



American Nuclear Society

National Meeting Manual

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ANS National Meeting Manual

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I. PREFACE

This manual has been prepared as a guide for the conduct and planning of the Annual and Winter National Meetings of the American Nuclear Society.

National meetings are conducted twice a year in accordance with procedures approved by the ANS Board of Directors. Subsequent amendments by the ANS Board of Directors have been incorporated in the manual.

The success of a national meeting is dependent largely on the combined efforts of the General Chair, Technical Program Chair, the Local Organizing Committee, and the ANS Meetings & Exhibits Department. Close liaison between the Local Organizing Committee, the ANS Division Representatives, and the ANS Director of Meetings & Exhibits is essential in preparing for a national meeting.

It is recognized that a manual of this type is never complete. Each national meeting may see the addition of new ideas and the modification or deletion of outdated practices.

Questions regarding policy or procedure not answered in this manual should be directed to the ANS Director of Meetings & Exhibits and the ANS National Program Committee.

II. INTRODUCTION

This manual was developed by the ANS National Program Committee and serves as a guide to assist national meeting organizers with the planning and details of the ANS Annual and Winter Meetings. The guide summarizes ANS policies and general requirements as well as the roles and responsibilities of the General Chair, Technical Program Chair, and Local Organizing Committee, all of which affect the success of a national meeting.

III. OBJECTIVES

In addition to many ANS Topical Meetings, which concentrate on a particular technical area, and executive conferences, which are held for industry leaders, ANS organizes two very important national meetings per year. Planning efforts for these national meetings start many years in advance. This National Meeting Manual establishes rules and provides guidance for key people to ensure the national meetings are successful. Key people involved in the planning of the national meetings are the General Chair (GC), the Technical Program Chair (TPC) and assistant TPCs (ATPCs), the Professional Division Program Chairs (PDPC), members of the Local Organizing Committee (LOC), and the ANS Director of Meetings & Exhibits (DME).

For each national meeting, the GC, TPC, ATPCs and Local Organizing Committee are individually appointed. Although the PDPCs typically serve for several years, it is not uncommon to have several new PDPCs at each national meeting. Therefore, it is vital to have an up-to-date National Meeting Manual that can be used as a reference by the key people involved in putting together the national meetings to successfully perform their duties.

IV. POLICY AND GENERAL REQUIREMENTS

The table below shows the timeline for key steps to be followed. Although many people take part in this process, once a TPC is appointed for a meeting, it is the responsibility of the TPC to ensure the steps are followed in a timely manner. All TPCs must read this manual and become familiar with their roles and responsibilities. The ANS National Program Committee (NPC) Chair will discuss the TPC's engagement and completion of this reading assignment at the first national meeting following the assignment of each TPC.

The TPC will be interfacing with different PDPCs 2-3 years prior to the meeting due to changes in the professional divisions. This is expected and is a healthy outcome of a vibrant and engaged membership. The TPC must ensure all new PDPCs are provided with the National Meeting Manual. Further, the TPC must ensure the NPC Chair discusses the change of leadership in professional divisions and that all PDPCs read this Manual.

1. Timeline for Approvals

- A. Calendar placement
- B. Call for Papers
- C. Publications

Timeline for Organizing National Meetings

4.5 years prior	Based on the Policy for National Meeting Locations Selection Process (Attachment 1), the NPC along with the ANS Director of Meetings & Exhibits determines the location of the national meetings. For more detailed information, see section 2. Location/Site Selection .
4.5 years prior	In consultation with the NPC National Meetings Committee, the ANS Director of Meetings & Exhibits will send out hotel requests-for-proposal, compare options, negotiate and sign the contract. This entire process should take no more than 6 months.
2-3 years prior	TPC is appointed by the NPC Chair.
24 months prior	General Chair is appointed by ANS President.
10 or 15 months prior depending on meeting	ANS Headquarters will prepare the budget based on the ANS cycle prior to the actual meeting year. Annual Meeting and Winter Meeting budgets will both be prepared in August of the preceding year. Budgets will be reviewed by the NPC Chair and then submitted to the Finance Committee.
14 months prior	General Chair to appoint the Local Organizing Committee; Finance Chair, Technical Tours Chair, Media Chair, Student Program Chair, etc.
12 months prior	General Chair may suggest name of Honorary Chair to ANS President.
12 months prior	General Chair schedules monthly status calls with Local Organizing Committee and ANS staff.
12 months prior	TPC, ANS Director of Meetings & Exhibits, and ANS Scientific Publications Department prepares detailed schedule for the meeting planning and paper review process.
9 months prior	Final copy of Call for Papers to ANS from TPC.
8 months prior	Call for Papers from Meetings & Exhibits Department sent to Nuclear

