



## ACT ANNUAL MEETING

# GUIDELINES FOR ORGANIZING AND PRESENTING A COURSE/SYMPOSIUM

### **Premeeting**

1. Begin planning early (12 months or so before the meeting) and identify quality scientists who are known to be good speakers. The absolute number of speakers will vary somewhat depending on the topic and the length of the speakers' presentations (approximately 25–45 minutes). Ensure speakers know the time allotment for each presentation.
2. Formulate a travel budget for speakers and solicit funds. Efforts should be made to invite the best available speakers. If there are multiple suitable speakers, chairs should preferentially select those who do not require travel reimbursement. More than one speaker from the same institution or company is strongly discouraged.
3. The chair will confirm with each speaker that his or her contact information may be included in public materials related to the meeting. If the speaker does not approve, ACT Headquarters will be notified when the information is submitted.
4. A member of ACT who has been invited as a speaker is expected to pay his/her own travel expenses. Speakers who are ACT members do not receive a meeting registration discount.

Invited non-ACT member speakers are encouraged to request that his/her employer will sponsor the travel expenses.

Invited nonmember speakers will receive complimentary registration for the Annual Meeting. Approximately one month prior to the meeting date an ACT HQ staff person will register the individual and confirmation will be sent from ACT HQ to the speaker's email on file.

Course/Symposium travel costs for which a source of funding have not been identified or confirmed by the session chairperson must be immediately communicated to the ACT committee chairperson. ACT does not routinely reimburse speakers or provide honoraria. No financial obligations should be made by the session chair without first contacting the chairperson.

5. Organize the sequence of the course/symposium and obtain titles of presentations from speakers. Coordinate presentation content to minimize redundancy of material among speakers. Encourage speakers to discuss their intended presentations 3–4 months before the actual meeting. Session chairs are encouraged to host a

teleconference and have speakers outline their presentations to avoid overlap/redundancies/gaps. Provide each confirmed speaker with an outline of the course/symposium in advance for planning purposes.

6. All speakers should use Microsoft PowerPoint for their presentations. The use of the ACT slide template is strongly encouraged. The template will be available for download from the ACT Annual Meeting website.
7. ACT will ensure the appropriate equipment is available in the session room (standard items include: a projector, an aisle microphone, a computer, laser pointer, timer, and a pointer).
8. Reconfirm each speaker's commitment to the course/symposium and inform the ACT chairperson. The Education Committee chairperson will need a finalized course description at least six months prior to the Annual Meeting to ensure accurate publication online and/or other marketing material.
9. Symposia speakers will provide an abstract by early June for inclusion in the final *Program*.
10. During the intervening weeks before the Annual Meeting, maintain contact with your invited speakers to ensure the continuity of the program, and their actual travel plans to the meeting. Continued vigilance may be necessary to ensure that you remain within budget. Speakers will make their own travel plans, but ensure that reservations are made far enough in advance (~60 days prior to meeting date) to take advantage of cheaper fares and any reserved room block at the hotel.
11. The complete, finalized education course materials must be forwarded to the ACT HQ at least two months prior to the Annual Meeting.
12. Session chairpersons should request that the symposium speakers submit draft slides for review two weeks prior to the meeting. This will allow the session chairperson to see if there is any overlap in the presentations.
13. Final slides of the presentation should be sent to the session chairperson at least one full week before the meeting so you have a complete copy of the final presentation for all speakers in the symposium to serve as a backup if a speaker does not bring his/her presentation.

## **Meeting Day**

14. The chair should schedule a brief meeting (at least one hour prior to the start of the course/symposium) with all invited speakers. Chairs should load all PowerPoint presentations onto the computer ahead of time and make sure all are in working order.
15. Ensure that the appropriate ACT introduction slide(s) is/are projected on the screen as the attendees arrive.
16. It is the chairperson's responsibility to strictly adhere to the course time schedule and speaker sequence. Speakers are well aware of their time allocations, and it is the chairperson's responsibility to ensure timing and punctuality. Remember, allowing early speakers in the program to overextend their time commitment will only penalize the later speakers. If a speaker is unavoidably absent, the chair should declare a recess or invite questions from the earlier presentations. **Under no circumstances should the speaker sequence be changed.**
17. At the end of the course/symposium, the chair should thank the speakers, the financial sponsors, and the audience for participation. Education course chairs should remind the attendees to fill out the survey that will be sent to them via email.

## **Post Meeting**

18. The survey responses will be collected and send to the session chair approximately one month after the meeting. It is at the discretion of the chair if they would like to provide the feedback to the speaker.
19. All reimbursement forms (if applicable) are due to ACT HQ no later than two weeks post meeting.