

POLICIES & GUIDELINES FOR PLANNING & CONDUCTING ANNUAL MEETINGS OF THE SOCIETY FOR THE PRESERVATION OF NATURAL HISTORY COLLECTIONS (SPNHC)¹

PREFACE

The following is a document intended to assist host institutions in planning, preparing, and conducting annual conferences and business meetings of the Society for the Preservation of Natural History Collections (SPNHC). The section entitled *Policies for Conducting SPNHC Annual Meetings* applies to all Annual Meetings of SPNHC, while the remainder of this document, *Guidelines for Conducting SPNHC Annual Meetings*, is intended to serve as a working source of information with recommendations that can help all parties involved in achieving a successful annual meeting. Each annual meeting of the Society for the Preservation of Natural History Collections has its own character and spirit. In large measure, this is due to the dedicated work of the Local Organizing Committee (LOC) Chair and LOC members. In recognition of the individuality of SPNHC annual meetings, this guide is focused on fundamental mechanics of running an annual meeting such as general considerations, deadlines, organization, communication, and registration. This guide is just that, for members of the LOC are the ones who cope with the reality of the event and must feel free to make decisions in the best interests of the membership and the local situation. This document does contain, however, important tips and suggestions that should be taken into consideration by LOCs when planning and conducting an annual meeting of SPNHC.

These guidelines are subdivided into seven parts:

- I. CONSIDERATIONS
- II. INVITATION PROCEDURE
- III. SELECTION PROCEDURE
- IV. PREPARATION ACTIVITIES
- V. PLANNING THE ANNUAL MEETING
- VI. CONDUCTING THE ANNUAL MEETING
- VII. POST-MEETING ACTIVITIES
- VIII. APPENDICES

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POLICIES FOR CONDUCTING SPNHC ANNUAL MEETINGS

- I. Each Annual Meeting must be in agreement with the objectives of SPNHC as discussed in Articles I, II, and III of the SPNHC Bylaws.
- II. Financial matters associated with conducting the Annual Meetings are ideally the responsibility of the host institution and independent of SPNHC finances. By mutual agreement, SPNHC may assume some costs to be reimbursed as registration fees are received.
- III. The Annual Meeting will include one Committee Chair meeting, one Council Meeting, an Annual Business Meeting (ABM), an opening reception, and opportunities for members to give oral and poster presentations. A buffet- or banquet-style dinner, facility tours, and pre- or post-conference workshops and field trips are frequently organized for Annual Meetings but are optional activities. Committees meet virtually throughout the year and not at the Annual Meeting, but the host might consider holding a committee fair, where members can learn about the various SPNHC committees and their work.
- IV. Unless other arrangements have been made with the SPNHC Council, neither the host institution nor SPNHC will be obligated to publish the presentations given at the Annual Meetings. Submission of such contributions to COLLECTION FORUM or similar publication is encouraged.
- V. Funds raised for Annual Meetings by the Local Organizing Committee (LOC) through registration will, under no circumstances, be used for profit or to cover the personal expenses of SPNHC members or members of the LOC.
- VI. Selection of sites for Annual Meetings will be based on invitations ideally received at least two to three years in advance of the scheduled event, and an invitation will be presented to membership at the ABM two years in advance, with an opportunity for questions and discussion. Formal acceptance of an invitation is determined by vote of Council independent of the ABM, See 1.A. Institutional Support, II. Invitation Procedures and Selection Procedure.
- VII. English will be the preferred language used for presentations and printed materials associated with the annual meeting.
- VIII. The preservation objectives of the host institution to care for their own exhibits, collections, and related holdings should not be compromised by activities of SPNHC Annual Meetings.

GUIDELINES FOR CONDUCTING SPNHC ANNUAL MEETINGS

I. CONSIDERATIONS

In determining the feasibility of hosting an Annual Meeting, be aware that the basic requirements are institutional support, availability of suitable facilities, and a schedule that accommodates the SPNHC Council meeting, ABM, and technical sessions.

A. INSTITUTIONAL SUPPORT.

- **FINANCIAL**
The institution itself will inevitably cover some expenditures of the Annual Meeting. Coverage may range from incidental expenditures (for example, telephone and mail communications, photocopying, etc.) to cash contributions.
- **OPERATIONAL**
The institution often has various operational functions and staff involved with bookkeeping, security, custodial services, publicity, exhibits, parking, etc., that can be used in planning an Annual Meeting. If a host institution does not have staff to cover aspects of conference planning, the LOC may choose to hire a conference planner and build the expense into the cost of registration.
- **STAFF**
A cooperative effort by local staff can make the event very special for the institution and provide important training and professional development opportunities.
- **COLLABORATIVE MEETINGS**
Holding the Annual Meeting jointly with another organization has several potential advantages, including synergy with a sister organization, greater participation, and an increase in workshop offerings. On the downside, joint meetings may be more complicated meetings to run.

Collaborative meetings may take a variety of forms, from a simple participation with partial overlap in timing of the conferences, possibly with one or more joint sessions, to a fully integrated program (i.e., a true joint meeting). The collaborating organizations must define the level of integration they wish to achieve or the level that is functionally achievable. Consulting past LOCs that have organized joint meetings can provide great insights into the advantages and challenges.

Most aspects of an annual meeting are scalable to larger participant numbers. The selected venue, however, must provide enough space for the anticipated larger audience: e.g., a large auditorium for joint sessions, such as keynote presentations and plenary sessions, and enough large rooms for concurrent technical sessions. The costs of accommodating a larger audience may jump significantly, as the number of venues providing larger spaces may be limited and larger venues might charge higher fees.

B. FACILITIES

- **CONFERENCE SITE**
The conference site must be adequate to accommodate the activities of the Annual Meeting in an effective and expeditious manner. Comfort and conveniences are always well

received, and Wi-Fi that can accommodate all meeting participants using multiple devices is essential. Local visitor and convention services might help to locate a venue.

- **MEETINGS**

Plan meeting space for at least 400 people (or more for a joint meeting). Choose a convenient location with respect to other meeting activities. One room should be large enough to house all attendees for plenary sessions and the ABM. Secure smaller venues for concurrent technical sessions, symposia, the Committee Chair meeting, Council meeting, and breakout sessions, etc. Suitable lighting and controls, appropriate audio-visual equipment, and a set-up suitable for speakers to effectively address a large audience are also required. To attract sponsoring partners to the Annual Meeting and maintain good sponsor relations, it is crucial to locate vendors and posters (physical or electronic on monitors) within close proximity to coffee break areas and provide adequate space and time for movement among these activities and for meeting participants to interact with the vendors and their displays.

- **WORKSHOPS**

Workshops are optional and may be offered at additional cost to workshop registrants. Workshop facilities will depend primarily on the nature of the workshops proposed. Work with workshop developers to identify adequate spaces, suitable furniture (particularly writing surfaces), and suitable teaching aids, such as presentation software with LCD projector, white boards, and microphone. Demonstrations and/or hands-on exercises may require special facilities or equipment, such as electrical outlets, sinks, first-aid supplies, and fire-prevention equipment. Participants at workshops located some distance from the host site may be expected to share in the cost of transportation as part of the workshop fees.

- **SPECIAL EVENTS**

Special events are optional and may be offered at additional cost to special-event registrants. Facilities for special events will depend on the nature of the event.

Social events should provide food, drinks, and space to mingle. A cash bar can keep costs down. Ensure that the venue has capacity to accommodate the expected number of participants, including any food/beverage service provided.

Full- and half-day field trips provide additional opportunities to mingle and may be offered for a fee that covers the cost of transportation, entrance fees, and any food provided. While transportation to off-site locations should be provided, participants might be expected to purchase their own food on site, as long as food is available for purchase and that expectation is clear during the registration process.

- **DINING**

The host is not required to provide meals for Annual Meeting participants, but participants should have access to food. Consider providing information on where participants can purchase groceries and meals (breakfast, lunch, and dinner), including enough variety to accommodate a selection of prices, dietary needs, and speed of service. Consider providing lunches for meeting days when feasible or if the conference venue imposes catering minimums. If providing lunches, consider making them options to choose during registration. If meals are provided, consider enabling registrants to indicate food allergies or dietary restrictions during the registration process.

- **LODGING**

Meeting registrants will need overnight lodging facilities that are clean, comfortable, convenient, and provide basic necessities for travelers. Efforts should be made to obtain economical rates for attendees, e.g., in the form of blocks of rooms reserved for

conference participants. The option to utilize dormitory space/university residences is important to many SPNHC members, if available to the host. Provide information on lodging options and costs for potential registrants to consider as they make their travel arrangements. The meeting site should be easily accessible from lodging sites. Consider mass transit and the possibility of hiring buses as options if accommodations are widely scattered. Your local tourism board might help to identify lodging and bus options.

- **EQUIPMENT**

Essential equipment for conducting an Annual Meeting includes sound systems with voice amplification, projectors for presentations, a presentation previewing/uploading area, lighting, and seating. Robust wireless internet access is also essential, for participants connecting via multiple devices. Ensure that competent A/V and IT technicians are available during all sessions to assist with equipment issues as they arise.

Hosts should record sessions for viewing by meeting registrants. Recorded sessions will eventually be available to SPNHC members electronically. Live streaming of presentations can be prohibitively expensive and is optional. The host may but is not obligated to offer virtual attendance or virtual participation in conference sessions.

C. CALENDAR SCHEDULE

- **TIMING**

The Annual Meeting historically has been held more frequently in May or June, but the timing of the meeting is determined by the LOC, which can propose other times of the year. Consider the meeting schedules of other/affiliated associations and try to avoid conflicts that would compete for participants and/or resources.

- **DURATION**

Consider a total of 3–5 days for primary meeting activities (plenary/keynote and technical sessions, SPNHC Council and ABM), with optional workshops and field trips added before or after the primary meeting activities. See Appendix III for sample and suggested scheduling patterns.

II. INVITATION PROCEDURE

When an institution is interested in hosting a SPNHC Annual Meeting, it must communicate its intent and extend an invitation to SPNHC. The invitation procedure involves initial verbal communication followed by a formal letter of invitation.

A. VERBAL COMMUNICATION FROM CONTACT PERSON. Institutions interested in hosting Annual Meetings should initially contact the Chair of the SPNHC Conference Committee (president-elect) to discuss the possibility and to receive further direction on procedures to follow. The SPNHC Conference Committee will provide these Guidelines for Holding Annual Meetings of SPNHC and work with representatives from the potential host institution to answer questions and guide them through the invitation process. Host proposal discussions ideally begin well in advance of two years prior to the proposed date of the meeting.

B. LETTER OF INVITATION FROM DIRECTOR/PRESIDENT OF THE HOST INSTITUTION. Once the institution has determined that it has the ability and any applicable broader-institutional authorization to host an Annual Meeting, the director or president of the proposed host institution must send a formal letter of invitation to the Chair of the SPNHC Conference Committee (president-elect). The invitation should be sent before the Annual Meeting that is two years prior

to the proposed meeting. The SPNHC President will acknowledge the invitation, and the Conference Committee will provide further instruction. See Appendix III for a sample letter of invitation.

III. SELECTION PROCEDURE

The success of an Annual Meeting is largely dependent on the participation of SPNHC membership. The proposed host institution can garner support from members during the selection process, which includes a formal presentation to SPNHC Council and membership.

- A. FORMAL PRESENTATION TO SPNHC COUNCIL AND ABM. It is extremely useful to develop an early idea about the basic activities and dates intended for the proposed Annual Meeting. Institutions providing invitations will be expected to give a five- to ten-minute presentation (including audiovisuals) at the Council meeting and Annual Business Meeting (ABM) two years prior to the proposed meeting, to inform members about the institution, facilities, potential activities, and generate interest in the institution's proposal. Representatives from the institution should be on hand during the Council meeting and ABM to answer questions from members.
- B. MAJORITY VOTE BY COUNCIL. The SPNHC Council will vote on whether to accept each invitation and inform the potential host institution(s) of the Council's decision(s).

IV. PREPARATION ACTIVITIES

After an institution has been selected as the host for a future Annual Meeting, there are a variety of activities that must be undertaken in preparing for the meeting.

- A. CREATE A LOCAL ORGANIZING COMMITTEE. The creation of an effective Local Organizing Committee (LOC) is one of the most essential parts of hosting the Annual Meeting. It is important to include as many staff members, associates, and volunteers as necessary to cover all required roles and responsibilities. Selection of people for various responsibilities should take into consideration each individual's special abilities, interests, commitment, dependability, and time. Suitable individuals should be selected to chair subcommittees that will handle various aspects of the meetings. The number on a team can vary according to the tasks and responsibilities. Some tasks are easily accomplished by one person; others are better shared among a subcommittee team. Some LOC members might take on more than one area of responsibility, and some tasks may overlap. Participation in the LOC can also present effective mechanisms for training and professional development at the host institution. Every LOC participant should be familiar with and acknowledge what is expected of them. If a host institution lacks adequate staff or resources to cover all areas of responsibility, it might consider hiring a conference planner to assume some of the responsibilities. Fees for engaging a conference planner can be built into the cost of conference registration. The LOC must keep detailed documentation and accounting of all income and expenses. See a sample budget in Appendix III.D. Based on previous experience, a list of suggested key LOC roles and responsibilities follows.
 - **CHAIR.** The LOC Chair should be able to commit the time and effort needed to work with individuals and subcommittees to develop, organize, and initiate the activities of the meeting. While it is important for the Chair to be aware of progress in all or most aspects of the Annual Meeting preparation, delegation of responsibilities to as many individuals and subcommittees as possible is strongly recommended, to avoid becoming overwhelmed

by an overload of work. This is particularly critical as the Annual Meeting nears, when the Chair needs to be free to address last-minute issues and emergencies without sacrificing other responsibilities.