	News.
7 months prior	PDF file of Call for Papers posted to ANS website.
6 months prior	Electronic Paper Submission and Review (EPSR) system opens to allow authors to submit papers.
5 months prior	All technical reviewers entered into the EPSR system.
5 months prior	Summary deadline for authors.
5 months prior	Summaries assigned to reviewers.
5 months prior	EPSR available to reviewers to begin paper reviews.
4 months prior	Division reps and TPC complete technical reviews and approvals.
4 months prior	TPC meets at ANS HQ to facilitate electronic room assignments with Division reps; TPC and NPC finalize session titles, session organizers, session chairs, alternate chairs, days, rooms, and times; technical program finalized; embedded topical sessions finalized; ANS Scientific Publications Department collects this information for the Preview Program.
3.5 months prior	ANS notifies authors of decision and/or recommendations from the technical review process.
3.5 months prior	ANS Scientific Publications Department sends the technical program to the Meetings & Exhibits Department for Preview Program creation.
3.5 months prior	ANS Meetings & Exhibits Department sends the Preview Program to Scientific Publications Department for proofreading and corrections.
3 months prior	Deadline for submittals of revised papers or appeals to TPC.
3 months prior	Deadline for written reject appeals to TPC.
3 months prior	TPC notifies Scientific Publications Department of successful appeals and session replacements.
3 months prior	All summaries due, revisions, combinations, reject unless revised.
2 months prior	Scientific Publications Department sends summaries for duplication of TRANS.
6 weeks prior	Technical program updates for Official Program due to Meetings & Exhibits Department.
6 weeks prior	Official Program sent to Scientific Publications Department for proofreading.
4 weeks prior	Corrections to Official Program sent to Meetings & Exhibits Department.
3 weeks prior	Official Program books printed and shipped to meeting.

NOTE: This is a national schedule and will vary slightly for each national meeting. A detailed schedule for the planning of each meeting will be prepared approximately 12 months ahead of the meeting.

2. Location/Site Selection

The site selection process for the ANS National Meetings follows these steps:

- A. The NPC has established general guidelines for the rotation of Annual and Winter Meetings (example: geographic location rotation, Winter Meeting is in Washington, DC in the odd years, one meeting in the west region in the even years.) These guidelines can be found in the Policy for National Meeting Locations Selection Process ([Attachment 1.](#))
- B. The NPC National Meetings Committee (NMC) shall work with the Director of Meetings & Exhibits to select the meeting locations. The Director of Meetings & Exhibits shall research the potential cities and venues provided by the NPC NMC

and prepare a report detailing pros and cons of each location and venue (preferred cities, no convention center, price point, family friendly, resort, preferred dates, etc.)

- C. 3-4 years prior to meeting: Begin site selection.
- D. 3.5 years prior to meeting: NPC NMC to determine three cities of interest based on Director of Meetings & Exhibits presentation.
- E. 2-3 months after city selection: Director of Meetings & Exhibits to present available/suitable options to NPC NMC. The presentation will outline and compare dates, rates, overview of space, concessions, minimum requirements, costs, and liabilities. Also included will be the recommended location with two backup locations. Minimal negotiations may occur prior to presentation. NPC NMC to vote approval.
- F. Final negotiations following approval by ANS Executive Committee. If there are problems with first choice location, the Director of Meetings & Exhibits and NPC NMC will discuss backup locations.
- G. Confirmation to hotel/facility following negotiations.
- H. Contract process begins after confirmation to hotel/facility.
- I. Contract signature by hotel and ANS Executive Director.

A. Site Visit Recommendation

A site visit will be conducted by ANS Director of Meetings & Exhibits to the location prior to booking to ensure that the hotel, facilities, and services are adequate to meet the needs of the national meeting. The site visit should occur prior to signing contracts for Annual or Winter Meetings.

3. Hotel Arrangements

Arrangements for services and suppliers will be handled by the ANS Meetings & Exhibits Department. The ANS Director of Meetings & Exhibits is the primary point of contact with the hotel. However a Meeting Planner may be assigned by the Director to be the lead planner on each meeting. The Meeting Planner is responsible for scheduling the committee meeting and technical session rooms (and any other requested meetings), and arranging and scheduling all food and beverage requirements. The ANS Conference Office will be setup onsite at the hotel and will serve as the main hub for managing all logistics for the meeting.

A. Hotel Accommodations

Complimentary hotel accommodations as listed below will be arranged by the ANS Meetings & Exhibits Department, for arrival on Saturday and departure on the last day of the meeting. Earlier arrivals may be accommodated based on the availability of the upgrades the hotel has extended.

