

APPNA Meetings Host Committee SOPs

General:

- 1- These SOPs shall be reviewed in January of each year and shared with meeting chairs and co-chairs in January of each year (except for strategy meeting which shall be approved in the prior year as per CABL and SOPs).
- 2- These SOPs shall be posted in SOP section of membership area of the APPNA website.
- 3- Any change approved by BODs shall be incorporated and updated every year.

Composition of Committees and Approvals:

- 1- All Host Committees along with Chair and Co-chair/s (and advisors) will be approved by the BOD in January of each year.
- 2- President will be ex-officio members of all host committees.
- 3- Secretary and Treasurer may join the host committee meetings.
- 4- Event organizer/s will be ex-officio members of the host committees.
- 5- Local chapter engagement in the host committee is highly encouraged.
- 6- Local chapter President may be consider for chair /co-chair / advisor of the meeting.
- 7- Host committee shall work under the direction of the President representing the board.
- 8- Detailed itemized budget needs to be approved as per CABL.It needs to be approved 30 days prior to start of meeting.
- 9- Any expense not approved in budget over \$ 5000 needs BOD approval.
- 10-All sponsorships will be handled by APPNA. No component society or affiliate organization will be allowed to have individual contracts with other entities in an APPNA meeting.
- 11-Standard sponsorship packages will be approved in January of each year by the BOD. Any change in standard package will need approval of BOD.
- 12-All vendor contracts templates including bazaar, food, AV and entertainment will be reviewed and approved by BOD.
- 13-Once finalized the banquet dinner speaker's (including keynote speaker) names will be shared with the BOD.

- 14- Once finalized the names of panelists and moderators of all the APPNA forums (Social/Entrepreneur etc) will be presented to BOD.
- 15- No space at the meeting venue shall be allowed to host any political gathering during the dates of the meeting. Renting a space to any non-political organization shall require approval of the Board.
- 16- All media related affairs shall be dealt with by the chair of the communication committee or an active APPNA member appointed by the President.
- 17- Host committee chairs & members shall disclose any conflict of interest to the office prior to the first meeting of the committee. Failure to do so shall result in automatic removal from the committee.
- 18- All the speakers for forums/CME will sign the disclosure and conflict of interest forms.

Host Committee Meetings/Protocols and Communication

- 1- All host committee meetings will be conducted via Zoom link provided by APPNA and will be recorded and minutes will be uploaded on APPNA website.
- 2- President will update the Board periodically prior to the meeting start date.
- 3- If the host chapter foregoes their own annual meeting for any non-Summer APPNA meeting, profit sharing needs to be discussed with the host chapter President and approved by the BOD at least 60 days prior to the meeting. Mutually agreed upon profit sharing (not more than 25% of net profits to the host chapter) will be signed as MOU by chapter President and APPNA President at least 30 days prior to the start of the meeting.

Mandatory Meetings of the Association

- 1- Mandatory meetings of the Association as per CABL(General Body and Council meetings) take precedent over any other event in the meeting.
- 2- No other conflicting event can be scheduled during mandatory meetings of the Association.
- 3- The mandatory meetings need to be held at opportune time and place for members to attend and adequate time needs to be dedicated to them. The recommendation

is to have minimum 2 hours for general body and 2 hours for council meetings. Meetings need to be announced as per timeline mentioned in the CABL.

Ticket Sales and Announcements

- 1- Ticket sales announcement shall be made 4 weeks in advance of ticket sales and reminder shall be sent one day before the opening of ticket sales
- 2- Ticket sales link in the email and on the website needs to open at same time without any delay in one or the other.
- 3- VIP/Sponsor tables need to be blocked in advance. The block tables with schematic diagram needs to be shared and approved by BOD 2 weeks before the ticket sales opening.
- 4- For summer meeting, no member will be allowed to buy more than 10 tickets for first 2 weeks. After 2 weeks, members can buy more tickets without restrictions.
- 5- Ticket pricing for Summer meeting needs to be tiered based on the location/area in the hall.

Post Meeting Agenda

1. BOD debriefing meeting needs to happen within 4 weeks of last day of each meeting.
2. Profit and loss statement needs to be shared with BOD and posted in membership section area within 60 days of the last day of the meeting.