- **PROGRAM DEVELOPMENT TEAM.** Determines what sessions, symposia, and workshops will be held and recruits speakers and moderators to run them. Solicits individuals to give oral and poster presentations, an essential part of the Annual Meeting. Creates the meeting program and abstract documents and makes them available to registered attendees and on the meeting website. It is helpful to include a few SPNHC members outside of the institution on the Local Program Development Team to assist with the solicitation of sessions, symposia, presentations, and the review of abstracts. Coordination with various SPNHC committees in connection with programming specialized content is also important (e.g., newcomer events, workshops, Committee Chairs' meeting, Council meeting, etc.).
- **REGISTRATION COORDINATOR.** Establishes the registration system and tracks registrations before and during the meeting; provides registrants with email confirmation of registration and receipt of fees. Provides invitations and invoices for those who require them for the purpose of grants or visas. Maintains an email address for questions about the Annual Meeting, registration, and abstract submission. Providing electronic registration with online credit-card payment and online abstract submission is strongly encouraged.

Oxford Abstracts is an application that offers online registration and abstract submission; it has been used for SPNHC meetings in the past, and its continued use is encouraged (but not required) and provides continuity and user familiarity. Contact the SPNHC Treasurer about advance purchase of OA, which SPNHC is happy to provide [treasurer@spnhc.org].

Other traditional or online registration services might be available through the host or partner institution or from other commercial service providers.

Overhead costs for using these services should be taken into consideration when setting registration pricing.

- **SOCIAL ACTIVITIES COORDINATOR.** Plans and secures facilities and catering (if applicable) for the primary social activities of the Annual Meeting (e.g., the opening reception and optional events such as a dinner or banquet, trivia night, newcomer event, or other desired social activities).
- **LOCAL TRANSPORTATION COORDINATOR.** Arranges or provides information on mass transit and shuttle service between airports, lodging, and the meeting site(s). The need to organize local transportation will depend on the location of scheduled events and the main lodging facilities and whether reliable and frequent local transportation is available at the time of planned activities or if activities are planned outside of local transportation service hours. The LOC might also need to schedule shuttles for tours and other special activities occurring distant to the main meeting site or between local airports and the meeting/lodging sites, if local transportation is not easily available to individual travelers.
- **LOCAL SERVICES COORDINATOR.** Arranges for provision of beverages and snacks, for scheduled breaks during the meeting; requires good organization to quickly accommodate great numbers of people during a short, specified time. Some meeting venues will help with arrangement of these services.
- **INTERNAL RESOURCE COORDINATOR.** Plans the placement and use of internal resources, such as rooms, projectors, screens, monitors, storage spaces, furniture, workshop

equipment, Wi-Fi, and other items as required.

- **EXTERNAL RESOURCE COORDINATOR.** Provides attendees with information on local dining and lodging facilities available outside of the institution, local transportation options, parking, and other things to do and see in the area. Local convention and visitor services can often provide this information.
- **WORKSHOP, FIELD TRIP, AND TOUR COORDINATOR.** Develops workshop, field trip, and tour options for registrant participation; works with workshop presenters, the local services, registration teams, and organizations inside and external to the host institution.
- **LOGISTICS COORDINATOR.** Addresses space and equipment needs, can be divided into several subcategories: Sponsoring Partners, Poster Display Session, and others, such as a Local-Volunteer Coordinator. Displays associated with the Annual Meeting primarily include poster presentations, but can also include demonstrations, corporate displays, and tables for handouts.

Sponsoring Partner Relations: Negotiates participation and support for sponsors and vendors; distributes and sends formal invitations; follows up with email/phone contact; coordinates with the SPNHC Membership Committee (and joint-meeting partners) to host the SPNHC Membership table; ensures that adequate space and equipment are provided for in the vendor hall and troubleshoots issues promptly to keep sponsors happy before and during the Annual Meeting; after the Annual Meeting, sends final thank-you notes to sponsors and sends updated vendor list to the SPNHC Conference Committee. It is vital to maintain ongoing contact with sponsoring partners, who will provide the financial support to offset the rising costs of the annual meeting. Consider organizing a sponsoring partner lunch or other social event to provide dedicated time for attendees to interact with the partners. Initial contact with potential sponsoring partners should be made at the interim annual meeting.

Poster Session Coordinator. Organizes physical or virtual display of poster submissions, using easels and boards or digital monitors, providing specific and sufficient time for participants to view posters and interact with authors. Provides digital copies (where available) to the meeting website after the meeting.

- **GRAPHICS COORDINATOR.** Creates attractive graphics and signage to effectively convey information to direct attendees to the meeting rooms, poster session area, sponsors/vendors trade-show room, activity sites, and other meeting locations.
- **WEB AND SOCIAL MEDIA COORDINATOR.** Creates a website for the Annual Meeting. See Appendix II for more information on the meeting website; works with other LOC coordinators and teams to distribute information about the meeting and upcoming deadlines and promote registration.

B. **COMMUNICATION.** The LOC is part of the SPNHC Conference Committee. It is essential for the LOC Chair to maintain communication with the SPNHC Conference Committee, which can provide guidance and answer questions throughout the planning process—during scheduled virtual meetings (if desired) or via email. SPNHC maintains a Slack channel, which is useful for communicating between scheduled meetings. Let the SPNHC Conference Committee know if you would like them to set up a Slack group dedicated to the meeting you are hosting.

When holding the Annual Meeting jointly with another organization, the collaborating organizations must clearly define their expectations, responsibilities, and determine

how decisions will be made and finances will be shared. Consider developing an MOU specific to the joint meeting. While an Annual Meeting is not intended to generate surplus revenues, in circumstances where surpluses are realized, the appropriate sharing between the collaborating organizations must also be defined and agreed upon early in the process.

- C. EARLY PLANNING ACTIVITIES. In the time between formal acceptance and the interim Annual Meeting (the meeting taking place the year before yours), develop a **draft outline/timeline** including: a conference theme, special topics, speakers, symposia, workshops, and tours. This information can be used for promoting the meetings, which in turn can encourage attendance, participation, and financial support. This information will also help to define the type of facilities required and make space reservations well in advance.

A meeting **Website** is key to providing all information about the conference for registrants to consider while making their travel arrangements and should be available well in advance of the meeting. The website can be launched as soon as the invitation is accepted, with preliminary information posted first and additional information added as it becomes available. See Appendix II for information on what to include in a meeting website.

Social Media avenues can be important mechanisms for sharing short communiques or information regarding updates of conference content or planning. Social media tags and campaigns can be created and deployed as soon as official acceptance of the invitation has been provided. Consider working with the SPNHC Web and Social Media Committee to coordinate and amplify social media efforts.

- D. ACTIVITIES AT THE “INTERIM” SPNHC ANNUAL MEETING. Every effort should be made by the host organization to attend the Annual Meeting preceding the one they will be hosting. This will enable representatives from the host institution of the future meeting to make contact with sponsoring partners, ask questions of past hosts, and get a good idea of how an annual meeting runs.

It is highly desirable to have the future annual meeting **logo and theme** developed and available at this interim meeting. Consider ways to **advertise** the next meeting, such as including an ad for the meeting in the interim-meeting program and having representatives at a table in the vendor hall with “save the date” postcards or a QR code leading to further information.

An **updated presentation at the ABM** is highly recommended and can generate enthusiasm for your next meeting, fill in details about costs and the abstract and registration calendar, and promote registration.

- E. EARLY ANNOUNCEMENTS. To allow for budget planning by potential meeting registrants, it is useful for individuals and institutions to be aware of the basic details of the SPNHC Annual Meeting as early as possible, including options for travel, lodging, and meals.

Send emails and post messages on the NHCOLL-L listserv, the SPNHC website and social media, providing basic information at least six months in advance of the meeting, such as dates, special speakers, symposia, special workshops, field trips, and any other information that would encourage individuals to attend the meeting. Send email announcements to the SPNHC secretary for distribution to SPNHC membership [Secretary@spnhc.org]. Consider other listservs and social media outlets for encouraging non-SPNHC members to attend.

F. **OBTAIN FINANCIAL SUPPORT.** The success of Annual Meetings hinges on the host institution's ability to obtain financial support. Minimally, funds are acquired from the host institution (possibly in the form of sponsorship) and from registration fees. Because people attending SPNHC Annual Meetings include students, early professionals, and others operating on limited budgets, efforts should be made to keep the costs of attending the Annual Meeting as low as possible. This means that the LOC must pursue additional financial support. An important thing to remember is that in reference to fixed costs (such as conference spaces, equipment, and services), the partitioned cost per individual decreases as the number of registrations increases—so there is an incentive to do everything possible to encourage maximum attendance at the meeting. It is also highly recommended that the management of all funds be centralized with the LOC and/or host institution to avoid subsequent challenges, especially with collaborative meetings. The LOC must keep detailed documentation and accounting of all income and expenses and provide SPNHC with a post-meeting budget and financial report. See a sample budget in Appendix III.D.

- **INSTITUTIONAL.** Cash contributions from the host institution can be used to cover registration expenses for members of the Local Organizing Committee, volunteers, and other special participants. In compliance with Article V of the *POLICIES FOR CONDUCTING SPNHC ANNUAL MEETINGS* and to avoid the appearance of conflict of interest, these funds should not be listed as revenues in the Conference Budget. This benefit can also be used by the institution to encourage individuals to help with the meeting. The host institution and partners may cover other incidental expenses related to the meetings, such as communications, rental of space and equipment, and use of support staff. Sponsorship from host institutions can also be sought and would be managed under the terms for the *Sponsorship, Tradeshow and Advertising Agreement*; see a sample in Appendix III.H. Institutions outside of North America may need to run the finances somewhat differently due to local tax laws, etc.
- **CORPORATE.** Corporate support can include the purchase of advertising in the meeting program or on screens visible during meeting sessions, display space at the trade show, or underwriting the cost of various aspects of the meeting, such as a banquet or other social event, coffee/snack breaks, workshops, poster-session supplies, etc. It is very important to provide equal opportunities and benefits to corporations, and to fully acknowledge their support without suggesting SPNHC endorsement. The Local Organizing Committee can refuse a potential sponsoring partner or advertiser when it sees legitimate grounds to do so.

Sponsoring Partners. The SPNHC Conference Committee and past conference hosts can provide lists of past SPNHC sponsors/vendors and their history of support. Follow the suggested guidelines in the *Sponsorship Opportunities* document and see the *Sponsorship Agreement* in Appendix III.G and III.H. Sponsors/vendors should receive all relevant meeting information, so they are aware of their audience.

Local Businesses. Solicit sponsorship from local companies that already have existing relationships with your institution or are compatible with SPNHC's mission and the program you are developing. Local companies can be a great resource, but it is essential to work through your institution's development/fund-raising department to avoid potential conflicts.

Sponsorship Fees should include the cost of registration that provides admission for a predetermined number of representatives of the company. This fee should be high enough to cover all incurred costs of the display (including equipment and space rental and

meals/coffee breaks) as well as additional money to support other meeting costs.

- **FUNDING AGENCIES AND FOUNDATIONS.** Seek grant funds from local, regional, and national organizations, such as foundations, government agencies, and tourism boards, to cover general or specific parts of the meetings (e.g., field trip funding provided by a regional tourism board). The lead time for proposals can be lengthy and take a year or more to allow for submission and resubmission as required.
- **REGISTRATION FEES.** A major part of the expenses of Annual Meetings is funded through the collection of registration fees. If registration fees and expenses for travel, food, and lodging are deemed too high, many individuals might not be able to attend the meeting. Rates should approximate the cost of benefits the individual receives during the meeting. Registration fees should not be set to generate profit or to cover the personal expenses of other SPNHC members or members of the Local Organizing Committee (see Article V of the *POLICIES FOR CONDUCTING SPNHC ANNUAL MEETINGS*). When establishing registration fees, consider the following:

Fixed costs remain the same regardless of how many people attend the meetings. Fixed costs include space and equipment rental, security, AV equipment and IT support, set-up costs for the opening reception, etc. Take advantage of electronic communication where possible and rely on physical mail only when necessary (e.g., sponsor letters or printed invitations if required for visa applications).

Variable costs are affected by the number of conference attendees. For instance, when considering food and beverage for breaks, work with a very good estimate of the number of attendees expected, because catering services may require final numbers well in advance of the meeting. Ideally, try to negotiate with the caterer for the shortest deadline between providing these numbers and the actual catered event(s).

