



SETAC North America Annual Meeting Events Guidelines for Members

Introduction

SETAC North America plans an annual meeting to advance SETAC's mission consistent with its principles and values and in conformance with all SETAC [principles, values](#) and [policies](#) under oversight of the SETAC North America Board of Directors. There are many types of events held during a SETAC North America annual meeting. Depending on the nature of the events, the group planning them, and how they are planned, these could fall into two categories:

Parallel Program Events: Events organized under the purview of the SETAC North America Board of Directors by SETAC committees and groups (i.e., training courses, mini workshops, symposia [e.g., Student Seminar, Metals Interest Group Seminar], local tours, fun run, etc.).

Side Events: Events that are NOT organized under the purview of the Board of Directors, which members plan in conjunction with the SETAC meeting (e.g., a project meeting within the annual meeting venue or a social event at an external venue (e.g., Hockey game)).

The program committee collaborates with staff to plan and execute scientific (plenaries and sessions) and social activities (e.g., fun run, local tours) within the SETAC North America annual meeting. SETAC members from other committees, interest groups and affinity groups also collaborate with staff to plan and execute events within the parallel program (training courses, mini workshops, symposia, etc.). Further, many groups plan other events in conjunction with the annual meeting (e.g., socials, sports activities) that are advertised in conjunction with the meeting but are outside the parallel program. These guidelines assist in planning events within the parallel program.

Guidelines for Parallel Program Events

- All parallel program events should be held onsite except activities organized by program committee.
- Events should be proposed using the online form advertised by the office by the advertised deadline.
- SETAC North America will attempt to accommodate day, time and room set up as much as possible, noting that the ultimate decision maker for these issues is the SETAC events manager.
- SETAC North America will provide room and basic audio-visual equipment (projector and screen) in support.
- If an online component is appropriate, the SETAC North America Board of Directors will strive to accommodate it if logistically and budgetary feasible and deemed critical to support the goals and objectives of the annual meeting (e.g., streaming of peer-review training by journal editors might be accommodated while streaming of a committee meeting will not)
- Events should be planned as cost neutral as possible. It is understood that slight variations are inevitable and those will be absorbed by the larger meeting budget. If the activity requires funds (e.g., for catering, honoraria), tickets will be set so the event breaks even otherwise a potential sponsor or sources of funding must be identified in the proposal.



- Event registration may require a minimal charge to get a headcount, especially where catering is involved.
- Panelists and speakers may be proposed by the organizers. Members should gauge interest and availability of potential speakers at parallel events prior to submitting proposals for board approval though they should not send an official invitation until final approval is given.
- Organizers may request waived registration for panelists, if desired, but it is not guaranteed. A limited number of waived registrations is available and typically only offered to those new to SETAC (i.e., not past or current SETAC members).
- SETAC North America will solicit sponsorships for some events for fundraising purposes with advance notice. SETAC members are asked not to fundraise on behalf of the Society without collaborating with the office to avoid donor fatigue. Members planning events could do a soft ask then tell the office.
- Organizers should not plan to bring in food, move furniture, record videos or otherwise perform tasks that would normally be performed by service providers as that is typically a violation of contract agreements and SETAC North America will be fined.
- SETAC North America will prepare marketing materials for the event as needed (e.g., listing on the website and in the program book, social media graphics, signage, etc.)
- SETAC North America will strive to advertise the tentative schedule as early as possible to avoid many overlapping or conflicting events.

Guidelines for Side Events

Side events planned in conjunction with the meeting that are not part of the official scientific or parallel programs of the meeting (e.g., sports game or offsite social) should be entirely organized by the respective groups. SETAC North America will provide logistical support if the event is within the convention center complex. SETAC cannot provide logistical support (e.g., contracting venues, soliciting and collecting funds, collecting registration) for offsite events. It is the organizers' responsibility to consider accessibility when planning their event (e.g., making sure the venue is wheelchair accessible, including providing space for wheelchair users to park). For all events, SETAC North America will lend support by advertising them through SETAC channels (website, program book, social media) as agreed to with organizers. This policy is in line with various considerations, including inclusion best practices (which encourage gathering based on inclusive activities), generally accepted accounting principles, liability risk and staff capacity.