SPP Fall Meeting
Host Institute Requirements

Host Institute Letter of Intent

Interested Host Institutes will be required to submit a Letter of Intent to host the SPP Fall Meeting and direct the letter to the SPP Executive Committee. The letter should include a cost proposal outlining potential funds to be donated to SPP from the Host Institute. In addition, suggested symposia speakers should be identified.

**Note:** Hotel accommodations are not required in the Letter of Intent. SPP Administrative Staff will negotiate the hotel contract after the Host Institute has been selected and meetings dates will be confirmed at that time. SPP Staff will prepare the meeting budget in conjunction with the Host Institute. Once approved by the Board, any additional expense must be approved by the Executive Committee.

**Host Institute:**

- The Host Institute will submit a proposal for topics, speakers and titles of speaker presentations which must approved by the Education Committee and by the board. **This must meet ACCME requirements.**
- Agenda- Any deviations from the standard Fall Meeting schedule **must be submitted** to the Executive Committee for approval. See attached for the standard Fall Meeting template.

The following components should be included in the meeting’s agenda. See attached for details and timing.

- Committee Meetings
- Platform Session 1/2/3
- Poster Discussion 1/2
- Surgical Pathology Symposium
- Perinatal Slide Session
- Perinatal Symposium
- Banquet
- Welcome Reception
- COG update
- Lotte Strauss lecture (45 min)
• Contracts - All contracts must be reviewed and signed by the SPP Executive Director.
• Banquet - Host Institute should provide at least three recommendations for the annual banquet venue. SPP prefers a causal environment which showcases the local flavor of the city. It is preferable for tickets to be less than $100.00 each. If possible, it should be a venue that is within walking distance to the meeting location, which would help defray transportation charges.
  ○ SPP staff will be responsible for negotiating the costs for the event. Transportation, venue rental, catering, floral, entertainment will be arranged by SPP in consultation with the Host Institute.
• Speaker Expense - Host Institute will pay for any additional honoraria or travel expenses above and beyond the current policies as attached.
• Exhibit/Support- SPP will distribute the Exhibit/Support prospectus. Host Institute will assist SPP staff to secure local exhibitors and support by communication with staff local contact information.

SPP Administrative Staff:
• Site selection and contract negotiation with all venues and vendors as required
• Using input from SPP Officers, search and provide recommendations for future conference locations
• Prepare a grid of site candidates with details and recommendations for leadership selection
• Negotiate preliminary terms of the contract for the benefit of SPP before contract execution
• Coordinate sleeping room requirements, reducing or increasing block when needed and constantly reviewing and monitoring hotel pick-up
• Coordinate meeting/function room requirements (keynote, concurrent sessions, break-outs, meals, Officers & committee meetings, etc.)
• Prepare contract for and manage digital media center (“DMC”), photographer, audio-visual (“AV”), general contractor (signage), transportation, food & beverage, entertainment, security, temps, etc.
• Manage venue logistics (Food & Beverage (“F&B”), AV, etc.) for conference and related events.
• Prepare event specifications guide containing all information regarding the conference
• Management, follow-up and logistical support for all aspects of presentations
• Prepare attendee and sponsorship programs, as well as print and email promotions and reminders
• Create logistical and schedule text for the website and meeting app
• Manage all conference printing/mailing functions
• Manage accurate marketing and collateral printing
• Administer pre-registration and on-site registration
• Create attendee/sponsor registration forms in print/online
• Manage registration duties including electronic confirmation to each attendee/sponsor
• Enter each registration form into database and perform the charging of each registration
• Handle badges for members, attendees, sponsors, etc.
• Provide registration reports to SPP, including year to year comparisons
• Manage logistical aspects of the event onsite to include: registration desk, exhibit hall, sponsorships, speakers, room sets, F&B functions, AV, management of any temp hires
• Provide staffing and oversight for on-site management, including pre-event setup, receipt of shipments and materials
• Provide meeting room monitoring, special event coordination and all vendor coordination
• Ensure collection of overall conference evaluations at the end of the event
• Coordinate compilation of all post-conference reports into a single report for SPP leadership
• Compile all data and statistics from the conference for planning purposes for future years
• Offsite Events - Work with the Host Institute to secure and pay for logistical arrangements for offsite events, tours, etc.
• Prepare Budget with all event costs
• Order conference bag (if budgeted).