Calculate a total estimate of fixed costs and divide by a conservative break-even registration number to establish a base-line charge. Then add a per-person charge for items such as online-registration fees, production of the registration package (name tags, tickets, bag or other swag, for example), food and beverages at breaks, and other variable costs that are dependent on the number of registrants. Don't forget to factor in taxes where applicable. If extra funding is uncertain by the time registration fees must be set, assume there will be none and plan for the minimum. If additional funding is received after the registration fees have been set, you may decide to augment benefits such as food at coffee breaks, etc.

Offer graduated rates for early-bird, member, non-member, and student registration. Early registration fees provide working capital and facilitate planning. A non-member surcharge should be high enough (at least twice the current SPNHC individual membership cost) to encourage joining SPNHC. Provide an option to join SPNHC to obtain the lower member's rate and a link to SPNHC membership information. SPNHC is committed to Inclusion, Diversity, Equity, and Access (IDEA), and recognizes the need and responsibility to develop current and future members. The LOC is encouraged to promote diversity when establishing registration fees (e.g., by offering lower rates to students and participants from areas in the global south where incomes are lower). SPNHC welcomes any discussions with the LOC to help maximize diversity and inclusion support across SPNHC for all SPNHC activities.

Credit card payment for registration is expected, and it makes the registration process simpler and refunds easier, if necessary. For payment by check or other means, clearly indicate to whom registration is to be paid and how/where payment should be sent. Payment via PayPal, Venmo, or other electronic payment applications

are not available to registrants in every country.

- **ADDITIONAL CHARGES.** Additional fees for special/social events can be added to individual registration costs, as long as these fees are reasonable, optional, and made known to attendees in advance. Additional fees should not be charged for basic conference activities (plenary/technical sessions, coffee breaks, Committee Chair, Council, and Annual Business Meetings, and any meals host-provided meals that are not optional). Consider offering an opt-in lunch option.

Banquet/Dinner and Other Social Activity attendance should not be included as part of the registration fee but offered separately as additional costs—unless the host has funds to extend participation to all registrants. Additional income can also be acquired from the sale of tickets to non-registered attendees (e.g., spouses or traveling companions). Consider offering tickets at a reduced cost for students or soliciting funds to cover student participation.

Workshops, Field Trips, Tours, Symposia are special activities that often involve additional costs for supplies, venues, transportation, and food, and it is appropriate to ask participants to share these costs. Additional income can also be acquired from fees paid for workshops, field trips and tours by non-registered attendees, if all registrants have been accommodated and space is still available. Consider offering tickets at a reduced cost for students or soliciting funds to cover student participation.

Lodging expenses are expected to be paid by the individuals procuring their lodging. Although no income would be expected from this source, normally there should not be any lodging expenses passed on to the host institution or the LOC, unless the hotel requires a signed contract to reserve blocks of rooms and imposes a quota system with penalty if not all rooms are used.

Local Transportation is to be provided at no cost to registrants if the meeting site is difficult to access from accommodations and a shuttle bus is required, if social events are difficult to access by foot or public transportation, and if the meeting site is difficult to access from the local airport. Fees for transportation to ticketed social activities can be built into the cost of those ticketed activities. Consider soliciting funds to cover transportation costs.

V. PLANNING THE ANNUAL MEETING

- LOCAL ORGANIZING COMMITTEE MEETINGS. Regular meetings of the LOC are essential in maintaining communication and handling issues as they arise. Minimally, there should be an initial meeting of the institution's administration and the LOC Chair to discuss schedules, funding, allocation of resources, and legal aspects. The LOC Chair should make sure each area of responsibility described in IV.A. above is assigned and then delegate as much as possible to subcommittee chairs. The LOC Chair should remain aware of all activities and step in with assistance and guidance where needed without having to abandon key tasks. Keep all LOC members informed so that everyone knows what is going on; use regularly and realistically scheduled meetings for updates and soliciting input; give LOC members realistic internal deadlines. A final LOC meeting (within two weeks of the Annual Meeting) should address last-minute concerns and activities. The LOC Chair and key members should meet regularly with the SPNHC Conference Committee for guidance, assistance, and to keep the SPNHC Conference Committee informed of plans and progress. See the sample Planning Schedule in Appendix III.B.

- B. COMMITMENTS FROM SPECIAL SPEAKERS. The selection of special (keynote, plenary, local/regional dignitary) speakers is an important part of program development. It is not uncommon for good speakers to have other commitments for speaking engagements as much as a year in advance. As a professional courtesy, extend speaker invitations at least six to nine months in advance, and perhaps as much as 15 months in advance. Special speakers might expect a speaker's fee or to have their basic expenses (travel, food, lodging) covered by the host institution. Document expectations, agreements, and arrangements in writing.

SPNHC is committed to Inclusion, Diversity, Equity, and Access (IDEA), and recognizes the need and responsibility to develop current and future members. The LOC is encouraged to seek diversity when looking for potential speakers, as guest speakers set the tone for the Annual Meeting as well as for the organization. SPNHC welcomes any discussions with the LOC to help maximize diversity and inclusion support across SPNHC for all SPNHC activities.

- C. RESERVE FACILITIES/EQUIPMENT. As soon as the LOC is aware of the physical needs for all activities of the Annual Meeting, even in general terms, appropriate people/services should be contacted to reserve the required facilities and equipment for specific dates. Because other unrelated functions of the institution may be competing for the same resources, it may be necessary to make reservations a year or two in advance, or more. This is particularly true if external facilities, such as conference centers and those for lodging and a dinner, are required. If the host institution has a Conference Planning Office, seek assistance from their staff. All reservations should be documented with written correspondence. It is also a good idea to verify/confirm all reservations within two to four weeks. When reserving blocks of lodging facilities, be aware that registrants might want to arrive a day or two before Annual Meeting activities begin and leave a day or two after the Annual Meeting ends.

- D. COORDINATE ACTIVITIES WITH APPROPRIATE SPNHC COMMITTEES. The LOC should coordinate its activities with the Society's Conference Committee (guidance, assistance, scheduling), Secretary (member communications), Treasurer (loan, budget issues, Oxford Abstracts fee), Professional Development Committee (travel grants, training/workshops), Membership Committee (member recruitment and verification of registrants), and Web & Social Media Committee (promotion and link to the host's meeting website). The SPNHC Conference Committee can put the LOC in touch with these people and groups and invite them to LOC/Conference Committee meetings as needed.

- E. TRACK FINANCES & FUNDRAISING. An Annual Meeting can cost upwards of USD \$200,000, and even more for a larger joint meeting. It is vital that the LOC keep track of all income and expenses and include these in the final report to the SPNHC Conference Committee after the Annual Meeting has concluded. For more on fundraising, see IV.F. See also the sample budget in Appendix III.D.

- **Set up special accounts** to handle incoming funds and expenditures. It may be mandatory for tax purposes to separate incoming funds in special categories for registration, lodging, donations, grants, etc.
- **Seek advice/support from your institution's financial support staff**, who might be able to allocate a restricted budget account within the institutional system to handle all financial transactions for the conference. If the host institution has a Conference Planning Office, it might also offer this service.

- **SPNHC funds.** The LOC may request financial assistance from SPNHC to help cover start-up costs, such as deposits required for meeting venues. Assistance may be granted by mutual agreement, which will include a process for repayment. Contact the SPNHC Conference Committee Chair (see webpage), at minimum a year in advance of the year for which the assistance is requested, as funding will require implementation of a SPNHC/LOC Funding agreement. [treasurer@spnhc.org]
- F. ADVERTISE & PROMOTE THE MEETING. Shortly after the interim Annual Meeting, and certainly at least seven to nine months in advance, the host institution should send out news releases about the upcoming Annual Meeting. This will give sufficient time for organizations to publish the information in appropriate publications and on websites prior to the meeting.
- **Coordinate with the SPNHC Web & Social Media Committee** to post information about the Annual Meeting on the SPNHC website and newsletter [webmaster@spnhc.org].
 - **Post social media announcements, updates, and “teasers”;** coordinate with the SPNHC Web & Social Media Committee to amplify social media efforts.
 - **Circulate announcements and calls for symposia, workshops, and papers** on NHCOLL-L and other appropriate list-servers. Send announcements and calls to the SPNHC Secretary for distribution to all SPNHC members. [secretary@spnhc.org]
 - **Get advice from hosts of past meetings** for additional suggestions about where notices should be posted.
- G. DEVELOP THE MEETING PROGRAM. Determine a schedule for the Annual Meeting, including the placement of the opening reception, plenary/keynote session, required meetings (Committee Chairs, Council, and ABM), optional social activities, pre- and post-meeting events (e.g., workshops, field trips, tours), and the number of concurrent technical sessions desired. See sample schedule and program in Appendix III.C and III.K.
- **REQUIRED MEETINGS WITHIN THE ANNUAL MEETING.** Work closely with the SPNHC Conference Committee on the timing of the Committee Chairs’ Meeting, Council Meeting, and the Annual Business Meeting (ABM). These meetings should not be scheduled concurrently with plenary/technical sessions or social activities, but they may be scheduled between plenary/technical sessions and evening social activities, provided meeting participants will have time and means to get to social-activity locations. Provide comfortable, adequate space, a computer and meeting link for virtual participation, and robust Wi-Fi. If the meetings are scheduled over a lunch or dinner hour, please provide meeting attendees with a meal they would otherwise miss.
- The Committee Chairs’ Meeting** should be the first meeting of the three and can take place after plenary/keynote or technical sessions. Plan for 15–20 attendees and 60 minutes.
- The Council Meeting** should be the second meeting of the three and can take place after a technical session. Plan for 35 participants and 60–90 minutes.
- The ABM** should be the last meeting of the three and typically takes place on the last day of the meeting—during the morning or over the lunch hour. Plan for 150–200 attendees and 90 minutes.
- **COMMITTEE MEETINGS.** SPNHC committees are encouraged to meet virtually throughout the year. Hosts are not required to provide time for committee meetings during the Annual Meeting. Consider scheduling time (e.g., 60 minutes) for a committee fair in a

large, open area, where committees can gather and talk with registrants about the work committees do and recruit new members. If the LOC would like to host committee meetings, please work closely with the SPNHC Secretary [secretary@spnhc.org] to identify which committees would like to meet and which committee meetings should not be concurrent with certain other committee meetings.

- **OPENING/PLENARY/KEYNOTE SESSION.** The opening session is the first session of the Annual Meeting and should be held in a space that can accommodate all registrants. The opening session is often scheduled for the morning after a day of optional Field Trips and Tours and includes the welcoming address from representatives of the host institution(s), followed by welcoming words and brief announcements by the SPNHC President. These are usually short introductory comments, as much of the time should be allocated for the keynote presentation, which might last 1–1.5 hrs. Other invited speakers for the opening session may not have much more than 20 minutes each, depending on the number of speakers and the available time scheduled for the opening session. An afternoon start is also possible, if the host desires to schedule other meetings or events during the morning.
- **ORAL PRESENTATIONS.** Oral presentations should be given in a setting where the speaker can easily address the entire audience. Computer/presentation equipment, along with laser pointer, screen, sound system and variable light control should be available. Presentations are usually restricted to 15–20-minute time periods, including three to five minutes at the end for questions. During technical sessions, it is recommended to have extra microphones for audience questions, especially when presentations are in large rooms. Sessions require an assigned Moderator or Session Chair to introduce speakers, keep the session on schedule, and to serve as a timekeeper for individual speakers. The Chair will need a timer and a method for communicating time to speakers (e.g., 1-, 2-, 5-minute warnings and stop signs). Because it is customary to schedule multiple concurrent technical sessions in smaller rooms and registrants should be able to move freely from one presentation to another during the sessions, it is especially important to adhere to the speaker schedule. Individuals should be able to easily enter and exit the room in which presentations occur without disturbing the presentations.
- **POSTER & DISPLAYS.** Posters and displays should be presented in a setting where attendees can comfortably view and move around them, even in a crowd. A block of time must be scheduled when the presenters will be expected to be standing by their posters so that attendees can have the opportunity to discuss the presentations with them. Consider hosting a dedicated poster session without additional concurrent offerings. In the interest of sustainability efforts, consider requiring electronic posters, in which case monitors will be required for poster viewing instead of traditional poster boards. In order to attract sponsoring partners to our meetings, it is important to situate the poster sessions, the tradeshow area and break room in close proximity.
- **SYMPOSIA.** A symposium is considered a special activity because it usually involves an organized series of presentations on a particular subject. Symposia are usually treated in a similar manner to oral presentations.
- **BREAKS & LUNCHES.** A 20–30-minute health/refreshment break should be scheduled in the middle of the morning and of the afternoon presentation schedule. Lunch breaks should be at least 90 minutes.
- **SPECIAL INTEREST GROUPS.** SIGs are open-format meetings in which participants can discuss a variety of subjects. Recurring subjects include integrated pest management, fluid-preserved collections, transport of dangerous goods, and collection management

databases, among others. If the host intends to schedule time for SIG meetings, the subjects should be determined as early as possible and included with a brief outline on the conference website and in the Program and Abstracts. SIG meetings have typically been held over breakfast or lunch or preceding or following the Annual Business Meeting but should not conflict with technical sessions.

