

SEAAPM Policies and Guidelines

Revised by the SEAAPM Executive Committee, October 2021

Table of Contents

SEAAPM Policies and Guidelines.....	1
I. Scope and organization of this document	2
I.A. Scope.....	2
II. Roles and Responsibilities	3
II.A. Executive Committee.....	3
II.B. President-elect	3
II.C. President.....	3
II.D. Past-president	3
II.E. Secretary.....	3
II.F. Treasurer	4
II.G. Board Representative	4
II.H. Symposium Director(s).....	4
II.I. Continuing Education Coordinator.....	4
II.J. Website/Social Media Coordinator	4
III. Chapter Administration	5
III.A. Elections	5
III.B. Finances.....	6
III.C. Vendor Advisory Council	6
III.D. Marketing of Non-Chapter Sponsored Events	6
IV. Awards and Honors	6
IV.A. Awards and Honors Committee	7
IV.B. Best Publication Award	7
IV.C. Jimmy Fenn Award.....	8
IV.D. AAPM Fellow Nominations	8
V. Vendor Registration, Fees, and Payments for Annual Meeting.....	10
VI. Symposium	11
VI.A. Attendee Registration, Fees, and Payments	11
VI.B. Registration Fee Waivers	11
VI.C. Member-in-Training Registration Fee	12

VI.D. Attendee Cancellation Policy	12
VI.E. Planning	12
VII. Chapter Scientific Meeting	13
VII.A. Attendee Registration, Fees, and Payments	13
VII.B. Registration Fee Waivers	13
VII.C. Attendee Cancellation Policy	13
VII.D. Planning.....	13
VIII. Chapter Business Meeting	14
IX. Travel Reimbursements and Honorarium.....	14
IX.A. Reimbursements for expenses	14
IX.B. Definitions: Invited Guests, Welcomed Guests, and Members-in-Training.....	14
IX.C. Honorarium	16
IX.D. Responsibilities.....	16
IX.E. Date Selection.....	16
IX.F. Hotel Selection	16
IX.G. Hotel Planning	17
X. Night In/Out	18
X.A.Included Night In/Out Tickets	18
X.B.Planning	18
XI. Annual Timeline:.....	19
XI.A. March (or month following annual meeting)	19
XI.B. April – September.....	19
XI.C. October – November.....	19
XI.D. December	20
XI.E. January	20
XI.F. Week before meeting	20

I.Scope and organization of this document

I.A. Scope

This document lists SEAAPM Policies and Guidelines.

Policies are set by the Executive Committee in meetings, conference calls, or e-mail discussions. Policies are mandatory rules, though they do not carry the legal weight of the Articles of Incorporation or By-laws.

Guidelines are descriptions of meeting and symposia historical best practices. They constitute the "tribal knowledge" of the Chapter. Guidelines are considered best practice for organization of the meeting and Chapter.

II. Roles and Responsibilities

Information about the Chapter roles can be found in the Chapter Bylaws. Roles are further clarified here.

II.A. Executive Committee

The members of the Executive Committee are defined in the Bylaws as the president-elect, president, immediate past-president, secretary, treasurer, and the Chapter's representative board member. The Executive Committee meets periodically to plan for future Chapter meetings and to discuss Chapter business. The Executive Committee directly participates in hosting the Chapter meeting at the meeting venue including managing registration, coordinating various preparation and break-down tasks, and interfacing with vendors and members.

II.B. President-elect

The president-elect organizes the scientific meeting including coordinating the call for abstracts, overseeing the selection of abstracts, notifying submitters of their status, creating the written scientific meeting agenda, and working with the Continuing Education Coordinator to apply for CAMPEP Medical Physics Continuing Education Credits (MPCECs). Securing MPCEC is ultimately the responsibility of the president-elect. They coordinate any vendor presentations at the Scientific Meeting. See the Bylaws for additional detailed information.

II.C. President

The president organizes Executive Committee meetings including setting the agenda. The president organizes the Night In that is generally held the first evening of the scientific meeting (Friday). They manage the selection of the city/venue for the meeting held the year after they serve as President. They oversee the symposium that occurs at the end of their term as president. They select the symposium topic in consultation with the Chapter and invite the symposium director(s). They are encouraged to consider diversity in gender, institution, discipline, and career stage when selecting symposium directors. They chair the annual meeting at the conclusion of the scientific meeting. They chair the Vendor Advisory Council and appoint the Nominating Committee for Chapter elections. See the Bylaws for additional detailed information.

II.D. Past-president

The past-president oversees the Chapter awards committee, as defined in the Bylaws, and provides input into the planning process for future meetings. See the Bylaws for additional detailed information.

II.E. Secretary

The secretary records and distributes minutes for each meeting (both for the Executive Committee and Chapter), directly handles all membership-wide communications, conducts Chapter elections, maintains a list of Chapter members in good standing, oversees the printed materials for attendees at the meeting and the check-in process, and handles the creation of

awards materials. See the Bylaws for additional detailed information.

