

**MEETINGS COMMITTEE  
SETAC North America**

**STANDARD OPERATING PROCEDURES**

Penultimate revised version; SNA-MC and SNA-SC reviewed;  
last updated 4/15/2015 by Charles Wong

**PREAMBLE**

Each SETAC Meeting (e.g. annual, symposia, and workshops) provides an opportunity for SETAC members and guests to communicate and interact with colleagues for technical exchange on key issues as well as professional networking. The role of the Meetings Committee is to support and facilitate the planning, development, and implementation of a SETAC North America (SNA) Annual Meeting. These meetings are effective instruments for implementing the policies of the Board, including strengthening our regional chapters, and encouraging emerging scientific ideas. The Meetings Committee works with the SETAC Office (or SNA Office) to solicit and evaluate proposals for SNA Annual Meeting Chairs and provide support regarding the selection of upcoming SNA meeting locations. In addition, the Meetings Committee works with the Program Committee of each SNA Annual Meeting to optimize the Annual Meeting based on member input and strategic planning.

**I. COMMITTEE CHARGE**

- A. The Meetings Committee shall work directly with the SNA Board of Directors (BOD) and the SETAC Office in selecting upcoming SNA Annual Meeting Program Committee Chairs.
- B. The Meetings Committee shall make necessary recommendations to the SNA Annual Meeting Program Committee and refinements to its SOP in order to implement changes based on member input, outgoing meeting chairs and the SETAC Office. In addition, the Meetings Committee shall continue to review and refine the process and criteria for selecting SNA Annual Meeting sites, criteria for acceptance of abstracts, policy on waiver of registration fees, and policy on no-shows.
- C. The Meetings Committee Chair will maintain close working relationships with the chairs of the other standing committees and with the SNA Executive Director (Executive Director) to solicit their views on matters concerning meetings, meeting plans and procedures. In the case of overlapping responsibilities that cannot be resolved by the Meetings Committee Chair and the Executive Director, it will be so resolved by the BOD.

**II. MEMBERSHIP**

- A. The Meetings Committee is composed of up to nine (9) voting members that are balanced in number among academia, industry, and government.
- 3 MC co-chairs
  - 1 SNA Executive Director
  - 1 (voting) past/current PC chairs (n=1 to 3)
  - 1 student member
  - 1 liaison to another (e.g. SC) committee
  - 2 more members
- B. The Chair, the SETAC Executive Director (*ex officio*), and the Chairs of appropriate committees or designated liaison (e.g., SNA Science Committee), as determined by the Meetings Committee Chair, will serve on the Meetings Committee for the period of their incumbency. Their membership on the Meetings Committee will rotate as the positions rotate.
- C. With the concurrence of the BOD, the Meetings Committee Incoming Chair will be appointed annually by the SNA President and will serve for a term of three (3) years (Year 1 - Incoming Chair, Year 2 - Chair, Year 3 - Outgoing Chair). These positions will be filled by three SETAC Members and will cycle through annually until their term ends.
- D. Each year, one of the past Annual Meeting Program Committee Chairs will be appointed to this committee by the SNA President. These Annual Meeting Program Chairs will serve terms on the Meetings Committee of up to two (3) years beyond the year of their meeting. There will be a minimum of one (1) and maximum of three (3) SNA Annual Program Committee - Chairs on the Meetings Committee, although only 1 Program Chair will be a voting MC member. The voting member will be the most immediate past Program Committee Chair to join the MC or as decided among the 3 possible past annual Meeting Program Committee Chairs.
- E. With the concurrence of the BOD, one (1) SETAC student member will be appointed annually by the SNA President and serve for a term of one (1) year on the Meetings Committee.
- F. The remaining two (2) members of the Meetings Committee will be appointed to the committee by the Chair for a term of three (3) years. One or two new member (s) will be added each year, while at least one (1) leaves the committee each year.

### III. OPERATING PROCEDURES

- A. The Meetings Committee shall relate existing and recommended meeting program activities to the long-range goal of organizing meetings to serve the needs of the membership, the Society, and the community of environmental toxicologists and chemists as a whole. In particular, the objectives of the

Meetings Committee are to:

1. Provide the BOD with feedback (e.g., site evaluation and attendees' perspectives) on proposed future Annual Meeting sites and scheduled meeting dates at least three (3) years in advance to ensure adequate time for planning for facilities, attendance, and regional chapter activities.
2. Recommend Annual Meeting Program Chair(s) two (2) years in advance of the upcoming associated meeting so that the Chair has the opportunity to observe the mechanics of staging a national meeting, interact with fellow meetings chairs as well as the SNA Executive Director, and select the Program Committee at least one year prior to hosting a meeting. The Meetings Committee will review proposals submitted by potential Program Committee chairs or will search and identify potential candidates. The Program Committee Chair(s) and members of the Program Committee do not need to live in the locality of the meeting, but there does need to be some local coordination of the social program.
3. The Program Committee may be led by 2 or 3 chairs. While a Tri-Chair approach is recommended for a given SNA Annual Meeting Program Committee (individuals from each of government, industry, and academia), it is also possible to take an official Bi-Chair Program Chair approach complemented by one or more Program Committee Chair advisors. Such Program Committee Chair advisors should be past Program Committee Chairs so their input from experiences holding a past meeting, and thus their institutional knowledge, would be of value for new Program Committee Chairs. Furthermore, an advisory Program Chair role is not considered to be too onerous a task as these individuals would participate in e.g. Annual Meeting conference calls but would not be expected to volunteer at the Annual Meeting.

Prospective Program Chairs must:

- i) Have a commitment from their employer that they will have the time and support necessary to chair the SNA Annual Meeting;
  - ii) Be able to work effectively and on tight deadlines with a diverse group of people; and,
  - iii) Be able to recruit and manage the activities of the Program Committee, including making sure that the Committee members are aware of their financial responsibilities for the Annual Meeting (i.e., they must register) BEFORE they commit (i.e., a minimum of 18 months ahead of time).
- 3a. The Meeting Committee provides guidance and assistance to the SNA Annual Meeting Program Committee. This guidance will be in the form of an Annual Meeting SOP, template letters, and a compendium of recommended solutions to problems encountered by past committee

chairs. The SOP should cover topics including but not limited to: Program Committee, schedules, facilities, budgets, transportation, field trips, local amenities, etc.

- 3b. The Meetings Committee Chair will meet with the SNA Annual Meeting Program Committee Chairs within two (2) weeks after the end of the Annual meeting to discuss and propose revisions to Appendix A and Appendix B. This would be a “lesson learned” exercise and will allow the SOP to evolve with hopes to ensure an easy transition among SNA Annual Meeting Program Committees.

