

## **Satellite Meetings in Conjunction with the ACVO Annual Conference**

With the growth of the ACVO, the number of satellite meetings that are held each year is growing both in number of sessions and the number of people attending each of the sessions. The ACVO Program Committee recognizes that such meetings are desired and supported by the membership. Therefore, in order to better assure adequate room size and arrangements for satellite meetings held in conjunction with the annual ACVO meeting, the following guidelines have been established.

Those wishing to hold satellite meetings during annual conference, that use meeting space in the same venue as the conference, are now required to submit a proposal outlining the meeting at least one year in advance. When such meetings are anticipated to be recurring each year this should be so stipulated. A satellite meeting chair should be identified for each year and that person or their successors will become a part of the ACVO Program Committee. This will give the Executive Director's office time to reserve space for the meeting, when space is available, and to include registration information for the meeting in the annual conference meeting materials. This will ensure appropriate fees will be collected to cover the meeting costs. It will be the person proposing the meeting's responsibility to do the following:

Submit the meeting proposal at least 1 year in advance to the Executive Director's office. The proposal will be forwarded to the Annual Conference meeting organizers and the BOR for approval. The proposal should be detailed and contain the following information:

- a. Estimated attendance and how that estimate was determined
- b. Topic
- c. Length of course
- d. Proposed number of speakers
- e. Suggested honorarium
- f. Estimated speaker expenses
- g. Proposed meeting time and food requirements if applicable (e.g. breakfast, lunch, dinner, snacks)
- h. Suggested sponsors
- i. Suggested registration fee

After Approval by the BOR and ACVO Program Committee

1. Locate and hire/arrange speakers.
2. Negotiate speaker honorarium within the financial limits defined by the board, and notify Program Chair and ACVO Executive Director. Send a 'contract' letter to the speaker outlining the payment, transportation and reimbursement arrangements. Contract letter or example can be obtained from the Director's office.
3. Collect information from the speaker(s) including a short biography and brief summary of topic(s) to be discussed. This information is to be forwarded by email to the Executive Director's office by April 1<sup>st</sup> to be included in Annual Conference mailing.

4. Solicit sponsors for the meeting AFTER contacting the Director's office for a list of those already committed to sponsoring the Annual Conference.
5. Send letters to sponsors confirming support
6. Send thank you notes to sponsors after the meeting.
7. For those sponsors that will be on site at the meeting, have a sign prepared acknowledging their support.
8. If the speaker has notes for his/her presentation, they should be collected and appropriate numbers of copies made and brought to the meeting to supply all pre-registered participants.

Through the Executive Director's office the fees for registration will be determined and registration will be included in the general registration forms. Fees will be collected along with the general registration fees. The meeting space will be arranged and included in the hotel contract for the Annual Conference meeting. Food will be ordered for the satellite meeting (if it is needed), banquet event orders reviewed, and set-ups checked on site. All accounting and registration services related to the satellite meeting will be done by the Executive Director's office including:

1. Collecting and depositing registration fees.
2. Handling cancellations, credits, and receipts for registration.
3. Sending invoices to sponsors and collecting and depositing payments.
4. Review orders and pay hotel bills related to the meeting.
5. Reimbursing speakers.
6. Print CE forms (when needed) and store sign in sheets.
7. All other accounting related to the satellite meeting.

The Program Committee recognizes that there may be small break out groups that arise in the coming years. The above requirements will not apply to such groups provided: (1) they do not require sponsorship from exhibitors and other supporters of the ACVO meeting; (2) their meeting times do not conflict with regularly scheduled educational sessions; (3) the groups do not require input, meeting room space or work from the ACVO office/Executive director or staff.