II.F. Treasurer

The treasurer manages the finances of the Chapter including annual taxes, assists with the registration website and process, assists with on-site payments, and manages reimbursement. They coordinate vendor logistics. See the Bylaws for additional detailed information.

II.G. Board Representative

The board representative attends AAPM board meetings to represent Chapter interests. The representative reports to the Chapter membership on matters considered by the Board at the annual business meeting or by a report distributed to the Chapter membership. Representative Board Members and Board Members-at-Large shall be elected for a three-year term, and after serving that term, shall not be eligible for election as a Board Member-at-Large or Representative Board Member for a period of one year.

II.H. Symposium Director(s)

The symposium director(s) is responsible for selecting and inviting speakers, creating the written symposium agenda, working with the Continuing Education Coordinator to apply for and satisfy requirements for CAMPEP Medical Physics Continuing Education Credits (MPCECs) (at least 60 days in advance of meeting). The SEAAPM encourages participation of speakers from underrepresented minorities. The symposium director(s) are encouraged to consider diversity in gender, institution, discipline, and career stage when selecting speakers. Securing MPCEC credits are ultimately the responsibility of the symposium director.

II.I. Continuing Education Coordinator

The Continuing Education Coordinator is responsible for completing and coordinating the satisfaction of CAMPEP and ABR requirements for all continuing education credits offered at chapter events, which includes medical physics continuing education credits (MPCEC). The CE Coordinator will be the designated responsible person to the ABR and comply with ABR requirements. The CE Coordinator is appointed by the President and ideally commits to serve a minimum of 3 years with no limit on the length of service. This position is not on the SEAAPM Executive Committee and is non-voting.

Examples of the specific responsibilities of this position include:

- Applying to CAMPEP for accreditation of educational events, including any coordination with event directors to complete the applications and satisfy CAMPEP or ABR requirements,
- Coordinate payment to CAMPEP with the Chapter Treasurer for the application and release of credits,
- Create, maintain, and report results for any program or speaker evaluation as required to satisfy CAMPEP requirements.

II.J. Website/Social Media Coordinator

The Website/Social Media Coordinator is responsible for updating the chapter website and various social media threads with content provided by the Executive Committee. Current social media accounts used by SEAAPM include: Facebook, Twitter, and LinkedIn. The Website/Social Media Coordinator is appointed by the President and ideally commits to serve a

minimum of 3 years with no limit on the length of service. This position is not on the SEAAPM Executive Committee and is non-voting.

III. Chapter Administration

III.A. Elections

Note: The election of Chapter officers is governed primarily by the Bylaws. These policies and guidelines cover the implementation of the election.

III.A.i. Nominating Committee

Policies:

The President names a Nominating Committee to select candidates to stand for election.

The Nominating Committee follows the procedures detailed in the Chapter Bylaws Article 8 to fulfill the slate of candidates.

Guidelines:

The primary qualifications for a candidate to be selected by the nominating committee are:

1. The candidate must be willing to run and serve.
2. The candidate must be voting member of the Chapter.

III.A.ii. Candidates

Policies:

Only voting members of the Chapter may serve as officers. To be a voting member, one must meet the following requirements:

1. Have currently paid Chapter dues for the immediately preceding and current calendar years (*Article IV, SEAAPM Bylaws*)
2. Be a voting member of the AAPM
3. Be a full member of the Chapter. Associate members and members-in-training are not eligible to vote.
4. Declare SEAAPM as their primary chapter.

Guidelines:

Each nominated candidate should provide a brief biography that will be made available to voters.

The biography should conform to the following guidelines:

- 300 words or less; no photos or graphics.
- Education, experience, professional/scientific achievements and activities.
- Why the nominee would like to serve in the respective office.
- A brief personal note for chapter members to get to know the candidate better (optional).

III.A.iii. Balloting

Policies:

Officer elections are determined by the candidate with the most votes.

Only members who have declared SEAAPM to be their primary Chapter may vote in the election for the Board Representative. AAPM members who list SEAAPM as a secondary chapter membership shall not be eligible to vote in the election of the Board Representative. This

separation prevents persons from voting for more than one chapter representative. A list of primary SEAAPM Chapter members may be obtained from AAPM staff, e.g., Farhana Khan.

Guidelines:

The election communication also includes an Educational Needs survey, in which voters are entitled to rate various choices for future Symposium topics, and a call for nominations for the Best Publication and Jimmy Fenn Award.

III.B. Finances

The Chapter should attempt to maintain two times annual expenses in reserve. Excess should be used for Chapter activities, ideally related to trainees, such as research competitions and travel grants. Direct remuneration to students as prizes should be avoided in favor of travel reimbursement. Further information on Chapter finances can be found in the Bylaws.

III.B.i. Authentication of charges

President and Treasurer need to personally communicate about unexpected or unusual transactions (including wire transfers, credit card purchases or purchases from vendors); it is not necessary to discuss reimbursements for which there is a clear reason and paper/email trail (e.g. reimbursements to speakers for travel, having an AAPM expense form).

III.B.ii. Reporting

Expenditures should be part of regular report at every Excom meeting.