Alternatively, The SNA Annual Meeting Program Committee Chairs could write an addendum to the Meetings SOP describing lessons learned, what worked, what did not, and why. This information may offer city/local or regional specific lessons that may be helpful for future Program Committee Chairs but may not be broad enough to require changes to the SOP (Appendices A and B).

- 3c. The Meetings Committee will review feedback from attendee surveys after the SNA Annual Meeting to provide the Executive Director and BOD a detailed analysis of poll results to inform future meetings.
- 3d. The Meetings Committee Chair will attend the regularly scheduled conference calls of the Meetings Committee, and the SNA Annual Meeting Program Committee to provide guidance and to learn what different Program Committees experience or consider important.
4. The Meetings Committee shall review program activities that involve organizing and sponsoring meetings of whatever type (e.g., Focused Topic Meetings) as requested by the Executive Director for the membership or in co-operation between the Society and other organized groups.
5. The Meetings Committee shall carry out this charge in co-operation and communication with the chairpersons of other SETAC committees involved in such activities.

**See Appendix A for Annual Meeting Program Committee Guidance**

**See Appendix B for Session Chair/Co-Chair Guidance**

**See Appendix C for Planning and Conducting Focused Topic Meetings**

## Appendix A.

### **Society of Environmental Toxicology and Chemistry North America Annual Meeting Program Committee Guidance**

The Society of Environmental Toxicology and Chemistry North America (SNA) Annual Meeting is an activity that is available to all members and guests. It is an important scientific and financial event for SNA. The organization of SNA Annual Meetings is a true collaboration between the Annual Meeting Program Committee (Program Committee), SETAC Executive Director and Staff, and the SNA Board of Directors (BOD). Many SNA Annual Meeting Program Committee responsibilities are shared with the SETAC Staff (or SNA Staff). Each Program Committee is different and responsibilities may vary slightly. The following information is intended to provide SNA Annual Meeting Program Committees with guidance as to the roles, responsibilities, and schedules of the entities involved with the organization of an Annual Meeting. A successful Annual Meeting is dependent on at least six factors including:

- 1) Cooperation and coordination between the Program Chair(s), the Program Committee, the SNA Executive Director, and the SNA BOD.
- 2) The innovation, energy, and dedication of the Program Committee,
- 3) The dedication and quality of the Session Chairs,
- 4) The efficiency of the SNA Office in performing its Annual Meeting duties,
- 5) The match between the meeting facility and the needs of the meeting, and
- 6) The attitude of volunteers and support staff at the meeting facility.

There must be cooperation, coordination, and communication among all organizational entities to ensure a harmonious and well-staged Annual Meeting.

SETAC World congresses will be held in conjunction with the SNA Annual Meeting on selected years. The organization and constituency of the Program Committee is significantly different for these meetings. For SNA Annual Meetings that are also World Congresses, additional guidance is provided in the SETAC World Congress Guidance document (Draft, Guidelines for Holding a SETAC World Congress, SETAC World Council).

This document and its Appendices provide guidance for:

- 1) Structure and responsibilities of the Program Committee;
- 2) Session Development and Abstract Selection by the Program Committee;
- 3) Timeline for milestones, both prior to and during the Annual Meeting.

#### **1. Program Chair(s) and Program Committee**

##### **Structure of the Program Committee**

The Program Committee consists of a Chair and/or Co-Chair(s) and various subcommittees to develop and organize specific components of the SNA Annual Meeting.

### **Program Chair and Co-Chair(s)**

A Program Co-Chair should be named in addition to the Program Chair or two Co-Chairs may share the lead responsibilities. Alternatively, a Tri-Chair model may be considered where all of the co-chairs actively lead the Program Committee or where one of the Co-Chairs has previous experience and can "advise" less experienced Co-Chairs. In addition, a Tri-Chair model would allow for tripartite representation (i.e., one co-Chair each from academia, government, and industry). The SNA BOD must approve the organizational components.

The SNA Annual Meeting Program Chair is responsible for recruiting and coordinating the Program Committee, coordinating and communicating with the SETAC Staff, and ensuring (in collaboration with the SETAC Staff) that the Annual Meeting runs smoothly. The SNA Program Committee is responsible for development of the theme, technical content, and format of the meeting.

### **Criteria for Selection of Program Committee Chairs**

#### **Prospective Chairs must:**

- 1) have a commitment from their employer that they will have the time and support necessary to chair the SNA Annual Meeting;
- 2) be able to work effectively and on tight deadlines with a diverse group of people;
- 3) be able to recruit and manage the activities of the Program Committee, including making sure that the Committee members are aware of their financial responsibilities for the Annual Meeting (i.e., they must register) BEFORE they commit (i.e., a minimum of 18 months ahead of the annual meeting they will put on).

### **Program Committee**

The Program Committee will be required to assist in meeting set-up and take down as well as administrative duties (as directed by the SETAC Staff and Program Committee Chair) to ensure that the meeting runs as smoothly as possible and that meeting attendees have a meaningful and enjoyable annual meeting (as much as possible). In addition, the Program Committee is encouraged to interact with the SNA-Science Committee, evaluate existing linkages, and provide feedback to the SNA-Science Committee based on their experiences to strengthen future Annual Meetings. The Program Committee, through the Program Chair(s), will be debriefed by the Meetings Committee shortly after the Annual Meeting it organized, to incorporate lessons learned into this document.

Members of the Program Committee should be available to work for the entire meeting and fill in wherever needed due to special situations or emergencies, and thus should not be scheduled to chair sessions, be key speakers, teach professional training courses, etc. Platform and poster presentations by Program Committee members are fine, so long as they are not interfere with volunteer duties at the meeting. The Program

Committee is expected to be available on the Saturday immediately before the start of the meeting to assist with setup.

The Program Committee should attempt to (although it is understood that these are volunteers and those that are willing to help should be given some role, if possible) have balanced representation of the various sectors comprising the SNA membership including,

- a. Academic, business, government, and non-governmental organizations (NGOs),
- b. Professional disciplines, (chemistry, toxicology, ecology, risk assessment, etc.),
- c. Gender and race balance as applicable.

Representation of NGOs in the Committee should be considered. However, it is recognized that while NGOs are part of SETAC's tripartite structure, they are presently very small part of the Society as a whole. Therefore, balanced representation of NGOs is not currently a requirement for the Program Committee.

#### Program Committee Organization

In addition to the Program Chairs, the Program Committee consists of numerous subcommittees, covering essential meeting components including Scientific, Professional Training Courses, Student Activities, Exhibits, Plenary speakers, Social Activities, Fundraising, Green Services, Volunteers, and other topics as necessary. The SETAC Office staff handles website development, meeting program development and printing, and contracts with exhibitors, sponsors, and plenary speakers as necessary.

