Organizing Committee (OC) submits workshop pre-proposal to SOT Collaborative Conferences Committee (C3)

C3 reviews for scientific content/appeal
If rejected, OC chairs notified
If accepted, C3 returns pre-proposal to chairs with suggestions for revisions

OC modifies pre-proposal as needed, identifies speakers, funding needs, develops workshop budget

Proposal prepared for Council: C3 reviews modified pre-proposal, speaker roster, budget, sponsors (seed money requests)

SOT Council reviews, approves or rejects, assigns liaison if approved

ONSITE: SOT HQ supplies to workshop site: Printer, badges (printed before leaving), badge stock, badge holders, poster #s, certificates of attendance, ribbons, basic office supplies

OC and speakers receive comped registration

OC reviews abstracts after submission deadline

OC has telecons for planning

OC reviews abstracts after submission deadline

HQ sends Accept/DNA letters to submitters

HQ builds website; abstract site determined

Continuous marketing of workshop by HQ begins after Council approves

Registration set up

Abstract system (key words)

Program/agenda and Housing (several hotels); city info

Website / E-Program

ONLINE: SOT HQ reviews E-Pubs

HQ: Sends speaker invitation letters; invoice sponsors

HQ: Sends speaker info (spreadsheet)

Continuous marketing of workshop by HQ begins after Council approves
After Onsite

**HQ:** Workshop survey sent through SurveyMonkey to all attendees and speakers

**OC (chair):** Sends thank you letters to speakers; **HQ** sends thank you letters to OC

**HQ:** Processes speaker expense reimbursements; compares reg numbers with budget

**Final Step:** Provide SOT Membership department with list of non-member speakers and OC members