III.C. Vendor Advisory Council

The Vendor Advisory Council shall consist of the previous year's Platinum and Gold sponsors as well as at least one additional sponsor selected by the President. The President shall oversee the council and meet at least once in the year to collect feedback and share ideas. The entire Executive Committee typically attends this meeting.

III.D. Marketing of Non-Chapter Sponsored Events

The Chapter may market non-chapter sponsored events provided the event meets the following guidelines. Marketing requests will be distributed by SEAAPM in conjunction with regularly scheduled communications and / or a set frequency determined the board.

1. Event is approved for CAMPEP credits.
2. Event is held at a venue within the SEAAPM geographical area.
3. Event is of general interest to chapter members.
4. The organizers do not directly benefit from the proceeds of the event.
5. The content of the event must not conflict with planned SEAAPM symposium or meeting topics.
6. The event must not compete with SEAAPM for vendor sponsorship.
7. The dates of the event must not conflict with planned SEAAPM events.
8. The event is vendor neutral.
9. At least one presenter must be an SEAAPM member.

IV. Awards and Honors

IV.A. Awards and Honors Committee

Policies:

The Awards and Honors activities will be administered by the Awards and Honors Committee, as described in the Chapter Bylaws Article X, consisting of the three (3) most recent Past Presidents with the Immediate Past President serving as Chair, per Chapter Bylaws. In the event that one of the three most recent is not active and available to serve, the vacancy shall be filled by an additional Past President or by an appointee of the Immediate Past President.

Guidelines:

At the beginning of each calendar year, the President will determine availability of Committee members and officially confirm the Committee membership for that year.

IV.B. Best Publication Award

Policies:

At each Annual Meeting the SEAAPM will recognize and present awards to members who are judged to have the best publications during the previous calendar year. There can be two awards each year. Each award should be in a different sub-specialty of medical physics.

The Award recipients, or designated co-authors, are expected to attend the Annual Meeting to present on the topic of the publication. A plaque will be awarded for each Best Publication. Only the publication title and reference, no author list, will be listed on the plaque. Printed reproductions of the plaque (i.e., paper certificates) will be provided to each named author. Registration costs will be reimbursed to the presenter for each of the two selected publications.

IV.B.i. Submission Process

Guidelines:

No later than 30 days prior to the annual meeting, an invitation for submissions for the Best Publications Awards will be posted on the website and sent by e-mail to the membership. The procedure and deadline for submissions will be stated. Members are invited to submit their own publications, the publications of co-workers, or the publications of any SEAAPM member for consideration. The submission should include the title of the publication, all authors, their institutions, and the place (journal) of publication. PDF copies of the publications must be included with the submission.

At the close of the submission period the Chair of the Awards Committee shall organize and conduct the review process to select the Best Publications. When the award recipients are selected the President, President-Elect, and Secretary will be informed. The President will officially notify the recipients. The President-Elect will enter their presentations into the program. The Secretary will prepare the appropriate plaques and certificates.

IV.B.ii. Qualifications

Policies:

For publications to be considered, the following conditions apply. The publication must have occurred during the previous year. At least one of the major contributing authors must be an active member of the SEAAPM for the most recent several years. A substantial part of the work reported in the publication must have occurred within institutions or facilities located in the

SEAAPM geographic region.

IV.B.iii. Scoring Guidelines

1. The value of the work to practicing physicists and the medical physics community
2. The breadth of the work--is it somewhat all-encompassing vs. just a small part of a greater whole
3. Innovation, Insightfulness, Cleverness
4. A paper written by the one or two authors who did the work, not a whole department or AAPM task group
5. General quality of the manuscript, appropriate illustrations, completeness of references, etc.
6. Based on significant work conducted within the SEAAPM region and active SEAAPM members.

IV.C. Jimmy Fenn Award

Introduction:

Dr. Jimmy Fenn, Professor Emeritus in Radiation Oncology, Medical University of South Carolina, Charleston, South Carolina, passed away on September 28, 2000, at the age of 62. He died of complications arising from pneumonia. Jimmy was a Fellow of the American Association of Physicists in Medicine (AAPM), the American College of Medical Physics (ACMP), and the American College of Radiology (ACR). Jimmy's career in medical physics spanned nearly four decades. Much of that time was spent at the Medical University of South Carolina where he served as the head of radiation oncology physics from the early 1980's to his retirement in 1998.

Policies:

The purpose of the Award is to recognize SEAAPM members who have made significant contributions to the field of medical physics, the AAPM, and the SEAAPM during their career. A maximum of two awards will be presented each year.

SEAAPM members are invited to submit nominations to be considered for the Award. The nomination should provide information on the career contributions of the nominee to the medical physics profession, the AAPM, and the SEAAPM. A nomination must be endorsed by at least two SEAAPM members. The nominator or seconder should be willing to give a brief biography at the end of the scientific meeting to honor the winning nominee(s).

