

ANS Policy and Procedures

Policy for ANS ASM Satellite Meetings

Purpose

This document describes the policy and procedures for selecting and administering satellite meetings as formal partnerships to the ANS Annual Meeting.

Scope

The policy applies to the ANS Executive, Past-President or President-Elect, Local Organising Committee (LOC), ANS Secretariat and ANS membership.

Background

Satellite meetings can be run in partnership with the ANS annual scientific meeting (ANS ASM), provide a significant additional scientific benefit to ANS members, and also act as a mechanism for attracting additional conference registrants for the ANS Annual Meeting and new members to the Society.

Policy Statement

1. Satellite meeting partners with ANS receive the following benefits:

- 1.1 ANS subsidy of \$20 per registrant (ANS members and non-members) up to a maximum of \$1000 for the purpose of reducing satellite meeting registration fees (subject to the conditions below) by, for example, helping cover the costs of room hire, catering or speaker travel expenses. Payment of the subsidy will be provided after receipt of the meeting report and associated invoice.
- 1.2 Free advertising on the ANS conference website with information such as dates, location and conference title and a link to the satellite's website.
- 1.3 Advice from the conference LOC regarding potential venues, caterers etc.
- 1.4 Assistance liaising with the ANS Professional Conference Organizers (PCO) for administration support should this be desired by the satellite organisers. The costs for PCO services will be met by the satellite meeting.

2. To be recognised as an official ANS satellite partner and receive ANS funding, the following criteria must be met:

- 2.1 The meeting will be held in close physical proximity to the ANS Annual Meeting i.e. in or near the same city.

- 2.2 The meeting will take place within 3 days preceding or following the ANS Annual Meeting.

- 2.3 The meeting should not include more than 2 international plenary or symposium speakers that have been invited to the ANS Annual meeting.

- 2.4 The ANS Annual meeting must be advertised and linked on the satellite meeting's website.

- 2.5 To receive the subsidy the following conditions must be met:

- (i) the organiser must complete an online Expression of Interest Form as early as possible but no later than 2 weeks prior to the satellite meeting. The following information will be required: an abstract describing the research theme and aims of the meeting; the proposed program and key speakers; current list of registrants; venue and confirmed or potential sponsorship.
- (ii) the organisers must receive written confirmation of support from the ANS Conference Executive Chair (CEC) or Treasurer before the satellite meeting commences. **NOTE** - the CEC or Treasurer will accept satellite partnerships if the satellite focus aligns with one or more of the ANS research topics and will accept satellite partners with an ANS subsidy until the estimated budget reaches the annual budget allocation of \$5,000. They will not approve multiple satellites with the same research focus.
- (iii) Immediately after the meeting the organisers must provide a detailed meeting report to the ANS Executive including: an itemised financial statement with receipts/invoices up to at least the amount of subsidy being requested; an invoice for the subsidy being requested; a summary of the scientific content; the final program, and a list of registrants and sponsors.

ANS Policy and Procedures

Related Material

-

Version Information

- Version 6: 3rd May 2019, prepared by Helen Cooper and approved at ANS Council Meeting 3 December 2018.
- Version 7: Edited by Kaylene Young and Anthony Hannan and approved in this version at ANS Council Meeting 19 June 2020