

Guidelines for Organizing a CPS Annual Meeting

**The Canadian Phytopathological Society
La Société canadienne de phytopathologie**



Includes the duties and responsibilities of:
Local Arrangements Committees

**Revised annually by the Chair of the LAC
Revised Feb. 2009**

ANNUAL GENERAL MEETING

An Annual General Meeting of Members (AGM) is held somewhere in Canada unless the members decide otherwise. Members are notified in writing by the Secretary of the place, time and purpose of the meeting at least 2 weeks before (see also *Constitution*). In practice, several notifications are made in the CPS News, on the CPS Website, via call for papers by the Local Arrangements Committee, and in emails from the Membership Secretary.

VOTING AT THE AGM:

No proxy voting shall be allowed. Each voting member is entitled to one vote. A quorum at Annual or Special meetings is 25 members of the Society (*see also Constitution*).

GUIDELINES FOR ORGANIZING AN ANNUAL MEETING OF MEMBERS

Scheduling of an Annual Meeting:

The CPS organizes an Annual Meeting either individually or in collaboration with other societies. The dates and venues of the Annual Meetings are normally established four or five years in advance with input from the Future Meetings Committee and approval of the CPS Executive Board. Annual meetings are normally scheduled in June, although other considerations such as joint meetings with other organizations or availability of facilities may take precedence. As well, national or local holidays should be considered. For example, June 24 is an important holiday in Quebec, July 1 nationally, and the first Monday in August in some provinces.

Creation of a Local Arrangements Committee (LAC):

A local arrangements committee is responsible for organizing a specific Annual Meeting. It is the responsibility of the Regional Group to elect the committee members and chairperson, in consultation with the Board. If possible, membership of the LAC should include graduate students. Planning should start two or three years in advance to enable booking of facilities, raising of funds and securing of invited speakers. At least two local arrangements committees (i.e. the organization of two separate meetings) should be functioning simultaneously. The chairperson of the current year's committee is automatically a member of the following year's committee as an advisor. The person who will be President during the meeting being planned serves as the Board's liaison, particularly in developing the scientific aspect of the program. The members of the Local Arrangements Committee should familiarize themselves with the CPS By-laws as they pertain to the Annual Meeting.

Scientific program

- Develop the format, schedule of events and choose a program theme.
- Communicate with the Board liaison (the person who will be President during the Annual Meeting being planned) for input and arrangement of special symposia and plenary sessions.
- Present a proposed outline of symposia, discussion sessions, workshops, and special events for approval by the Incoming Board at least one year prior to the AGM.
- Schedule oral sessions, posters, symposia, workshops and plenary sessions.
- Invite symposia and plenary speakers preferably 8 to 10 months in advance. If some expenses are to be paid for invited speakers, it is advisable to notify speakers what conditions apply to receiving funding. If the publication of symposia is being planned, the invited speakers should be advised that their manuscripts are to be submitted to the organizer of the symposium at least one month prior to the AGM. Failure to meet this deadline may result in a withholding of or reduction in the reimbursement of expenses. Expenses that the LAC will

pay for invited speakers needs to be clearly outlined to the speakers, with set maximum dollar limits. The speakers do not have to be treated equally.

- If the LAC wishes to publish the symposia (which is encouraged) and pay the page charges for publication in CJPP for the invited speakers, the money for the page charges needs to be raised by the LAC. This may be done by the budgeting of page charge fees through the registration fee or by fundraising.
- Invite session chairs.
- Arrange printing of abstracts in CJPP in collaboration with CJPP Meetings and Abstracts editor. Collect fees for abstracts.
- Arrange printing of the scientific program and other informative material (include acknowledgment of sponsors).

Symposia, plenary sessions and workshops:

Topics are normally developed by the LAC in consultation with the board liaison, and need approval by the Board. Designated members of the LAC have the responsibility to select, invite and confirm speakers. The letters of invitation should be mailed out about eight to ten months in advance.