- **WORKSHOPS & TOURS.** Planning workshops and tours in standard 90–120-minute blocks of time allows for two in the morning and two in the afternoon, with breaks. Some activities will require double blocks, and workshops can be scheduled as half-, whole-, or two-day activities. Plan enough activities to accommodate all registrants. Experience has shown that good workshops and tours use all available time. Be sure to allow enough time between activities for attendees to get from one to the next. Individuals in charge of tours should have a list of names for individuals expected on the tour, in case it is necessary to wait a few minutes for late arrivers. Include workshops in the call for sessions and symposia.
- **SOCIAL ACTIVITIES.** If social activities are to be held outdoors, have contingency plans in case the weather turns bad. If activities are held far from the meeting venue and public transportation is not available or easy to navigate, provide transportation and include the cost in the ticket fee.

Ice-Breaker/Opening Reception. The Ice-Breaker Reception (required) usually takes place during the evening before the first day of presentations (after the Field Trips and Tours), or after an afternoon Opening/Plenary Session. The occasion should be simple and held in a setting conducive to casual interaction among attendees. Beverages and snacks/hors d’oeuvre are normally provided. The reception should be open to all registrants; it is acceptable to require ticket purchase for non-registered spouses and traveling companions. A cash bar is also acceptable. Some hosts provide a drink ticket or two, with additional drinks available for purchase by attendees.

Sponsoring Partner Reception. Hosting a reception with sponsoring partners in the tradeshow area is a good way to ensure quality interaction between meeting attendees and partners. Quality interaction generates interest in ongoing sponsorship by partners.

Dinner/Banquet. The host might choose to hold a casual dinner, banquet, or buffet-style meal with an evening activity, but it is not mandatory. The host may charge a fee to cover costs. In the past, when other activities have been included, they have ranged from entertainment to touring museum exhibits or zoological gardens. Providing music and opening the floor to dancing after the meal is traditional but not required.

Other Activities. Each meeting site has its own unique setting, and other arrangements may be organized at the discretion of the Local Organizing Committee. The LOC can charge additional fees for these other activities. Trivia Night has been a successful event at recent meetings, often held in a local pub or other venue. At a minimum, it would be helpful if the host can suggest facilities where attendees can gather and socialize at the end of the day.

H. **REGISTER PARTICIPANTS.** Identify and solicit participants to host and attend technical sessions, symposia, workshops, and to speak and make presentations at the Annual Meeting.

- **CALL FOR SESSIONS/WORKSHOPS/SYMPOSIA.** The Local Program Development Team should issue a call for sessions and workshops as soon as possible, but at least 6 months before the Annual Meeting and choose which ones best fit the conference theme, show the most promise for attracting papers and attendees, and will be included in the

program. The LOC retains the right to refuse a proposed session or workshop.

- **CALL FOR PAPERS.** Once the sessions have been chosen and at least 4 months before the Annual Meeting, issue an electronic Call for Papers. The Call for Papers (also referred to as *Abstract Submission*) should include a list of the session topics and a description of the format required for the abstract (authors, addresses, title, and abstract) as well as the format for presentation in its final form (oral or poster). Session moderators can be called upon to solicit presenters for the sessions they proposed. Electronic abstract submissions by email or via the online registration system should be required. For poster presentations, precise instructions regarding poster format, dimensions, attachment, etc. must be provided with the submission information. To promote sustainability efforts, consider requiring posters to be displayed electronically, which will require the host to provide monitors or other means of displaying electronic posters. It is the LOC's right to refuse a paper or poster.
- **REGISTRATION SYSTEM.** Providing electronic registration with online credit-card payment and online abstract submission is strongly encouraged. Oxford Abstracts is an application that offers online registration and abstract submission; it has been used for SPNHC meetings in the past, and its continued use is encouraged (but not required) and provides past-year registration and abstract submission forms as editable templates. Contact the SPNHC Treasurer about advance purchase of OA, which SPNHC is happy to provide [treasurer@spnhc.org]. Other online services might be available through the host or partner institution or from other commercial service providers. The overhead costs for using these services should be taken into consideration when setting registration prices.
- **REGISTRATION FORM.** The Registration Form should be simple and clear yet provide sufficient information to assist the LOC in planning the Annual Meeting. Registrants should be able to sign up for all sessions and provided meals and activities, or to purchase registration for specific single days/meals/activities. The Registration Form should also include the option to purchase tickets for extra/social events, such as a banquet/dinner, field trips, and other optional activities available for an additional fee. The Registration Form should clearly state which activities are included with the basic meeting registration and which ones require additional payment, and also should include options for registering spouses or traveling companions (for a fee) for social activities that are included for Annual Meeting registrants, such as the opening reception. It is appropriate to ask registrants to specify any restrictions, such as food allergies, and accommodations required for physical impairments. This information will assist in the LOC's selection of facilities, equipment, and provided meals.
- **REGISTRATION DEADLINES.** It is important to establish a realistic schedule of registration deadlines. Deadlines should be clearly stated and reference the date, time, and region of the deadline. Dated online registration records are the best way to determine whether attendees have made a deadline and qualify for early registration discounts. Encourage advance registration but plan to accommodate onsite registration during the meeting, especially for single-day attendees. See sample Planning Schedule in the Appendix.

Presentation Abstract deadlines. It is advisable to aim to receive abstracts for all oral and poster presentations at least three months before the meeting. This also applies to abstracts from special speakers.

Early Registration deadlines. The host LOC determines deadlines for early registration benefits. Normally, this deadline will be early enough to allow the host institution to plan the meetings according to the numbers of expected attendees. However, the deadline

should be about six to eight weeks after the registration information are distributed to allow for any delays. It might be wise to use the deadline required for reserved accommodations and abstract submission as the early registration cut-off, to avoid too many deadlines.

- **PROGRAM OUTLINE AND SCHEDULE.** It is important for the attendees to know as much as possible about the program during the registration process, so that they can plan their travel arrangements and other activities during the time of the meeting. Information about the schedule of sessions and speakers should be posted on the conference website and linked to the SPNHC website as soon as possible.
 - **FACILITIES INFORMATION.** Information about the institution, lodging and dining facilities, and other features of the local area is extremely useful in helping attendees to make personal decisions about what they will do and what they will bring with them to the meeting location. Reference mobility and accessibility in the information provided about the Annual Meeting.
 - **PROCESSING REGISTERED INDIVIDUALS.** When registration occurs through an online registration system, information is databased automatically and receipts/confirmations are sent to the registrants within a few minutes. Effort should be made to accept major credit cards to facilitate payments. Some registrants might require letters of invitation for visa purposes or invoices for institutional payment; the LOC will be responsible for issuing these as needed. Consult with the SPNHC Membership Chair to verify whether registrants qualify for member discounts they are claiming [membership@spnhc.org].
 - **PREPARE DIRECTORY OF REGISTRANTS.** A Directory of Registrants is easily produced from a database or spreadsheet of registration information. Publishing or distributing a directory or list of registrants might no longer be legal in some countries. Check local privacy law to determine whether this is allowable and what type of personal information may be published. Asking registrants to accept publication of their personal information (i.e., a checkbox on the registration form, with an explicit statement about the intended use and their right to privacy) is an acceptable method of obtaining permission. Be sure the name, address, phone number, and e-mail addresses of each registrant on the list are correct. Final entries to the registration directory can be made during the Annual Meeting, as onsite registration occurs. If permissible by local law, a final version of the Directory should be made available to the Annual Meeting registrants in electronic or printed form. If general distribution is prohibited locally, the list should be provided to SPNHC for restricted use by the Membership Committee, the Publications Committee, and for archival purposes.
- I. **PREPARE AND PROVIDE FINAL PROGRAM AND ABSTRACT DOCUMENTS.** Provide these electronically on the SPNHC and meeting websites. Oxford Abstracts makes the program and abstracts available to registrants' phones via a mobile link or app. Other online registration/abstract systems might do the same.
- Plan to allow at least **two to three months** before the meeting to prepare and make the final Program and Abstracts available. Once all abstracts are received, selected, and plans and schedules have been confirmed, the Program and Abstracts can be prepared in a few days. Allow a month for getting last-minute abstracts and late advertiser submissions, formatting, and proofreading.
 - Be sure to proof-read the copy several times prior to publishing the final version, to avoid

embarrassing errors. Receiving electronic submissions from authors should help to avoid some problems, so taking advantage of an online submission system such as Oxford Abstracts is strongly encouraged. Strive for consistency in format. Misspelled names, altered institution names, and heading errors are particularly easy to overlook.

- J. NOTIFY PRESENTERS OF SCHEDULE. Individuals giving oral or poster presentations should be informed of their schedule in the program, preferably well in advance of the Annual Meeting, so they can finalize travel plans.
- K. IDENTIFY & ASSIGN SESSION STAFF. Sessions for oral presentations will require a Session Chair or Moderator to introduce speakers, keep the session on schedule, and to serve as a timekeeper for individual speakers. The Session Chair will need a timer and a method for communicating time to speakers (e.g., via signs). Presentation sessions also will require technical support staff to operate computer and recording equipment, queue electronic presentations and move from one electronic presentation to the next, and troubleshoot computer and audio issues as they arise. If the LOC decides to provide synchronous attendance of presentations by virtual registrants, additional support staff will be required to open and monitor the virtual sessions for questions and comments from virtual attendees.
- L. MAKE A DETAILED SCHEDULE OF MEETING-STAFF ACTIVITIES. To avoid a breakdown in communications among members of the LOC during the Annual Meeting, it is a good idea to prepare and distribute a detailed schedule of all meeting activities for each hour of each day. Information about each activity, such as objectives, individuals concerned, and materials needed, should be included. This information should be distributed to LOC Subcommittee Chairs as well as other involved institution personnel, such as security, technical support, custodial services, and public relations.
- M. PREPARE REGISTRANTS' MEETING MATERIALS. As soon as meeting materials are available for registrants, sort and place them in envelopes, folders or bags for distribution at the registration desk on site at the Annual Meeting. Each registrant should receive a copy of the Program and Abstracts (printed, if not available through Oxford Abstracts or similar program/abstract system), a name badge that is correct and legible at a distance, receipts for fees paid (if not available online), tickets for special events (unless attendance checklists will be used), housing information (if handled through the host institution), and special messages. Consider adding stickers/dots, ribbons, or printed color bands on the nametags to designate first-time attendees, their mentors, Council members, LOC members, or other distinguished participants. Supplementary materials for registrants might include maps, information about public transportation, a list of local dining facilities, tourist information, a list of useful telephone numbers (medical and emergency dental assistance, police, taxi, etc.)—or a link to a web page that includes this information—and brochures or swag from the host institution and selected sponsors and vendors (see the *Sponsorship Opportunities* document in the Appendix for level-specific benefits).
- N. PREPARE SIGNAGE DIRECTING PARTICIPANTS TO MEETING ACTIVITIES. Locate signs or stanchions around the venue, directing participants to restrooms, coffee-break areas, exits, elevators, meeting rooms, poster displays, the vendor hall, and special activity locations.
- O. ARRANGE FOR PHYSICAL ACCOMMODATIONS. In compliance with local law, host LOCs should provide required/requested accessibility accommodations for impaired registrants (e.g., sign-language interpreters, wheelchair accommodations). This can be a costly endeavor,

and requirements and responsibilities should be investigated as early as possible in the planning process since the cost of accommodations must be factored into general registration fees or negotiated with the host institution.

VI. CONDUCTING THE ANNUAL MEETING

- A. REGISTRATION DESK. On-site registration and pick-up of registration materials usually begin during the afternoon on the day before the beginning of the Annual Meeting, or during the morning before an Annual Meeting with an afternoon start. The registration desk continues throughout the week as a site for people to register for the meeting or activities, ask questions, and seek guidance. A table and chairs are required, along with the registration materials, supplies (scissors, tape, paper, writing utensils, giveaways, sign-ups for limited-capacity activities such as collection tours and in-session workshops that were not available for advance, online signup,) and enough LOC members to quickly process attendees as they arrive. Most participants will have pre-registered by that time, but allowance should be made for last-minute registration at the desk; if an online registration system is used, a QR code or scannable link to access the online registration site via mobile phone or a computer with access to the system and a printer should be available at the desk to process new registrations and payments.
- B. PRESENTATION UPLOAD DESK. Maintain a computer station where presenters can upload their electronic presentations, unless presenters were required to upload presentations prior to the start of the Annual Meeting.
- C. TECHNICAL SUPPORT. Have sufficient staff on hand in each room throughout the meeting to provide technical support and troubleshoot equipment issues as they arise.
- D. LOC COMMUNICATIONS. Maintain LOC communications throughout the entire meeting. Make sure everyone understands their roles, and communicate changes as necessary. Share announcements and program additions/changes with registrants via notices by session chairs at the start of sessions and via web, social media, and other platforms (e.g., announcements in Oxford Abstracts). Consult with the SPNHC President and President-Elect as questions and issues arise during the meeting.