More than 2-3 volunteers (with the exception of the Scientific Subcommittee) per subcommittee may not be necessary. Some consideration should also be made for succession planning, e.g., having a Program Committee Chair of the Annual Meeting immediately prior to the one being organized participate to some extent would help transfer institutional knowledge. Likewise, the next Program Committee Chair could learn the role by shadowing or participating in the current Program Committee.

The Program Committee Chair will appoint a member of the SNA Science Committee to serve on the Scientific Subcommittee. This appointee will liaise between the Program Committee and SNA Science Committee and ensure that a high quality technical program is developed for the Annual Meeting.

**All Program Committee members are expected to register for the Annual Meeting as a condition of being on the Committee.** Limited funds or reduced registration fees MAY be available, at the discretion of the SNA Executive Director to provide limited support of Program Committee members to the Annual Meeting.

Organization and evaluation of the technical program for the SNA Annual Meeting is the responsibility of the Abstract Review Subcommittee (which is a sub-committee of the Program Committee). This committee is comprised of members of the Program Committee, specifically the Scientific Subcommittee and the Program Committee Chair, and is supported by the SETAC Office. This group develops and oversees all aspects of

the Technical Program, participates in the formal review of the abstracts and should contain balanced representation among the various membership sectors (see above), technical disciplines, and gender.

### **Responsibilities of the Program Committee**

The responsibilities of hosting the Annual Meeting are shared between the SNA Office (Executive Director and Staff), Program Committee Chair(s), and Program Committee are as follows.

The **SNA Office** (Executive Director and Staff) is responsible for the mechanics of planning and implementing the SNA Annual Meeting. In this capacity they shall:

- 1) Receive solicitations from prospective Annual Meeting chairs for future years.
- 2) Investigate the facilities, feasibility, cost, and suitability of prospective Annual Meeting sites.
- 3) Negotiate and contract for meeting facilities and equipment for the Annual Meeting.
- 4) Recommend to the SNA Meetings Committee future SNA Annual Meeting sites based on the facilities, feasibility, cost, and suitability of the prospective sites. The SNA Meetings Committee, in collaboration with the SNA Executive Director, shall make recommendations on future sites to the SNA BOD.
- 5) Work with the Program Committee Chair(s), and the SNA Secretary Treasurer to prepare a budget for the Annual Meeting and present it to the SNA Meetings Committee and the SNA BOD for approval.
- 6) Be responsible for the mechanics of the Annual Meeting and ensure that the facility and contractors will meet the meeting requirements and goals. This process includes negotiation and signing of contracts for facilities including electrical power and communication, complimentary rooms, supplies, and equipment, vendor services and supplies, exhibitors, banquets and other meal functions including menus, social and other entertainment functions including, timing of coffee breaks, and selection of food and beverages.
- 7) Contract for and distribute all printed materials pertaining to the Annual Meeting, including, but not limited to, meeting announcements, program overview and registration materials, final programs, errata sheets, abstracts, badges, portfolios, registration supplies, press packets, evaluation forms, and all other such printed or reproduced items necessary for conduct of the Annual Meeting.
- 8) Be responsible for all required meeting transportation, staff, security, insurance, medical service, supplies, equipment, and other support for the Annual Meeting.

- 9) Manage receipt of proposals for sessions and forward the proposals to the Program Committee. Receive abstracts and enter them into an online database to support the development of the meeting program.
- 10) Register attendees, speakers, press, and other participants at the SNA Annual Meeting.
- 11) Collect registration and exhibitor fees, and be responsible for all financial arrangements and accounting, including keeping accounts, safekeeping of funds, and disbursement of funds to vendors and other creditors upon presentation of an itemized invoice. The SNA Office Staff is responsible for preparing the database for financial and attendance records.
- 12) Be responsible for selection, procurement, and sales of SETAC publications and memorabilia.
- 13) Develop a schedule of responsibilities, activities, and deadlines for the Program Chair and Program Committee.
- 14) Hire an audiovisual company to handle projection equipment and needs.
- 15) Serve as a repository for all student presentation judging scores. Scores will be collected at each annual meeting and reviewed by the Awards and Fellowship Committee.
- 16) Be responsible for implementing the recording of selected sessions, professional training courses, and other aspects of the annual meeting for disbursement online
- 17) Conduct all of the above activities in collaboration with the Program Chair(s) and appropriate Program Subcommittees. Report to the SNA BOD on the progress of the planning and organization of the Annual Meeting.
- 18) Negotiate and contract with plenary speakers, as needed.

The **Program Committee Chair(s)** shall:

- 1) Recruit and appoint members of the Program Committee. Program Committee organization is subject to approval by the SNA BOD. The Program Committee may include Subcommittee Chairs responsible for the following program components (other components can be included as necessary and desirable):
  - a) Scientific Program;
  - b) Plenary and special sessions / symposia;
  - c) Exhibits;

- d) Fundraising;
  - e) Student Activities;
  - f) Social Program;
  - g) Professional Training Courses;
  - h) Service Project;
  - i) Volunteer Activities.
- 2) Develop and present the plans for the meeting, including the theme, technical content, and revisions of the program structure to the SNA BOD for approval.
  - 3) Coordinate among the Annual Meeting Program Committee, the SNA Training and Education Committee, and SNA Office liaison to arrange the professional training courses.
  - 4) Coordinate the technical program schedule to reduce conflicts in topics.
  - 5) Coordinate and follow the activities of the various Program Committee subcommittees.
  - 6) Make presentations, as outlined in the schedule, to keep the SNA BOD informed of meeting organization progress.
  - 7) Communicate (e.g., by conference calls or meetings as appropriate) with the SNA-Science Committee as appropriate for reviewing and recommending changes to the SNA Annual Meetings on topics including the overall theme, session titles, invited speakers, and session chairpersons.

The **Scientific Subcommittee** shall:

- 1) Develop a scientific program (i.e., identify keynote speakers and symposia in coordination with the Plenary and Special Symposia Subcommittee/members, and technical sessions) that is consistent with the goals of SETAC/SNA, the meeting theme, and the interests of the membership and guests.
- 2) Actively seek proposals from prospective session chairs for sessions that are consistent with the goals of the SETAC/SNA and the Annual Meeting Program Committee. Coordinate with the SNA Science Committee to identify timely and/or emerging scientific issues and, if appropriate, work with the SNA Science Committee and others proposing such possible sessions to develop a coordinated science theme suite of sessions for the annual meeting.
- 3) Review and recommend submitted session proposals for inclusion in the Call(s) for Abstracts, recommend unique sessions supporting the meeting theme, aid in developing the Call(s) for Abstracts, and communicate with the session organizers/chairs if questions arise concerning the proposals and sessions.