Speakers are informed regarding scheduling, length of presentations, instructions for preparation of manuscripts or abstracts, and possible expense reimbursements (with maximum limits). Speakers should be informed early in the process that reimbursement of expenses may be reduced or withheld if certain conditions are not met, such as submission of a suitable symposium manuscript for publication or failure to attend the meeting without good cause. Publication of full papers in CJPP is encouraged. The LAC is responsible for raising the funds to pay journal page charges and efforts should be made to obtain external funding. The papers are subject to the normal journal review process after submission. The development of workshops of interest to members or of particular interest to industry is strongly encouraged. Workshops should have a registration fee to encourage attendance, which may be used to help fund the workshop or generate revenue for the meeting.

Joint Symposia:

Consult with the participating group(s) (i.e. joint meetings) on the number and topics for symposia. Arrange for funding and allocation of costs/profit sharing early in the planning process. There needs to be a lot of communication with externally organized workshops and the LAC.

Meeting announcements:

- Make general announcements in CPS News, CPS website and Phytopathology News at least 12 to 18 months in advance. Early advertising on the website is most popular and many members seek the information on costs at least 6 months before the meeting in order to help plan conference attendance and budgets.
- Prepare information and registration materials (determine date for advance registration) and make the first mailing about six months before the meeting. Consult with the Membership Secretary for current mailing list.
- Call for abstracts at least 3 months in advance. The earlier the abstracts are received, the easier it becomes to plan the scientific sessions.

Awards:

- Schedule student presentations and communicate with Awards Committee to arrange for judging. The scheduling of student presentations as one block will facilitate judging.
- Arrange a venue for an Awards Ceremony.
- Check with the Board on number of awardees and guests and how many free registrations are being given by the Board. This is needed to calculate numbers for the banquet dinner.

Finances:

- A loan or advance from CPS can be obtained to handle expenses incurred prior to registration fees being collected. Usually the amount is around \$2,000 (to cover deposits on hotel, caterers, etc.), but more may be requested at any time, if needed.
- The LAC prepares a budget, with the expectation of a small profit for the society. The budget should be submitted for approval by the Board before the notifications of meeting are circulated.
- Arrange for payments to be received via credit cards - communicate with Treasurer and include the costs of the credit card transactions (about 2%) in the budget.
- Arrange for the Board (through the President or designate) to approve and sign any contract.
- Arrange for reimbursement of invited speakers.
- Arrange for printing of abstracts or symposium manuscripts with the CJPP Meetings editor.
- The LAC prepares a detailed, accurate financial statement for the Treasurer before the end of the fiscal year, as an important element of the final report for the Board and the Annual Meeting. Consulting past budgets of Annual Meetings is very useful for this.
- Surplus funds are returned to the Society, and conversely, the Society assumes responsibility for any reasonable deficit that may be incurred.

Fund raising:

Arrange for fund raising. Begin about two years in advance to have an estimate of the funds available at the time registration fees are established. Sponsors often need 6 months to a year to plan for providing funding in their budgets. Consider agri-related businesses, local tourism and promotion boards, and local governments. Consultation with the LACs of previous meetings can be very useful. The Sustaining Associates may be a useful resource for funding leads. Find ways of acknowledging all sponsors.

Joint meetings with other societies:

Both societies need to be familiar with each other's responsibilities and the terms and conditions, financial arrangements, etc. Negotiations should include collection of registration, proportions allotted to each society activities covered from general funds, and arrangements for profit/loss sharing. The CPS contact is normally the person who will be President during the meeting. Obtain written agreements on these crucial items well in advance of the meeting.

Facilities:

- An area to serve as a lounge, for registration and to put up displays.
- One large lecture room for plenary sessions, symposia and the AGM.
- Smaller lecture rooms for concurrent paper sessions.
- Audio-visual equipment.
- An open, well lighted area for posters, preferably large enough so that the posters can be left up for the duration of the meeting.
- Area for commercial exhibits, preferably to be locked after hours.
- Coffee service and commercial exhibits should be located together in the same area (where possible) to increase traffic in the commercial exhibits.
- Meeting rooms – one room is required for the Financial Advisory Committee (usually on the night before the Out-going Board meeting), one for the Out-Going CPS Board Meeting (normally the day before the meetings start), one for the Incoming CPS Board Meeting (usually the afternoon or evening that the meetings end), and rooms for other committees as requested.