IV.D. AAPM Fellow Nominations

The AAPM permits Chapters of the association to nominate eligible members to elect as Fellows of the AAPM. The AAPM Awards and Honors Nominations states: Nominations made by a Chapter shall be submitted by the President of the Chapter and be accompanied by a signed letter of nomination by the Chapter President and a signed letter of support of the nomination by one Fellow (<http://awards.aapm.org/>).

The Chapter Awards and Honors Committee is encouraged to play a role in the consideration of any nominees from the chapter and should review nominations prior to submission. Per the award guidelines:

- The person being nominated must have been a Full Member of the AAPM for a minimum of ten years, except under unusual circumstances.

Additionally, nominations by the Chapter should be of members of the SEAAPM in good standing. Nominations are generally due by mid-October.

Any member in good standing of the SEAAPM can suggest nominations for consideration. A brief call for nominations to the SEAAPM membership will be held in early to mid-August. Records of potential nominees and actions on submissions should be maintained such that a “watch list” of nominees is available for annual consideration.

A Chapter nomination shall be accompanied by a signed letter of nomination by the Chapter President and a signed letter of support of the nomination by at least one Fellow. When making the nomination, the nominator must identify the Fellow who will write a letter of support. Both the name and email address must be entered.

IV.E. George Sherouse Investigator Award

Introduction:

George W. Sherouse, PhD, FAAPM was a “force of nature” in the world of medical physics, to quote one AAPM President. Those who worked with him would likely readily agree that he also made an impact on many people in our field. Dr. Sherouse was an innovator in therapy physics, developing the first modern GUI-based 3D treatment planning system. He spent much of his career working in the states that comprise the SEAAPM and served our chapter through the presidential cycle from 1995-1998. One of his proudest professional accomplishments was the creation of a medical physics residency program at Vassar Brothers Medical Center in New York. This program was one of the first community practice-based residencies designed to provide formal clinical training of medical physicists. Dr. Sherouse was intensely focused on the quality of medical physics practice and how to pass on this knowledge to future generations of medical physicists. Through one-on-one mentorship, AAPM committee commitments, and involvement in residency programs Dr. Sherouse helped shape safe practice in medical physics. George would say “It’s our job to keep it on the rails.”

Policies:

The award is for current trainees or early-career medical physicists who submit an abstract for an oral presentation to the SEAAPM Annual Scientific Meeting and are selected as the winner of a competition to recognize the best work in any field of medical physics.

Trainee Eligibility

A member-in-training/trainee must be a student currently enrolled in an accredited Medical Physics Graduate program.

Early-Career Eligibility

An Early-Career Investigator is defined as, at the time of abstract submission, being no more than two years post-graduate or if post-graduate, must be in a medical physics residency program or a medical physics related postdoctoral fellowship. Only one first author submission from each Early-Career Investigator can be submitted for consideration for the Early-Career Investigator Award.

This award is for special recognition beyond that of submissions to the meeting’s General

Trainee session and has specific rules outlined below. Abstracts will be blinded to the panel of judges. Recognition will come in the form of an honorarium for travel, presentation in a special session of the SEAAPM Annual Scientific Meeting, promotion on the SEAAPM website and social media channels and a plaque to the winner!

A panel of judges will score the oral presentations according to criteria that includes scientific merit, originality, and organization/presentation of the material.

- A substantial part of the work reported in the abstract must have occurred within institutions or facilitates located in the SEAAPM geographic region.
- The Abstract is limited to 300 words and should be structured as Purpose, Methods, Results, and Conclusion.
- Supporting Document is REQUIRED and must not exceed 2 pages in length.
- No part of the Abstract or Supporting Document should contain identifying information such as title, author names, affiliations, institutions, etc. Submissions containing such information may be rejected without review.
- All abstracts submitted to the Early-Career Investigator Award that are NOT selected for as the winner will be automatically considered for an oral presentation at the SEAAPM Annual Meeting in the General or General Trainee Session.

Award: Registration for the SEAAPM Annual Scientific Meeting and meals, 1 night free hotel accommodations, and a grant of \$1,000 to cover transportation to the meeting. The winner will make an oral presentation in a special session of the SEAAPM Annual Scientific Meeting and will be awarded with a plaque.

V. Vendor Registration, Fees, and Payments for Annual Meeting

Policies:

Vendors should not be charged any hidden fees. Payment should be received from vendors by the close of pre-registration.

Vendor refunds will be given if written or electronic notification is received on or before the close of pre-registration, i.e., early bird registration. No refunds will be given after the close of pre-registration.

To make personnel registration changes after a badge has been printed, the original badge **MUST BE EXCHANGED** for the new badge to be generated or **FULL PAYMENT** for an additional representative will be required.

Guidelines:

In order to avoid complications with potential refund requests, the pre-registration time period should be of sufficient length.

Payment reminders should be communicated to unpaid vendors 2 weeks in advance of the meeting. Instruct the vendor that if payment cannot be sent within 3 days to bring payment with them to the meeting, where it can be received at the registration desk. This avoids the check-is-in-the-mail scenario. Additionally, consider accepting only credit card payments for new

registrations during this 2-week window.

