

Conference Committee

Function: The Conference Committee coordinates the logistics and scheduling of the Society's Annual Meetings, recommends sites for future meetings, and submits those recommendations to the SPNHC President to put to a full Council vote. The Committee maintains/updates written guidelines on meeting organization and makes decisions on issues referred by local organizing committees (LOCs) that do not require a Council vote (selection or rejection of program abstracts, scheduling concerns, logistics, etc). The Chair of the Committee acts as liaison between Council and the LOCs for the meetings.

The LOC is responsible for all aspects of the running of the meeting, including organization and coordination of local services, program development, internal resources, external resources, registration and reservations, social activities, local transportation, graphics, and program and abstracts production.

Size of Committee: The Conference Committee is chaired by the SPNHC President-Elect and is comprised of the Local Committee chairs from the two immediate past annual meetings, the present annual meeting, and upcoming annual meetings, as well as the chair of the Membership Committee.

LOCs are chaired by the individual(s) representing the host institutions and responsible for planning the meetings under the guidance of this committee using the documents mentioned below. The LOC for each meeting is selected by its Chair, with no restrictions to the number of people (members or non-members of SPNHC). The LOCs should work closely together to ensure continuity and transfer of ideas and working documents.

This committee works closely with the Professional Development Committee in regard to meeting workshops and also with Vendor Relations (both for the US and Europe).

Calendar: The Conference Committee is responsible for soliciting invitations from institutions to host the Annual Meeting of the Society. The process for identifying a venue and soliciting an invitation is as follows:

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|------------------------|---------------------------------------------------------|
| Meeting minus 3 years: | Informal discussions regarding choice of meeting venue. |
| | Identification of likely host institution |
| | Letter of invitation from host institution |
| Meeting minus 2 years: | Invitation presented to Society at ABM |
| | Society votes on acceptance of invitation |
| | Invitation is accepted by SPNHC Council |
| | Host institution request SPNHC loan, if needed |
| Meeting minus 1 year: | Presentation at ABM on meeting arrangements |

In principle, the Society can accept an invitation as little as one year in advance of a meeting; in practice, however, it is unlikely that this would allow the host institution sufficient time to make arrangements.

In addition to the calendar for meeting arrangements, Conference Committee has the following reporting schedule:

- 1 February: report to Newsletter
- April: Chair prepares report on committee activities for Annual Meeting
- May/July: Chair attends the Annual meeting
- 1 August: report to Newsletter
- August: solicit updates from the year's LOC for the *Policy & Guidelines for Conducting SPNHC meetings* document

Products

1. Policy and Guidelines for conducting a SPNHC meeting (Policy & Guidelines for Conducting SPNHC meetings.doc).
2. Document outlining other society meeting dates to try and avoid (Other Society Meetings Dates.doc).
3. Monitor and update the SPNHC Meetings webpages (<http://www.spnhc.org/50/meetings>).

Revisions:

- revised by Linda S. Ford, May 2016
- revised by Andy Bentley, June 2014