

LSCLS/MSCLS Joint Annual Meeting Guidelines

The Louisiana and Mississippi Societies for Clinical Laboratory Sciences (LSCLS and MSCLS) Hold a joint meeting annually with the site rotating between the 2 states. The Society of the state in which the meeting is held is the host society and has primary responsibility for planning the meeting. These guidelines have been agreed upon by both state societies in order to help each year's convention committee and establish consistency from year to year. IF there are instances in which the societies disagree the host society executive committee will establish the particular guideline and will notify the guest society's leadership at least 2 months prior to the meeting.

General Guidelines:

1. Location

The meeting will rotate back and forth between the states unless mutually agreed upon to vary from this arrangement. The host state will notify the guest state as soon as the site is determined. The probable location (city) will be determined at least 1 year in advance.

2. Dates

Time of Year

The meeting will be held in the spring before the end of April. If the host society wants to schedule the meeting at some other time, they must discuss this with the guest society's executive committee and the societies must agree upon the date

Days of the Week

The convention committee from the host state is free to set the meeting schedule but the following time components must be considered:

- a. CLS Student Bowl-1 to 1 ½ days
- b. CLT student Bowl- ½ to 1 day
- c. Exhibits – 1 day
- d. Scientific Sessions – 1 to 2 days total with the opportunity for attendees to obtain a minimum of 12 contact hours

Significant deviations from the above will be discussed with the guest society's leadership before implementation.

3. Site

The meeting will be held at a location with sufficient meeting space to accommodate the requirements of the group.

4. Financial Details

Seed money is supplied by the host society. Both societies agree that after all expenses (including repayment of seed money) have been paid, profits or losses will be shared equally. Seed money **may** be provided by the non-host society in the amount of \$1,000 if requested in writing by the host society president. If additional seed money is required, the host society president will tender the request via email to the non-host society president before the conclusion of the bi-state meeting the previous year. The host society will establish a separate bi-state meeting account or have some other mechanism to prevent mingling of society and convention funds. Profits will be sent to each society treasurer within 3 months after the convention. If it is necessary to use the mail, the check will be sent by certified mail, return receipt requested.

5. Budget and Fees

The host society convention committee will establish all fees (registration, exhibitor, sponsor, job recruiter, etc) based on a minimum projected profit of \$1,000-\$5,000 per society. If each society does not receive at least \$1,000 in profit, the leadership of both societies will convene a meeting to discuss expenditures.

6. Standardized balance sheet

A standardized balance sheet listing revenues and expenses will be prepared after each meeting. This sheet will be prepared by the hosting state's convention committee/finance chair no later than 3 months after the convention (unless there are outstanding bills or other disputed revenue/expense) and given to both state society leadership.

7. Specific shared expenses/benefits

The societies agree that each year the following expenses will be considered part of the overall convention expenses and will be deducted from the convention revenues before profits/losses are determined. Each society may choose to pay for similar benefits for other officers from their state society funds:

a. Complimentary Rooms

If complimentary rooms are provided by the hotel, rooms will be split evenly with both states.

b. Complimentary Registration

1) Full registration

President and President-elect of each state society

Up to 6 additional registrations may be allocated for sponsorship attendees.

More may be added if agreed upon by the leadership from both state societies.

2) One-day registration

Any non-member speaker for the day of their presentation..

8. Separate Expenses

The convention will provide the meeting rooms for both state societies' business meetings. Expenses incurred during an event of one society only (i.e. meal/refreshments for a society's business meeting) will be paid by that society.

9. Hotel Negotiations

Assuming that the meeting will be in a hotel, the host convention committee will have the authority to negotiate a contract with that hotel. Because each negotiation is different specific guidelines may not be applicable, but the committee should negotiate the best deal possible for the societies and their members. Development of a database that is updated after each meeting will help the negotiating team by providing historical information for comparison's sake (i.e. number of room nights, number of meeting rooms, set-up fees, food and beverage commitments, etc). Some things to consider

When negotiating and reviewing a contract:

- a. the society should receive complimentary room nights based on the number of room nights used by the attendees
- b. contracts often are based on a guaranteed dollar amount of meeting room rental and/or catering. There may be some type of sliding scale between a and b above.
- c. Audio/visual services are expensive, and some hotels will not allow you to use your own projectors. Try to obtain permission to use own projectors. If this is not allowed, do a detailed analysis of how much it will cost (per room, per day charges add up quickly and can wipe out your profits).
- d. Hotel room costs for each attendee and total expenses for the convention should be balanced when negotiating (reducing one may increase the other)
- e. The host society assumes all liability concerning the convention. Most standard hotel contracts hold the organization liable for damages incurred by any attendees and also by the hotel staff. This means that if there is ever a lawsuit the host society and its officers who sign the contract may be liable. It is best to rewrite or amend the contract to state that it is each party's responsibility to provide its own liability insurance. Purchase of liability insurance for the event is the responsibility of the host society, but it is a legitimate convention expense. The guest society is not responsible for any liability that occurs if the host society fails to purchase liability insurance. The cost of such policies is around \$650.
- f. Include the tax and gratuity when calculating estimated catering costs.

10. Scientific Content

The host society organizing committee is responsible for the entire program and is encouraged to consult with the guest society for suggestions of topics and speakers.

11. Speaker Expenses

Speakers for scientific sessions should not receive honoraria directly from the convention budget. If a company/institution is willing to pay speaker expenses and/or honoraria, that company/institution may be listed as a sponsor. If the company/institution wants to pay these funds to the convention and then have the convention pay the expenses and/or honoraria the

amount given by the company/institution must at least equal the actual expenses and/or honoraria

If the convention committee chooses to have a **keynote/plenary speaker**, reasonable, pre-approved hotel expenses, or an honoraria of no more than \$200 may be budgeted from general convention revenues. Because many such speakers charge significantly higher honoraria fees, it may be necessary to find a sponsor(s) to contribute towards any fee larger than the \$200 limit.

12. Student Bowl

ALL CLS and CLT student bowl participants must be **pre-registered** for the annual meeting. ASCLS membership is required for participation.