attendance at the meeting.

- Registration statistics will be kept for each sponsoring organization and all other registration categories (non-members, student members, student non-members, phlebotomist members, phlebotomist non-members, etc.).

Industry support

- Industry support may be solicited providing the following guidelines are utilized to ensure that an equal opportunity for participation is provided to all vendors, particularly to those who sponsored an exhibit booth or contributed in any way to the most recent NWMLS.

- Seek input from ASCLS-WA Industry Representative (if one has been appointed) regarding any proposed letter of support to vendors.

- Obtain list of exhibitors and other industry contributors from the most recent NWMLS.

- The ASCLS-WA Industry Representative may be able to assist with other ideas to solicit industry support for the meeting.

- Invite vendors to provide support for coffee hours, speakers, scientific session, etc., and indicate the types of recognition and publicity they will receive.

- Thank you letters must be written to all contributors by the general chair.

Program Guidelines

Speakers/Topics

- The chair of each ASCLS-WA Scientific Assembly Section, if available, shall be contacted for input regarding topic and/or speaker suggestions for the sessions that will appeal specifically to a specialty group. If no input has been received by the stated deadline, the program chair will proceed with planning by obtaining input from others.

- For cost effectiveness, the program chair may wish to utilize local speakers whenever possible and utilize those speakers who are brought from some distance for several sessions.

- Industry prepared workshops should be screened by the program committee to ensure that content is appropriate and that commercialism is absent.

- Each sponsoring organization is responsible for obtaining its own Continuing Education Unit (CEU) credit approvals for the seminar program. The seminar information required by the organizations for completing their CEU credit approval forms should be provided by the Program Design Committee at the earliest date, or at least 60 days prior to the seminar. AMTIE forms for the Spring Meeting will be sent to the General Chair (or designee) by NWSSAMT two months before the meeting.

- The seminar title and theme, if appropriate, will be chosen by the seminar committee.

- The preliminary program should be available to disseminate at the NWMLS preceding the seminar. Ideally, some form of advertisement for the seminar should be included in the Oregon, Alaska and NWMLS programs in the year preceding the actual meeting date. The ASCLS-WA President should send the seminar dates to ASCLS for inclusion in their continuing education directory. The General Chair for the meeting will be responsible for coordinating these activities.

- The final program should be mailed in January for an April Meeting. To account for the time delay for formatting, proofing, printing, and mailing the program, the complete program text (general information and session descriptions) should be sent to the Program Printing/Design Committee chair by November 1.

- The final program should be mailed in January for an April meeting and in February for a May meeting to the following:
  1. All ASCLS-WA members
  2. All MT and MLT NWSSAMT members and RMA members from the meeting area
  3. Region IX Council members
  4. All laboratories in Washington
  5. Laboratories from the Portland area in Oregon (include those from Eastern Oregon when the meeting is in Eastern Washington),
  6. Members of other organizations and/or laboratories in other states at the discretion of the seminar committee

- Cancellation Policy: The seminar committee reserves the right to limit registration and cancel any course should circumstances make this necessary. If a program is cancelled, the registrant may attend another session or receive a tuition refund. This cancellation policy is to be included in the printed program.

- Refund Policy: The refund policy must be clearly stated in the Spring Seminar Program booklet. Generally, with the limited exceptions outlined in section G above, **No Refunds** are permitted due to hotel and session expense obligations. The General Chairperson in consultation with the Finance Chairperson will make the final decision if a refund will be given.

Speaker Expenses

See Finance (Section XIV) for additional information about speaker fees, reports, and forms needed by the ASCLS-WA Treasurer and for IRS reporting.

- Honoraria

  Suggested honorarium for each speaker is $75.00 per contact hour. The ASCLS-WA Board of Directors should review this amount on an annual basis. (NOTE: When a desired speaker requests an honorarium greater than what is offered by seminar guidelines, alternative methods of support may be considered. Care should be taken to avoid inequities in speaker compensation.)

- Other speaker expenses to be provided include:

  - Lowest available round-trip air fare or mileage, at the discretion of the committee. (It may be most cost effective for the committee to utilize a travel agent to purchase tickets for all speakers at the lowest fare.)
  - Meals which are a part of the registration fee and any special functions.
  - Accommodations (at the single room rate) will be provided for speakers who present a minimum of a full-day or two half-day sessions. The numbers of nights provided will be determined by the General Chair based upon the number of days the speaker is presenting and travel arrangements.
  - Per Diem, to be established by the committee.
  - The mileage reimbursement rate and policy for speaker reimbursement will be determined by the General Chairperson in consultation with the Program and Finance Chairpersons. **NOTE:** Mileage reimbursement is generally not given unless the speaker travels greater than 50 miles each way to the meeting site.

  A summary of expenses to be paid by the seminar must be clearly stated in letters to the speakers.