- i. General Chair – One (1) one-bedroom suite (name and size of suite will vary by hotel and hotel contract)
- ii. Technical Program Chair – One (1) one-bedroom suite (name and size of suite will vary by hotel and hotel contract)

- iii. Additional upgrades may be secured based on the hotel contract. These can be assigned to organizing committee members at the discretion of the General Chair.
- iv. ANS President – One (1) one-bedroom suite (name and size of suite will vary by upgrades the hotel has extended)

4. Layout and Format of the Meeting

Although the meeting venue is already known when the TPC is assigned, the TPC should review space allocated for the technical sessions prior to issuing the Call for Papers.

5. Budget

The ANS Director of Meetings & Exhibits will prepare a budget, based on the hotel contract and previous year's revenue and expenses.

Once this information has been compiled, the proposed budget will be presented to the NPC Chair for review and discussion before submitting to the Finance Committee to be included in the overall ANS budget.

When the ANS budget for the national meeting is approved, the Director of Meetings & Exhibits will monitor the revenue and expenses to ensure the organizing committee is working within the budget. Any requested variances will be discussed with the NPC Chair before additional expenditures will be approved.

In the event the meeting is in jeopardy due to low attendance or shortfall on sponsorships or exhibitors, the Director of Meetings & Exhibits will make recommendations to the organizing committee and the NPC Chair to adjust spending.

6. Roles and Responsibilities of the ANS National Meeting Committee

The ANS National Meeting Committee (NMC) is part of the National Program Committee (NPC). The intent of the NMC is to make the entire process surrounding the ANS National Meetings more transparent and to be a resource for the ANS Director of Meetings & Exhibits with respect to these meetings. The primary responsibilities of the NMC are to establish policies, provide guidelines and manuals, advise, oversee, and make recommendations to the NPC regarding the following aspects of the ANS National Meetings:

- A. Scheduling and calendaring
- B. Selection of the location and specific venue
- C. Financial viability of the meeting
- D. Appropriateness of the content of the general and technical programs
- E. Publications and publicity
- F. Effectiveness of the organizing group in fulfilling its commitments

V. GENERAL CHAIR

1. Appointment

The General Chair is appointed by the ANS President approximately 24 months in advance of the meeting. This individual is the catalyst of a national meeting and the focal point through which information flows. Consideration should be given not only to an individual's ability and willingness to take on the designated responsibility, but also to the time constraints and support of his/her employer. The General Chair should immediately appoint an Assistant General Chair to facilitate communication between members of the Local Organizing Committee and the Director of Meetings & Exhibits, and to assist the General Chair with meeting details, such as those outlined below.

2. Roles and Responsibilities

- A. Appoint a Local Organizing Committee and oversee their activities.
- B. Establish the overall theme for the meeting with input from the ANS President.
- C. Organize and invite presenters for the opening plenary session.
- D. Oversee the selection and organization of tours and special evening events.
- E. Organize and invite presenters for any General Chair's Special Sessions.
- F. Establish a fund raising budget and organize a fund raising campaign to solicit potential sponsors and financial contributions to enhance and underwrite special evening events and other meeting related activities.
- G. Manage and control the budget and expenditure of contributions.

3. Honorary Chair

It is not mandatory that the position of Honorary Chair be filled for every national meeting. The Honorary Chair should be a person of great reputation in the nuclear community and with expertise within the scope of the meeting theme. Prior to the meeting, the Honorary Chair may be asked by the General Chair to lend influence in the fund raising effort or in obtaining special speakers. During the meeting, the Honorary Chair may speak at designated technical or plenary sessions.

The General Chair may suggest the name of an Honorary Chair for the meeting to the ANS President approximately 12 months in advance of the meeting. The ANS President will send a letter of appointment to the Honorary Chair and copy the ANS Director of Meetings & Exhibits.

4. Appointment of Local Organizing Committee

At least 14 months in advance of the meeting, the General Chair shall appoint a Local Organizing Committee, generally comprised of a Finance Chair, Special Events Chair, Technical Tours Chair, Student Program Chair, and Media Chair. The General Chair should be familiar with the duties of each local committee chair. Motivation or impetus may be needed to initiate local committee activities and to ensure their completion in advance of deadlines. See the [LOCAL ORGANIZING COMMITTEE](#) section of this manual for more details.

Embedded topical meetings, although organized on specific technical subjects, are an integral part of national meetings. The organization of an embedded topical meeting must be coordinated with the content and arrangements of the national meeting as a whole. Therefore, a chair from each topical meeting (GC or TPC) shall also be part of the Local Organizing Committee.

If an ANS Local Section is involved in the organization and planning of a national meeting, they will receive from ANS Headquarters up to 1% of the gross member and nonmember registration income. The contribution of the local section and subsequent reward for the support must be defined by the ANS Director of Meetings & Exhibits and ANS Local Section Chair at the beginning of the meeting planning process.

