

INTERNATIONAL ASSOCIATION FOR DANCE MEDICINE & SCIENCE REGIONAL MEETING GUIDELINES

Overview

The International Association for Dance Medicine & Science (IADMS) is greatly supportive of its members wishing to host Regional Meetings. Serving as a Local Host for an IADMS Regional Meeting can be a rewarding experience that brings together several like-minded community members to discuss dance medicine and science in your region of the world. Hosting a Regional Meeting involves direct collaboration with the IADMS Board, staff, and committees to ensure that the Regional Meeting is delivered on time in a professional manner that aligns with IADMS branding and reputation. The timeline below provides a guide for the organization of a Regional Meeting and highlights important milestones in the planning process (see Appendix I).

Terms of Agreement

IADMS will directly support particular promotional and organizational aspects of hosting a Regional Meeting, including:

- Use of the IADMS logo and brand
- Use of the IADMS mobile app for course syllabus and other registration/activity materials
- Online registration via www.iadms.org
- Assist in identifying &/or inviting presenters for the activity
- Provide information for seeking commercial supporters and exhibitors
- Development of promotional materials
- Promotion of the Regional Meeting on the IADMS website, newsletters, and social media accounts
- Marketing the activity to IADMS members via email campaigns (limit of 2 email campaigns)

The Local Host will provide the following in support of this activity and IADMS mission:

- Offer current IADMS members a 10% discount on activity registration
- Offer all attendees an IADMS discount code to become IADMS members
- Allow a brief introduction from an IADMS representative to activity attendees
- Provide proof of insurance, if necessary

Logos/Promotional Materials

IADMS and Local Host agree to use both logos in website, print, emails, and social media activity announcements and advertisements. Local Host agrees to only use the IADMS logo for this activity, and, likewise, IADMS agrees to only use the Local Host logo for this activity.

The Local Host will allow for IADMS publication &/or promotional material to be included in delegate bags &/or folders.

Expression of Interest

The first step in hosting a Regional Meeting is to submit an expression of interest to the IADMS Board between 12-18 months prior to the proposed Regional Meeting date. It is

important that the Regional Meeting expression of interest template is used and careful consideration and research is paid to the information submitted to the IADMS Board (see Appendix II). The time and location of the meeting are important so that it will not conflict with other IADMS events; if it does then a justification needs to be included (e.g. it is on the other side of the world and is targeting different audience). Each Regional Meeting should have a particular theme/focus (e.g. adolescent dancers – geared to dance teachers; management of dancers' injuries geared to physical therapists; latest in medical management of dancers geared to medics) and should align with the IADMS mission statement. The Regional Meeting's Local Host Committee should consist of at least 2 current IADMS members and contact details and biographies are to be submitted with the formal Expression of Interest. On a practical front, the venue's suitability needs to be reviewed (parking, accessibility, suitable rooms, AV availability, technical support, seating capacity, possibility of movement sessions, accessibility and accommodation for non-residents). Finally, potential audience, including demographics of IADMS members and others in the field that work/live in the proposed region, should be noted.

Finances

Regional Meeting Local Host must submit a proforma budget with an expression of interest (See Appendix III). Upon review of the submitted application and corresponding proforma budget, IADMS will determine fee or profit share with the Local Host.

IADMS will manage all course registration through the IADMS online portal. Upon completion of the Regional Meeting, the Local Host will provide an expense report and corresponding invoices/receipts. After which, IADMS will then reimburse for related expenses¹. This must be submitted within 30 days of the Regional Meeting.

IADMS can provide financial support up-front to the Local Host of up to \$1,000USD for related expenses.

¹ Expenses must be approved by the IADMS Board of Directors. Expensed reimbursements will not exceed revenue from registration.