Speaker Forms

Seminar Speaker Expense Reimbursement Form

- List all speaker expenses for which they will be reimbursed on the Speaker Expense Reimbursement Form. The speaker returns the signed the form to the Program Chair.

- Receipts for expenses other than honorarium must be attached to the expense voucher before the check is given to the speaker.

- It is NOT necessary to write separate checks for travel and honorarium expenses.

W-9 Form

A W-9 form collects correct names and identification numbers by persons (including corporations) required to file information returns with the IRS.

Collect W-9 forms for speakers and any vendors that are not corporations who receive an honorarium greater than $600.00. 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 the Spring Seminar

- Send a W-9 form to **ALL** speakers reimbursed through the Spring Seminar who receive an honorarium greater than $600.00. Send the W-9 along with the 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 Spring Seminar books. However, t**he 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 ASCLS-WA Treasurer when filing the ASCLS-WA 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

- 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 Spring Seminar books. See discussion under Section B (W-9 Form).

- Speakers paid by the Spring Seminar

    - 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 such comes out of expenses and **do NOT count** toward the $600.
    - **NOTE:** If a speakers talks at more than one meeting for the organization (ASCLS-WA) during the year, the accountant says that all monies paid to a person during the year should be included on the 1099. You may provide detail of the travel reimbursement in the "other" box.
    - 1099 forms are due to speakers by the end of January of the year following the payments.
    - **IRS filing by ASLCS-WA Treasurer:** Form 1096 is a summary form that lists the total number of 1099s issued and the total amounts on each line. Copies of the 1099s are sent to the IRS along with Form 1096 by the end of February of the year following the payments.
    - Blank forms are found at office supply stores by the beginning of January. They can also be prepared and filed electronically.

Invited guests

Those persons who shall be invited include the following incumbents:
1. President, ASCLS-WA
2. Region IX Director, ASCLS
3. President, OACLS
4. President, ASCLS (Alaska Society)

Invitations should be issued by the general chair. The letter of invitation should clearly state which expenses, if any, will be reimbursed (refer to letter "C" below). The general chair should inform the guests how forms for honorary registration, room reservations, etc., should be completed.

Expenses to be reimbursed for those guests listed above may include:
1. Registration fee (exclusive of additional books and supplies) for the scientific sessions selected. (The invitations should require that the guest pre-register to facilitate planning.)
2. Meals which are a part of the registration fee and any special functions.
3. Room – not to exceed single room rate for the number of days of the meeting, plus one additional day if necessary for travel accommodations.

Moderator Selection and Reimbursement

If possible, a moderator should be a member of one of the sponsoring societies and be registered for that particular session.

There shall be no moderator reimbursement, however, a small gift may be appropriate if authorized by the seminar committee.

Student Activity Expenses

The ASCLS-WA Board of Directors shall determine which student activities will take place at the seminar (e.g. student breakfast; free attendance at a half-day session; poster session; student bowl competition). The general chair shall be informed of ASCLS-WA approved student activities by the ASCLS-WA President prior to the printing of the program so that appropriate announcements can be made in the program. Expenses for these activities shall be reimbursed by ASCLS-WA.

Finance:

(See Section X (Speakers) for more information about the Speaker Expense Reimbursement, W-9, and 1099 forms.)

ASCLS-WA Spring Meeting

- The bank account should be set up using ASCLS-WA Tax ID Number   The name should be the same as the official name of the organization on the Master License:

  1. American Society for Clinical Laboratory Science – Washington
  2. ASCLS-Washington

- The signature card should contain the ASCLS-WA Treasurer as well as the Seminar Finance Chair and probably the Seminar General Chair. **NOTE:** Check with the ASCLS-WA Treasurer to see if they want to be listed on the signature card. Also verify how much they want to be involved in the process. They may prefer to just receive the financial summary at the end of the meeting along with copies of the bank statements. Conform the process to the wishes of the ASCLS-WA Treasurer.)

  - If the ASCLS-WA treasurer is listed as a signer on the cared, they do not have to write the checks: this will be delegated to the Spring Seminar Finance Chair outlined in the Spring Seminar Guidelines.
  - **NOTE:** Whoever receives the original bank statements for the Spring Seminar Account should keep copies of the ORIGINAL statements for the ASCLS-WA Treasurer. These will be sent to the Treasurer upon their request as defined above.

- The Spring Seminar Finance Chair must prepare a summary of all revenue and expenses after the books are closed after the meeting.   Send the report to the ASCLS-WA Treasurer in time to file the taxes for ASCLS-WA. If the Spring Seminar account has not been finalized by that time, a preliminary summary will be sent to the ASCLS-WA Treasurer followed by the final version when the funds are disbursed. NOTE: Place a strict timeline on when the checks have to be cashed such as "not negotiable after 90 days" or similar verbiage.

  > The Finance Chair must separate honorarium and travel expenses in the meeting final financial report, but is it NOT necessary to write separate checks. Travel expenses must be substantiated with receipts and a signed request for reimbursement.