5. Plenary Session Organization

The General Chair is charged with the organization of the opening plenary session. This session should include both marquee personalities and topical experts to set the tone for the meeting and underscore the theme of the meeting. A mix of technical, industrial, and political experts typically provides a broad base. A good plenary session may include four to six individuals who each present a talk and then participate in a question/answer session. Post-talk panel sessions have also been successfully used to help plenary speakers interact with the audience and with each other on a broad range of issues. The General Chair primarily serves as the master of ceremonies (Emcee) for the plenary session whereby an introduction to each plenary speaker is presented, and questions are moderated.

6. ANS Code of Ethics

The ANS Code of Ethics ([Attachment 2](#)) should be reinforced at national meetings during the opening plenary or at special sessions. ANS Professional Divisions should also incorporate ANS Code of Ethics into their technical sessions or topical areas.

7. Local Tours and Special Events

The General Chair works with the Local Organizing Committee's Technical Tours Chair to ensure that a local facility with some current, future, or historical relevance to the industry of nuclear science and engineering can be made available for group tours during the week of the national meeting. This tour should not interfere with regular scheduled technical sessions. The General Chair is also responsible for proposing special events such as receptions, dinners, and hosted lunches. In addition to proposing special events, the General Chair is responsible for raising funds to sponsor these events and working with the Director of Meetings & Exhibits for securing a venue, and administering to its details (menu, entertainment, and possibly transportation).

8. General Chair's Special Session(s)

In addition to the opening plenary, the General Chair has the option of organizing a special session. It is recommended that the topic or unifying theme of this special session be aligned with the theme of the meeting. The General Chair's Special Session can focus on anything relevant to the nuclear industry that is of interest to the General Chair. It is the responsibility of the General Chair to inform the ANS Director of Meetings

& Exhibits and the TPC at least one year prior to the meeting if there will be a special session so that rooms can be set aside and papers can be solicited. This special session is typically conducted on the Tuesday afternoon of the meeting in the 4-6:30 pm time slot to minimize the number of concurrent sessions.

9. Organizing Committee Meetings

The General Chair will call and conduct Local Organizing Committee meetings as needed to enable monitoring of the status of the Local Organizing Committee's activities. The ANS Director of Meetings & Exhibits will attend, when necessary, to provide guidance and assistance. At a minimum a monthly conference call should be held to query progress from each of the Local Organizing Committee Chairs, the Finance Chair, the TPC, Embedded Topical Meeting organizers, and the ANS Director of Meetings & Exhibits. The minutes of these meetings shall be kept and an agenda prepared and distributed prior to the start of the next meeting. Each delegate should be made aware of the General Chair's expectations and make every effort to meet them. These meetings are very important to the ANS, its members, and the professional reputation of each attendee. It is imperative that the General Chair be committed to the meeting's success.

10. General Chair Checklist

The NPC strongly recommends that each meeting General Chair use the General Chair Checklist ([Attachment 3](#)) to keep the meeting on task/schedule. The checklist can be used to effectively communicate with ANS Headquarters staff and keep documentation organized in a manner consistent with current expectations for a GC.

VI. TECHNICAL PROGRAM CHAIR

1. Appointment

The TPC is appointed by the NPC Chair at least 24 months in advance of the meeting.

2. Roles and Responsibilities

- A. Assists the General Chair in determining the national meeting theme.
- B. Makes recommendations to the NPC regarding the selection and appointment of two or three Assistant Technical Program Chairs (ATPCs).
- C. Coordinates closely with the ANS Director of Meetings & Exhibits on all technical program issues, including publication of the Call for Papers, number and size of rooms needed for the technical sessions, use of the Electronic Paper Submission and Review (EPSR) system, creation and publication of the national meeting Program and preparation and publication of the national meeting proceedings/transactions.
- D. Serves as a member of the Local Organizing Committee (LOC) and participates in all LOC meetings. Although the Meetings & Exhibits Department staff will work with the Local Organizing Committee to ensure all tasks are completed on time, the TPC should engage the involved chairs. Tours and activities typically require advance reservations. The TPC should work with the Local Organizing Committee to determine the best tours and evening events that are attractive to

the meeting attendees. For more detailed information, see the section [LOCAL ORGANIZING COMMITTEE](#).