- 4) Designate abstracts for the SETAC Office to send to the Platform and Poster Session Chairs for internal organization within each session. Work with the session chairs to ensure that they develop strong scientifically based sessions that are of interest to the membership.
- 5) Peer review abstracts to determine the scientific or technical merit of the research. This occurs during abstract review, covered later in this SOP (see the section below on Soliciting and Processing Abstracts and Setting Up Sessions). If an abstract cannot meet the scientific or technical merit criteria, then it should be rejected as not meeting the standard for presentation. It is not incumbent upon the committee to accept every abstract submitted for presentation. Further policy guidance is available from the SNA Science Committee and the SETAC Office.
- 6) Incorporate and implement activities (with attendant costs as appropriate within the budget) into the Annual Meeting Program to provide outreach from the Meeting to the local community, including local media, environmental and governmental officials, primary and secondary educators, etc.
- 7) During the Annual Meeting, inspect platform session rooms before each session to ensure signage is correct and equipment is provided in working order. Ensure that the session chairs and co-chairs are adhering to the published schedule of presentation times at the Annual Meeting.
- 8) During the Annual Meeting, co-ordinate with the on-site SETAC Office staff and convention center personnel to ensure that suitable accommodations and equipment for poster sessions are available prior to the session. Be present, or have supervised volunteers present, for trouble-shooting, answering questions, and assisting in equipment needs. Report no-show posters to the SETAC Office, and request that posters not meeting published SETAC poster requirements be removed. Concerns over any posters that may need to be removed shall be brought to the attention of the SETAC Executive Officer and BOD before any action is taken.

**The Plenary and Special Sessions/Symposia Subcommittee/Members of the Program Committee shall:**

- 1) Identify potential Plenary speakers for Monday, Tuesday, and Wednesday Plenaries. A Sunday evening keynote speaker may also be identified. Some of these speakers can be individuals who can speak on local or regional issues. Plenary speakers do not always have to be scientists, but should be able to provide an authoritative and effective presentation related to the meeting theme. When possible, plenary speakers are encouraged to participate in other aspects of the meeting (e.g., offer professional training courses, participate in special symposia, etc.), including the consideration of a coordinated science theme suite of 2 or more venues utilizing 1 or more of the same speakers at a single annual meeting (for more information about this program, see the SNA SC).

- 2) Work with the SETAC Office and the Fundraising Subcommittee/members of the Program Committee to cover logistics of bringing Plenary speakers to the Annual Meeting. Facilitate the plenary speaker's participation in the Annual Meeting (i.e., meet them, introduce them, encourage and support their meeting participation, and ensure they feel welcome). The coordinated science theme program is a good way to try to maximize the travel dollars spent to bring in a plenary speaker by utilizing them for other venues that might include a professional course, platform session or Special Symposia.
- 3) Develop Special Sessions and Symposia in conjunction with the Scientific Subcommittee, based on the meeting theme and any announced call(s) for proposals.

The **Exhibits Subcommittee/Members of the Program Committee** shall:

- 1) Work with the SETAC Office Exhibits Coordinator to solicit commercial and institutional exhibits for the Annual Meeting.
- 2) Coordinate exhibits at the meeting, assuring that the exhibitors observe all health and safety rules and regulations and that they conduct their exhibits in a professional manner.

The **Fundraising Subcommittee/Members of the Program Committee** shall:

- 1) Coordinate solicitation of funds with the SETAC Office to help pay for special (Plenary etc.) speakers and other costs. Provide contacts to the SNA staff to negotiate appropriate contracts (note: All formal letters of solicitation originate from the SETAC Office).
- 2) Make advance inquiries and identify specific individuals in the agencies, companies, associations, etc. who may be financial contributors to the meeting. This should be done with respect to the Implemented Plan for Coordinated Funding Solicitation developed by the SNA Development Committee.

The **Student Activities Subcommittee/Members of the Program Committee** shall:

- 1) Work with the SETAC NA Student Activities Committee (NASAC) Liaison to develop a student activities program for the Annual Meeting.
  - a) Establish additional opportunities for students to meet with professionals during the Annual Meeting.
  - b) Identify ways to incorporate students and pre-professionals into the SNA Annual meeting.
  - c) Plan and organize social events specifically tailored to students.

- 2) Coordinate with the local SETAC Chapters for student support at the meeting.
- 3) Coordinate with the Career Development Committee for programming that includes both students (e.g., Buddy System) and non-students (e.g., Mid-Career Professionals Workshop, Senior Resource Group activities).

The **Social Program Subcommittee/Members of the Program Committee** shall:

- 1) Investigate local areas of interest to determine suitability for SNA Annual Meeting social functions.
- 2) Propose and develop social program activities for the meeting such as:
  - a) Opening ceremony and reception;
  - b) SNA banquet site and program;
  - c) Guest / spouse program and sightseeing activities;
  - d) Scientific tours to take advantage of local environmental opportunities;
  - e) SNA fun run; and
  - f) Tours of professionally interesting sites.
- 3) Work with the SNA Office to develop menus and themes for events.
- 4) Provide contacts to the SNA staff to negotiate appropriate contracts.
- 5) Provide on-site tour support, especially if we opt not to use a Destination Management Company to manage the tours.

The **Professional Training Subcommittee/Members of the Program Committee** shall:

- 1) Work in conjunction with the SNA Training and Education Committee Liaison in development of the Annual Meeting Professional Training program including:
  - a) Including actively soliciting unique courses,
  - b) Reviewing / selecting a variety of short courses to be presented.
- 2) Assist the SNA Training and Education Committee Liaison to the Program Committee with logistics of the professional training at the Annual meeting including:
  - a) Provide onsite assistance to instructors,
  - b) Communicate their needs to SNA staff.

The **Service Project Subcommittee/Members of the Program Committee** shall:

- 1) Develop and encourage environmental behavior of meeting participants that are aligned with the scientific principles of SETAC.

- 2) If the Program Committee organizes a service project, the Service Project Subcommittee/Members will research local organizations and find a suitable group for SETAC to partner with. It is preferable to organize a project that will have an environmental impact.

The **Volunteer Subcommittee/Members of the Program Committee** shall:

- 1) Work with the SNA Awards and Fellowships Committee and the SETAC Office to review applications for, and to obtain the list of student travel and minority award recipients for the current meeting. This typically happens around July or so.

Notify all award recipients on the service requested of them during the meeting (i.e., AV support in sessions, assistance with social events, etc.).

- 2) Schedule volunteers for all sessions needing support.
- 3) Arrange for training of volunteers prior to their sessions.
- 4) Following volunteer service, provide written confirmation for the volunteer to obtain their travel award payment from the SETAC Office staff.
- 5) Coordinate volunteer activities among the Program Committee and with the SETAC Office to ensure the Annual Meetings is supported, as needed.

**2. Session Development and Abstract Selection by the Program Committee.** The process of developing sessions, soliciting and evaluating abstracts requires cooperation and coordination between several responsible groups.