- The Spring Seminar Finance Chair will transfer the financial records to the ASCLS-WA Treasurer when the final funds in the account are disbursed and a bank statement is received showing that the remaining checks have cleared. Final records to be sent to the ASCLS-WA Treasurer:

  1. All bank statements
  2. Check Register
  3. Financial Summary
  4. Deposit slips from Finance Chair and Registration Chair
  5. Speaker Reimbursement W-9 and 1099 forms are sent to the ASCLS-WA Treasurer for processing and keeping.
  6. Other reports as deemed necessary such as Summary of the Spring Seminar Data, Total Registration for Each Session, and Breakdown by Membership and by State reports.

NOTE: It may be necessary to maintain a small balance in the Spring Seminar account in order to keep the account active. As of 10-1-10, there is a balance of $17.31 in the Bank of America Spring Seminar account (Account # 11527413).

Bank Account:

Signature cards would have to be updated when a new Spring Seminar Committee is selected. Contact the ASCLS-WA Treasurer for help in updating the signature cards. NOTE: Two open Spring Seminar accounts would avoid problems if the previous Seminar is not completely closed when the next Spring Seminar needs to set-up its account.

Spring Seminar Record Retention Schedule:

- Financial records (see list above) are kept by the ASCLS-WA Treasurer according to IRS guidelines

- Non-financial records should be collected by the general chair and kept for a period of 4-years –
    - Speaker Evaluation Summaries
    - Hotel/Convention Center Contracts
    - Registration Reports such as the Summary of the Spring Seminar Data, Total Registration for Each Session, and Breakdown by Membership and by State.
    - Other records as determined by the General Chair

NOTE: It is advised that Registration forms and Speaker forms should be retained by the respective committee chair for a minimum on 6 months after the meeting.

Filing Taxes:

Form 990-N is filed for organizations whose gross receipts are usually $25,000 or less. The form is filed through the IRS website. There is NO PENALTY if you file late, as long as you do file. NOTE: District Societies hosting the Spring Seminar will generally, not exceed the $25,000 gross receipt minimum.
- The due date for filing Form 990-N is the 15th day of the 5th month after the close of the tax year. For example: ASCLS-WA's tax year ends on July 31 so the districts must file the Form 990-N by December 15.
- The new law provides that organizations that fail to file Form 990-N for three consecutive years will lose their tax-exempt status.

Splitting of profit/loss

- Between ASCLS-WA and sponsoring district shall be disbursed as follows:

1. 50% to ASCLS-WA
2. 50% to sponsoring district, if there is a sponsoring district. If it is a state meeting, there is no split.
- Profit or loss disbursement shall occur within a maximum of six months following the last day of the seminar.

Bonding of Treasurer and Registration Chair

It is recommended that the Finance and Registration Chairs of the seminar be bonded for the period to be determined by the committee. Bonding fee shall be disbursed from seminar funds.

Final Report

Within six months of the last day of the meeting, the finance chair shall send the ASCLS-WA President, President-elect, Secretary, and Treasurer the final financial accounting and any monies due.

The reports of all committee chairs shall be collated by the general chair and submitted to the incumbent ASCLS-WA president no later that six months following the last day of the seminar.

The General Chair will send copies of the final report directly to the general chair of the next three Spring seminars

Additional Guidelines

- All checks issued by the finance chair shall be negotiable for only ninety days. The checks and written material shall so indicate.

- Fees paid from seminar funds for seminar committee members shall include:

- Registration (exclusive of any extra supplies) fee for any sessions selected.

- At the discretion of the seminar committee
  1. Mileage (reflective of the government-recognized reimbursable rate for commercial travel) may be paid for travel to planning meetings.
  2. Tickets for special functions may be provided.
  3. Complimentary rooms provided by the hotel may be assigned to the committee chairs, if appropriate.
  4. Any of these fees may be adjusted downward.

The Spring Meeting will provide a meeting room for the NWSSAMT Board/Business Meeting at no charge. NWSSAMT is responsible to contact the hotel directly regarding any food requests for their Board/Business meeting. They are responsible to pay for these food requests. The meeting will be scheduled on Friday, one half-hour after the scheduled end time of the last session of the day. Information about the meeting will be publicized in the Spring Seminar Program booklet as well as at the meeting.

The general chair of the meeting will contact the ASCLS-WA president regarding:
- Tables needed for membership recruitment and other displays at the meeting. ASCLS-WA will be responsible to ensure that its members are available to staff each table. The general chair must be notified at least three months in advance of the meeting if tables are needed.
- Rooms needed to conduct business meetings at the meeting. The dates, times, space, and food required must be provided by November 1 so that rooms can be scheduled, and the meeting notices printed in the program.

Copies of the spring seminar financial agreement will be in the ASLCS-WA president's files Copies will be forwarded to the general chair.

