

# SEAAPM Policies, Procedures and Guidelines

Revised by David M. Gauntt on August 7, 2008

## Scope and organization of this document

### Scope

This document lists SEAAPM policies, procedures, and guidelines. These are rules that do not carry the weight of the Constitution, Articles of Incorporation, or By-laws.

Policies are set by the Executive Committee in meetings, conference calls, or e-mail discussions; these are mandatory rules.

Procedures are instructions on how to carry out policies

Guidelines are descriptions of how meeting and symposia have been run; they constitute the "tribal knowledge" of the chapter; these are optional rules.

### Organization

The higher level of organization is the topic: registration, symposium, scientific meeting, etc. The relevant policies and guidelines within each topic are labelled as either "Policy", "Procedure", or "Guideline".

## Vendor Registration, Fees, and Payments

### Policies

A standard vendor registration fee entitles a vendor to a standard 6 foot table, two name badges, and a link on the chapter home page. A sponsorship entitles a vendor to additional badges and recognition. A discount is provided for early registration.

Vendors should not be charged any hidden fees.

### Guidelines

Currently, the chapter accepts registration either through the web page or by mailed in registration forms. A vendor may register on the page, receive an invoice, and mail in a check.

### Hidden Fees

Policies

Vendors should not be charged any hidden fees.

Guidelines

Hotels often have charges for electricity, exhibit space setup and breakdown, cargo portage, security, etc. The chapter is responsible for paying these charges.

# **Symposia**

## **Attendee Registration, Fees, and Payments**

### **Symposium Registration Fee Waivers**

Policies

The registration fee for the symposium is automatically waived for the Symposium Director, Symposium Faculty, the Chapter Secretary, and the Chapter Treasurer. It is not waived for other chapter officers. It may be waived at the discretion of ExecComm for attendees travelling from developing nations.

### **Symposium Student Registration Fee**

Policies

Students may register for the symposium at a significantly reduced fee. Student status is determined by the attendee; as of 2007, no documentation is needed.

## **Planning**

Policies

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

### **Icebreaker**

Guidelines

On the Wednesday night before the Symposium, the SEAAPM holds the Icebreaker reception. The purpose of this is twofold - it allows the participants to mingle, and it allows the registrars to handle as much of the registration as possible before the start of the symposium.

## **Symposium 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 90 minute lunch break (Thursday noon). Each speaker should be invited to talk for 30-60 minutes.

## **Breakfast 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 and the Friday morning breakfast should be in the vendor's exhibit hall.

## **Reimbursements and Honoraria**

### **Reimbursements for expenses**

#### Policies

All Symposium faculty and the Symposium director are entitled to reimbursements for expenses in accordance with the current AAPM travel policy.

#### Guidelines

Typically, the reimbursed expenses include travel, air port parking, meals, and tips. Housing at the symposium should be charged directly to the SEAAPM and is therefore not typically reimbursed.

### **Honoraria**

#### Policies

All Symposium faculty are to offered an honorarium for their efforts. In exceptional circumstances, a faculty member may not be offered an honorarium at the discretion of the Symposium Director. The honorarium is paid per talk; if a single speaker gives two talks, he is offered twice the standard honorarium. If the Symposium Director does not give a talk, he is not entitled to an honorarium.

## Guidelines

In 2006, the standard honorarium was increased from \$200 per talk to \$300 per talk.

An example of "exceptional circumstances" in which a faculty member may not be offered an honorarium is when he is travelling from overseas and will be incurring unusually high travel expenses.

# Chapter Scientific Meeting

## Attendee Registration, Fees, and Payments

### Scientific Meeting Registration Fee Waivers

#### Policies

The registration fee for the scientific meeting is automatically waived for members of the Executive Committee; these are the President-Elect, President, Immediate Past President, the Secretary, the Treasurer, and the AAPM Board Representative. It is waived for invited speakers; this includes invited student presenters. It is not waived for Symposium Faculty or the Symposium Director. It may be waived at the discretion of ExecComm for attendees travelling from developing nations.

### Scientific Meeting Student Registration Fee

#### Policies

Students may register for the scientific meeting at a significantly reduced fee. Student status is determined by the attendee; as of 2007, no documentation is needed.

## Planning

#### Policies

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

#### Guidelines

The talks at the chapter scientific meeting are typically proffered by chapter members. The President-Elect may also invite speakers.

One session should be dedicated to presentations by students. In 2007, the director each Medical Physics program in the chapter states was invited to select one student to deliver a talk at the

meeting; these students were offered free registration and limited housing and travel expenses (see below).

## **Reimbursements and Honoraria**

### **Reimbursements for expenses**

#### Policies

All Chapter Officers and Invited Speakers attending the Scientific Meeting are entitled to reimbursement for travel expenses in accordance with the current AAPM travel policy. Invited student speakers are considered "Invited Speakers", but with the following restrictions on reimbursements:

One night housing at the meeting hotel

Travel expenses of up to \$350 (as of 12/07/07)

#### Guidelines

Typically, the reimbursed expenses include travel, air port parking, meals, and tips. Housing at the symposium should be charged directly to the SEAAPM and is therefore not typically reimbursed.

### **Honoraria**

#### Policies

Non-student invited speakers from outside the chapter's geographic region may be offered an honorarium for their efforts. The honorarium is paid per talk; if a single speaker gives two talks, he is offered twice the standard honorarium.

