Appendix G: OBTAINING SPONSORSHIP OF A TOPICAL MEETING GUIDELINES

OBTAINING SPONSORSHIP OF A TOPICAL MEETING GUIDELINES

LOCATIONS FOR TOPICAL MEETINGS ARE SELECTED BY:
- Active solicitation of proposals from local section by ANS Divisions sponsoring Topical Meetings
- Negotiation between divisions and local sections

HOW A LOCAL SECTION CAN STIMULATE INTEREST WITH THE DIVISIONS
- Respond to requests for proposals by divisions
- Contact key ANS Committees:
  - Chair of the technical division of interest
  - Professional divisions Committee Chair (to identify proper division)
  - National Program Committee Chair
  - Local Sections Committee Chair
- Propose a Topical Meeting to a specific division
- Have section members active in technical division activities promote the section

KEY ELEMENTS OF A GOOD PROPOSAL
- Follow specific guidance provided by the division or by the Topical Meeting Manual
- Identify the individual who will be the General Chair and other individuals who will take responsibility for local arrangements such as tours, meeting logistics, meeting registration, etc.
- Use local section experts in the specific topic field to support technical program committee
- Demonstrate a broad base of support and experience in running a topical meeting within the local section
- Information on recent, well-organized Topical Meetings hosted by local section
- Support from local industry in providing individuals to participate in the Topical Meeting organization and execution

- Match local interests with meeting topics to increase industry support
- Provide information on hotels and meeting facilities:
    - Number and arrangement of meeting rooms
    - Complete information on guest facilities and rates

OPTIONAL ITEMS WHICH WILL ENHANCE YOUR PROPOSAL:
- Spouse and evening programs that showcase local attractions
- Technical field trip(s)
- Travel plan if location is not easily accessible to major airlines
- Other unique program ideas that will enhance the Topical Meeting
- Geographic attractions and costs