The signed agreement between ASCLS-WA and NWSSAMT regarding the Spring Seminar is effective as of July 1, 2007 and will be effective from this date forward until one or both parties request a review and/or revision. Agreement highlights include:

- ASCLS-WA and NWSSAMT will provide a leadership list with contact information yearly to the other professional organization.
- Member rates will be offered to all AMT members.
- The Spring Seminar will provide a meeting room on Friday evening for the NWSSAMT Board/Business Meeting.
- AMTIE forms for the Spring Meeting will be sent to the General Chair (or designee) by NWSSAMT two months before the meeting.

APPENDIX A

SEMINAR COMMITTEE DUTIES & RESPONSIBILITIES

This is a brief outline of the Spring Seminar committees and a summary of their duties and responsibilities. This is only a suggested guideline. Final committees and responsibilities are determined by the general chair and seminar guidelines.

General Chair

The General Chair is entrusted with:

- organizing, planning, and coordinating the Spring Seminar.
- providing support and guidance to the seminar committee
- conducting planning meetings
- selecting committee chairs and committee members with the chair's recommendations
- preparing the budget
- acting as liaison to sponsoring organizations, affiliate organizations, and the hotel or convention center
- signing all contracts between the Spring Seminar and any service providers
- preparing final seminar report from committee reports, and
- keeping records to pass onto the next General Chair.

Program Committee

The program committee is responsible for:

- selecting topics and speakers for the educational sessions
- communicating with the speakers including issuing contracts
- obtaining handout, audio-visual requirements and a brief description of the session for the program
- gathering information required for continuing education credit approval
- making travel arrangements, and hotel lodging reservations when necessary, and
- providing a listing to the finance committee chair of all expenses that will be reimbursed by the seminar for each speaker.

Program Support Committee

The Program Support Committee is responsible for obtaining financial support for educational sessions, coffee breaks, attendee goodies, (pens, notepads, etc.).

Audio Visual Committee

The Audio Visual Committee is responsible for:

- selecting the audio visual vendor
- preparing the list of necessary AV equipment
- ensuring that all sessions have the appropriate AV equipment, and
- resolving any AV problems, set-up and tear-down on-site at the meeting.

Program Design Committee

The Program Design Committee is responsible for:

- creating and distributing the final program to the ASCLS-WA and NWSSAMT membership., Washington State Laboratories and any other organizations selected by the committee
- gathering all information to be included in the booklet
- designing or overseeing the creation of the program
- obtaining mailing lists/labels from the appropriate organizations, and
- providing program information to the ASCLS-WA P.A.C.E administrator and AMT for obtaining P.A.C.E. and AMTIE credits respectively

Moderator Committee

The Moderator Committee is responsible for:

- obtaining moderators for each of the educational sessions
- completing the information packet of instructions for the moderators, and
- making sure a summary evaluation has been made for each session and continuing education rosters are returned after each session
- providing adequate staffing at the registration table, and
- returning session rosters to the appropriate organizations

Handouts Committee

The Handouts Committee is responsible collecting any session handouts from the program committee for posting to the ASCLS-WA website

Publicity Committee

The Publicity Committee is responsible for:

- publicizing the seminar to potential attendees

- selecting a promotional item or developing an announcement flyer to be distributed at the spring meeting the year before

- overseeing the creation of a preliminary flyer for NWMLS

- advertising to various laboratory newsmagazines, and affiliate organizations

- writing brief articles for state newsletters prior to the meeting, and

- submitting any follow-up articles to newsmagazines with pictures.

Hospitality Committee

The Hospitality Committee is responsible for:

- selecting all food and beverages to be served to attendees

- gathering information for a possible social event

- organizing all aspects of the selected social event

- gathering ideas for speaker, moderator, and VIP gifts to present to the committee

- purchasing all gifts

- organizing a hospitality table at the seminar,

- putting together an attendee's goodie bag with items from local merchants, vendors, when approved by the seminar committee, and

- contacting the city's convention and visitors bureau for ideas.

Finance Committee

The Finance Committee is responsible for:

- preparing the seminar budget with the help from the general chair

- keeping an accurate up-to-date accounting of expenses and income

- calculating the profit/loss, and

- seeing to the disbursement of funds based on any financial agreements by the sponsoring organizations and any other affiliate organizations.

Registration Committee

The Registration Committee is responsible for:

- entering registration information into the computer database

- registering attendees and speakers on-site

- creating registration packets

- providing all necessary lists so other committees may be able to complete their task, such as the moderator, handout, general chair for session room assignments and lunch/ coffee break counts.

Graphics/Signage Committee

The Graphics/Signage Committee is responsible for:

- creating or seeing to the creation of all signage for session rooms, registration area, and any other special posters, and

- making sure appropriate signs are in place at the correct time.

Industry Committee

The Industry Support Committee is responsible for:

- acting as a liaison between the vendors and the spring seminar

- sharing industry's perspective on various aspects of the seminar

- advising the Program Support Committee on how to obtain financial support, and

- suggesting prospective topics and speakers or possible contact vendor names.

