# SEAAPM Policies and Guidelines

*Revised by the SEAAPM Executive Team, June 2019*

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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 applying for CAMPEP Medical Physics Continuing Education
Credits (MPCECs). 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 held the first evening of the scientific meeting. 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
chair the annual meeting at the conclusion of the scientific meeting. They chair the Vendor
Advisory Council and appoint the Nominating Committee. 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.

II.H. Symposium Director

The symposium director is responsible for selecting and inviting speakers, creating the written
symposium agenda, applying and satisfying requirements for CAMPEP Medical Physics Continuing Education Credits (MPCECs) (at least 60 days in advance of meeting). The director is responsible for submitting ABR Self-Assessment Module (SAM) credit materials to the Chapter representative ABR deemed responsible person at least 30 days in advance of meeting.

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.

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.

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.

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:
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).

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.

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

IV. Vendor Registration, Fees, and Payments
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 is 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 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.

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)

V. **Symposium**

V.A. **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, and the Executive Committee. It may be waived at the discretion of Executive Committee for attendees travelling from developing nations.

**Symposium 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.

**Symposium 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 3 days 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.

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 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.

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 60-90 minute lunch break (Thursday noon). Each speaker should be invited to talk for 30-60 minutes. When applying for CAMPEP credit, plan each activity to be at least 60 minutes in length so when applying for SAM approval later, the minimum duration of 60 minutes has been met. Note that multiple speakers presenting on similar topics may be combined into one educational activity to meet the duration requirement. The audience response system by PollEverywhere.com, or other similar application, is used to record participants’ responses for reporting to the ABR for SAMs.

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, 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.

V.B. Planning Guidelines:
The SEAAPM owns a projector for use during the meeting. However, audio and a screen must be rented from the meeting venue. The typical price for this is around $1,500.
VI. Chapter Scientific Meeting

VI.A. Attendee Registration, Fees, and Payments

Policies:
Attendee refunds will be given if written or electronic notification is received on or before 3 days prior to the. 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.

Guidelines:
Members-in-training may be offered reduced registration and limited housing and travel expenses (see below).

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.B. 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 each Medical Physics program in the Chapter.

The SEAAPM owns a projector for use during the meeting. However, audio and a screen must be rented from the meeting venue. The typical price for this is around $1,500.

VII. 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.
VIII. Travel Reimbursements and Honorarium

Reimbursements for expenses

Policies:

Expenses are reimbursed under the current AAPM travel policy unless otherwise detailed below.

**Invited Guests, Welcomed Guests, and Members-in-Training** may be considered for travel reimbursements and/or honorarium.

An **Invited Guest** is defined as 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.

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

A **Welcomed Guest** is defined as 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 presenters.

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

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.

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.

Guidelines:
Executive Committee and meeting organizers are considered Invited Guests and are typically limited to $1000 reimbursement not including related lodging (2-4 nights) and meals charged.
Symposium director and speakers are considered Invited Guests and are typically limited to
$1000 reimbursement not including related lodging (2-3 nights), honoraria, or meals charged
directly to the SEAAPM. 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 not including related lodging (1 night) and meals
charged directly to the SEAAPM. Registration is waived for the Scientific Meeting only.

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

IX. Awards and Honors

IX.A. Awards and Honors Committee

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, 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.

IX.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.
Printed reproductions (i.e. paper certificates) of the plaque will be awarded to each co-author.
Registration costs will be reimbursed to the presenter for each of the two selected publications.

Submission Process

Guidelines:
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. 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.

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 facilitates located in the SEAAPM geographic region.

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.

IX.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 recent 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 minimum of one award, and 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).

X. Chapter Meeting Scheduling and Local Arrangements

X.A. 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.

X.B. 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 February, and have occasionally been held in March and April. In March, carefully plan around the AAPM Spring Clinical Meeting. The Symposium and Meeting should generally avoid conflicts with the following holidays: 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 website http://Executive.timeanddate.com and http://Executive.interfaithcalendar.org. Also, check http://Executive.medphys.org/calendar 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.

X.C. 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.
X.D.  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, 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.

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.

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 ft$^2$ and accommodates 30 vendors, buffet line, a few table rounds and cocktail tables, though 4000-4250 ft$^2$ 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.

Food and Beverage

Guidelines:
Food and beverage typically runs 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 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.

XI. Night In/Out

XI.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.

XI.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.

XII. Annual Timeline
XII.A. March (or month following annual meeting)
1. Meeting debrief with vendor advisory committee
2. Meeting debrief with Executive committee and meeting planner
3. Update and revision of policies and procedure
4. Create Chapter history poster, print PDF, and send to AAPM ahead of April deadline

XII.B. April – September
1. 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.
2. Visit potential meeting cities/venues for 2 years out (ideally not more than 2 cities to contain cost)
3. Select city/venue and President executes agreement
4. President selects the program topic and program director for the meeting two years out
5. Symposium speakers and program finalized for the next Symposium

XII.C. October – November
1. 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. Secondarily, use the email to promote the upcoming SEAAPM meeting and the SEAAPM member discount for registration.
2. Issue call for abstracts for the scientific meeting by end of first week
3. Close abstracts call by end of November
4. President-elect reaches out to AAPM president to ask if they would like to present at the meeting
5. Executive committee starts to meet more frequently to plan meeting

XII.D. December
1. Submit CAMPEP MPCEC application for symposium & scientific meeting
2. Review and select abstracts for the scientific meeting
3. Inform authors of selections
4. Solicit nominations for office positions from membership via email
5. Solicit nominations for awards from membership via email

XII.E. January
1. Symposium Director applies for ABR SAM accreditation >30 days before meeting date
2. Scientific meeting presenters submit power point deck for electronic distribution to meeting attendees
3. Election held for officer positions
4. Awards recipients selected and notified a few weeks ahead of the hotel deadline for registration
5. Final food and beverage selections with meeting planner’s assistance
6. Final poster count given to vendor
7. Typically our block is due with normal pickup rates of 80%
8. Symposium speakers invited to the Thursday evening Executive Committee and speaker dinner
9. Meeting & exhibit space diagrams finalized with hotel

XII.F. Week before meeting

1. Secretary prints materials for meeting
2. Executive Committee assigns meeting responsibilities
3. The Secretary is responsible for sending an attendee list sent to vendors.
4. 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.
5. Newly elected officers invited to join the Executive Committee at the symposium speaker dinner
6. 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