Abstracts are solicited by the proposed session organizers and chairs, and the Program Committee via the First and Final Call for Abstracts, which are prepared and distributed by the SNA Office. A deadline for receipt of abstracts is set by the SNA Executive Director and should be approximately 6 months in advance of the meeting. The Office numbers abstracts, acknowledges their receipt, and sorts them.

Representatives of the Abstract Review Subcommittee, charged with developing the technical program, meet at the SNA Office one month after the abstract deadline to review the abstracts and organize the final technical program. Selection criteria have been established (see below) and should be used by the abstract reviewers to justify acceptance or rejection of abstracts. As SNA matures, and the scope of our sciences expands, these selection criteria may be modified.

After the SNA Annual Meeting abstract review, the SNA Office communicates with all Session Chairs and the Program Committee to refine and complete all technical sessions; and develop the final program. The Abstract Review Subcommittee must be available to provide input during months prior to the meeting, and be able to make

decisions (in a timely fashion) when questions and appeals of the program structure arise. Session chairs are expected to use their discretion in planning and structuring their sessions, but the Program Committee Chair(s) make the final decisions when conflicts arise.

Calls for late abstracts may also be issued at the discretion of the SNA Office and the Program Committee Chair(s). These are poster-only and calls are generally after the regular abstract deadline closes. These are typically advertised for "late-breaking data" to encourage submissions.

Selected sessions will be recorded by our contracted recording service to be available to SETAC members and attendees and the general public as per current SNA policy. The SNA Office and Program Committee Chair(s) will identify these sessions during the abstract review and notify the appropriate Session Chairs with information for presenters. This information includes whether the individual speakers wish to participate in the recording, which is voluntary, and what criteria are necessary for recorded sessions (e.g., copyright issues).

### **Guidelines for Selection of Abstracts**

- 1) Abstract must not promote a commercial product, process, or service.
- 2) Abstract should be clear and well written;
- 3) All authors and affiliations should be listed on the abstract;
- 4) All authors should comply with instructions and deadlines provided with the call for abstracts;
- 5) The abstract should contain information or data that demonstrates that high quality science will be presented;
- 6) Information in the abstract should not have been previously published or presented, nor should it be repeated in a different session or submitted under multiple sessions; and,
- 7) Subject matter should be applicable to the mission of SETAC.

### **Guidelines for Organization of Sessions**

The SNA Annual Meeting Abstract Review Subcommittee is charged with developing the technical program for the Annual Meeting. The committee will meet at a designated location after the abstract deadline to review the abstracts and organize the final technical program. The Committee must decide during this limited time frame how to make sessions acceptable and how to fit all sessions into the program.

Annual meetings historically have held 9 concurrent platform sessions each morning and afternoon for a total of 72 sessions in a 4-day meeting, with 10 presentations in morning sessions and 8 in the afternoon. Starting with the 2014 SNA Vancouver meeting, there are 12 concurrent sessions each morning and afternoon, for a total of 96 sessions in a 4-day meeting, with 8 presentations in the morning sessions and 8 in the afternoon. All of this notwithstanding, the number of sessions and presentations may

be modified to fit the available meeting venue. Of these 96 sessions, Board-approved policy allows 8 to 12 fully invited sessions each year, also known as Special Symposia.

The Abstract Review Subcommittee will have numerous decisions to make, including whether sessions should include only invited speakers (fully invited), whether to include unsolicited abstracts into proposed sessions, and reorganizing proposed sessions to better reflect certain themes. Decisions on which presentations should be included in a session should be based on:

- 1) Session Chair's invited presenters list (assume that they know the topic);
- 2) Balance among sectors, gender, etc...;
- 3) Good science;
- 4) Need to include and encourage younger scientists and avoid sessions made up primarily of the same group of presenters as in previous years; and,
- 5) Decisions about selected presenters MUST be transparent and reasonable.

The Abstract Review Subcommittee should delegate authority to Session Chairs. Session Chairs are often discouraged if the sessions they organized are subsequently reorganized drastically without good reason. Assume that the Session Chairs have an understanding of what will constitute a good session and that their selections of abstracts and ordering of presentations are not arbitrary. On the other hand, Session Chairs should not be allowed to monopolize a session, nor should sessions be dominated by one perspective without presenting alternate views. The Abstract Review Subcommittee needs to make every effort to ensure "balance" in sessions and to prevent overt efforts to use SETAC as a marketing or advocacy platform. The use of online review capabilities of submitted abstracts is a new factor in this regard. When possible, Session Chairs should be given a chance to comment on major changes. Particular caution should be used in changing session titles or formats. The Abstract Review Subcommittee should communicate planned changes to Session Chairs, if feasible.

The SETAC Office / Program Committee should obtain best contact information from proposed Session Chairs for use at the time of the Program Committee review meeting. This information should be requested as proposed Chairs are reviewing abstracts online or, at the latest, just prior to the abstract review meeting. Every reasonable effort should be made to contact session chairs prior to the review meeting; use of proposed Chairs who do not provide said information in response to requests should be discouraged. Likewise, Session Chairs' performances should be evaluated so that future decisions about their proposed sessions can include this historical perspective.

### **Communications to Session Chairs**

In general, unambiguous communication is required and the Society's criteria for acceptable sessions must also be made known/emphasized. Decisions will sometimes have to be made that are different than recommended by Session Chairs and in these circumstances it is important to explain why the decisions were made.

The language in letters going to individuals organizing proposed sessions needs to be checked for accuracy and readability. Errors in communication about the type of session that has been approved must be avoided (e.g., an interactive poster session is not the same as a platform session). Instructions for session chairs and requests for communication back from session chairs need to be clear and complete. This and other follow-up communication with Session Chairs after the abstract review meeting is critical and clear explanations are required.

### **Final Instructions and Guidelines**

The SNA Annual Meeting guidance document is designed to provide general instructions regarding meeting organization and responsibilities. Developing and organizing the SNA Annual Meeting is a dynamic process. Additional information and guidance should be obtained from the SNA Meetings committee, the SNA BOD, and the SNA Executive Director and Staff.

### **3. Timeline for milestones**

The activity schedule that follows outlines the responsibilities and approximate dates of the individuals and groups responsible for organizing and conducting the SNA Annual Meeting. The exact dates will vary slightly each year depending on the actual meeting dates. The schedule is open to revisions and improvements as necessary. Although the schedule is extensive it does not include all activities and responsibilities. Contact the SNA Meetings Committee Chair for additional information and working schedules from previous meetings.

We count on the hired general service contractor to be the interface with the Convention Center, especially in the exhibits/poster area. This is the organization that builds booths, and with whom the SO signs a 3-year contract that goes to competitive tender at renewal.

### **Specific matters at the Annual Meeting**

#### **Registration/SETAC Store**

Setup will be held the day prior to the start of the conference, typically Saturday. Breakdown will begin in the afternoon of the last day of the conference, typically Thursday. Times will vary. It is expected that all Program Committee members will be available for setup and breakdown.