Consultant

The consultant is usually a past seminar general chair who can provide information, wisdom and guidance to the current seminar committee

All committees are responsible for preparing committee reports detailing timelines, a summary of activities, expenditures and recommendations. The intent of the report is to provide helpful information to future committees.

APPENDIX B

SEMINAR COMMITTEE

DETAILED DUTIES & RESPONSIBILITIES

GENERAL CHAIR

MODERATOR CHAIR

PROGRAM CHAIR & COMMITTEE

REGISTRATION COMMITTEE

ASCLS-WA Spring Seminar
General Chair Responsibilities

The general chair is responsible for:

- **Hotel/Convention Center Contracts**: Obtain contracts for hotel and/or convention center for meeting (usually done at least 1 year prior to the meeting). Request 2 rooms be available on Friday evening for ASLCS-WA and NWSSAMT Board Meetings)

- **Appoint Committee Chairs** (committee members, if needed, may be appointed by committee chair with approval of General Chair).

  - Program Committee Chair: most critical appointment since this committee has to start work earlier than all other committees. Program Committee should start contacting speakers in the late Summer so program is finalized by November 1.

- **Committee Meetings:** People don't like to attend meetings and use that as an excuse to participate. Keep General Committee meetings to a minimum. Most of the communication can be done via e-mail.

  - The Program Committee is probably the only committee that needs to meet, at least initially, to discuss program ideas. It is helpful for the full committee to meet to discuss topics and/or speakers. It is advisable that the General Chair be at the Program Committee meetings.
  - A/V committee gets A/V information from the Program Committee Chair
  - Moderator: General Chair request that the Registration Chair pull registration rosters for each session once the registration deadline is past and most of the registrations are entered. The moderator chair reviews the lists of attendees and starts to contact registrations that indicated they would be a moderator.
  -

Program Committee General Time Lines:

October 1
Prepare a flyer advertising the Spring Seminar for the NWMLS. Work with NWMLS General Chair to find date that material is needed for copying.

December 1:
All program material must be sent to the program design person for formatting. Once formatted, the document is sent to the General Chair and Program Chair (plus others if needed) for proofing. Once the changes are made the document is sent to the printer for printing and mailing. In order to meet the December 1 deadline, the program committee must complete its work by November 1 (can be flexible on the date, but the earlier the deadline date, the more time there is for formatting and contacting speakers that did not send in their session forms).

January:
  - Program should be in the mail as early as possible in January.
  - Submit article on Spring Seminar to LabOratory Newsletter editor

February:
  - Remind Moderator Chair to update the moderator instructions
  - Remind NWSSAMT President to send AMTIE forms each session by March 1 at the latest.

- Remind Hospitality chair to finalize selection of speaker and moderator gifts

March:

- Ask Registration Committee Chair pull session registration number so you can see how registration looks.
- After registration deadline, ask the Registration Chair to pull registration lists by session so Moderator Chair can begin to contact moderators for each session. The General Chair and other committee chairs can assist in identifying potential moderator names from the session rosters.
- Work with hotel/convention center contact regarding:
  - Food selection (beverages for coffee breaks, lunches choices and ASCLS-WA light dinner menu)
  - Needs for registration area (number of tables needed, power location for registration computer and printer hook-up, easels for signs, etc.)
  - Contact committee chairs and member about helping out at the meeting (staffing registration desk, general troubleshooting

- **After registration deadline:** work with the hotel/convention center contact:
  - regarding final registration numbers and room assignment
  - coffee break numbers
  - lunch numbers
  - AV needs for each room

- **At Spring Meeting:** Coordinate activities and troubleshoot problems at the meeting and work with the hotel/convention center contact as needed. There should be 1 additional person at the meeting that can have authority to request things from the hotel/convention center (usually the Program Chair or the Finance Chair). This person should be at the meeting each day.

- **After the meeting:**

- Send thank you cards to Seminar Committee members.
  - Send reminders to committee chairs to submit a report of their committee activities and recommendations (what worked/what did not work) for use by future committee chairs
  - Summarize the meeting in a general overview report with recommendations for future General Chairs
  - Work with Finance Chair to finalize and close the books on the meeting.

ASCLS-WA Spring Seminar
Moderator Chair Responsibilities

Moderator Chair:
- *Fairly straight forward process*
- *Does not require an extensive amount of time*
- *Most of the work takes place within the 3-4 weeks prior to the meeting*
- *Get an opportunity to meet lots of nice folks who are willing to volunteer their time.*

Pre-registration deadline for the Spring Meeting: approximately 1 month before the meeting. The Moderator Chair responsibilities begin around that time.