- E. Encourages Professional Divisions to hold Embedded Topical Meetings during the national meeting.
- F. Reports status and progress of the technical program at all NPC meetings, including the NPC meeting held during the meeting he/she planned.
- G. Observes the electronic room assignment process for a national meeting prior to the one being planned.
- H. Assumes responsibility for all meeting publications and works with the ANS Scientific Publications Department to produce the meetings publications.
- I. Assumes overall responsibility for the technical content of the national meeting.
- J. Organizes the Technical Program Committee. This committee typically consists of the Program Committee Chairs from each of the Professional Divisions and Working Groups. These are the same individuals that serve as the Professional Division Representatives to the NPC. In addition, the Technical Program Committee should also include a Liaison (e.g., General Chair or TPC) from each of the Embedded Topical Meetings being held in conjunction with the national meeting. The TPC maintains a current contact list of all members of the Technical Program Committee.
- K. Directs the activities of the Technical Program Committee:
 - i. Works closely with the NPC to develop the technical scope and content of the national meeting.
 - ii. Works with the ANS President and the General Chair on special sessions.
 - iii. Establishes the specific timeline for the activities of the Technical Program Committee and coordinates the timeline with the General Chair and ANS Director of Meetings & Exhibits.
 - iv. Prepares the Call for Papers (see below).
 - v. Oversees the development of the technical program (see below).
- L. Coordinates with the ANS Director of Meetings & Exhibits on the development of the Preview and Official Programs.
- M. Provides status reports to the NPC during national meetings. The status reports shall include meeting statistics, planning status, significant issues, and any lessons learned throughout the planning and execution of their meeting.
- N. One month after the meeting, the TPC will provide overall observations on the operation of the meeting and suggestions or changes that would improve future meetings to the NPC and ANS Director of Meetings & Exhibits.

3. Technical Program

The following activities are performed to establish the technical program:

- A. Once the national meeting venue has been established and the contract has been placed, the TPC works closely with the ANS Director of Meetings & Exhibits to obtain the available meeting room information which includes number of rooms, capacity of the rooms, floor plans and layouts. The identification of the actual rooms needed is an iterative process as the technical program evolves

with changes in the sessions and workshops sponsored by the Professional Divisions and the addition of Embedded Topical Meetings.

- B. The Call for Papers is created and published (see below for details).
- C. Divisions should be reminded to include ANS Code of Ethics into their sessions.
- D. The TPC coordinates with the ANS Director of Scientific Publications and the ANS Meetings & Exhibits Department to open the Electronic Paper Submission and Review (EPSR) system for author submittal of summaries.
- E. The TPC encourages the Professional Division NPC Representatives and Session Organizers to solicit potential authors to submit summaries.
- F. Each Professional Division NPC Representative provides a list of reviewers (names and email addresses) for each track/session and assures that the information is input into the EPSR.
- G. The TPC ensures that the submitted summaries are reviewed and resolved according to the established schedule.
- H. The Professional Division NPC Representatives work closely with Session Organizers (see below for their duties and responsibilities) to assign submitted summaries to the appropriate sessions, assign Session Chairs and Co-Chairs, and finalize session titles, organizers, and sponsors via the EPSR. The Professional Division NPC Representatives should then be prepared to participate in the electronic room assignment meeting.
- I. The TPC obtains the meeting room needs for the Embedded Topical Meetings from each Embedded Topical Meeting Liaison on the Technical Program Committee and blocks out a set of rooms for each Embedded Topical Meeting. The TPC for the Embedded Topical Meeting organizes the topical meeting program within the allotted meeting room space.
- J. The TPC creates a draft room assignment chart and schedule using the electronic room assignment based on the latest session information input into the EPSR by the Professional Division NPC Representatives. The ANS Information Technology Department is a valuable resource for training and instruction on use of the Electronic Room Scheduler and should be a part of the electronic room assignment meeting. The TPC for the next national meeting should be invited to observe.
- K. The TPC schedules and leads the electronic room assignment meeting where the draft room assignments and schedule are presented and discussed. Revisions are made immediately during this meeting and finalized.

4. Call for Papers

The following steps are performed to generate and publish the Call for Papers:

- A. The Professional Division NPC Representatives work closely with the Session Organizers to ensure that an electronic session approval form is completed for each planned session as soon as the ANS system is opened. See the section on [SESSION ORGANIZERS](#) for more details.
- B. The following information is provided to the ANS Director of Scientific Publications to be included in the Call for Papers:
 - i. Meeting theme

- ii. Meeting leadership: General Chair, Assistant General Chair, Technical Program Chair, Assistant Technical Program Chairs
 - iii. Deadlines for submission of summaries, author notification of acceptance, and due date for revised summaries
 - iv. Current list of Professional Division Representatives
- C. The draft Call for Papers is created by the ANS Meetings & Exhibits and Scientific Publications Departments and is reviewed by the Technical Program Committee. Any comments are resolved.
- D. The final Call for Papers is published and distributed by the ANS Meetings & Exhibits and Scientific Publications Departments.

5. Technical Program Chair Checklist

The NPC strongly recommends that each meeting Technical Program Chair use the Technical Program Chair Checklist ([Attachment 4](#)) to keep the meeting on task/schedule. This can be used to effectively communicate with ANS Headquarters staff and keep documentation organized in a manner consistent with current expectations for a TPC.