VII. POST-MEETING ACTIVITIES

- A. ACKNOWLEDGMENTS. One of the most important post-meeting activities is sending letters of appreciation to individuals who assisted with the Annual Meeting, including thank-you notes to sponsoring partners and special speakers. Although contributors of funds or materials are the most obvious to be acknowledged, do not forget the individuals on the Local Organizing Committee or other people who provided services in one way or another. Consider encouraging presenters to prepare their presentations for submission to *Collection Forum*. Consider coordinating this activity with the SPNHC Managing Editor [editor@spnhc.org].
- B. DISTRIBUTION OF PROGRAM AND ABSTRACTS. Provide the Program and Abstracts documents to the SPNHC webmaster for inclusion on the SPNHC website. The LOC is under no obligation to provide printed copies of the Program and Abstracts documents.
- C. ACCESS TO RECORDED PRESENTATIONS. If recorded presentations were not already

uploaded to a cloud-based viewing platform as they occurred during the Annual Meeting, upload them after the meeting. Work with the SPNHC webmaster to archive electronic posters and recorded oral presentations on the SPNHC website and YouTube channel [webmaster@spnhc.org]. The LOC may determine the length of time for registrant-only access before recorded presentations are made accessible to the general public. Registrant-only access typically lasts 6–12 months.

D. CONCLUSION OF FINANCIAL ARRANGEMENTS.

- **Institution.** Conclusion of all financial obligations of the host institution might require several months and will include paying final bills and possibly taxes on certain funds received as a result of the meeting.
- **SPNHC** expects the re-payment of any money loaned to the host institution for start-up expenses within 6 months of the conclusion of the meeting. SPNHC funds granted by mutual agreement will be handled as specified in said agreement. If excess income is derived from the meetings, SPNHC would appreciate a contribution of some or all these funds, which will help to cover anticipated expenses resulting from activities of the Annual Meeting (for example, special publications such as *Managing the Modern Herbarium*), future meetings, and to support graduate students' or emerging professionals' attendance at Annual Meetings.

- E. SUBMIT FINAL REPORT TO SPNHC CONFERENCE COMMITTEE. The LOC is required to track all revenue, donations, and expenses associated with the Annual Meeting and to send a Conference Summary Report to the SPNHC Conference Committee Chair, who will share it with the SPNHC President and Council. The report will be maintained as a permanent document of the Society and used in planning future meetings. The report should include a summary of activities accomplished, a breakdown of numbers of registered participants (for example, members, non-members, countries represented, early/regular registrations, travel grants awarded, etc.), a listing of registration charges, and recommendations for future meetings or changes in guidelines. See sample report in Appendix III.E.

The host is obligated to report financial details and any information regarding general costs that would be helpful to other institutions potentially interested in hosting future meetings. The host LOC is also encouraged to update information, such as sponsoring partner lists, news release contacts, and institutional mailing addresses used during the planning process.

VIII. APPENDICES

APPENDIX I - Previous Meetings

Past meeting website snapshots taken from the WayBack Machine (<http://archive.org/web/>).

SPNHC 2007 – Building for the Future: Museums of the 21st Century – May 21–26, 2007. Science Museum of Minnesota, Saint Paul, MN.

<http://web.archive.org/web/20090525051813/http://www.smm.org/spnhc/>

SPNHC 2008 – Collection Stewardship: Challenges in a Changing World – May 13–17, 2008. Sam Noble Museum of Natural History, Oklahoma City, OK.

<http://web.archive.org/web/20091221042321/http://www.snomnh.ou.edu/nsca-spnhc/>

SPNHC 2009 – Bridging Continents: New Initiatives and Perspectives in Natural History – July 6–11,

2009. National Museum of Natural History Naturalis, Leiden, The Netherlands.

<http://web.archive.org/web/20140106070611/http://spnhc2009.org/>

SPNHC 2010 – Biodiversity 2010 and Beyond: Science and Collections – May 31–June 5, 2010. Canadian Museum of Nature, Ottawa, Ontario, Canada.

<http://web.archive.org/web/20100423074434/http://www.spnhc-cba2010.org/home.html>

SPNHC 2011 – Sustainable Museums – Sustainable Collections – May 23–28, 2011. California Academy of Sciences, San Francisco, CA.

<http://web.archive.org/web/20110131004040/http://research.calacademy.org/spnhc>

SPNHC 2012 – Emerging Technology and Innovation in Natural History Collections management – June 11–16, 2012. Yale Peabody Museum, New Haven, CT.

<http://web.archive.org/web/20120604091144/http://peabody.yale.edu/collections/spnhc2012/home>

SPNHC 2013 – Repositories and Partnerships for Managing Natural History Collections in the 21st Century – June 17–22, 2013. South Dakota School of Mines and Technology, Rapid City, SD.

<http://web.archive.org/web/20130510013534/http://cfrspnhc2013.com>

SPNHC 2014 – Historic Collections / Future Resources – June 22–27, 2014. National Museum of Wales, Cardiff, Wales.

<http://web.archive.org/web/20150922031000/http://www.museumwales.ac.uk/spnhc2014/>

SPNHC 2015 – Making Natural History Collections Accessible through New and Innovative Approaches and Partnerships – May 17–23, 2015. The Florida Museum of Natural History, Gainesville, FL.

<http://web.archive.org/web/20160216211444/http://www.spnhc.org/media/assets/SPNHCProgramforWeb.pdf>

SPNHC 2016 – The Green Museum – June 20–25, 2016. The Museum für Naturkunde & Botanischer Garten und Botanisches Museum Berlin, Germany. <http://www.spnhc2016.berlin/>

SPNHC 2019 – Making the Case for Natural History Collections – May 25–31, 2019. Field Museum, Chicago IL. <https://spnhcchicago2019.com/>

SPNHC / BHL & NatSCA 2022 – Through the Door and Through the Web: Releasing the power of natural history collections onsite and online – June 4–10, 2022. National Museums Scotland and Royal Botanical Gardens Edinburgh, Scotland. <https://spnhc.org/spnhc-icom-nathist-june-8-12-2020/>

SPNHC 2023 – Taking the Long View – May 28–June 2, 2023. California Academy of Sciences, San Francisco CA. <https://www.calacademy.org/spnhc-2023>

SPNHC / TDWG 2024 – Enhancing Local Capacity, Elevating Global Standards September 2–6, 2024. Hosted by SPNHC & TDWG, Okinawa Convention Center, Okinawa, Japan.

<https://www.tdwg.org/conferences/2024/>

APPENDIX II – Building the Meeting Website

The following are subjects usually included on a conference website:

1. **WELCOMING/INTRO (HOME) PAGE**. Provides quick access to all meeting information and includes logos (conference, host, SPNHC, collaborating organizations, sponsors), and a link to the Code of Conduct for the meeting (See Appendix III for a sample Code of Conduct).
 - **Quick news and important changes/announcements** are best presented on the home page, but a separate News page may be useful to present longer pieces of information.
 - **Sponsor and vendor logos**. It is important to provide sponsors and vendors with as much visibility as possible. Their logos should be presented on the Home page in a fashion that reflects their level of participation.
2. **PROGRAM PAGE**. Provides a summary of the program and a link to download a more detailed version of the program as it becomes available.
 - **Subpage tabs** (or sidebar menu) will direct the visitor to detailed information on the following topics: **Speakers, Workshops, Field Trips, and Social Events**.
 - An additional subpage with information on the **conference venue** may be linked here or under the Local Venue and Tourist Information page.
3. **REGISTRATION PAGE** with information on the cost of registration and a link to the method chosen for participant registration. Users prefer to see and consider costs before entering the online registration process.
 - **Online registration**. When deemed possible and appropriate by the LOC, an online registration system is recommended to avoid the burden of having to manually process all financial transactions, including registration cancellations and changes. Oxford Abstracts is recommended but not required; it has been used during recent SPNHC meetings, providing continuity and user familiarity. Contact the SPNHC Treasurer about advance purchase of OA, which SPNHC is happy to provide.
 - **Overhead costs**. The overhead cost for using an online registration service, including the use of a credit card service provider, should be taken into account in setting registration costs. Confirm overhead costs for registration transactions with the provider before setting the final registration fee.
 - **Privacy**. In some countries, there are regulations surrounding the collecting of contact information from meeting participants. An example is outlined in the EU's General Data Protection Regulation <https://gdpr.eu/article-28-processor/>. Some provision for dealing with these regulations should appear on the registration page or on the home page for the meeting. See Edinburgh's 2020 website for an example.
 - **Differentiated rates** serve to encourage early registration, encourage participants to become members of SPNHC or the collaborative organization, and provide a very affordable rate to students to encourage their participation. Examples of registration categories include early-bird rates and discounts for members, students, and retirees.
 - **Cancellation policy terms** should be clearly stated on the Conference Registration page as well as part of the online registration process.
 - **Abstract submission**. The online registration process may also enable participants to submit one or more abstracts for oral presentations and /or posters.

- **Options.** The online registration process may also include options for various other events, identification as a newcomer, etc.
4. ABSTRACT SUBMISSION PAGE. Provides instructions on how to submit abstracts.
 - **Format.** Information on the oral presentation format (e.g., duration, equipment) and standard poster board size or specifications for electronic posters.
 - **Submission method.** Instructions on using the submission system chosen by the LOC. When using an online abstract/registration method, that submission site should be linked here.
 - Refer to Section V.H, for further information on calling for abstracts and setting deadlines.
 5. AWARDS & TRAVEL GRANTS PAGE. Provides information on grants and awards available to registrants, including but not limited to:
 - SPNHC's Gerald R. Fitzgerald and Christine Allen Travel Grants.
 - Other award programs available through collaborative organizations or the host institution, state, or country.
 6. SPONSORING PARTNERS PAGE. Provides individuals and organizations with information and instructions on registering as sponsors and trade-show vendors.
 - Because representatives for potential sponsoring organizations and commercial vendors are highly solicited and often on the road, it is critical to make the information and process as clear and as accessible as possible.
 - Refer to Section IV.A and F, for further information on developing relationships with sponsors and vendors.
 7. LODGING PAGE. Provides information on lodging options for participants, including hotels or residences where special conference rates have been negotiated by the LOC or their representative. Refer to Section I.B for further information on lodging.
 8. LOCAL VENUE, TRAVEL, & TOURIST INFORMATION PAGE. Provides information on the city/area where the conference is being held, including:
 - **Transportation** from the airport(s) and other modes of transportation to get to the conference venue.
 - **Links to city maps and other tools** to aid travel to the conference venue and visits to points of interest, such as museums, botanical gardens, aquaria, and zoos.
 - **A list of restaurants and other services** near the conference venue.
 9. CONTACT PAGE. Provides information on the Local Organizing Committee and lists individuals or a general conference email address to contact with questions and issues regarding registration, abstract submission, sponsorship and trade-show participation, workshops, and acknowledgment of the contributions of the many individuals helping to organize the annual meeting.
 10. DOCUMENTS & PHOTOS. Posting documents and photos on the meeting website provides a convenient means of access for potential meeting participants, vendors, and trade-show sponsors.

Post these electronic documents on the meeting website:

 - Preliminary conference program;
 - Registration and abstract submission forms (if not using an online registration process);
 - Travel Grant application forms;
 - Sponsoring Partner Solicitation (see Appendix III for a sample);
 - Code of conduct;

- ABM packet from the SPNHC Secretary;
- Full Program and Abstracts document or links to these in an online registration/abstract program (once they are available);
- Special reports and summaries of sessions or workshops;

Posting photos and other images:

- Graphics, banners and other images may be used in a variety of ways. Consider developing a meeting logo for use on the website, merchandise, and social media posts. When paying someone to develop a logo, it is important to detail rights and uses in a contract. When paying someone to develop a logo, it is important to detail rights and potential uses in a contract (e.g., permission for the LOC and SPNHC to use the logo in printed and electronic formats, on the meeting website and documents, and on swag (t-shirts and other printed items).
- Photos of meeting events and participants may be posted on the meeting website. For privacy issues, consider including a media waiver in the registration process.

Copyright issues:

- Images and downloadable documents posted on the conference website are subjected to copyright laws. Written permissions to use material may be required.
- As a general rule, no one should make use of others' materials (graphics, text, etc.) when they publish on the Web unless they have requested and received formal permission to do so.
- The LOC has permission to use the SPNHC logo on the meeting website and materials. SPNHC reserves the right to use logos developed for the SPNHC meetings.

LONGEVITY AND USE OF THE MEETING WEBSITE:

- It is up to the LOC to determine how long following the conference the website should remain accessible online. The cost of keeping the website active for a few years is fairly minimal and easily included in the overall conference budget.
- Websites of past meetings can serve as a template for those preparing a website for an upcoming conference.
- Provide the SPNHC Conference Committee chair with a digital copy of the program and abstracts for archiving.

APPENDIX III – SAMPLE DOCUMENTS

A. Sample Letter of Invitation



April 29, 2014

Andrew Bentley
 SPNHC Conference Committee Chair and President-Elect
 University of Kansas Biodiversity Institute
 Dyche Hall
 1345 Jayhawk Boulevard
 Lawrence, KS, 66045-7561

Dear Mr. Bentley,

It is our pleasure to invite the Society for the Preservation of Natural History Collections to Denver in 2017, and to offer the Denver Museum of Nature & Science as the local host for the Society's 32nd annual meeting. Kelly Tomajko will chair the local organizing committee that will include Museum staff who are active participants in the Society's annual meetings and activities.