The Moderator Chair is responsible for:
- **Obtaining moderators for each of the educational sessions**:
- Ask the General Chair or PACE Chair for the meeting to send you a copy of the "Moderator's Checklist" that will be customized and placed in the moderator's packet for each session.
- Receive registration lists from the Registration Chair for each session right after the bulk of the registration forms are entered after the pre-registration deadline (Ex. March 31). Registrants indicate on their registration forms if they are willing to serve as the moderator for the sessions they are attending.
- Contact a YES registrant via email to confirm they are willing to act as the moderator for a particular session or sessions.
    - If the moderator has agreed to multiple sessions, ask them if they want one per day or are willing to do take on two sessions in one day.
- If the session lacks a YES registrant, contact a registrant who has not answered NO.
- If they say NO, contact another registrant.
- If the potential moderator is new, review the registrant list for someone who could mentor them or plan to attend this session to help out if needed.
- Send a copy of the Moderator's Checklist if the registrant would like to review the responsibilities prior to saying yes.
- Keep a record of contacts and their response. This will be needed at the meeting.
- Contact the General Chair if unable to confirm for a session(s). They can help review the list and/or enlist other help.
- Completing preparation of an information packet for each session for the moderators:

    The moderator packet for each session contains the following information:
    - Moderator's Checklist: outlines the responsibilities for the moderator, contains announcements and session specific information.

- - The ASCLS-WA PACE administrator merges the specific session information into the Moderator's Checklist" form. Session evaluation forms and evaluation summary forms are done by the PACE administrator
    - Speaker introduction information: obtain from the Chair of the Program Committee
    - PACE instructions for the registrant on how to obtain the PACE transcript after the meeting
    - Session evaluation forms (prepared by the PACE administrator.
- Packets will be taken to the meeting by the PACE administrator unless the Moderator Chair specifies otherwise.

- Complete the moderator packet for each session the night before the meeting or arrive early the next morning to:
  - Insert the information on how the speaker wishes to be introduced.
  - Write the moderator's name on the front of the session packet.

- **Attending the meeting.** If you are not able to attend the meeting, notify the General Chair at least one week before the meeting so they can assign a volunteer to complete these duties. On-site duties at the meeting:

- Provide the list of confirmed moderators, possible alternatives and registrants you contacted that said NO.

- Write on the moderator's registration packet: MODERATOR. This reminds the volunteer handing out registration packets to send the registrant over to the moderator table.

- Greet the moderator and confirm that they are willing to perform these duties.
  - Answer any questions they may have.
  - Remind them that volunteers at the registration table are always available to help the moderator or speaker.
  - Offer to perform the evaluation summary at the end of the session, especially if the session is a large one or it is the end of the day.
- Give them the thank-you gift provided for the speaker.

- Give them the Moderator thank-you gift.

- Chat with them afterwards to assess the experience. Give feedback to the General Chair, if applicable.

- Making sure each session packet including the summary evaluation has been returned to the Moderator Desk:

- The individual moderators generally tally up the evaluation forms for their sessions.
  - If the forms are not tallied, the Moderator chair or other volunteers at the registration table will assist.

The Seminar Committee members receive free registration for the meeting. They will be able to attend the educational sessions of your choice during the 3 days since your on-site responsibilities will be before and after the sessions.

ASCLS-WA Spring Seminar
Program Committee Responsibilities

Program Committee Overview

The program committee is responsible for:

- selecting topics and speakers for the educational sessions at the Spring Meeting.

- communicating with the speakers including issuing contracts

- encouraging laboratory vendors or organizations to sponsor speakers and/or sessions

- obtaining handout, audio-visual requirements and a brief description of the session for the program

- gathering information required for continuing education credit approval

- making travel arrangements, and hotel lodging reservations when necessary, and

- providing a listing to the finance committee chair of all expenses that will be reimbursed by the seminar for each speaker.

Program Committee Chair

- Appoints Program Committee Members in consultation with the General Chair

- Coordinates activities of the Spring Seminar Program planning process

    - Develops program grid showing the seminar dates, session times, number of sessions per day, and number of sessions per discipline
    - Meets with committee members initially to discuss meeting format and number of sessions
    - Divides speaker contact activities between committee members
    - Maintains ongoing communication with committee members (primarily via e-mail and phone calls)
    - Keep face-to-face meetings to an absolute minimum
    - Serves as a mentor and sounding board for committee members so the planning process as hassle free as possible

- Monitor program on an on-going basis to avoid speaker and/or topic conflicts

- Assists committee members as needed

- Responsible for speaker follow-up after the initial contact and commitment is made by Program Committee members

    - Obtains program description information, speaker demographic information, A-V equipment needs, and if handout material will be used for the session
    - Speaker reimbursement contract

- Updates the program grid as sessions are finalized

- Collates information needed for printed program booklet and ASCLS-WA website and sends to Program Design Chair for formatting

- Proofs program booklet drafts: Asks program committee members to help proof the information about sessions they planned