Currently, the Chapter accepts registration either through the registration web site or in person at the meeting. A vendor may register on the page, receive an invoice, and mail in a check. Hotels often have charges for electricity, exhibit space setup and breakdown, cargo portage, security, etc. The Chapter is responsible for paying these charges. Based on the fees charged, it is strongly recommended to guarantee power for all vendors.

Listed below are the current vendor registration levels. Vendors who arrive on-site with additional personnel must upgrade their sponsorship level upon check-in (paid via check or with credit card) to meet the badge number requirements. Each badge awarded to a vendor is eligible to receive education credits offered to any other attendees. Vendor representatives wishing to receive credit must declare their intention in writing to the SEAAPM Secretary or Treasurer before the conclusion of the meeting and provide an email address to send meeting evaluation and certificates of attendance, as required. No additional cost shall be charged to the vendor for CE credits.

1. Base
 - a. \$1200 (1 badge, 1 chair, 1 table)
2. Bronze
 - a. \$1500 (2 badges, 2 chairs, 1 table)
3. Silver
 - a. \$2000 (3 badges, 3 chairs, 1 table)
 - b. Guaranteed electrical connection
4. Gold
 - a. \$3000 (4 badges, 4 chairs, 1 table)
 - b. Guaranteed electrical connection
 - c. Choice of table location secondary to higher level sponsors
 - d. Color 2-sided flyer included in attendee registration
 - e. Display of color medium sized logo at event
5. Platinum
 - a. \$5000 (6 badges, 6 chairs, 1 or 2 tables)
 - b. Guaranteed electrical connection
 - c. Choice of table location secondary to prior platinum sponsors
 - d. Color 2-sided flyer included in attendee registration (provided by vendor)
 - e. Display of color large sized logo at event
 - f. Speaking time to address attendees during general session (~10-20 minutes depending on the schedule)

VI. Symposium

VI.A. Attendee Registration, Fees, and Payments

Attendees who are members may register at a reduced rate via the registration website.

VI.B. Registration Fee Waivers

Policies:

The registration fee for the symposium is automatically waived for the Symposium Director, Symposium Faculty, the Website/Social Media Coordinator, the CE Coordinator, and the Executive Committee. It may be waived at the discretion of Executive Committee for attendees travelling from developing nations.

VI.C. Member-in-Training Registration Fee

Policies:

Members-in-training may register for the symposium at a significantly reduced fee. Member-in-training status is defined by the Bylaws as being enrolled in a formal program of study in medical physics or associated fields of study. Such programs include residencies, post-doctoral training programs, fellowships, graduate training programs and undergraduate training programs.

VI.D. Attendee Cancellation Policy

Policies:

Attendee refunds will be given if written or electronic notification is received on or before 3 days prior to the event. No refunds will be given within 72 hours of the start of the event. If a request is made after the refund deadline for extenuating circumstances, the treasurer, with approval from the Executive Committee, may refund up to half of the attendee's payment.

In order to avoid complications with potential refund requests, the pre-registration time period should be of sufficient length so that extensions are not required to solicit attendees.

VI.E. Planning

Guidelines:

The Symposium may not extend past noon on Friday without the expressed consent of the Executive Committee.

VI.E.i. Icebreaker

Guidelines:

On the Wednesday night before the Symposium, the SEAAPM hosts the Icebreaker reception. The Icebreaker allows the participants to network and allows the registrants to accomplish most of the registration activities before the start of the symposium. Typically, the Icebreaker is an open bar (beer and wine) in the hotel restaurant for attendees from 5pm – 7:30pm. Expect between 20-30 people to participate and budget \$300 for this reception.

VI.E.ii. Sessions

Guidelines:

The Symposium typically starts on Thursday morning and ends at noon on Friday (see Policy above). The schedule should include three 30-45 minute breaks (Thursday mid-morning, Thursday mid-afternoon, Friday mid-morning) and one 60-90 minute lunch break (Thursday noon). Each speaker should be invited to talk for 30-60 minutes.

VI.E.iii. Meals and breaks

Guidelines:

The SEAAPM serves breakfast before the Symposium on Thursday and Friday mornings. During the mid-morning and mid-afternoon breaks, the SEAAPM provides refreshments (coffee, soft drinks, snacks, etc.). The refreshment breaks, breakfasts, and lunches should be in the

vendor's exhibit hall. The morning and afternoon breaks should not be less than 30 minutes. An audible signal (i.e., bell) should be given to attendees 5-10 minutes prior to the sessions starting.

VI.E.iv. Projector/AV

Guidelines:

The SEAAPM owns a projector that can be used during the meeting. However, Audio/Visual equipment rental is often mandatory by the meeting site. 2021 AV costs in Charlotte were approximately \$10000 for the entire meeting.

VII. Chapter Scientific Meeting

VII.A. Attendee Registration, Fees, and Payments

Attendees who are members may register at a reduced rate via the registration website.