The Museum has just completed construction of the Rocky Mountain Science Collections Center, a state-of-the-art collection facility. What makes this facility unique is the Museum's commitment to reducing its carbon footprint. The Center is designed to receive LEED Platinum certification by the U.S. Green Building Council, the highest rating possible for new construction. Highly efficient, the building will use 50% less energy than a standard building of its type by incorporating unique heat pump technology and other sustainable strategies.

Conveniently located, Denver is the gateway to both the Rocky Mountains and the eastern plains. It has a great deal to offer those who wish to explore its vibrant cultural community as well as those who are interested in more remote areas of Colorado. We believe this is a perfect setting to discuss sustainable preservation of natural history collections.

The local organizing committee, with our full support, is eager to host this conference and are standing by to initiate the necessary work should the Society accept this invitation.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Sampson".

Scott D. Sampson, Ph.D.
 Vice President and Chief Curator
 Research & Collections Division

A handwritten signature in black ink, appearing to read "Kelly Tomajko".

Kelly Tomajko
 Director of Collections Operations
 Research & Collections Division

cc: Chris Norris, SPNHC President
 Tim White, SPNHC Sponsor Liaison
 Judith Price, SPNHC Secretary

2001 Colorado Blvd.
 Denver, CO 80205-5798
P 303.322.7009
F 303.331.6492
www.dmns.org

B. Sample Planning Schedule

SPNHC 2017 Planning Schedule:

July 2015: secure conference venue

August 2016

- August 1: deadline for SPNHC Fall Newsletter

October 2016

- October 3: call for abstracts
- October 3: initiate Sponsoring Partner solicitations

January 2017

- January 13: Early Bird registration opens
- January 13: abstracts due; travel grant applications due
- January 15: review abstracts
- January 15: deadline for ordering conference bags

February 2017

- February 1: deadline for SPNHC Spring Newsletter

March 2017

- March 1: conference deposit and damage deposit due to value accommodation
- March 15: sessions selected and speakers notified; travel grant recipients notified

April 2017

- April 1: deadline for submitting print ads for program
- April 15: early bird registration deadline
- April 27: edited program content due for layout and printing

May 2017

- May 10: deadline for regular registration and deadline to cancel registration for a refund
- May 15: deadline for final menu selections to conference hotel
- May 15: deadline for making changes to bus reservations
- May 16: deadline for providing conference program, room assignments, and room sets to conference hotel
- May 16: deadline for final roster of guests to value accommodation
- May 18: deadline for booking guest rooms at conference hotel
- May 18: deadline for assigning concessions at conference hotel

June 2017

- June 1: materials ready to pack conference bags
- June 1: assemble badges and ribbons
- June 1: Sponsors notified of tradeshow table location
- June 1: deadline for submitting signed catering event orders to conference hotel
- June 1: guaranteed number of guest rooms at conference hotel must be booked by attendees or billed to LOC
- June 1: deadline for making free changes to AV equipment
- June 15: deadline for assigning complementary rooms at conference hotel
- June 15: packages and pallets for Sponsoring Partner tradeshow MAY NOT arrive before this date

July 2017

- Pay outstanding invoices
- Submit Final Conference Report to SPNHC Council

C. Sample Schedule at a Glance

Day	Main Activities
Sunday, June 18	Workshops
Monday, June 19	Workshops
Tuesday, June 20	Opening Welcome and Plenary Session Committee Meetings or Committee Fair Committee Chairs Meeting Ice-Breaker Reception
Wednesday, June 21	Technical Sessions Sponsoring Partner Trade Show and Reception Poster Session Emerging Professionals Luncheon Council Meeting
Thursday, June 22	Technical Sessions Sponsoring Partner Trade Show Demo Camp Banquet
Friday, June 23	Annual Business Meeting Special Interest Groups Collection Tours
Saturday, June 24	Field Trips

D. Sample Budget

Category	Detail	Description	Budget
Revenue			(\$212,479.50)
	Campus Village		(\$9,149.50)
		Damage Deposit	(\$854.50)
		Reservations	(\$8,295.00)
	Loan		(\$5,000.00)
		Loan from SPNHC	(\$5,000.00)
	Registration		(\$138,330.00)
		Banquet (250 people x \$75)	(\$18,750.00)
		Field Trips (100 people x \$50)	(\$5,000.00)
		Meeting Registration	(\$110,250.00)
		RTD Bus passes to DMNS	(\$330.00)
		Workshop Registration (75 people x \$50)	(\$3,750.00)
		Campus Village Parking Passes	(\$250.00)
	Sponsorships		(\$60,000.00)
		All Sponsors	(\$60,000.00)
Expenses			\$210,367.53
	Banquet at DMNS		\$17,100.00
		Food & Beverage/AV/Security/etc. (250 people)	\$13,500.00
		Entertainment (includes tip, food, drinks)	\$3,600.00
	Campus Village		\$9,314.05
		Auraria Campus Lodging	\$9,314.05
	Contingency Expenses		\$10,017.50
		TBD (5% of total budget)	\$10,017.50
	Fieldtrip Expenses		\$879.00
		Meals	\$879.00
	Loan		\$5,000.00
		Repayment of Loan to SPNHC	\$5,000.00
	Registration Expenses		\$4,200.00
		Paypal/Credit Card Fees (2.5% of registration fees)	\$4,200.00
	Registration Supplies		\$9,300.00
		Badges, Conference Bags, Water Bottles, etc.	\$6,000.00
		Program Printing	\$2,500.00
		Program Shipping	\$800.00
	Curtis Conference Hotel		\$140,976.98
		Internet Access Upgrade (\$8.95/day)	\$62.65
		No Show Fee (\$199/night/room)	\$4,975.00
		AV Services (external vendor)	\$28,803.33
		Food & Beverage	\$107,136.00
	Transportation		\$12,150.00
		Bus Parking at Conference Hotel	\$1,000.00
		Busses for Field Trips	\$2,770.00
		Busses to Banquet at DMNS	\$4,330.00
		Busses to Collections Tours at DMNS	\$3,850.00
		Campus Village Parking Passes	\$200.00
	Workshop Expenses		\$1,430.00
		Meals (40 \$10 vouchers)	\$600.00
		RTD Bus passes to DMNS	\$330.00
		Supplies	\$500.00
Grand Total			(\$2,111.97)

E. Sample Conference Report

Society for the Preservation of Natural History Collections 2017 Annual Conference Dashboard

Overview

- **Dates:** June 18–24, 2017
- **Location:** Denver, Colorado, USA
- **Hosts:** Denver Museum of Nature & Science, Denver Botanic Gardens
- **Local Organizing Committee Chair:** Kelly Tomajko, Director of Collections Operations, Denver Museum of Nature & Science

Finance

- **Total Budget:** \$204,157
- **Sponsorships Raised:** \$70,731

Program

- Workshops: 11
- Poster presentations offered in 2 dedicated sessions: 45
- Oral presentations offered in 4 concurrent sessions: 116
- Special Interest Groups: 6
- Field trips: 4

Participants

- **Attendance:** 439
- **Student Volunteers Receiving Free Registration:** 15
- **Countries Represented:** 14 (Australia, Belgium, Canada, Czech Republic, Denmark, Egypt, France, Germany, Mexico, Netherlands, New Zealand, South Africa, United Kingdom, United States)
- **Registration Rates:**

TYPE	Early	Regular	Late	Single Day Pass
DATES	Jan 13-Apr 15	Apr 16-May 15	May 16-Jun 20	May 16-Jun 20
% Registered	76%	9%	5%	10%
Member-Professional	\$ 375	\$ 425	\$ 475	\$ 175
Member-Student	\$ 175	\$ 225	\$ 275	\$ 125
Non-Member Professional	\$ 450	\$ 500	\$ 550	\$ 200
Non-Member Student	\$ 250	\$ 300	\$ 350	\$ 150
Student volunteer free	\$ -	\$ -	\$ -	\$ -

Rooms Picked Up

Dates	Conference Venue Rooms	Dorm Rooms
June 15	1	-
June 16	1	-
June 17	24	4
June 18	52	23
June 19	63	23
June 20	92	33
June 21	92	33
June 22	87	33
June 23	46	33
June 24	27	23
June 25	-	1

F. Sample Code of Conduct

2019 Annual Meeting Code of Conduct

The 2019 Annual Meeting of the Society for the Preservation of Natural History Collections (SPNHC) will take place in Chicago, Illinois, USA May 26-30, 2019. By registering for the meeting and/or participating in any workshops, panels, or other activities associated with this conference, you agree to the following Code of Conduct:

Authors: Authors of presentations and workshops should conform to the highest standards of scientific attribution and citation in their presentations and other materials submitted. All authors connected to a presentation and associated abstract must be aware of and agree with the information presented. Obtaining consent from all authors to be associated with the presentation is the responsibility of the lead and presenting author(s).

An author who submits an abstract for presentation at this conference must have intention of registering, attending, and presenting at the meeting once the submission is accepted into the program. Authors must abide by any submission deadlines, presentation time limits, or other format-related instructions provided by the meeting's organizers.

All authors must complete a Speaker Release form prior to their presentation, allowing SPNHC to record the presentation for non-commercial educational and outreach purposes.

Harassment and Safety: SPNHC is dedicated to providing a safe, hospitable, and productive environment for everyone attending their events, regardless of ethnicity, national origin, religion, disability, physical appearance, sex, gender expression, or sexual orientation. It is important to remember that a community where people feel uncomfortable or threatened is neither healthy nor productive. Accordingly, SPNHC prohibits intimidating, threatening, or harassing conduct during our conference. This policy applies to speakers, staff, volunteers, and attendees. Conference participants violating these rules may be sanctioned or expelled from the conference, at the discretion of leadership.

Harassment of participants at SPNHC-sponsored events will not be tolerated in any form. Harassment includes offensive gestures or verbal comments related to ethnicity, national origin, religion, disability, physical appearance, sex, gender expression, or sexual orientation in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome attention. Participants asked to stop any harassing behavior are expected to comply immediately.

If a participant or exhibitor engages in harassing behavior, conference leaders may take any action they deem appropriate, ranging from a simple warning to expulsion from this and future conferences. If you are being harassed, need to file a complaint, or have other concerns about the safety of participants, please do not hesitate to contact one of the conference organizers who will work with you to resolve the situation.

We will help participants contact venue or hotel security or local law enforcement, and otherwise assist those experiencing harassment, to enable them to feel safe for the duration of the conference. We value your attendance and want to make your experience as productive and professionally stimulating as possible.

Photography and Image Release: Participants may not take photographs or videos that may be disruptive to presenters (flash; shutter sounds; distracting presence) during sessions.

The nature and mission of SPNHC's activities is to reach as broad an audience as possible. To this end, not only are abstracts published, but presentations (audio/video, slides, and posters) themselves and conference events may be photographed, streamed, recorded, and made publicly available. Both SPNHC and the Field Museum of Natural History (the 2019 Annual Meeting's host) reserve the right to use photographs and videos taken and testimonials given during any conference event or in subsequent meeting surveys for educational, reporting, promotional, advertising, and fundraising purposes; you agree that SPNHC and the Field Museum may use your name, voice, and likeness as captured in such recording for these purposes.

Personal Data: During the registration process and conference, SPNHC may need to collect personally identifiable information from you. SPNHC will use your personal data only for the purposes of conference registration, organization, and communication with conference organizers. SPNHC may also contact you about future meetings or community events that may be of interest to you; you can opt out of these communications at any time. SPNHC will share your personal data with third parties only to the extent necessary for such third parties to carry out the above purposes on SPNHC's behalf.

G. Sample Sponsorship Solicitation and Opportunities



Sponsorship & Tradeshow Participation Society for the Preservation of Natural History Collections 2017 Annual Meeting

- WHAT: The 32nd SPNHC Annual Meeting and Gala
- WHERE: The Curtis, A Doubletree by Hilton, Denver, Colorado
- WHEN: June 18-24, 2017
- HOST: Denver Museum of Nature & Science and Denver Botanic Gardens
- THEME: The Next Generation in Best Practices

Why Sponsor? Sponsors of the 2017 SPNHC Annual Meeting will enjoy increased access and exclusive privileges to interact with Society members, an international group whose mission is to improve the preservation, conservation and management of natural history collections to ensure their continuing value to society. SPNHC takes a leading role in promoting collections care issues to the academic community, governments, and the general public. Members are dedicated to training and mentoring the next generation of collections professionals. Collections professionals come from all over the world to attend SPNHC's annual meetings. SPNHC conferences encourage quality interaction between vendors and meeting participants in various ways— a formal exhibit hall, coffee breaks held in the exhibit hall, and a late afternoon cocktail reception held in the exhibit hall. The Curtis will conveniently accommodate all SPNHC meeting activities on one floor to maximize opportunities for attendees and vendors to interact.

