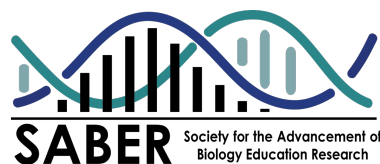


# National Meeting Charge

Date Adopted: 7/1/2019  
Next Review Date: 1/1/2021



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## Responsibilities

- **Purpose:** organize and run the National meeting
- **Duties:** See details and timeline below
- **Reporting:** will report to the Executive Committee

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## Accountability

The chair of the National Meeting Committee will be appointed by the Executive Committee of SABER.

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## Membership

- **Number of Regular Members:** 3-7
  - One member needs to be “associated with” the Web Committee
- **Determination:** volunteers
- **Ex officio Members:** the Treasurer of SABER
- **Non-voting Members:** none
- **Term of Service:** 2-3 years
- **Chair:** appointed by the Executive Committee of SABER.

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## Lists of tasks

### 1-2 years out:

- Contact hotel to reserve a block of rooms for the meeting. Determine the number of rooms needed for each night, when block of rooms is released and sign a contract.
- May also need a contract for food for a reception.
- May also need to arrange for a room for the poster sessions.
- Find a student worker who will be your gopher at meeting

### 1-2 years out:

- Contact conference center and reserve appropriate set of rooms.
- May need to also reserve AV equipment ( microphones, LCD projectors, screens, etc.)
- May also need to arrange for food for coffee and snack breaks during the day.

### January:

- Confirm that abstract committee is ready to send out call for proposals in mid January
- Confirm that Keynote speaker has been selected and invited

### **February:**

- Tell the abstract committee the number of rooms reserved for speakers and the number of spaces for posters.
- Confer with Executive committee as to registration fees for the meeting

### **March 1:**

- Web person for committee open registration for the meeting
- Confer with Executive committee as to registration fees for the meeting
- Work with web committee liaison to upload information for hotel reservations to web site

### **April-May**

- Web committee liaison posts the basic skeleton of meeting on national meeting home page
  - Start and end times of meeting
  - Overview of each day (no specifics except maybe key-note speaker)

### **Mid May**

- Work with the abstract committee to complete the following tasks- confirm all files are uploaded to meeting site
  - Meeting agenda (full detail, abstracts for all long and short talks;
  - Poster schedule; poster abstracts pdf;
  - Round table schedule and round table abstract pdf
- Once this information is posted you will now field questions from people who need to move their talk because of travel plans and who see that they are missing from the schedule. You will have to be in contact with the person on the abstract committee who created that form.
- Send an e-mail to all short talk speakers and let them know that if they are not registered by the early-bird deadline date they will be dropped from the speaker schedule.
- **At the early bird date,** check for registrations from all speakers and replace speakers not registered. This will mean you have to amend the meeting program.
- Use Wild Apricot e-mail service to remind all registrants for the meeting about poster size and length of short talks.
- Send a message to ALL SABER members to remind them to register for the meeting and reserve a hotel room before the early bird registration ends and hotel block of rooms released.

### **June 1**

- Work with Treasurer to contact companies that have offered to sponsor events at SABER to let them know that they can donate on the SABER web site.
- From now on keep an eye of registration numbers
- Identify who will help with handing out name tags at meeting
- Identify who will be your gopher and let them know when to meet you
- Inform any book company that will sponsor SABER that they can donate at the SABER web site- you will need to make sure to add their logo to the National meeting page and to the introductory welcome talk presentation.
  - This might be treasurer's job-
- Order supplies for the meeting
  - Name tags, lanyards
  - Print off copies of agenda, poster schedule, round table schedule
  - Determine how to get copies to meeting
  - Order more name tag banners from MARCO- keep same colors
- IF there is a banquet: Count types of registrations and create appropriate table tents for banquet (do this to help mix people up and keep all undergrads from being stuck at one table)
- Create appropriate number of poster numbers using index cards
- Create a scavenger hunt form to build community in SABER
- Update meeting list serve (Wild Apricot may do this automatically)

### **June 15 ( one month out)**

- Contact company that will supply coffee and tea for breakfast-to give them a heads up and find out when they need the final order. ( in MSP this is via Nelson Cheese)
- Order food for lunches ( in MSP this is via Nelson Cheese)
  - Check number of gluten free, vegetarian, etc food issues
  - Select the types and number of each sandwich choice
- If a reception: order food from hotel or convention center
  - May need to sign a credit card form to cover food expenses
  - Need to select the types and amounts of each appetizer
  - Let the service know that you will give out red tickets to count for beer, wine & soda only
- If a banquet
  - Let service know number of attendees
  - Let service know timing of events
  - Select table arrangements
  - Select appetizer choices
  - Select main entree and side dishes
  - Select desserts and coffee/tea options
- Print off and assemble name tags ( include drink tickets if appropriate) as most people register by early bird date. Easy enough to add late registrations by hand

### **10 days before meeting**

- Pack up supplies and send to location (hotel or conference center)
  - Name tags & lanyards
  - Copies of agenda, poster schedule, round table schedule
  - Poster numbers
  - Table tents for dinner
  - Scavenger hunt forms
  - Name tag banners
  - Extra things, tape, scissors, extra paper etc.
  - Possible clips for posters?

### **5 days before meeting**

- Order large (poster size) post it notes
  - You will use this to make general announcements
  - Deliver to hotel - transport to meeting

### **Just before you leave for meeting**

- Create name badges for people who are late registrations bring with you and merge with other name tags.

### **At meeting:**

- Confirm all supplies have arrived
- If there is a reception that night- check in with person in charge of reception at venue
- Arrange with hotel to shuttle supplies to meeting site
- Post signs indicating where registration desk is in building
- Open registration desk at appointed time- will stay open each night till closing time
- Figure out how to handle late registrations (bring a computer for this?)

IF lunches are delivered- your gopher will need to help meet delivery and set up lunches (may need post-it note to describe what is in each lunch)

IF coffee and tea delivered- meet the delivery person to help set up and pay the bill