#### **Professional Training Courses**

The Professional Training Committee Chair may need assistance on the days that short courses are held. The Professional Training coordinator will assign assistants from the student assistants/volunteer pool, but the Program Committee may be called upon for assistance. Materials have to be moved to the rooms and distributed therein; audio-visual equipment and/or computers may need to be tested; registrants need to be directed to rooms and they must be checked against the registration list as they enter the room (people not registered for a short course may walk in, pick up the handouts, and leave); and other needs, including assistance in directing people to the buses for

off-site courses. It would be ideal for an assistant to remain in the room for the duration of each course throughout the day.

Please note that there may be off-site classes and help may be needed in directing people to the buses and helping with late-arrivers.

#### Opening Session / Platform Sessions / Daily Theme Sessions

The SETAC Executive Director and Assistant Executive Director are coordinators for the awards and theme sessions, and will work with the Awards & Fellowships Committee Chair and Program Committee Chair(s) to plan and implement the Opening Ceremony on Sunday, and the Closing Ceremony on Thursday.

Posters and Platform sessions will generally begin Monday morning. Each morning Platform Session generally has 4 papers before a coffee break and 4 papers after. Afternoon sessions generally have 4 papers before coffee break, and 4 papers after the coffee break. There are 5 minutes between each platform talk, except the last ones before breaks, to give people a chance to move to other rooms. Platform presentations are not to be given during these 5 minute breaks, but Session Chairs are encouraged to use the 5 minute break for continued discussion or for other activities to highlight their session (e.g., slide shows of sites for sessions about a specific locale). Currently, Plenary Sessions are after the last platform talk on Mondays through Wednesdays, followed by the Poster Socials. There is no Plenary Session on Thursday; the Poster Social that day immediately follows the end of the afternoon platform session and is before the Closing Ceremony. This scheduling is subject to change by the SNA Office, Program Committee, Meetings Committee, and the SNA BOD. Throughout the week, at least 2 Program Committee members are needed to check on Session Chairs, help solve problems with projectors, count attendance, record no-shows, help the Session Chairs stay on time, ensure that room signs are changed, etc. Computer-savvy Program Committee members or volunteers in the session should be on quick call to help.

#### Posters

Assistance will be needed to make things go smoothly, especially first thing on Monday morning when the poster boards must be numbered and the first posters are set up. This can sometimes be done on Sunday. At least 4 Program Committee members are needed at set-up times on Monday, Tuesday, Wednesday, and Thursday (please see the Meeting Program for details). At least 2 Program Committee members should be in the Poster Area throughout the day, every day. Assistance is needed with set-up, documenting no-shows, helping to police the area, etc. A Scientific Subcommittee member ~~Chairs~~ will work with a SETAC Office coordinator in the poster area. Details for set-up and attending the posters will be posted in the Meeting Program, and will be covered on-site.

#### Student Workshops and Socials

Program Committee members will assist the Student Activities Committee (NASAC) coordinators on Monday evening for the Student Careers Workshop, Student/Mentor Lunch/Dinner, and the Silent Auction to generate funds for student activities. More details will be provided on-site. Help will also be needed with the student seminars.

### Exhibits

The Exhibits Subcommittee will work with the SETAC Office Exhibits Coordinator to make the exhibitors comfortable, elicit ideas for future meetings, assign spaces for the next year's meeting, and work the exhibitor desk at registration, etc.

### University Displays

Space is provided for colleges and universities to provide information about their programs. This is stand-alone, and requires little staff or Program Committee member time, but we need to make sure that there are not job advertisements.

### Other

Everyone should help make sure that everyone at any function has a name tag; that common areas are kept clean; that advertisements and promotional materials are limited to exhibitor booths and that all our members and guests are made to feel welcome. It will be hard work for a week, but it's worth it.

### Notes

Many additional meetings, which may not necessarily be on the Meeting Program or the Errata Sheet, will be scheduled for SETAC and non-SETAC organizations and activities. For example, business meetings during the conference of exhibitors and subgroups, scheduled with the approval of the Executive Director, are not technically part of the SETAC program and therefore not listed. A complete list of meetings will be maintained at the Registration Desk.

**THIS IS A NON-SMOKING MEETING AND NO SMOKING IS ALLOWED IN COMMON AREAS, MEETING ROOMS, POSTERS, OR EXHIBITS.** Signs will be posted and the rule should be enforced.

FYI, there will be refreshments for the Program Committee and Staff, and a small meeting area for the SNA Office, located near the Registration Desk. A Program Committee -only lounge will be present, starting with the 2015 Salt Lake City Annual Meeting. The Program Committee will meet there daily to discuss the meeting, problems, and successes. Program Committee and Staff may be reimbursed for some meals at the discretion of the Executive Director.

Regional SETAC Chapters booths will be set up, and help will be needed to tend them during the week; see the SNA Regional Chapters Committee Chair to volunteer.

SNA has an established media policy (please see the Meeting Program) and it will be enforced. The Executive Director is the initial contact for all press inquiries, please.

The Program Committee is also invited to the Sustaining / Affiliate Member Reception on Wednesday, location to be announced.

The Program Committee Members must register for the meeting. EVERYBODY who attends any function must register and have a nametag.

**Appendix B.**  
**Society of Environmental Toxicology and Chemistry North America**  
**Annual Meeting**  
**Guidance for Session Chairs/co-Chairs**

Session Chairs and co-Chairs are an integral part of the SNA Annual Meeting. Indeed, without interested and engaged professionals suggesting exciting themes for discussion of new research, there would be no Annual Meeting.

This document provides guidance for the roles and responsibilities of Session Chairs and co-Chairs, and should be provided to Session Chairs to aid their organization and execution of their session.

**Structure of Session Chairs/co-Chairs**

Each session at a SNA Annual Meeting should have a Session Chair and co-Chair. A single Chair is not recommended. Multiple Chairs/co-Chairs are not uncommon, e.g., three individuals each co-Chairing a session. However, it should be noted that too many individuals chairing a session can be self-defeating, in that they can get in each others' way.

Session Chairs/co-Chairs should be knowledgeable in their session's area(s) of focus, which should conform with those of interest to SETAC (e.g., environmental chemistry, toxicology, science and policy for decision-making, etc.). Students are encouraged to co-chair sessions with more senior session chairs.

It is the responsibility of the Session Chair and co-Chair(s) to ensure that they can attend the Annual Meeting and chair their sessions.