- In case of joint meetings with other professional groups - in consultation with the appropriate person(s) in the other group, arrange the facilities to accommodate all requirements.

Accommodation:

Choose an appropriate venue and arrange affordable accommodation. A University site can offer some advantages in costs and help in planning, coordination, mailing, etc. through their conference facilities.

Exhibitions and Field trips:

Contact commercial firms (scientific equipment manufacturers and distributors, publishing houses, life sciences companies) regarding the opportunity to exhibit their products at the meeting, and inform them of costs and exhibition space. Where possible, arrange for field trips - an ad-hoc committee of the LAC may be charged with organizing and conducting field trips.

Social program:

- First evening mixer - usually this is an informal setting allowing for easy circulation and some seating space. The area should be available for the entire evening.
- Arrange for a suitable forum for awards presentation - traditionally this has been as a formal banquet, but consider alternatives. Cost is normally part of registration, which encourages fuller participation and ensures that the recipients of the Best Student Presentations and Student Travel Awards are present.
- Accompanying persons program - this is optional, but some formalized or informal listing of possible activities is encouraged.
- Arrange for coffee breaks and lunch breaks. Often, 30 minutes is allowed for coffee breaks and 1.5 hours for lunch, which provides flexibility in over-run times, facilitates social contacts, and could provide time for informal sessions over lunch.
- If appropriate, organize a partners program and a Presidents' lunch for sponsors.
- Organize a Graduate Student mixer.
- The business meeting is typically held with a free lunch or breakfast to encourage participation.
- Organize a formal banquet.

Public relations:

If possible, arrange for coverage by the commercial media, arrange for general announcements and distribution of information. It is advisable to have a media liaison officer as part of the LAC.

An additional source of information to help in planning of the Annual meeting is a publication, "Guidelines for planning conferences - Agriculture Institute of Canada".

Sensitivity and Inclusiveness:

The Society has members with varied backgrounds (i.e., race, colour, religion and sexual orientation) and wishes to be respectful of all individuals. The President and LAC Chairperson should be sensitive to situations that may offend some members. For example, the act of blessing food before a meal should be without religious overtones and be inclusive for all. One suggestion is to have a Toast or Salutation wishing our colleagues and friends the best of health and happiness.

CPS and GST:

CPS is not registered for GST and is not required to be registered. CPS is a registered charity which allows it to claim back a portion of the GST expenses it incurs every year. This however has nothing

to do with registration for our annual meeting. If there is an enquiry about GST for annual meetings or other activities, we can reply that CPS is not registered for GST therefore does not charge it.

GST info (2007) from:
Blair Riordan, CA, CMA, TEP
Chartered Accountant Inc.

CPS PRIVACY POLICY

The following is extracted from the privacy policy of CPS:

The Canadian Phytopathological Society respects our members' right to privacy. We protect the member's personal information and adhere to all legislative requirements with respect to protecting privacy. The information provide by members will be used only for society business - to deliver services, including the journal, newsletter and membership directory, and to keep you informed and up-to-date on the activities of the CPS, including annual and regional meetings and special events. We do not rent, sell or trade our mailing list, but will, with board approval, provide mailing lists to affiliated societies (e.g., ISPP), so that membership is informed about events such the International Congress of Plant Pathology. The CPS does provide contact information for the ISPP on-line directory of plant pathologists. Members can indicate on their membership renewal form if they would prefer to opt out of the on-line directory, or contact the membership secretary with any concerns. The CPS will identify the reasons for collecting personal information at the time of collection, and information will not be used for other purposes without prior consent. The information is to be kept in a secure manner.