

ASFA 2019 Regional Meeting

Application Form

Introduction

American Society for Apheresis (ASFA) Regional Meetings were created in order to fulfill the unmet need for a smaller and more intimate apheresis educational meeting. The goals of ASFA Regional Meetings are to provide improved topic-specific learning and to provide an additional educational and networking opportunity for apheresis professionals, especially for those who may be unable to travel to the Annual Meeting.

The ASFA Board of Directors recognizes the value and potential for the Regional Meetings and would like to continue holding Regional Meetings on an annual basis. Furthermore, ASFA would like to use Regional Meetings as an opportunity to further engage the membership into the development of an ASFA educational activity.

ASFA 2019 Regional Meeting

ASFA is pleased to announce an open application process for the 2019 ASFA Regional Meeting. Only ASFA members may submit an application to host and organize the 2019 ASFA Regional Meeting by completing the attached application form. The ASFA Board of Directors will review the submitted applications and make the selection. Preference will be given to locations that are less likely to host an ASFA Annual Meeting. Applications for locations outside of the United States will not be considered.

Each potential location must have a Lead Applicant that will ideally also act as the Chair of the Organizing Committee. The Lead Applicant will form the Organizing Committee and work with ASFA Head Office in the planning and execution of the meeting. It is highly recommended that the Lead Applicant have the support of a member of the [ASFA Board of Directors](#) upon submission of the application.

ASFA Regional Meetings are typically one full day in duration. The ASFA Board of Directors will consider a longer Regional Meeting if adequately justified in the application. It is also recommended that Regional Meetings are targeted for October or November in order to avoid any unintended competition with the ASFA Annual Meeting.

Requirements

- Meeting space at the institution of the Lead Applicant or member of the Organizing Committee, including a suitable area for up to 10 table-top exhibits
- Time for regular (ex. Monthly) teleconferences of the Organizing Committee and for frequent communication with ASFA Head Office
- The Organizing Committee must be comprised of at least 40% Allied Health or 40% Physician members. All Organizing Committee members must be ASFA members.

Evaluation Criteria

- Strength of the Lead Applicant and the proposed Organizing Committee
- Relevance of the proposed topics to ASFA's Strategic Priorities and the targeted audience
- Potential number of attendees
- Potential to increase ASFA membership

Program Considerations

- ASFA's membership is approximately 52% Allied Health and 48% Physician/PhD. Therefore, the program must be developed in order to appeal to both aspects of ASFA's membership.
- ASFA's Board of Directors reserves the right to review the program and to make recommendations to help strengthen the program.

Financial Considerations

- This is not an application for funding to host an ASFA Regional Meeting. Meeting expenses will be paid for directly by ASFA.
- ASFA Head Office will work with the Lead Applicant to develop a meeting budget in which the revenues cover the expenses.
 - Meeting expenses include, but are not necessarily limited to, the following:
 - Food & Beverage
 - Meeting Room Rental & Audio Visual (*ideally provided by the host organization/institution*)
 - CME Costs
 - Printing and Promotion
 - Speaker Expenses
 - ASFA Head Office Staff Travel
 - Meeting Management Fee

Key Dates for the 2019 ASFA Regional Meeting

- Application Deadline: October 5, 2018
- Communication of Decision by ASFA Board of Directors: November 2018
- Meeting Planning to Begin: January 2019
- Please note that active promotion by ASFA Head Office will not begin until after the conclusion of the 2019 ASFA Annual Meeting.

Application Submission

Please submit your application via email to asfa@apheresis.org by October 5, 2018 by 8:00pm Eastern Time.

Questions

If you have any questions regarding this opportunity please contact:

American Society for Apheresis
asfa@apheresis.org
604-484-2851

ASFA Regional Meeting Site Application Form

Meeting Site

Name:

Address:

City, State:

Supporting Local Institution/Organization:

Lead Applicant(s):

Organizing Committee Members:

Name of ASFA Board of Director Sponsor(s):

Target Audience:

Proposed Topic(s):

Why should ASFA hold a Regional Meeting at your institution?

In answering please consider the following:

- The number of potential regional attendees that may be able to attend
- How this location is a strong use of ASFA's resources (ex. financial and ASFA Head Office)
- How it advances [ASFA's Strategic Priorities](#)
- Why it is an interesting location

(Two page Maximum)