Why Come to Denver, Colorado? Conveniently located, Denver is the gateway to both the Rocky Mountains and the eastern plains. It has a great deal to offer those who wish to explore its vibrant cultural community as well as those who are interested in more remote areas of Colorado. Colorado will be a popular destination for both pre- and post-conference travel. In addition to what will surely be a valuable program, we will offer tours of the recently constructed state-of-the-art Avenir Collections Center at the Denver Museum of Nature & Science. For these great reasons, we expect high numbers of attendees.

The Annual Meeting. Traditional symposia, themed sessions, demo camps, workshops, and a plenary session are being planned around a theme that reflects the core aim of SPNHC to codify and disseminate best practices for the development, management, and care of natural history collections and their associated data. The annual tradeshow will bring together a host of vendors whose products and technologies help us meet the unique demands of 21st century collections care, access, and use, along with an important industry focus on being green. A variety of fieldtrips highlighting Colorado's unique natural and cultural history will be offered. Collection tours of the Avenir Collections Center will be a highlight. Exciting social events will culminate in a gala celebration!

Schedule. Monday, 6/12, the first day your materials may arrive at the Curtis; Tuesday, 6/20, set up; Wednesday, 6/21, exhibit hall opens with coffee breaks and a cocktail reception at the end of the day in the hall; Thursday, 6/22, exhibit hall is open with coffee breaks in the hall; Friday, 6/23, take down.



Sponsorship & Tradeshow Participation
Society for the Preservation of Natural History Collections
2017 Annual Meeting

SPONSORSHIP CATEGORIES:

CATEGORY	SUPPORT LEVEL†	EXAMPLE OF FUNDED EVENT	BENEFITS‡
Diamond Partner	\$10,000	2017 Annual Meeting	<ul style="list-style-type: none"> ●Elite Partner of the 2017 Meeting ●Four paid meeting registrants and four tickets to banquet ●Logo printed on conference merchandise to be received by all participants ●Logo prominently displayed on the conference website Homepage ●Recognition in registration material and on conference website Partner Page ●Slide recognition listing between presentations/sessions ●Select location for full page advertisement in Abstracts/Program book ●Top Tradeshow table location ●Your marketing materials included in participant welcome packet ●List of participants (with contact information)
Platinum Partner	\$ 5,000	Plenary Session Ice Breaker Reception Vendor Cocktail Reception Banquet Gala	<ul style="list-style-type: none"> ●Lead Partner of the 2017 Meeting ●Two paid meeting registrants and two tickets to the banquet ●Logo printed on conference merchandise to be received by all participants ●Logo prominently displayed on the conference website Homepage ●Recognition in registration material and on conference website Partner Page ●Slide recognition listing between presentations/sessions ●Premium location for 1/2 page advertisement in Abstracts/Program book ●Premium Tradeshow table location ●Your marketing materials included in participant welcome packet ●List of participants (with contact information)
Gold Partner	\$ 2,500	Emerging Professionals Lunch Technical Session Symposium Demo Camp	<ul style="list-style-type: none"> ●Two paid meeting registrants ●Recognition in registration material and on conference website Partner Page ●Slide recognition listing between presentations/sessions ●Preferred location for 1/4 page advertisement in Abstracts/Program book ●Preferred Tradeshow table location ●Your marketing materials included in participant welcome packet ●List of participants (with contact information)
Silver Partner	\$ 1,500	Workshop	<ul style="list-style-type: none"> ●One paid meeting registrant ●Recognition in registration material and on conference website Partner Page ●Tradeshow table ●Your marketing materials included in participant welcome packet
Bronze Partner	\$ 750	Poster Session	<ul style="list-style-type: none"> ●One paid meeting registrant ●Recognition in registration material and on conference website Partner Page ●Tradeshow table
Supporting Partner	\$ 500	Student Registration	<ul style="list-style-type: none"> ●One paid meeting registrant or sponsorship of a Student Registration ●Recognition in registration material and on conference website Partner Page

†All Amounts are in US Dollars

‡Where applicable, your logo on the Homepage and recognition on the Partner Page of the official conference website will appear upon receipt of partnership payment. This is a great opportunity to increase your visibility early. Tradeshow table location is at the sole discretion of the Local Organizing Committee.

How do I become a Sponsor?

Please email the contact below to ask questions and to get instructions for registering as a Sponsoring Partner.

Contact.

Kelly Tomajko, SPNHC 2017 Local Organizing Committee Chair
 Denver Museum of Nature & Science
 2001 Colorado Boulevard
 Denver, CO 80205
 W 303-370-6401
SPNHC2017@dmns.org, www.spnhc2017denver.org

H. Sample Sponsorship Agreement

Society for the Preservation of Natural History Collections
Annual Meeting, June 18-24, 2017
Denver, Colorado

Sponsorship & Tradeshow Agreement

This document serves as an Agreement between the Society for the Preservation of National History Collections (SPNHC), through its duly authorized representative Kelly Tomajko, Local Organizing Committee Chair, of the Denver Museum of Nature & Science (“Organizers”) and _____ (hereafter “Sponsor”) for the 2017 SPNHC Annual Meeting to be held June 18-24, 2017 in Denver, Colorado.

The Agreement shall become effective on the date signed below and will remain in effect until all responsibilities set out are fulfilled. The parties acknowledge that they will use their best good faith efforts to negotiate and resolve subsequent issues that may arise from this Agreement as a result of unforeseen occurrences and that may alter the conditions of this Agreement.

a) Sponsorship & Tradeshow

The various opportunities and benefits associated with sponsoring the 2017 SPNHC Annual Meeting are defined in the SPNHC 2017 Sponsorship Opportunities document which is incorporated by reference into this Agreement.

b) Tradeshow: Exhibit Location Assignments

The assignment of the tradeshow table location is guided first by the Sponsorship level, as defined in the SPNHC 2017 Sponsorship Opportunities document, and then on the order in which executed Terms of Agreement forms are received, together with required payment, by the Local Organizing Committee Chair. The SPNHC Local Organizing Committee will make every effort to place sponsors in their preferred location and is solely responsible for the final determination of table location.

c) Space Rental

The tradeshow exhibit space will include one 6' x 30" table with black linen, two chairs, and a wastebasket, and wireless internet access. Additional needs for electricity and AV must be requested by completing a Vendor Order Form and submitting it to the Curtis. Sponsors must provide their own electrical and computer equipment, if required. Audiovisual equipment must not be played at a sound level that would interfere with adjacent exhibitors.

d) Use of Space and Tradeshow Time

No Sponsor shall permit any other company or its firms or representatives to use the space allotted to the signer of the Agreement, nor shall he/she display articles not manufactured or normally sold by the company or firm signing the Agreement. Requests for co-participation by any other company or firm in space assigned to the original applicant must first be made in writing to the Local Organizing Committee Chair. If permission is granted, there will be an additional charge of \$500 for the additional company/firm and \$500 for each additional participant/representative, unless the sponsorship level includes sufficient paid meeting registrants. Sponsors may not sublet tradeshow tables or assign this lease in whole or part without the prior consent of the Local Organizing Committee Chair.

The Sponsor agrees to set up its display at the assigned table location on Tuesday, June 20, 2017 between 9:00 am and 5:00 pm. The Sponsor also agrees that all exhibit and personal property shall be removed from the Curtis by Friday, June 23, 2017 at 5:00 pm. Sponsors are responsible for making their own post meeting shipping arrangements.

All demonstrations, sales activities, and distribution of circulars and promotional material must be confined to the limits of the Sponsor's assigned tradeshow location. All equipment for display or demonstration must be placed within the assigned area to attract observers.

Nothing shall be posted or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors,

or other parts of the conference spaces.

In the interest of the meeting, the Sponsor agrees not to extend invitations, call meetings, or otherwise encourage absence of members, other sponsors, or invited guests from the technical sessions and symposia or Tradeshow Hall during the official hours of the sessions or tradeshow.

e) Payment and Cancellation

Full payment is required for tradeshow reservations. This agreement is then considered effective, as of the date signed below and shall remain effective until all responsibilities set out are fulfilled.

Cancellations must be made in writing, received, and confirmed by the Local Organizing Committee Chair by March 1, 2017, to qualify for a refund, less a \$100 processing fee. No requests for refunds will be processed on cancellations received after that date. If sponsoring promotional items, once the Agreement is signed and the item is in production, there will be no refunds.

f) Release, Indemnification, Limitation on Damages

Sponsor hereby releases Organizers from any and all claims or liabilities arising out of or related to this Agreement. The Organizers will not be liable for damage or loss to Sponsor's property, nor shall they be liable for any physical injury that may occur during any event or activity in which Sponsor participates as authorized under this Agreement. Sponsor shall indemnify and hold harmless the Organizers (including their agents and representatives) from any and all losses, damages, and claims caused by the Sponsor's negligence or misconduct. Sponsor will also pay the cost of making good any damage to floors, wall structures, and accessories of the Organizers (including their agents or representatives). In no event will Organizers be liable to the Sponsor for any consequential or indirect damages, including without limitation loss of profits.

g) Facsimile or Electronic Execution

This Agreement may be executed by any party by delivery of a facsimile, email of the signed Agreement in portable document format (pdf), or similar electronic image-based format (collectively, "Facsimile") and such Facsimile execution shall have the full force and effect of an original signature.

By signing below, the Sponsor acknowledges that it has read and understands the terms and conditions of this Agreement.

Sponsor Authorized Signature _____ Date _____

I. Sample Instructions for Print Ads



**Program Advertisements
Society for the Preservation of Natural History
Collections**

General advertisement 2017 Annual Meeting

2-page spread black and white	\$700
1-page black and white	\$500
½-page black and white	\$300
¼-page black and white	\$200

Suggestions for program advertisements and submissions-

- Full page, 6 ½" x 9"; half page, 6 ½" x 4 ½ "; one quarter page, 3 ¼" x 4 ½ "
- Ads should be submitted in jpeg, pdf, or tiff format, by Email to: SPNHC2017@dmns.org
- **All ads subject to approval/placement by publisher/SPNHC 2017.**

J. Sample Program Content

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* XXXXX: name of other organization in a joint meeting

K. Sample Program with from the 2010 SPNHC & CBA/ABC Joint Meeting

Wednesday • 2 June 2010 • Morning	
08:30 - 09:00	ByTowne Cinema - Announcements & Welcome (DiCosimo, LaLonde, Rabeler, Evans, Gagnon) (Chair: Gagnon)
09:00 - 10:00	Keynote Speaker: Paul Hebert - A Census of All Life
10:00 - 10:40	Break (40 min)
10:40 - 12:00	Panel on Biodiversity Informatics Megastrategies: A Global Vision (Chair: J. Macklin) -- Walter Berendsohn, EDIT Guy Baillargeon, Encyclopedia of Life (EOL) Anne Bruneau, CANADENSYS Vishwas Chavan, GBIF John R. Wieczorek, American Bioinformatics Initiatives

Wednesday • 2 June 2010 • Afternoon			
12:00 - 02:00	Lunch @ SPNHC SIG Meetings	Lunch @ CBA Section Meetings	
02:00 - 02:10	SPNHC: Collections Digitization (Chair: Chris Norris) Room 1160	Symposium: Dispersal in Fungi and Plants (Chair: Hugues Massicotte) Room 1140	Systematics Contributed Papers (Chair: Julian Starr) Room 1150
02:10 - 02:30	Ford - A comprehensive look at data digitization and mobilization in a natural history museum: Challenges and initiatives at the Museum of Comparative Zoology, Harvard University	Seifert – The grey zones of microbial dispersal: The importance of collections, databases and taxonomists for understanding biological invasions (40 min)	Allen - The tortoise and the hare: contrasting phylogeographic patterns in western North American species of <i>Bistorta</i> (Polygonaceae).
02:30 - 02:50	Molineux - An inventory for all seasons: methods for gathering data using volunteers		Ciotir - Phylogeography of <i>Bartonia</i> species in North America and conservation implications of branched <i>Bartonia</i> , a possible new species for Ontario
02:50 - 03:10	Waddington - Flat file to relational: The evolution of a type catalogue of invertebrate fossils	Lachance - Floricolous Yeasts and the Microbial Ubiquity Model (40 min)	Dickinson - What is Suksdorf's hawthorn (<i>Crataegus suksdorfii</i>)?
03:10 - 03:30	Slawski - High-throughput digitization of museum source documentation		Sokoloff - Systematics and conservation of Fernald's Milkvetch: cpDNA, AFLPs and morphometric analyses do not support taxonomic recognition.
03:30 - 04:00	Break (30 minutes)		

	Tabaret Hall 3rd Floor	Room 1140	Room 1150
04:00 - 04:20 0	SPNHC Poster Session	Windham – A peek inside the black box: investigating factors affecting long-distance dispersal and sporophyte establishment in seed-free vascular plants (40 min)	Babineau - Phylogeny and biogeography of endangered Malagasy legumes: the genus <i>Delonix</i>
04:20 - 04:40 0			Lo - The associations of biogeography and reproductive system with fruit color polymorphism in the Himalayan Mountain-ash (<i>Sorbus</i> ; Rosaceae).
04:40 - 05:00 0		Ackermann – The physical ecology of pollen dispersal (40 min)	Wright - The evolution of reproduction in <i>Cuscuta</i> : a glimpse into the sex lives of parasitic plants
05:00 - 05:20 0			Elisens - Ethnobotany of the southern plains: Plant usage among the Kiowa, Comanche, and Plains Apache
05:30 - 06:30 0		Ecology Discussion: Re-introduction: when, where and how? 5:30 PM @ The Royal Oak on Laurier	Teaching Section Meeting - Tabaret Room 319
06:00 - 10:00 0	SPNHC Mixer - VMMB		

