

# SPECIAL INTEREST GROUP SEMINAR ORGANISATIONAL GUIDELINES



## Introduction

The NZIMLS has a policy of encouraging the SIG's to organise an annual seminar, educational forums and other such events that promote and highlight the educational goals of the SIG speciality and the NZIMLS. However, it is important to ensure that these events are properly organised within the existing resources of the NZIMLS and SIG and to maximise the available facilities and expertise. These guidelines are designed along with a checklist to help organisers manage these events.

### **IMPORTANT NOTES**

*It is important for the Organiser(s) and the Executive Officer to work together on SIG events as there are a number of items that could be covered by either the organiser(s) or the Executive Office. For example:*

- 1. The organiser(s) may have local knowledge and be able to source a venue or caterer that the EO is not aware of.*
- 2. The Executive Office works with venues/catering contacts on a regular basis. Therefore, the EO knows what venues are suitable and can often secure at a more competitive rate.*

## Role of the SIG Initiating the Event

The SIG initiating the event are the principal organisers and therefore the event owners. It is the responsibility of the SIG convenor to delegate tasks or find suitable members to organise and run the event. It is important all assigned tasks are on track and / or completed within the timeframe. Effective and efficient communication is a key requirement to keep up to date with the event, and that all involved are given sufficient time to complete tasks and are aware of what is expected of them.

The following are the responsibility of the organisers in conjunction with the Executive Officer (EO):

1. Set the dates of the seminar. It is expected that the SIG seminar will be in the same month each year or as close to. The event is not to be within 6 weeks either side of the annual scientific meeting (ASM) of the NZIMLS, but can be held if so desired at the beginning or end of this meeting. The SIG may also wish to organise specific workshops during the ASM, but in collaboration the ASM organising committee.
2. Identify a venue in consultation with the Executive Officer. The EO has the knowledge of suitable venues and will guide the organiser to ensure that the venue is suitable and within budget.
3. The EO to secure all seminar venue bookings and organise for payment of a deposit if required.

4. Develop and submit a budget to NZIMLS Council. This again, can be undertaken in conjunction with the EO and/or the EO will develop a budget on the SIGs behalf. Only the EO has the delegated authority to book a venue or commit the NZIMLS to any financial commitments. (see Appendix 1 budget sheet).
5. Organise the programme and the speakers.
  - This will require 'tapping potential speakers on the shoulder/personal approaches. It is preferred that local speakers (eg doctors, pathologists) be invited to limit the cost of travel and/or accommodation.
  - Should a doctor or pathologist be invited to speaker at a SIG seminar, registration will be complimentary as generally these speakers will attend to present only and leave.
  - Medical Laboratory Scientists or Technicians are generally expected to register unless they are attending to speak only. This is to ensure that costs are covered if the speaker intends being at the seminar for the full day.
6. No speaker's fees are paid. Ensure any financial reimbursement or fees are clearly understood and documented with any invited speakers and this is considered in the budget before commitment is made.
7. Determine who the audience / invitees are and number of expected delegates. The EO will give an indication of the number of delegates that the SIG can expect from previous seminar records.
8. Advertise the event:
  - In the NZIMLS journal at least 2- 4 months prior to the event. This will require the Organiser(s) to provide the EO with a flyer promoting the seminar.
  - The EO will put onto the NZIMLS website as soon as a date and venue have been fixed.
  - An email to members can be sent from time to time promoting the SIG events.
9. Help with the handing out of the folder, programme, name badges etc. The compilation is done at the NZIMLS office and sent to the venue.
10. Understand the AV requirements of the speakers and ensure these are catered for. Provide post seminar copies of the presentations for posting on the NZIMLS website with the presenters consent.
11. Wherever possible, organise for a photo to be taken on all award winners at the seminar. To be forwarded to the Executive Office for including in either the Council newsletter or NZIMLS Journal.
12. Organisers will not solicit sponsorship from associated suppliers, or offer trade displays to sponsors. However if donations are offered, then it is accepted on the basis that any trade delegates will still need to pay a registration fee and that displays are not available. Specific activities such as speakers, morning or afternoon tea, lunches, evening dinners, presenter awards or beverages can be assigned to sponsors providing funding. The EO is able to contact the companies on the organiser's behalf in lieu of direct solicitation.

### **NZIMLS Administration Role**

The Executive Officer of the NZIMLS will act as a Professional Conference Organiser where the specific support facilities will be made possible. The following tasks are their responsibility:

1. Negotiate and book on behalf of the SIG the venue, any accommodation requirements, catering and AV requirements.
2. Manage the invoicing of the above (1.) back to the NZIMLS.

3. Develop the online seminar registration form two months prior to the seminar and will send out to either an established mailing list or one supplied by the organising SIG, promotional material developed by the SIG including a copy of the registration form.
4. Provide NZIMLS folders.
5. Co-ordinate the registration list, name badges, billing and CPD certificates.
6. Manage all financial transactions for the event including collection of registration fees and sponsorship monies and payment of all invoices.
7. A representative from the Executive Office may attend the SIG seminar if the delegate numbers are greater than 100. This is to assist the onsite registration.