VII. LOCAL ORGANIZING COMMITTEE

1. Sponsorship and Fundraiser Chair

The Sponsorship and Fundraiser Chair will work with the General Chair to initiate a fund raising effort to support and underwrite special evening events and other meeting activities. ANS staff will develop the prospectus and other marketing pieces prepared for solicitation. The budget for sponsorship is developed and managed by the ANS Director of Meetings.

A solicitation letter will be created by ANS staff, approved and signed by the General Chair and sent to potential sponsors and contributors approximately 6-12 months prior to the start of the meeting. The letter, along with the prospectus will be sent to past contributors' by ANS Staff and new leads identified by the General Chair. All contracts should be sent ANS for processing payment and managing the sponsorships. It is the responsibility of the Sponsorship and Fundraiser Chair to acknowledge receipt of each contribution with an appropriate letter of appreciation and to help track overall financial contributions.

2. Special Events Chair

The Special Events Chair is responsible for identifying venues for special evening events. The Special Events Chair should identify two or three special events of interest. The Chair researches the venues and decides on specific events to be offered, and provides information (i.e., costs, descriptions, attendee limits, transportation, etc.) to the ANS Meetings & Exhibits Department at least six (6) months prior to the meeting. All event tickets will be printed, sold and distributed by ANS. Ticket prices for all events will be set to break-even with the total cost of the events. Contracts will be reviewed and negotiated by the ANS Director of Meetings & Exhibits. All contracts must be signed by the ANS Executive Director.

3. Technical Tours Chair

The Technical Tours Chair contacts facilities or locations that would be of interest to meeting attendees. Timing of the technical tours should not conflict with related technical sessions or with other special events unless approved by the GC, TPC, and NPC.

The Technical Tours Chair will make the necessary arrangements for tours to and from the tour facility. It is usually advantageous to use one company for all transportation arrangements. Therefore, the Chair will want to work with the Special Events Chair to coordinate transportation needs for all tours and special events. The Technical Tours Chair must provide the ANS Meetings & Exhibits Department with a description of the technical tour, and trip and cost information for publicizing the tours. This information must include any special requirements and restrictions such as age restrictions, citizenship requirements, security clearance, accessibility, clothing requirements, etc. Tour tickets are printed, sold, and distributed by ANS.

4. Student Program Chair

The Student Program Chair responsibilities include coordinating student housing, and assigning session assistants and student headquarters monitors. Additional work assignments vary from meeting to meeting. Additionally, the Student Program Chair serves as the contact for all student-related issues on-site and conducts on-site Q&A meetings. More information may be found in the Student Program Guide at [Attachment 5](#).

5. Media Chair

The Media Chair will work with the ANS Communications Manager and the Director of Communications to plan and support the execution of media outreach for the ANS Annual Meeting and Winter Meeting. The Media Chair will provide local media contacts, a snapshot of newsworthy nuclear topics in that region, and assist with media contacts and arranging interviews with spokespeople during the meeting, as available. It is preferred that the Media Chair be located in the city or region of the meeting and is a working communications professional.

VIII. SESSION ORGANIZERS

Session Organizers play an integral role in the development and technical content of the ANS National Meetings. The overall technical quality of any meeting is a reflection of the quality of the individual Professional Division-sponsored sessions. Therefore, it is important that the Session Organizers have the necessary information for the preparation of the session. This section provides information and guidance to help ensure that all required activities are completed on time and reduce the uncertainties and problems which can be encountered when organizing a session. The quality of a session is directly dependent upon the materials selected and the speakers. A well-

organized session goes a long way toward improving the session quality just as a poorly organized session can detract from an excellent subject and qualified speakers.

The number and types of technical sessions sponsored by a Professional Division are typically determined by the Professional Division's Program Committee in conjunction with the Professional Division's Executive Committee. Session Organizers are then selected by the Professional Division Program Committee and often come from members of that committee, however, this is not always the case. Professional Division Program Committees often select ANS members who are known to have a particular interest in the topic to be the Session Organizer. This is especially true for Professional Division-sponsored Special Sessions. The most successful Session Organizers are those who have the interest and the drive to encourage authors and who make a personal commitment to present a quality program.

1. Responsibilities of a Session Organizer

The NPC and TPC rely heavily on the performance of the Session Organizers to attract and solicit informative authors to speak at the technical sessions at the national meetings.