#### Guidelines

In 2006, the standard honorarium was increased from \$200 per talk to \$300 per talk. Generally, no more than one invited speaker per meeting will receive an honorarium.

## **Chapter Business Meeting**

### **Planning**

#### 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

Guidelines

## **Elections**

Note: the election of chapter officers is governed primarily by the constitution. These policies and guidelines cover the implementation of the election

Policies

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

The chapter membership is canvassed for names to be submitted to the Nominating Committee. The Nominating Committee selects the names to be put on the ballot.

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
- 2) Be a voting member of the AAPM
- 3) Must not be a voting member of a different chapter of the AAPM.

The election includes an Education Needs survey, in which voters are entitled to rate various choices for future Symposium topics.

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.

As of 2007, the elections are administered by the chapter web server. The online ballot allows the voter to select one of the nominated candidates, or to write-in a different candidate. The web server does not allow the voter to write in any candidates except for voting members.

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

# **Awards and Honors**

Effective January 1, 2008

## **Awards and Honors Committee**

The SEAAPM will acknowledge and honor members for specific accomplishments as described below.

### **Policies**

The Awards and Honors activities will be administered by the Awards and Honors Committee consisting of the three (3) most recent Past Presidents with the Immediate Past President serving as Chair. 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.

### **Procedure**

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

## **Awards E-mail Address**

### **Policies**

The e-mail address, [awards@seaapm.org](mailto:awards@seaapm.org) will be the official address for receiving nominations, submissions, and other communications to the Awards Committee.

### **Procedure**

This e-mail address will be set by the web support staff to forward all messages to the Chair of the Awards Committee and at least one other designated Chapter Officer.

## **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, one in the general field of radiation oncology physics and the other in the field of diagnostic imaging physics.

The Award recipients, or designated co-authors, will be invited and expected to attend the Annual Meeting and present on the topic of the publication. A plaque will be awarded for each

Best Publication. Printed reproductions of the plaque will be awarded to each co-author. The cost of attending the meeting (not to exceed \$500) will be paid to the presenter for each of the two selected publications.

## Procedure

### Submission Process

- Not later than January an invitation for submissions for the Best Publications Awards will be posted on the web site and sent by e-mail to the membership.  
The procedure and deadline for submissions will stated.
- Members are invited to submit their own publications, the publications of co-workers, or the publications of any SEAAPM member for consideration.

All submissions shall be by e-mail to awards@seaapm.org. The submission should include the title of the publication, all authors, their institutions, and the place (journal) of publication.

- Except for publications in *Medical Physics*, 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. .

### Qualifications

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 facilitates located in the SEAAPM geographic region.

### General Guides to Consider in Scoring

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.

## **Jimmy O'Fenn Award**

### 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.

All nominations should be sent to: [awards@seaapm.org](mailto:awards@seaapm.org)

The deadline for nominations will be stated in the *Call for Nominations* that will be sent to the SEAAPM membership each year.

## **Local Arrangements**

### **Responsibilities**

#### Policies

Local arrangements should be made by a committee of one or more persons living in the city where the Symposium and Meeting is to be held.

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

#### Guidelines

The President-Elect often handles local arrangements, but this is not necessary. Having a separate local arrangements chair reduces the burden on the President-Elect.

### **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 March, though they are occasionally held in February or April.

The Symposium and Meeting should generally avoid conflicts with the following holidays:

Good Friday

Passover

Palm Sunday

President's Day

Valentine's Day

Prophet's Birthday (Islam)

Ash Wednesday

The dates of these holidays can be found on the website <http://www.timeanddate.com> and <http://www.interfaithcalendar.org>.

Also, check <http://www.medphys.org/calendar> for conflicts with other medical physics meetings.

Finally, avoid the Saturday after the first Sunday in April; this is the date of the NCAA Men's Basketball semifinals games. You should probably avoid the previous weekend, as that is when the Regional games are held.

## **Hotel Selection**

### Policies

### Guidelines

The hotel should have adjacent rooms suitable for the meeting sessions and the vendor exhibit space. That is, the vendor 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.

## **Hotel Planning**

### **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, and invited Meeting Speakers. Incidental charges (such as meals) should be 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.

### **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 3 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

### **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

All attendees whose room charges will be paid by the SEAAPM should be on a Master List provided to the hotel.

The vendor exhibit area should be adjacent to the classroom. All mid-session breaks and breakfasts should be in the vendor exhibit area except for the Thursday morning breakfast.

Ideally, wireless internet access should be available in the vendor exhibit space.

Our electrical needs are not great. 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.

## **Night Out**

### **Included Night Out Tickets**

#### Policies

All persons registered for the Scientific Meeting are issued with Night Out tickets; this includes students. Because of the student discount, students are not issued drink tickets for the Night Out. Persons registered for the Symposium are not issued Night Out tickets unless they purchase tickets. Symposium Faculty are issued Night Out tickets.

#### Guidelines

Most faculty members will not attend the Night Out. It may be wise to poll them to determine who will and will not attend, to improve the accuracy of the head count.

## **Planning**

#### Policies

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

#### Guidelines

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 price per person should be approximately the price of an extra Night 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.

Most attendees have access to cars; most vendors do not. If chartered transportation is provided, be aware that not everyone will need it. However, if the event is not within walking distance of the hotel, ensure that there is a means for all attendees and vendors to get transportation (i.e. signup lists).