Thursday • 3 June 2010 • Morning				
08:20 - 8:40	SPNHC - Collections and the Web (Chair: Andy Bentely) Room 1160	SPNHC - Digitizing Initiatives (Chair: Richard Sabin) Room 1030	CBA-ABC Systematics Symposium -- Roles and Status of Canadian Herbaria (Chair: Tim Dickinson) Room 1140	CBA-ABC Plant Development Contributed Papers (Chair: Arunika Gunawardena) Room 1150
08:40 - 9:00	Norris - Web 2.0, social networking, and the future of on-line collections access	Peters - The Global Plants Initiative (GPI) and the California Academy of Sciences	Berbee -- Capturing the missing diversity among BC fungi and a plan to build understanding of fungal belowground ecology	Lord - The lace plant: a new model organism to study both developmental and induced programmed cell death
09:00 - 9:20	Hoffman - Introducing CollectionSpace, a collection management system and foundation for research	Mishler -The Jepson Flora Project and the Consortium of California Herbaria	McDevit - Acquiring DNA sequence data from dried archival (type) red algal collections for the purpose of applying specific epithets to contemporary molecular species: a critical assessment	Rantong - Isolation of cDNAs of genes involved in programmed cell death (PCD) in lace plant (<i>Aponogeton madagascariensis</i>)
09:20 - 09:40	Prather - CollectionsWeb Update: Building a Community of Natural History Collections	Zetzsche - DNA Bank Network - Referencing DNA with specimens, sequences and publications based on GBIF web services	Cayouette - Changing values of Canadian herbaria from the 19th to the 21st century	Lyssa - The fortuitous observation of endophytes in the dwarf mistletoe <i>Arceuthobium americanum</i>
09:40 - 10:00	Colosi - Re-curating the digitized-preserved mammals of the Yale Peabody Museum of Natural History: Methods and discoveries		meisger - Mapping the international herbarium network to 'plant' Life in Crisis: the Schrad Gallery of Biodiversity, at the KUM	Ross Friedman - Identification of a gender-specific marker in the dwarf mistletoe (<i>Arceuthobium americanum</i>) using random amplified polymorphic DNA (RAPD) analysis
10:00 - 10:40	Break (40 min)			
	SPNHC Collection Management I (Chair Ann Molineux) Room 1160	SPNHC: GBIF Discussion Session (Chair: Vishwas Chavan) Room 1130	Room 1140	Room 1150
10:40 - 11:00	DeMouthe - Storage and documentation of gemstones & other precious objects	Towards demand-driven publishing of Natural History Collections Data: recommendations of the GBIF CSAP-INTC IG Chavan, Vishwas	Cota-Sanchez - Herbarium data management and display using Specify: SASK collection as example	Macdonald - Nodule development in E151 (sym15), a low-nodulation pea mutant
11:00 - 11:20	Kerbey - Keep, cut or pour into the foundations - Why preserve rock collections?		Barkworth - Herbaria - of value beyond systematics	Al Khateeb - In vitro propagation and characterization of phenolic content, antioxidant and antimicrobial activity of <i>Cichorium pumilum</i> , an endangered medicinal plant from Jordan
11:20 - 11:40	Palumbo - Conservation issues within natural history collections: The restoration of colour		Brouillet - Assessing the state and trends of biodiversity sciences (taxonomy and collections) in Canada: An introduction to the Council of Canadian Academies' Expert Panel process	CBA-ABC Mycology Contributed Papers: Lim -- Phylogenetic structure of ectomycorrhizal fungal communities of western hemlock on northern Vancouver Island changes with forest age and stand type
11:40 - 12:00	Harding - Birds, beasts and botanicals: identifying organic materials in ethnographic collections		Sears - How Canadian herbaria are being utilized in the 21st century	Piercey-Normore - Biodiversity of species and natural products of lichen-forming fungi in the genus <i>Cladonia</i> .
12:00 - 1:30	SPNHC & CBA-ABC Lunch (Vendors' Lunch) Tabaret Hall Chapel			

Thursday • 3 June 2010 • Afternoon				
01:30 - 01:40	NSERC session Room 1120	SPNCH DemoCamp (Chair: Amanda Neil) Room 1130	CBA-ABC Symposium: Plant Insect Interactions (Chair: Art Davis) Room 1140	CBA-ABC Ecology & Conservation Contributed Papers: (Chair: Arthur Fredeen) Room 1150
01:40 - 02:00	St-Onge - NSERC Program News and 2010 Discovery Grant Competition Results (20 min)	Lafferty - SALIX, a semiautomatic label information extraction system using OCR	Jetter - Slippery plant surfaces: from chemistry to ecology (40 min)	Paradis - The "mire-forest" transition in raised bogs of eastern Canada: identification of ecotonal species'
02:00 - 02:20	NSERC Workshop: How to prepare a Discovery Grant application (1 hour)	Best - A framework and workflow for extraction and parsing of herbarium specimen data		Fredeen - Epiphytic macrolichen diversity in subboreal British Columbia
02:20 - 02:40		Rios - Georeferencing natural history collections data Using GEOLocate	Davis - Flower development and nectar production in relation to insect pollination (40 min)	Kobylinski - Epiphytic N2-fixing cyanolichens: Important spokes in the wheel of diversity, but what to the nitrogen cycle?
02:40 - 03:00		Wieczorek - Georeferencing Natural History Collections with BioGeomancer		Jones - Mixed-mating plant responds positively to climate extremes
03:00 - 03:30	Break (30 minutes)			
	SPNHC-Collection Management II (Chair Jean DeMouthe) Room 1120	SPNCH DemoCamp cont'd (Chair: Amanda Neil) Room 1130	Room 1140	Room 1150
03:30 - 03:50	McAlister - Biodiversity, Collections and The Natural History Museum - An Interactive Approach	Ung - Xper ² : introducing e-Taxonomy.	Shorthouse - Manipulation of plant development by cynipid wasps attacking Canada's wild roses (40 min)	Waterway - Quantitative comparisons of <i>Carex</i> seed banks in old-growth forest, using nuclear ribosomal spacers as DNA barcodes to identify seedlings
03:50 - 04:10	Allen - Long term storage method for oversized anthropology collections	Bentley - Specify 6 innovation and collaboration		Da Silva - Influence of an invasive plant species on plant pollinator interactions: Evidence for facilitation
04:10 - 04:30	Watkins-Colwell - Something's Fishy at the Peabody: The Ichthyology Collection at the Yale Peabody Museum of Natural History	Riccardi - Integrating specimens, images, and ontologies	CBA-ABC Floristics: Gillespie - Plant collecting by canoe: botanical explorations of Tuktut Nogait National Park and vicinity, Northwest Territories.	Petersen - Assessing the efficacy of buffer strips in sustaining bryophyte diversity in montane forests in the BC Interior.
04:30 - 04:50	Brunel - The Institut québécois de la biodiversité (IQBIO) and Quebec's natural history collections	Macklin - Herbarium Networks Part IV: Demonstration of a prototype web interface for a 'Filtered Push' network to enable discovery, filtering, and annotation of botanical and other natural history specimen data.	CBA/ABC Annual General Meeting Room 1160	
04:50 - 05:30				
06:00 - 10:00			CBA-ABC Mixer – VMMB	
06:00 - 11:00	SPNHC Banquet Unicenter Cafeteria			

Friday • 4 June 2010 • Morning				
08:30 - 08:40	SPNCH: Digitizing Herbaria (Chair: Gregory Watkins-Colwell) Room 1120		CBA-ABC Teaching Section (Chair: Cindy Ross Friedman) Room 1140	CBA-ABC Symposium - Global Plant Conservation (Chair: Danna Leaman) Room 1150
08:40 - 09:00	Doran - Preserving GOD: Curatorial and digitization challenges in the Charterhouse School Herbarium.		Frego - Calling or culling: the influence of our teaching metaphors (40 min)	Hendrickson - The once and future strategy: the global response to the plant conservation crisis
09:00 - 09:20	Tse - Catharine Parr Traill Scrapbook: Microfade testing of Herbaria Collection and Exhibition Decisions			Galbraith - Canada's Response to the Global Strategy for Plant Conservation
09:20 - 09:40	Poncy- An overview of the renovation of the Paris Herbarium		Dalrymple - Cleaning up: making soap with plant materials	Small - Superstar plants as a key to public and political support for conservation
09:40 - 10:00			Fredeen & Young - BIOL 304: A new upper division plant structure and function course with a society and environment context	Farr - CITES as a tool for sustainable use of plants
10:00 - 10:40	Break (40 min)			
	SPNCH: Digitizing Herbaria cont'd (Chair: Gregory Watkins-Colwell) Room 1120	SPNHC: Virtual Herbarium (Chairs: J. Macklin & R. Rabeler) Room 1130	Room 1140	Room 1150
10:40 - 11:00	Doran - Cataloging Hidden Archives . . .	Macklin & Rabeler - How will we digitize the 70 million+ plant specimens housed in United States herbaria?	Teaching Panel (1 hour 20 minutes)	Davis - The CBD in practice: challenges for collections and research
11:00 - 11:20	Morin - The Biodiversity Heritage Library: 28 million pages of taxonomic literature & you	Discussion session: Follow- up to Macklin & Rabeler "Developing a digital U.S. biological collections national resource: First steps towards a strategic plan" and "US Virtual Herbarium" [1 hour]		Open Discussion
11:20 - 11:40	Sweeney - Digitization workflow in the Yale University Herbarium			CBA-ABC Ecology & Conservation Symposium (Chair: Adrienne Sinclair) Catling - Three BIG QUESTIONS about databasing natural history collections
11:40 - 12:00	Campbell - DNA and tissue banking at The New York Botanical Garden			Doubt - The Cutlery Moss and other capers: Managing the herbarium for species conservation
12:00 - 02:00	SPNCH Annual Business Meeting (Lunch Included) Room 1160		CBA/ABC Poster Session with judges (Lunch Included) Tabaret Hall 3rd Floor	

Friday • 4 June 2010 • Afternoon				
02:00 - 02:10	SPNHC: Digitizing Invertebrate Collections (Chair: Tim White) Room 1160	Room 1130	CBA-ABC Systematics Contributed Papers (Chair: Laurie Consaul) Room 1140	CBA-ABC Ecology (continued from a.m.) Room 1150
02:10 - 02:30	Morris - Imaging and innovative workflows for efficient data capture in an Entomological collection: The MCZ Lepidoptera Rapid Data Capture Project.	Consortium of Northeastern Herbaria Meeting	Rodrigues - Molecular systematics of the parasitic genus <i>Conopholis</i> (Orobanchaceae)	Vasseur - Changes in plant communities: approaches to visualize spatial or temporal changes.
02:30 - 02:50	Sikes - Digitization of the University of Alaska Museum Insect Collection		Fazekas - Community structure of arbuscular mycorrhizal fungi (AMF) on root tissue identified by DNA barcoding	Nault - SEM'AIL: a public restoration program for wild leek (<i>Allium tricoccum</i> Ait.) in Quebec; a species threatened from overharvesting.
02:50 - 03:10	Mayer - How (and how not) to survey a systematic invertebrate paleontology collection for locality data		Chouinard - A practical test of DNA barcodes for identifying the Cariceae (<i>Carex</i> & <i>Kobresia</i> , Cyperaceae) of North America, north of Mexico	Lyashevskaya - What does it mean to value biodiversity?
03:10 - 03:40	Break (30 minutes)			
	SPNHC: The Lighter Side (Chair: Judith Price) Room 1160	Room 1130	Room 1140	Room 1150
03:40 - 04:00	Dougherty - The History of Paleontology at the Geological Survey of Canada	Continued: Consortium of Northeastern Herbaria Meeting	Kuzmina - A DNA Barcode reference library for the vascular plants of Churchill, Manitoba	Bérubé - How paleoecological tools can help planning restoration projects?
04:00 - 04:20	DeMouthe - Reverend James Downstream: A pioneer in early natural history collecting		Saarela - DNA barcoding the vascular plant flora of the Canadian Arctic	Pouliot - Is there a link between the presence of vascular plants and the initiation of <i>Sphagnum</i> moss hummocks in bogs?
04:20 - 05:20	KE Emu NHSIG Room 1120	Ernie Brodo -- Weresub Lecture (1 hour) "Travels with a Lichenologist" Room 1160		
05:20 - 06:20			CBA-ABC Incoming Executive Meeting - Tabaret Room 309	
06:00 - 09:00	SPNHC Council Meeting Tabaret Hall Chapel			
06:00 - 11:00			CBA-ABC Banquet Unicenter Cafeteria	