The primary responsibilities of the Session Organizer are to:

- A. Establish a unique theme for the session consistent with the topic. This is important because duplication of the subject lessens the overall interest of the session. Having a theme for the session helps develop programs that have continuity and increases audience interest.
- B. Determine the type of session that will best work for the topic and theme (see Attachment 6).
- C. Submit the electronic Session Approval Form. This form is accessed from the ANS website at <http://www.ans.org/meetings/session/>. The information needed to complete the form includes:
 - i. Session Title
 - ii. Session Type
 - iii. Sponsoring Professional Division
 - iv. Session Organizer
 - v. Professional Division Representative
 - vi. 100 word summary of the session
- D. Solicit the participation of key individuals consistent with the major topic of the particular session. If summaries are to be invited, initiate the formal invitation letter process (see below for details).
- E. Encourage and assist the authors in preparing their summaries so that the session theme is preserved and the summaries are submitted on time.
- F. Organize and manage the session:
 - i. A paper session should have five to eight papers. A panel session can have from 2-6 speakers depending on the desired length of the session.

- ii. The success rate for stimulation is about 60 percent. "Overbook" the session from the start. If 7 to 8 papers are desired, then line up 8 to 12 authors at an early stage. If there are more summaries submitted than one session can handle, an additional session can be created, if room is available. Having too many papers is a problem that can be handled readily at the paper review. A short session that has to be cancelled disappoints the authors who have responded positively to your stimulation.
 - iii. Determine the presentation sequence for the session.
 - iv. Many speakers must receive approval from their employer to present a paper. If their participation is requested early, their attendance approval is easier to obtain.
 - v. Contact the authors frequently. Show interest in them. Make sure they understand what's expected.
 - vi. Take into account the time required to get papers approved or cleared for publication.
 - vii. Make sure the authors know the guidelines for paper acceptance (covered later under [Paper Review Meeting](#)). Avoid papers that only have a marketing orientation. Vendors and manufacturers make a significant contribution to ANS meetings and their expertise should be utilized to highlight advances that they bring to the industry. Novel applications are of keen interest and great value. However, ANS discourages papers related to established products or services that are being provided solely for the purpose of "selling the product."
 - viii. Speakers who have been officially invited by the Chair of the Professional Division are entitled to a complimentary one-day registration for the day their paper is presented. This is the only financial benefit that is provided. It is not transferable or upgradable to a full registration. Note that this is only applicable if the official invitation letter was sent prior to the paper review (with copies to the ANS Director of Meetings & Exhibits).
Exceptions to this policy may only be granted by the NPC Chair.
- G. Communicate and coordinate frequently with the Professional Division NPC Representative. The Professional Division NPC Representative is the Session Organizer's link to the TPC and the NPC.
- H. A request for a VISA is included on the registration form, and the ANS Meeting website. The TPC should advise all speakers that they should contact meetings@ans.org or registrar@ans.org to request a visa letter. Visa applications should be submitted as early as possible, as it can take several weeks, or months to process some applications. .

2. Types of Sessions and Papers

There are three basic types of sessions to consider:

- A. Regular Contributed Session - In this session, the authors contribute papers because they are inspired by the Call for Papers or have been encouraged by the Session Organizer. No papers are officially "invited" but a Session Organizer may send his own letter to an author to stimulate participation. The ANS

considers the paper contributed unless officially invited by a letter from the Chair of the Professional Division.

- B. Special Session - There are several types of Professional Division-sponsored special sessions. These are described in [Attachment 6](#) and include invited sessions, panel sessions, informal discussions, and mixed sessions.
- C. Poster Sessions - [Attachment 7](#) is a Poster Session Instruction sheet sent to authors for their information. It gives an excellent explanation of the poster session format. Poster sessions are a unique way of presenting material and should be considered.

Session Organizers are encouraged to use whatever format best serves the goal of effectively presenting technical information to the ANS membership.

Papers are classified into two categories:

1. Contributed - Any paper not officially invited. A paper "stimulated" by a Session Organizer is a contributed paper. Stimulated papers are informally solicited by a Session Organizer but are officially recognized as contributed by ANS. Many contributed papers are stimulated in one form or another. Papers are "stimulated" in the sense that the Session Organizer identifies the names of qualified speakers on the session topic. He/She normally calls the potential speaker and asks him/her to contribute a paper. If the speaker agrees, the Session Organizer may follow up with an informal letter and then encourages the speaker to get the paper summary submitted on time.
2. Invited - A paper whose author was invited by letter from the Chair of a Professional Division or Technical Group. This type of paper is normally considered only for plenary sessions or special sessions where well recognized speakers are desirable. One positive aspect of an invited paper is the fact that the "Letter of Invitation" sent out by the Professional Division Chair can be considered prestigious to the author. It helps the Society extend its support to an organizer that is seeking participation by technical or policy experts that do not hold membership in the Society. It also is common that non-ANS members may require such a formal invitation to secure travel approval from their organization before they accept the invitation.