Appendix I: IADMS Regional Meeting (RM) Timeline

12-18 months	Submit expression of interest to IADMS Board for approval to host a Regional Meeting (RM). State if there is a theme to the RM e.g. adolescent dancers; medical advances in dance medicine and your target audience e.g. dance teachers, PTs, physicians.
9-12 months	Negotiate RM approval with Board. Discuss provisional delegate fee. Preliminary budget to IADMS Treasurer. Fee structure determined and agreement signed.
8-9 months	Arrange Facebook event and other promotional materials (images & flyer) with Promotions Committee and IADMS staff. Approach invited speakers. Use or adapt abstract template from Annual Conference, include presentation format e.g. PowerPoint only. Call for abstract submission with closing date set at approx. 5 months prior to event (if applicable). Develop local marketing list. Send to IADMS to combine with regional membership list. IADMS RM webpage created. Save the Date E-blast via social media, and IADMS newsletter and email campaign to international and local marketing list, respectively.
6-8 months	Establish an abstract review team (at least 2 IADMS members familiar with abstract review). Connect with Program Committee over review. Approach potential sponsors & exhibitors. Connect with IADMS's Development Committee and Director of Development to co-ordinate supporters and exhibitors. Exhibit fee determined by budget requirements (\$150-300 typical). Finalize quotes for venue, catering, tech support based on projected attendance.
4-5 months	Finalize agenda. Abstract submission closes 5 months prior to RM (if applicable). Aim for 2-week turnaround on abstract review. Confirm abstract acceptance with presenters, include booking details and presentation requirements/time & format allocations. Open presenter registration whereby payment confirms presenter attendance.
3-4 months	Confirm & remind presenters of any outstanding items needed. Establish session moderators. Organize optional social/networking event(s). Finalize and publish schedule to website & social media (include speakers, delegate fees). Open registration (www.iadms.org).

2-3 months	Complete orders for any ancillaries (e.g. flyers, name tags, lanyards). Request hard copy flyers of any IADMS promotional materials including the AC in that year. Send updated budget to IADMS. Upload all material to mobile app.
2-4 weeks	Request all presentations be sent to organizer for checking through the venue AV (e.g. PPT via email, USB). Print name badges/use lanyards. Confirm numbers, details, & schedule with caterers (e.g. any food allergies). Close registration. Research point of sale options for walk in delegates.
1-2 weeks	Send confirmation email to all delegates with housekeeping info, venue, parking, schedule, catering, and mobile app information. Print other signage, hard copy of delegate lists. Compile delegate bags and name tags.
On the day	Registration table with delegate list, sign in sheets, name tags, delegate bags. Check AV and catering set up. Opening announcement to include IADMS mission and promote upcoming IADMS events (e.g. AC). Enjoy the meeting.
1-2 weeks post	Final budget and submit all expenses (receipts) to IADMS Director of Development for reconciliation and reimbursement (if applicable).

Appendix II: IADMS Regional Meeting Expression of Interest

Date	
Location	
Organizing Team*	
Theme/Focus**	
Meeting format	
Venue	
Accommodation	
Accessibility	
Target Audience***	

*Include email addresses. Bios to be attached separately

**To include how it aligns with IADMS mission statement

*** Include local IADMS Membership demographics

Have the below been approached and approved the RM Expression of Interest

	Date
Director of Development	
Program Committee	
Promotion Committee	

Appendix III: Draft Budget

Item	\$
EXPENDITURE	
Venue	
Lecture theatre (if required)	
Studio (if required)	
AV Materials	
AV Technician	
Materials	
i) prep	
ii) set up on the day	
Printing	
Catering	
Teas/coffees/snacks	
Lunches	
Speakers	
Travel/Accommodation	
Honorarium	
Other	
IADMS Fee	
Total	\$ -
INCOME	
Ticket fee	
Number of delegates expected	
Sub-total	\$ -
Exhibitors/supporters	
Name and amount	
Name and amount	
Name and amount	
Sub-total	\$ -
Expenditure	\$ -
Income	\$ -
Profit/Loss	