

ASCB Member-Organized Special Interest Subgroups Financial and Organizational Guidelines

A. ASCB Responsibility

The ASCB will provide the following facilities and services and incur the expenses associated with them for approved member-organized Subgroup sessions:

1. A room in the Moscone, set theater-style. If you require a different room set, please contact hkyler@ascb.org. An additional expense may apply.
2. The following audiovisual equipment: screen; a MAC; a mouse and keyboard for the MAC; lighted lectern; LCD projector; confidence monitor; laser pointer; timer; microphones for the lectern, table, and aisle; and a video switcher. A projectionist will also be assigned to your session. **If a PC is needed in the room, please contact Heather Kyler at hkyler@ascb.org, otherwise none will be provided.**
3. Announcements of the session on the ASCB website, and in the *ASCB Newsletter*, Mobile App and *Annual Meeting Program*.

B. Organizer Responsibilities

The Society does not pay any additional expenses such as speaker travel or other expenses (including registration). **Anyone attending a Subgroup in any capacity (including invited speakers and organizers) must be registered for the ASCB Annual Meeting.** There will be no admission to any session if individuals are not registered for the ASCB Annual Meeting.

Organizers may incur optional expenses. The ASCB will **not** pay for these expenses:

1. **Food or beverage.** This must be ordered through Savor... San Francisco at Moscone Center. Please contact Janice Vargas (jvargas@moscone.com; 415-947-4048) or Robert Duncan (rduncan@moscone.com; 415-267-6427). You will be billed directly by Savor... San Francisco, Moscone Center.
2. **Audiovisual equipment in addition to that listed under (A).** This must be ordered through PPT by contacting Holly Alderton at 301-575-2754, or email at halderton@projection.com. You will be billed directly by PPT.
3. **Speaker expenses.** Anyone attending a Special Interest Subgroup, including speakers and organizers, must be registered for the Annual Meeting.

Two other organizer responsibilities:

1. Any materials that organizers wish to distribute to attendees must be submitted to Louise Campbell-Blair, Director of Business Development, at lcblair@ascb.org, by November 1, 2016, for approval prior to printing for distribution. No signage, other than what the ASCB provides, will be allowed outside of the meeting room or taped to walls/doors—no exceptions.
2. If you submit an application by June 7 and your Subgroup is selected (notifications are sent by June 30), you must have your description and list of confirmed speakers with affiliations ready for printing in the *Annual Meeting Program* by August 17, 2016.

C. Fundraising

If organizers wish to raise funds, they may do so on the following terms:

1. Organizers may raise funds to be applied directly to expenses noted in **(B)** above. These funds will not come through the ASCB. These funds must be remitted directly to the organizers, who are responsible for their management and dissemination. Such funds will not be received or processed by the ASCB; the ASCB will not acknowledge receipt of such funds, and providers of such funds will not be recognized as donors to the Society in printed or online meeting materials.

Although most members who organize sessions do not incur expenses beyond those that are covered by the Society as outlined in **(A)**, we hope that these guidelines are helpful to those who wish to supplement their sessions or to offset expenses for speakers.

Finally, you and your accepted speakers must agree to the following terms and conditions:

- not to defame anyone
- not to slander/libel anyone
- not to use copyright/trademark materials without permission
- not to speak on anything other than what was agreed to