Program Committee Member

- Main task is making the initial speaker contact to obtain commitment from the speaker to present a session(s) at the meeting and contact information for the Program Chair
- Send the speaker contact information to the Program Committee Chair for follow-up after obtaining the speaker commitment, general session content information, and tentative session date and time preferences,
- The number of face-to-face meetings are held to a minimum. Face-to-face meetings are helpful for the committee initially to:
    - discuss program topic ideas and speaker suggestions and to provide a general brainstorming session
    - divide the program content assignments
- Most committee communication can be done via e-mail or telephone
- The more committee members, the less speakers one person has to contact
- The quicker the speaker contacts are made, the sooner the program committee member responsibilities are over. (could actually be done within a couple of weeks).
- Session topic and speaker ideas
    - Talk with co-workers and other laboratory contacts to obtain session topic and/or speaker ideas
    - Review other recent programs to identify potential speakers and/or topics
    - Review other educational sessions you attended
- Program Committee Chair does the main follow-up with the speakers after the initial contact

Benefits of program committee work

- Meet speakers
- Making contacts
- Good way to meet laboratorians from other institutions throughout the state
- Good way to meet people in your own institution (pathologists, educators, physicians, laboratorians)
- Free registration at the meeting

Program Committee General Time Lines:

August
- Program Committee <u>Chair</u> works with General Chair and ASCLS-WA President to identify and contact potential Program Committee Members
- Program Committee <u>Chair</u> develops meeting session grid containing

- Number of sessions per day
- Number of sessions per discipline for the meeting
- Set a time for a program committee meeting in August or early September. It is helpful if this meeting is face-to-face to stimulate good discussion. A conference call meeting will work if member are not all local
- Start list of potential speaker and topic ideas to discuss at September meeting

September
- Program Committee meets to discuss program content and assignments
  - Brainstorm speaker and/or session ideas
  - Discuss number of sessions for each discipline
  - Make program contact assignments
  - Review and distribute speaker initial contact forms
  - Review deadlines
- Program Committee <u>Member</u> make initial speaker contact and obtain speaker commitment
- Program Committee <u>Members</u> send the speaker contact and session content information to the Program Committee <u>Chair</u> for remainder of follow-up activities
- Program Committee <u>Chair</u> monitor speaker contact process and sends letters to speaker as the arrive from the committee members

October
Program Committee <u>Chair</u> sends reminder to any speaker that has not returned session information and demographic forms

October – November
Program Committee <u>Chair</u>:
- Finalizes program schedule
- Finalizes speaker contracts
- Obtains session descriptions and speaker information for the printed program
- Sends pertinent information needed for the printed program to Program Design Chair
- **November 30:** Absolute deadline to send all speaker/program information to the Program Design Chair

December
- Program booklet information is formatted by Program Design Committee
- Program booklet is proofed by various members of the Spring Seminar Planning Committee (Program Chair, General Chair, Finance Chair, Registration Chair, Program Committee members)
- December 15: Program booklet is finalized and taken to the vendor that will print and mail the final document

January:

Program Committee <u>Chair</u>:
- Sends speaker introduction information to Moderator Committee Chair
- Sends AV session AV requirements to AV Committee Char to tally the AV needs for each session and day. Helps to determine how best to schedule the sessions to consolidate and minimize the AV equipment needed.

Program booklet is mailed to ASCLS and AM Washington members in laboratories in Washington

February:

Program Committee <u>Chair</u> sends speaker follow-up letters reminding them about handout material deadline and/or travel or hotel needs. Include a copy of the printed program and specific information about their session

March 1:

Program Committee <u>Chair</u> sends speaker follow-up letters reminding them about handout material deadline

March 30:

Program Committee <u>Chair</u> sends follow-up reminders to speaker that have not returned handout material

April 5:
- Program Committee <u>Chair</u> sends out an e-mail reminder for all speakers about the meeting. This helps to remind the speakers of their commitment and provides an opportunity to solve any overlooked problems prior to the meeting.

- Room assignments for sessions must be sent to the Registration Chair at least 2 weeks before the meeting.

ASCLS-WA Spring Seminar
Registration Chair
Responsibilities

The Registration Chair is responsible for coordinating the activities of the members of the registration committee so that the Spring Seminar registration process runs smoothly. There are two aspects to the registration process: processing the pre-registration forms and on-site registrations at the meeting itself; and handing out packets to the registrants as they arrive at the meeting. This procedure outlines the pre-registration part of the process as well as the clerical and database aspects necessary for the processing the Spring Seminar registrations.

October
Once the program committee has the program planning completed, the seminar booklet and registration form are formatted.
- The Registration chair should proof the registration form and registration "terms and conditions" page from the program and update as appropriate. The registration database is set-up at this time (usually done by Brenda Kochis).

- **Before registrations begin**, contact the General Chair and clarify who has responsibility for the following activities:
    - Who will keep track of lunches for event volunteers and VIPs?
    - Who will print handouts? If this falls to the registrar, set a deadline for receiving the files (like three weeks ahead).
    - Who will make up name tags for the speakers and VIPs?
    - Who will make up the Speaker envelopes?
    - Who will be handing out registration packets? Plan on being present to take care of any leftover problems and handle on site registrations---you will need a helper for this.