**Chair and Co-Chair of Sessions shall:**

- 1) Submit session proposals to SETAC Office, along with a title and a list of potential invited speakers.
- 2) Organize session for the Annual Meeting, including soliciting presentations for the session. For Special Symposia, up to 100% of the abstracts may be invited. Otherwise, the session may be composed of up to 70% invited presentations. Session chair(s) should request that copies of invited abstracts be sent to them so they can track the number of invited presentations that have actually been submitted. Session chairs should login into the meeting management software (MMS) to view the abstracts that have been submitted into their session.
- 3) Use SETAC online review capabilities of submitted abstracts to pick the abstracts and provide the order of presentation, subject to final approval by the Program Committee.

- 4) Communicate with the potential speakers if questions arise concerning their abstract and presentation.
- 5) Work with the SETAC Office and Program Chair, if their session is selected for recording to communicate requirements and consent to all platform speakers in their session.
- 6) Prepare for the session by being present in the session room sufficiently ahead of the scheduled time of the session to ensure that:
  - a) the student volunteer (typically a winner of a SETAC student travel award) is present to provide assistance as necessary ;
  - b) all necessary equipment is provided and in working order;
  - c) all presenters are familiar with the equipment and facilities;
  - d) no-shows are reported to SETAC Office.
- 7) Chair the session, adhering to the published schedule of presentation times, limiting questions and debate in preference to the schedule, and ensuring presenters maintain appropriate, professional behavior (see subsequent section “Guidance to Session Chairs at SNA Annual Meetings”).
- 8) Sign the attendance sheet provided by the student volunteer at the end of each session, who counts attendance for each platform presentation. This is done to provide feedback on the session for future planning.
- 9) Respect the 5-minute transit time between platform presentations to allow attendees to move into and out of the session room. Platform speakers should not be allowed to continue speaking into this period. However, discussion is encouraged, whether it is an extended question-and-answer session between the audience and the platform presenter, general discussion led by the Session Chair, or other appropriate material to use the transit periods effectively.
- 10) Provide, as necessary, a short synopsis of the session and its highlights after the meeting, for use in SETAC Globe articles. These may be requested by the BOD, Advisory Committees, or other groups.

If discrepancies or problems are noted, the Session Chair will report to the on-site SETAC Office staff, who are responsible for rectifying the situation.

### **Guidance to Session Chairs at SNA Annual Meetings**

The role of Session Chairs in platform and interactive platform sessions at SNA annual meetings is important to the success of the sessions. The purpose of these guidelines is to assist you in chairing a session at annual meetings.

Appropriate, professional behavior is expected of every presenter, each of whom agreed to the following when they submitted their abstract:

“The Society of Environmental Toxicology and Chemistry (SETAC) is committed to ethical professional conduct. To ensure “Environmental Quality Through Science®,” SETAC meetings serve as open forums for environmental professionals to present the findings of their scientific research. The opinions and ideas expressed are those of the individual, not of the Society.

By encouraging open discussion and exchange of ideas, SETAC meetings help bring the scientific weight-of-evidence to bear in answering environmental toxicology and chemistry questions. Only through support by data and peer-reviewed publications do scientific findings stand the test of time. Ultimately, these findings are accepted or rejected by an individual’s peers, not by an organization like SETAC.

Presenters at all SETAC meetings worldwide are expected to be civil and to be professional in their words and actions. When you submit an abstract to SETAC, you agree to meet these expectations.”

The SNA BOD and the Program Committee will support your professional judgment in addressing any speaker who does not treat you, the audience members, or other presenters in a civil manner. You have the authority to remind a speaker that he or she agreed to a code of conduct, and to warn the speaker that their words or actions are out of line and unacceptable.

If a speaker persists in rude or unprofessional behavior, the Session Chair has the authority to turn off the projector and inform the audience that the presentation has ended because the speaker violated the code of conduct that she/he agreed to when they submitted their abstract.

Use your dignity and professionalism as Session Chair to maintain control of the session, and to make sure that other speakers have the opportunity to make their presentations.

Intervention in the form of blocking the speaker from the audience or any physical restraint is strongly discouraged. However, do not hesitate to ask a Scientific Program Committee member or an audience member to contact the venue’s security, or the SNA Executive Director, if a speaker will not be quiet and leave the stage. Or contact Security.

### **Guidance for Sessions or Events Honoring an Individual**

The Program Committee may receive proposals for certain events designed to honor a person because of his/her accomplishments in a technical area. These events often take one of two basic formats:

1. A technical session honoring an individual would be proposed to the Program Committee, which would review and decide whether to approve the proposal based on the merits of the proposal in the same way as other session proposals, that is to say, is the subject area appropriate for the meeting, are the proposed speakers of interest to the SETAC membership, etc. (see previous section “Developing Sessions, Soliciting and Evaluating Abstracts: Guidelines for Selection of Abstracts”). In addition, the person(s) to be honored must meet the criteria listed below. Clear justification for the appropriateness of the proposal would be needed. Likewise, all materials and requirements needed to justify other sessions would be requisite for honorary technical sessions, as well. If the proposal is approved, the Program Committee will provide organizational support to the session.
2. Special events conducted in conjunction with an Annual Meeting, such as lunches, dinners, and receptions, dances, etc., require greater investment of financial and human resources, and therefore are subject to Board approval. Such events could be proposed through either the Program Committee or the SETAC Office, and would be reviewed by the Program Committee Chairs, SNA Executive Director, and SNA Executive Committee and referred to the full BOD for approval. Complete justification, financial estimates, etc. would need to be compiled and presented to the Executive Committee sufficiently early to allow consideration and discussion of the proposal prior to final approval of the Meeting Program.

Persons to be honored at an Annual Meeting with a dedicated technical session or special event must meet the following criteria. The honoree must:

- Be nominated by a SNA member through the Program Committee or SETAC Office, as described above;
- Share the stated purpose of the Society; and,
- Be recognized for service to the society and the profession.

The proposal must also be approved by the Program Committee and other committees as appropriate.

**Appendix C.**  
**Planning and Conducting Focused Topic Meetings**  
**SETAC North America**

**STANDARD OPERATING PROCEDURE**

This Standard Operating Procedure (SOP) outlines the process used by the Society of Environmental Toxicology and Chemistry North America (SNA) for proposing, planning, and conducting SNA sponsored Focused Topic Meetings (FTMs). Also included is a discussion of the criteria used by the SNA Meetings and Science Committees to evaluate proposals for SNA sponsorship. The long-term objectives of the SNA Meetings Committee in regard to FTMs include the following.

- Enhance interdisciplinary approaches, including appropriate specialists outside of the field of environmental toxicology and chemistry.
- Continue developing international involvement when appropriate.
- Enhance participation by constituencies and user groups, including non-governmental organizations (NGOs), in meeting planning / development.
- Ensure that the FTM Organizing Committee and attendees are balanced among industry, academia, government, and NGOs.
- Require a clearly defined meeting topic and goals for the FTM Organizing Committee.
- Enhance the timeliness in organizing and conducting a FTM.

