

## SOT CCT Workshop Planning (SOP)

<b>Step:</b>
<b>1 PROPOSAL SUBMITTAL</b> Organizing Committee (OC) submits workshop preliminary proposal to SOT Collaborative Conferences Committee (CCC) Proposal includes set of tentative presenters and invited speakers and location (city) of workshop CCC reviews for scientific content and quality of speakers (both genders, ethnic/geographic mix, etc) CCC accepts, tentatively accepts with suggestions for refinement, or rejects (if rejected, OC Chair notified)
<b>2 PROPOSAL TENTATIVE ACCEPTANCE</b> If accepted, CCC returns proposal to OC with recommendations with suggestions for revision (Strengthen science, expand speaker selection to include women, more ethnic groups, etc) OC develops budget for workshop; identifies speaker funding needs
<b>3 FINAL REVIEW: CCC</b> CCC reviews modified proposal, overview of meeting, program, speaker roster, sponsors, budget If approved, move on to step 4
<b>4 SOT COUNCIL REVIEW</b> Council reviews full proposal, overview, speaker roster, budget; sends any questions back to CCC Committee for verification with OC. Seed money request evaluated Council liaison assigned if workshop is accepted.
<b>5 SOT HQ STAFF ADDED TO OC</b> HQ requests full contact information from OC of all speakers and OC members (full names, emails, affiliations, addresses) Speaker and OC member funding needs identified (travel, housing, meals) HQ sends invoices to sponsors
Begin marketing/promotion of workshop (this will be done by HQ continuously until the workshop)
<b>6 SPEAKER INVITATION LETTERS</b> Letter drafted by OC members; language customized to include funding offered to speaker as necessary Invitation letters sent by HQ to speakers (with travel/housing form for speakers SOT is offering funding for)

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- 7 WEBSITE (SOT HQ)**
- a. Registration**
    - Online and print form created based on registration fees outlined in budget
    - Early bird, advanced, regular registration fees for SOT members and non-members identified
    - SOT registration notified of speakers and OC members receiving comped registration
  - b. Program/Agenda**
    - Based on proposal, set up program (schedule) of workshop with presenters and speakers identified
    - Separate website sections for OC bios and speaker bios
    - Indicate objective of workshop
    - Website version of program/agenda will be the basis of any hard copy version for distribution onsite
  - c. Abstract/Poster System**
    - Identify key words (obtain from OC)
    - Use abstract module created for past CCT workshops (including poster instructions)
    - Establish abstract submission deadlines (will there be a late breaking period, etc)
    - Establish abstract notification dates
    - OC to create acceptance and non acceptance letters; HQ to send to submitters
  - d. Housing/Workshop City Info**
    - Identify base hotel (for block); website should list several other hotels in area in addition to base hotel
    - Area restaurant information; host city information

- 8 ABSTRACT REVIEW (CCT WORKSHOP OC)**
- After deadline, SOT HQ exports submitted abstracts (PDF) and sends to OC for review  
OC supplies HQ with abstract acceptance letter and non acceptance letter (non acceptance customized based on rejection reason; OC advises HQ if those not accepted can be resubmitted)  
Accepted abstracts arranged as requested by OC (themes, etc.) for printing in onsite program

- 9 PROGRAM DEVELOPMENT**
- Decide on how abstract and program/agenda will be distributed (stapled/bound program, website PDF only, or flash drive)  
Contents of program:
- a. Cover page (with CCT meeting name/logo)
  - b. Back cover (sponsor logos)

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- c. Welcome letter composed by current SOT President
- d. Program schedule

*If printing abstracts in program:*

- Review of abstracts and program/agenda by Desktop prior to "blueline"
- Desktop review of "blueline" (final draft before printing)
- Create onsite registration form

### **10 BASE HOTEL PREPARATIONS**

- Ensure hotel block is filled
- Arrange F&B, A/V as needed (continental breakfasts/lunches/breaks)

### **11 ONSITE PREPARATION**

- Determine need for transportation during workshop, if workshop is outside hotel (shuttles)
- Order appropriate signage
  - a. Sign listing sponsors
  - b. Registration area
  - c. Plenary session(s)
  - d. Breakout sessions
  - e. Directionals as needed

Internet requirements (WiFi connections or is hard line drop needed for reg area, breakout rooms)

Welcome packet envelopes:

- a. Program (if printed)
- b. Welcome letter (copy of letter in program)
- c. Printed badge
- d. Certificate of attendance
- e. Thank you insert (to Sponsors, OC, any exhibitors)
- f. Registration receipt
- g. Insert containing list of information on website

HQ brings following supplies to workshop:

- Preprinted badges, blank badge stock, badge holders, canister for badge holders, printer, poster #s for boards, speaker/organizing committee ribbons, power strips, blank onsite reg forms, blank

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expense reimbursement forms, blank license agreement forms, certificate stock paper, letter size envelopes  
labels, basic office supplies

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### **POST WORKSHOP FOLLOW UP**

Workshop survey sent (SurveyMonkey)

Speaker reimbursement expense reports (for speakers fully funded by SOT)

Upload Powerpoint files to website as needed (obtain license release forms from speakers)

Thank you letters (for speakers, sponsors and OC)

Registration comparison with budget (modify budget to reflect final reg numbers)

Supply SOT Membership department with non member information