

## **Objectives of the Conferences and Workshops committee**

Encourage, enable and support the development of conference and workshop events to

- Provide educational and professional development opportunities to our members
- Raise the visibility and stature of the Society
- Attract new members
- Assure financial viability to protect SRA from financial loss

## **Policies of the C&W Committee**

All events

1. Each type of event is reviewed by a different subcommittee. If any organizer has any follow-up questions regarding the sub-committee's decision, he or she should contact the C&W committee chair, who serves as a liaison to the SRA council.

Workshops at the Annual Meeting Subcommittee (WAM)

2. A call for workshops is sent out approximately 10 months before the annual meeting. Workshop proposers should use the forms provided and follow the instructions for submitting their workshop proposal. If the organizers would like assistance in developing their proposal, they should contact the C&W chair.
3. Workshop proposals will be reviewed by the WAM subcommittee in terms of the stated criteria, including a budget that is cost-neutral. The criteria that will be used will be posted on the SRA website, along with the proposal materials.
4. Workshops that do not charge a fee will be permitted but the organizers of such workshops must reimburse SRA for the estimated cost of the room and all other expenses, including the administrative costs to the Secretariat.
5. There are no *a priori* restrictions on paying stipends or honoraria. These are permitted in any case that the workshop proposers deem they are necessary. If they are to be given, they must be included in the budget. If they were not included in the budget approved by the WAM, they will not be provided. Note that government officials have some restrictions on their ability to accept honoraria.
6. Thirty days before the annual meeting, the workshop budgets will be reviewed by the subcommittee. If at this time workshop registrations are not projected to cover the full cost of the workshop, the organizers will be asked to revise their budget. If the budget cannot be reworked to cover expenses, the workshop will be cancelled.
7. The net proceeds from workshops will be split 50/50 between SRA and the organizers. The organizer may designate an SRA speciality group or chapter to

- receive the organizer's proceeds. The 50% designated for SRA will go to the SRA general fund.
8. Budgets for workshops should include reasonable expenses. Cost estimates for lunch, coffee, etc. should be obtained from the WAM subcommittee.
  9. The workshops will be evaluated based on criteria developed by the Workshops at the Annual Meeting (WAM) subcommittee. These criteria will be posted on the SRA website, along side the forms needed to submit.
  10. Evaluations from workshops will be collected by the Secretariat and provided back to the workshop organizer by January 31.
  11. Workshop organizers should use the general reimbursement form provided on the SRA web site to submit their request for reimbursement. They should submit their request for reimbursement to the Secretariat contact as indicated on the website, with a cc: to the chair of the WAM subcommittee by February 1 in order to be reimbursed in a timely manner.

#### Stand-alone SRA events

12. SRA members make a request for SRA to sponsor a stand-alone event (e.g. a conference, workshop or symposia) by submitting a "20 questions" form available on the SRA website to chair of the C&W committee. This request is assumed to be requesting a "financial backstop" by SRA (as described below). If a "financial backstop" is not needed, the review for this event should go to the SRA-recognized events sub-committee, rather than this subcommittee.
13. SRA's financial backstop consists of one or more of the following services:
  - a. Contracting with a hotel or other venue to provide onsite services, or with other service providers.
  - b. Procurement of other goods and services needed for execution of the event.
  - c. Arrangement of reservations for future services, such as airline or hotel reservations.

The SRA financial backstop does not include explicit financial support that is not reimbursed from event revenues.

14. In order for SRA to approve a Stand-alone event and therefore provide a "financial backstop" for the event, the budget must be sound. A sound budget includes realistic cost estimates for facilities and equipment, reasonable travel and expenses for speakers and facilitators, and estimates of registration fees and expected number of registrants that are based on experience of the organizing committee and deemed reasonable by C&W.

15. The Stand-alone event sub-committee will review the submission according to criteria defined on the SRA website. The subcommittee makes a recommendation about SRA approving this event and reports that decision to the C&W chair and the SRA council.
16. Stand-alone SRA Event budgets should not assume that any funding will be provided by SRA. Also, at a minimum, the budget must be developed so that they are predicted to ensure that the event will have revenues equal or greater to expenses.
17. The Stand-alone Events subcommittee will work with the Secretariat to ensure that the level of financial commitment during the planning of the event(s) for that year does not at any time exceed the financial backstop that has been allocated to the C&W.
18. There are no *a priori* restrictions on paying stipends or honoraria. These are permitted in any case that the organizing committee deems they are necessary. If they are to be given, they should be included in the budget. Note that government officials have some restrictions on their ability to accept honoraria.
19. The organizing committee for any event is not part of the C&W. The organizing committee is a separate organization, connected to the C&W only through the need for the appropriate C&W subcommittee to review and approve the event. The subcommittee on Stand-alone events will oversee the budgeting process and the interaction with the Secretariat through-out the process of planning for the event.
20. The net proceeds from Stand-alone events will be split evenly between SRA and any other organizers. The organizers may designate an SRA speciality group or chapter to receive the organizer's proceeds.

#### SRA-recognized events

21. SRA-recognized events are a service to our members to be informed about upcoming meetings, training, workshops, symposia, etc that are sponsored by other organizations
22. SRA-recognition allows for information on events being organized outside of SRA to be posted on the members-only portion of the SRA-website.
23. SRA chapter and SRA specialty group events are automatically recognized by SRA and do not need to go through this review process to be posted on the website. Event organizers should inform the C&W chair when these events are planned so that they are posted to the website.

24. To be recognized by SRA, the event must meet the criteria as posted on the SRA website. If an event is recognized by SRA, the event information will be posted on the SRA website.
25. SRA-recognized events are also opportunities for new SRA members, and therefore we will request that event organizers share their list of attendees and offer SRA space at the meeting to pass out brochures.
26. There is no financial relationship between SRA and this type of event. If there is any financial relationship, the event is considered a Stand-alone Event and should be reviewed and overseen by that subcommittee.