VII.B. Registration Fee Waivers

Policies:

The registration fee for the Annual Meeting is automatically waived for the Website/Social Media Coordinator, the CE Coordinator, and the Executive Committee. It may be waived at the discretion of Executive Committee for attendees travelling from developing nations.

Guidelines:

VII.C. Members-in-training may be offered reduced registration and limited housing and travel expenses. See section IX.Attendee Cancellation Policy

Policies:

Attendee refunds will be given if written or electronic notification is received on or before 3 days prior to the meeting. No refunds will be given within 3 days of the start of the event. If a request is made after the refund deadline for extenuating circumstances, the treasurer, with approval from the Executive Committee, may provide a refund less the actual direct costs already incurred by the Chapter. In order to avoid complications with potential refund requests, the pre-registration time period should be of sufficient length so that extensions are not required to solicit attendees.

VII.D. Planning

Policies:

The President-Elect is responsible for the content of the Chapter Scientific Meeting.

Guidelines:

The president of the AAPM or an appointee typically attends and presents a 30-minute talk at the beginning of the scientific meeting. The talks at the Chapter scientific meeting are typically proffered by Chapter members. The president-elect may also invite a keynote speaker with expertise in topics of interest to Chapter members, usually not more than one if an honorarium or travel expense is required. One session should be dedicated to presentations by trainees. It can be helpful to contact the director of each Medical Physics program in the Chapter.

VII.D.i. Meals and breaks

Guidelines:

The SEAAPM serves lunch before the Annual Meeting on Friday, and breakfast be. During the mid-morning and mid-afternoon breaks, the SEAAPM provides refreshments (coffee, soft drinks, snacks, etc.). The refreshment breaks, breakfasts, and lunches should be in the vendor's exhibit hall. The morning and afternoon breaks should not be less than 30 minutes. An audible signal (i.e., bell) should be given to attendees 5-10 minutes prior to the sessions starting.

VII.D.ii. Projector/AV

The SEAAPM owns a projector for use during the meeting. However, Audio/Visual equipment rental is often mandatory by the meeting site. 2021 AV costs in Charlotte were approximately \$10000 for the entire meeting.

VIII. Chapter Business Meeting

Policies:

The Chapter Business Meeting will take place after the close of the Chapter Scientific Meeting. The Business Meeting is chaired by the president according to Roberts Rules of Order. At the close of the meeting, the gavel is passed to the president-elect. A quorum consisting of 10% of Chapter members and 2 elected officers is required to conduct official business. Even if quorum is not reached, the president may facilitate a discussion of Chapter business, though no motion may be voted on by the assembly.

IX. Travel Reimbursements and Honorarium

IX.A. Reimbursements for expenses

Policies:

IX.B. Expenses are eligible and are reimbursed under the current AAPM travel policy unless otherwise detailed in this document. SEAAPM members are reimbursed for expenses incurred on behalf of the organization. Members who travel to conduct approved chapter business, such as chapter board representative attendance at the AAPM board meetings, are eligible for travel reimbursement. Definitions: Invited Guests, Welcomed Guests, and Members-in-Training

Invited Guests, Welcomed Guests, and Members-in-Training may be considered for travel reimbursements and / or honorarium. Attendees should be designated as Invited, Welcomed, or Member-in-Trainee guests before travel costs are likely to be incurred and should be informed of the specific duties and dates to which the reimbursement will apply.

Adding or removing limitations to the total of reimbursement may be made but should be communicated with initial invitation or offer in consultation with the Treasurer and with the approval of Executive Committee.

IX.B.i. Invited Guests

Invited Guest: a speaker or guest whose presence was requested by the meeting director to provide a service or to present on a specific topic for the enrichment of the attendees. Expenses

directly related to the invited speaker fulfilling the request of the meeting director will be reimbursed under the current AAPM travel policy. Costs to be collected by SEAAPM such as symposium registration will be waived.

Guidelines:

Executive Committee and other meeting organizers are considered Invited Guests and are typically limited to \$1000 reimbursement; this is separate from items that are charged directly to the SEAAPM (related lodging for 2-4 nights and meals). Registration for the Symposium and Scientific Meetings is waived.

CE Coordinator and Website/Social Media Coordinator are considered Invited Guests and are typically limited to \$1000 reimbursement; this is separate from items that are charged directly to the SEAAPM (related lodging for 1-2 nights and meals). Registration is waived for the Symposium and Scientific Meeting.

Symposium director and symposium speakers are considered Invited Guests and are typically limited to \$1000 reimbursement; this is separate from items that are charged directly to the SEAAPM (related lodging for 2-3 nights, honoraria, and meals). Registration is waived for the Symposium only.

Keynote speakers at the Scientific Meeting speakers are considered Invited Guests and are typically limited to \$350 reimbursement; this is separate from items that are charged directly to the SEAAPM (related lodging for 1 night, and meals). Registration is waived for the Scientific Meeting only.

- Examples of invited guests are SEAAPM executive committee, Board Representative, Symposium speakers, Symposium Director, meeting organizers, Scientific Meeting keynote speaker.