January
- Acquire the ASCLS-WA computer and set up a file about **three months before the event**. You will also need deposit slips and hopefully a rubber stamp to stamp the back of the checks for deposit into the Spring Seminar account. Contact the Finance Chair and/or General Chair for assistance.

- The database will be sent from Brenda Kochis. This must be copied to the laptop.

- Seminar Program Booklets are mailed in January

March and April
The seminar pre-registration deadline is usually 1 month prior to the seminar. Registration forms may arrive anytime after the programs are mailed, but the bulk of the registrations arrive around or shortly after the pre-registration deadline.

- Enter registrations into the database as they arrive.

- Clarify any discrepancies on the registrations.

- Number the registrations and write the check # and amount received at the bottom of the

registration form. If there are any questions, the number corresponds to the registration number in the database. The check number, bank number, amount, and type of check (personal or company) is entered into the registration database. The dollar amount paid and the type of check appears on the final registration form so it can serve as a receipt.

- Registrations from committee members should be clearly filled out and marked to indicate "Committee – no registration fee" or a similar message. You will still need membership information on these registrations as well as their registration category (phlebotomist, technical, etc.)

- Contact the General Chair and/or the Program Chair to let them know that you will need the room assignments at least 2 weeks prior to the meeting so they can be entered into the database so that the nametags and registration forms can be printed.

Incomplete and problem registrations need to be resolved before the Seminar. Typical problems encountered with registration forms include:

- Register as a member and neglect to enter their membership ID
- Do not send the correct amount of money
- Write one check for membership and registration combined
- Send registrations without money
- Send money without registrations
- Register via e-mail

Registration Confirmations

- Some registrants will require e-mail confirmation.
- Some will include a self-address stamped envelope for confirmation.
- A preliminary registration form can be printed for these if a compatible printer is available. If not, photocopy the registration and add a note stating the check number and amount paid.

Registration Process

- Stamp each check "for deposit only" and make regular deposits. Send deposit information (date and amount) to the General Chair and the Finance Chair. Weekly deposits should suffice until the last two weeks.

- **About three weeks (or more) before the event**, start sending lunch counts and half-day session counts with the session tallies. Other committees need this information and they will contact you at some point to tell you what they need. See "Registration Numbers" below.

- **About one week after the registration deadline,** print the moderator information and deliver to the chair of the Moderator Committee. This will need to be constantly updated as more registrations are received.

- The bulk of the registrations will arrive shortly after the deadline**. When it is possible** to project how many attendees there are, purchase the supplies for the registration

packets. These include, but are not limited to, envelopes, labels, name tags, lunch tickets, ink, and paper.

Registration Numbers:

- Throughout the registration process, periodically (every two or three days) update a copy of the session database (sent by Brenda) so that the General Chair and Program Chair are updated to the numbers of registrants for each session.

- **About three to seven days before the event**, contact the General Chair and/or the Program Chair for the session room assignments so they can be entered into the database.

- After the room assignments are entered, sort the files alphabetically and print. This should be delayed until as late as possible (weekend before the seminar) so that all mail-in registrations can be entered. Verify with the General Chair and/or Program Chair that the room assignments have not changed. Registrants may contact you to change sessions. Any session changes made after the room assignments have been made will cause errors on the printed registration page for the packets. These need to be corrected individually by editing the final registration form.

- Print the nametags and make them up. It may be necessary to format these before printing. These are made on 2 ¼" X 3 ½" cardstock, but after the initial printing, must be printed on plain paper and cut out.

- Labels for the envelopes are printed with the Registrant name and amount owed. This font should be quite large for ease in location at the meeting.

- Get final lunch numbers for each day from the General Chair for speakers, volunteers and VIPS. Print that amount of lunch tickets. (In 2010, I made up 200 generic tickets for each day Thurs thru Sat that can be used for several years.) Prepare the exact number of tickets for each day. Give any remaining tickets after the packets are stuffed to the General Chair.

- Plan a time to stuff the envelopes. Some like to make this a group process.

- Make up a note (large font) for those handing out packets. Every packet must be checked for lunch tickets before leaving the registration table. There are no more tickets.

At the event.

- Let the Finance Chair know about any refunds that need to be made.
- Notify the person handing out packets to refer any missing registrations, or registrations showing that money is owed to the registrar.

- **After the afternoon sessions start on the last day of the seminar,** print summaries (Summary of the Spring Seminar Data, Total Registration for Each Session, Breakdown by Membership and by State, Student Registration, etc.) and distribute to the General Chair, Program Chair, and Finance Chair.

After the meeting:

- Send all deposit slips to the Finance Chair.
- Send the check stamp and unused deposit slips to the Finance Chair
- Keep the registration forms for six months, then shred.