SNA sponsors FTMs to bring together scientists, engineers, and managers from government, private business, academia, and public interest groups to consider current topics in environmental science. FTMs are defined as those that are attended by approximately 200 to 500 participants and aim to provide a forum for exchange of information and knowledge on specific, timely environmental topics. They may also be used as a training forum (SNA Science Committee SOP: Planning and Conducting SNA Workshops).

All FTMs are to be administered by the SETAC Office. It is critical to the success of every SNA sponsored FTM that the experience of the SETAC Office staff be used from the inception of the meeting.

Criteria for Designation as a SNA Sponsored Focused Topic Meeting

The goal of a FTM is to promote the advancement of technical and policy issues in the environmental sciences. The following criteria have been developed as guidance for designation as a SNA FTM.

1. Proposed meeting is consistent with SETAC / SNA goals.
2. Organizing Committee Chair or Co-Chair is an expert in the field / topic being addressed. Members of the Organizing Committee must include recognized subject matter experts germane to the meeting issue / topic.
3. Organizing Committee and meeting participants represent a diverse group of individuals including, when possible, academia, government, business, and NGOs.
4. The meeting topic is recognized as being an important and timely scientific issue by the SNA Meetings Committee, SNA Science Committee, and BOD.
5. FTM objectives are clearly identified and the meeting designed so that important aspects of the topic can be addressed within the designated time frame.

### Planning and Conducting a Focused Topic Meeting

This section provides a description of the various steps involved in proposing, planning, and conducting a SNA FTM, including developing the meeting topic, securing SNA approval, and planning the meeting.

#### **Step 1. Developing the Meeting Topic**

Meeting proponents / organizers, at least one of whom must be a SETAC member, will identify a pertinent issue or environmental topic to serve as a focal point for the proposed meeting. A FTM Organizing Committee will be formed and will include at least one SETAC Office staff member as an ad hoc member. The tentative FTM Organizing Committee or individual will develop a proposal that clearly and concisely addresses the following concepts and issues.

- Theme of the FTM
- Describe and justify the topic to be examined.
- Briefly define the meeting objectives.
- Identify the members and affiliations of the proposed FTM organizing committee.
- Describe the anticipated range and number of participants.
- Describe the duration and format of the meeting.
- List suggestions for potential meeting locations and venues.
- Suggest and justify potential dates for the proposed meeting.
- List potential meeting co-sponsors.
- Indicate potential funding sources and estimated amounts.
- Estimate probable registration and other meeting fees.
- Describe potential meeting publication (proceedings, TIP, etc.)

The SETAC Office and SNA Meetings Committee should be contacted for example proposals, advice on meeting organization, and funding requirements for the potential FTM. The proposal should contain sufficient detail to enable an evaluation based upon

the aforementioned criteria by the SNA Meetings and Science Committees, and the SNA BOD. It is strongly recommended that the proposal be submitted at least one year prior to the proposed meeting date. If the Meetings and Science Committees approve the proposal it will be forwarded to the SNA BOD through the SETAC Office for final approval.

## **Step 2. SNA Meetings and Science Committee Reviews**

The SNA Meetings and Science Committees, in consultation with the SETAC Office, will review the proposal in reference to the *Criteria for Designation as a SETAC Focused Topic Meeting*. Based upon this review, the Meetings and Science Committees will provide one of the following recommendations to the SNA BOD.

- Recommend SNA sponsorship as a FTM.
- Recommend SNA sponsorship contingent upon incorporation of mandatory revisions.
- Recommend SNA sponsorship with minor changes suggested.
- Recommend against SNA sponsorship.

The SNA BOD will approve or disapprove the FTM proposal based on the recommendations of the SNA Meetings and Science Committees, consideration of the time demands on the SETAC Office, and the probability of obtaining adequate funding for the proposed meeting. Approval can take place at any regularly scheduled SNA BOD meeting throughout the year or by ballot.

## **Step 3. Planning the Meeting**

After approval of the SNA BOD, FTM organizers may initiate the planning process in cooperation with the SETAC Office. Listed below are guidelines and recommendations that are relevant to the primary components of the planning process.

- A. Final FTM Organizing Committee Formation. The Organizing Committee should be established and will have responsibility for developing, organizing, and conducting the FTM, and ensuring that meeting products are completed and distributed. The composition of the committee should be based upon the meeting objectives. However, to be consistent with SETAC goals, the committee should contain representation from government, business, academia, and NGOs, if appropriate.
- B. Final Program Development. One of the responsibilities of the FTM Organizing Committee is to develop a specific program for the meeting. The details will vary depending upon the meeting objectives, and may include submitted presentations, invited presentations, discussions, poster sessions, debates, short courses, etc.
- C. Acquisition of Financial Assistance. It is the responsibility of the FTM Organizing Committee to consult with the SETAC/SETAC Foundation Office during the

preparation of a budget and in securing adequate funding. All formal letters of solicitation originate from the SETAC Office, however, the FTM Organizing Committee members must make advance inquiries and identify specific individuals in the agencies, companies, associations, etc. who may be financial contributors to the meeting. While the specific cost of a given meeting will vary, it is important that sufficient funding be secured as early in the planning process as possible. Funds must normally be secured, or at least have a very high probability of being secured before the SNA BOD will grant final approval for the meeting.

- D. Management of Meeting Logistics. The SETAC Office assists the Organizing Committee in planning the meeting, securing a comfortable, productive setting for the meeting; and supporting all participants with computer, copying, and communication equipment. The SETAC Office organizes all logistical support for FTMs.

**Publication of Focused Topic Meeting Proceedings**

Publication and dissemination of proceedings from SNA sponsored FTM is possible. Meeting proceedings are generally published as either a SETAC Special Publication or a SETAC Technical Publication in accordance with the guidelines provided in SETAC’s SOP for *Developing a SETAC Special, Technical, or General Publication Through SETAC (North America)*. The outline and format for the publication is dependent upon the meeting objectives and program. It is the responsibility of the FTM Organizing Committee to ensure that the proceedings are completed. SETAC has first right of refusal to publish all materials that result from a meeting.

**Framework for Planning, Funding and Scheduling a Focused Topic Meeting**

<u>Months Prior to Meeting</u>	<u>Objective</u>
12 – 18	Proposal submitted to SNA Meetings and Science Committees, and SNA BOD for approval and returned to FTM Organizing Committee for meeting development.
10	Proposal returned to FTM Organizing Committee to address any concerns and to initiate fund raising.
9	Finalize meeting format and initiate meeting organization.
8	Cost estimates for meeting submitted and budget finalized. Funding sources and financial commitments identified.
6	Commitments for 50% of funds due.
3	Commitments for 80% of funds due.
At Meeting	Conduct meeting in cooperation with SETAC staff.
Post meeting	Publication of Proceedings (if appropriate).