IX.B.ii. Welcomed Guests

Welcomed Guest: an attendee or speaker who requested to present at the meeting either on behalf of another organization or by submitting an abstract. Welcomed Guests are not reimbursed for travel unless specifically approved in consultation with the Treasurer and with the approval of Executive Committee.

- Examples of welcomed guests are AAPM committee representatives, Platinum vendor sponsors, and full member Scientific Meeting presenters.

IX.B.iii. Member in Training

Member-in-Training: A student/trainee who is invited to speak may be offered discounted registration and/or travel assistance related to participation in a meeting agenda.

Guidelines:

The Med Phys Slam winner will have registration and travel expenses covered to present their poster at the AAPM Annual Meeting.

Member-in-training members who are selected to present during the Scientific Meeting are typically offered free registration to the Scientific Meeting only, and 1 night of lodging charged directly to the SEAAPM.

IX.C. Honorarium

The Invited guest honorarium is \$300 per hour up to total maximum of \$500. The length of the presentation has no impact on the minimum amount of \$300 (i.e., if the presentation is less than one hour, the Invited guest receives \$300.) Any honoraria awarded between \$300-\$500 is at the best judgment of the Treasurer and should be accompanied by a written explanation in the conference transaction records.

I. Chapter Meeting Scheduling and Local Arrangements

IX.D. Responsibilities

Policies:

The date of the Symposium and Meeting is to be selected by the Executive Committee.

Guidelines:

The president-elect and president often handle local arrangements.

IX.E. Date Selection

Policies:

The date for the Symposium and Meeting should be early in the year. Potential dates should be screened to avoid conflicts with holidays or other events of interest to the membership.

Guidelines:

Typically, the Symposium and Meeting are held in January or February and have occasionally been held in March and April. In February, planning should consider the dates for the SPIE meeting. In March, carefully plan around the AAPM Spring Clinical Meeting. The Symposium and Meeting should generally avoid conflicts with the following holidays: Martin Luther King, Jr. Holiday, Good Friday, Passover, Easter, Palm Sunday, President's Day, Valentine's Day, Prophet's Birthday (Islam), and Ash Wednesday. The dates of these holidays can be found on the internet. Also, check www.aapm.org/meetings/default.asp for conflicts with other medical physics meetings. Finally, avoid the Saturday after the first Sunday in April as this is the date of the NCAA Men's Basketball semifinals games. The previous weekend should be avoided as well as that is when the Regional games are held.

IX.F. Hotel Selection

Guidelines:

The hotel should have rooms suitable for the meeting sessions and the vendor exhibit space. Ideally, the exhibition space and the classroom should be adjacent to each other. Attendees have a preference for hotels with free parking and free internet access. There should be a variety of restaurants within walking distance of the hotel.

The classroom should accommodate 60 to 80 in a classroom seating arrangement.

IX.G. Hotel Planning

IX.G.i. Master list and billing

Policies:

The hotel should be provided with a Master List of persons whose rooms will be paid for by the Chapter. This list includes Chapter officers, the Symposium Director, Symposium Faculty, students and invited meeting speakers. Incidental room charges (such as meals) are charged to the attendee rather than the Chapter.

Guidelines:

Well before the meeting, the Chapter treasurer should arrange for direct billing authorization with the hotel. Charges to the SEAAPM should be billed to the Chapter, rather than paid during the meeting. The bills should be sent to the Chapter treasurer.

IX.G.ii. Classroom space

Guidelines:

Avoid columns and other sightline limitations in classrooms. The classroom should be adjacent to the vendor exhibition space. A typical classroom setup has a series of tables, with no more than 4 and preferably 2 persons per table. Sightlines to the screen should be good from all seats. Ideally, wireless Internet access should be available in the classroom.

IX.G.iii. Vendor exhibition space

Policies:

There should be no hidden charges for vendors. The SEAAPM is to pay for all setup fees, electricity fees, portage fees, etc.

Guidelines:

The size of the exhibit hall should accommodate a minimum of 30 vendor tables, food and beverage, and tables for eating. The minimum square footage is about 3600 ft² and accommodates 30 vendors, buffet line, a few table rounds and cocktail tables, though 4000-4250 ft² is more comfortable. Avoid rooms that are too large as it creates too much separation between attendees and vendors. Arrange the exhibit space to allow location of food and beverage farthest from the entrance into the exhibit hall to naturally generate foot traffic near the vendors.

The morning and afternoon breaks should not be less than 30 minutes. An audible signal (i.e. bell) should be given to attendees 5-10 minutes prior to the sessions starting. All breaks and breakfast/lunch should be in the vendor exhibit area. Place the food at the far end of the room such that attendees must walk past vendors for access. Ideally, wireless internet access should be available in the vendor exhibit space with electrical access for each vendor. In 2006, the exhibit hall had four 20-amp circuits, and the hotel wanted to charge us \$900 to bring in access to more power. We declined; there was no difficulty running the vendor booths from 80 amps.

IX.G.iv. Food and Beverage

Guidelines:

Food and beverage typically run about \$15,000. Be sure to understand if the negotiated cost includes service fees and tax, typically at least 20% of the total F&B. A full breakfast is provided each day. Lunch is provided Thursday and Friday, and a boxed lunch is provided to attendees of

Rev. 2022

SEAAPM Policies and Guidelines

the business meeting on Saturday. Typically, 15-20 boxed lunches are needed for the business meeting. Snacks with coffee and tea are provided at breaks. Snack costs can be reduced by saving the dessert from lunch and having it put out as a snack during the afternoon break. If a meeting planner is hired (e.g., MVP), the planner should assist in providing estimates for the number of individuals to plan for food.

X. Night In/Out

X.A. Included Night In/Out Tickets

Policies:

All persons registered for the Scientific Meeting are issued with Night In/Out tickets; this includes students. Persons registered for the Symposium are not issued Night In/Out tickets unless they purchase tickets.

Guidelines:

Recently, it has been economical to offer free beer and wine during the night in.

X.B. Planning

Policies:

The Night In/Out is to be held on Friday Night, after the start and before the end of the Scientific Meeting. The Night In/Out is planned by the President.

Guidelines:

Starting in 2017, SEAAPM hosted a night in that was well received and saved the tremendous expense and coordination effort of an outside venue. The night in has typically been hosted at the hotel in a different room setup with a bar, posters from the meeting, and heavy hors d'oeuvres.

IT IS HIGHLY RECOMMENDED THAT THE NIGHT-IN OPTION IS CHOSEN. This usually costs about 1/3 the cost of the night out and gets greater attendance. Additionally, because it is held on-site, food and drinks can count toward the hotel's minimum.

For a night out, buffet meals are preferable to sit-down, served meals, as they provide more opportunities for social interaction with persons at different tables. A vegetarian entree should be part of the meal planning. The budget per person for a Night Out event should be approximately the price of an extra Night In/Out ticket (\$60 as of 2007). Note that the price quoted by a restaurant or hotel is likely to exclude taxes and various service charges; try to include these charges in planning. Venues within walking distance are strongly preferred. Most attendees have access to cars; most vendors do not. Leave a carpool sign-up sheet at the front desk for drivers and passengers if transportation is required.

XI. Annual Timeline:

This is a rough timeline; a newer up-to-date version is in Microsoft Teams

XI.A. March (or month following annual meeting)

Responsible Party	Item
	Meeting debrief with vendor advisory committee
	Meeting debrief with Executive committee and meeting planner
	Update and revision of policies and procedure
	Create Chapter history poster, print PDF, and send to AAPM ahead of April deadline

XI.B. April – September

Responsible Party	Item
	If a board rep must be elected prior to next year, run election such that the candidate is selected and informed at least 2 weeks prior to AAPM annual meeting. Board rep should attend orientation at the annual meeting and AAPM should be informed of this person ahead of time.
	Visit potential meeting cities/venues for 2 years out (ideally not more than 2 cities to contain cost)
	Select city/venue and President executes agreement
	President selects the program topic and program director for the meeting two years out
	Symposium speakers and program finalized for the next Symposium

XI.C. October – November

Responsible Party	Item
	Chapter Secretary gets list of email addresses for all AAPM members located within the SEAAPM from Farhana Khan (AAPM Staff) and reminds them they can join the SEAAPM and pay dues along with their AAPM dues. Secondly, use the email to promote the upcoming SEAAPM meeting and the SEAAPM member discount for registration.
	Issue call for abstracts for the scientific meeting by end of first week

	Close abstracts call by end of November
	President-elect reaches out to AAPM president to ask if they would like to present at the meeting
	Executive committee starts to meet more frequently to plan meeting

XI.D. December

Responsible Party	Item
	Submit CAMPEP MPCEC application for symposium & scientific meeting
	Review and select abstracts for the scientific meeting
	Inform authors of selections
	Solicit nominations for office positions from membership via email
	Solicit nominations for awards from membership via email
	Submit CAMPEP MPCEC application for symposium & scientific meeting

XI.E. January

Responsible Party	Item
	Scientific meeting presenters submit power point deck for electronic distribution to meeting attendees
	Election held for officer positions
	Awards recipients selected and notified a few weeks ahead of the hotel deadline for registration
	Final food and beverage selections with meeting planner's assistance
	Final poster count given to vendor
	Typically, our block is due with normal pickup rates of 80%
	Symposium speakers invited to the Thursday evening Executive Committee and speaker dinner
	Meeting & exhibit space diagrams finalized with hotel

XI.F. Week before meeting

Responsible Party	Item
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Secretary	Print materials for meeting
	Executive Committee assigns meeting responsibilities
Secretary	Responsible for sending an attendee list sent to vendors.
	Platinum and gold vendors allowed to make table selections (order of selection defined above) from the meeting space diagram. The President / Event Planner coordinates the table selection.
	Newly elected officers invited to join the Executive Committee at the symposium speaker dinner
	Executive committee runs through pre-meeting checklist to make sure all materials are being printed and/or brought to the meeting and all pre-meeting tasks are complete