3. Invited Speaker Registration Policy

An officially invited speaker is any person that is formally invited by the Professional Division Chair to present a technical paper or be a member of a panel. Speakers invited in this manner to a national meeting will receive a complimentary one-day meeting registration. Each Division and Technical Group will be allowed up to five (5) complimentary one-day registrations. Registration for additional invited speakers beyond five (5) are allowed to be offered, but will be at the expense of the Division or Technical Group. This policy applies to Embedded Topical Meetings as well with the exception of one-day complimentary registrations for opening plenary speakers. The one-day complimentary registration includes all meals offered on the day of their registration. A one-day complimentary registration is not transferable or upgradable to a

full registration. Exceptions to the Invited Speaker Registration Policy may only be granted by the NPC Chair.

4. Letters of Invitation

A formal Letter of Invitation, signed by the Professional Division Chair, is required for each invited speaker. A Letter of Invitation should be sent out only after an initial contact has resulted in a positive commitment. Blanket mailings are not used. A Letter of Invitation should be sent only to a prospective speaker who has verbally committed to preparing an invited summary but before the author submits a summary. [Attachment 8](#) contains sample Letters of Invitation. Please note the information that must be included concerning the benefits ANS provides invited speakers and the necessary distribution list for Letters of Invitation. Typically, the Session Organizer prepares the letters, having them "signature-ready" by the national meeting prior to the meeting for which the Letter of Invitation is being issued. The letters are then forwarded to the Division Chair for signature and distribution. However, this may not be the case in all the Professional Divisions. The Professional Division NPC Representative will provide the Session Organizers with the necessary information concerning preparation of the Letters of Invitation. **Only the Professional Division Chair is authorized to sign Letters of Invitation.**

5. Other Letters

It is certainly permissible to write letters to prospective authors to solicit their participation. A paper submitted as a result of this type of correspondence is a "contributed" paper and the author should be informed of that. "Invited" papers are only those that the Professional Division Chair has extended the authors Letters of Invitation.

6. Paper Review Meeting

Prior to the paper review, the following will have already been accomplished:

- A. Session topic/theme defined
- B. Type of session chosen
- C. If a special session, the formal request and letters of invitation sent
- D. Numerous author contacts made
- E. Papers submitted electronically prior to the established deadline
- F. Session Organizer's invitation to participate in the electronic paper review received and acknowledged.

The paper review is an electronic meeting, not face-to-face meeting. The purpose of the electronic paper review is to review all submitted papers for acceptance. The general acceptance criteria are shown in [Attachment 9](#). Divisions also may have specific acceptance criteria that must be considered in the review process. Be aware of these criteria and ensure that authors are aware of them as well.

[Attachment 10](#) provides a summary of the review procedure. If the Division Representative cannot participate in the electronic paper review, a qualified alternate should participate.

The Session Organizer should fully brief the Division Program Chair on the status of any special sessions in regard to restrictions as to placement in the meeting schedule, room size, and number of attendees expected.

The Division Representative identifies the Session Chair and at least one alternate Session Chair no later than the end of the paper review. The Session Organizer generally serves as the Session Chair. It is NPC policy that each proposed Session Chair should be an ANS member and not have chaired a session at one of the two previous national meetings. Any exception to this policy must be accepted by the Technical Program Chair and then approved by the NPC Chair.

Session Organizers are unable to promise session times or orders of presentation within a session until all papers have been submitted and reviewed. The TPC is responsible for the overall layout of the program. This is performed in conjunction with the Division Representatives. No promises of date or times for presentations can be made by Session Organizers to the authors or invited speakers prior to the establishment of the formal program.

The room scheduling meeting is held at the conclusion of the electronic paper review. In order for a session to be considered for placement in the program, the following items must be completed:

1. Each paper summary must have been reviewed in accordance with NPC standards.
2. There must be a completed letter to the author clearly describing all suggested or required changes for papers that were conditionally accepted.

7. Speaker Preparation

Not all of the speakers will be experienced at public speaking. Session Organizers may suggest they join Toastmasters, or at least suggest that they practice their talk several times within their own organizations. Speakers should be strongly encouraged to abide by the time allotted for their presentation during the session. The Session Chair is responsible for maintaining the session schedule in accordance with the published schedule in the program.

Good visual aids can be an excellent "crutch" for inexperienced speakers. ANS recommends that slides be utilized to add clarity and interest to ANS presentations. General speaker instructions are included in [Attachment 11](#).

8. The ANS National Meeting

The ANS National Meeting at which the session is scheduled marks the culmination of all the Session Organizer's hard work. Session speakers are required to register and check in at the Speakers' Desk. Verification that all speakers are present may be done at the Speakers' Desk.

It is advisable to get together with the speakers in the session, either during the provided meeting breakfast the day of the session or in the meeting room about one-

half hour before the session starts. Set an upbeat tone, re-emphasize the theme of the session, and make the speakers comfortable with each other. If not already received, get a brief resume on each speaker to facilitate proper introductions. Session Organizers may suggest that the speakers visit the meeting room early so that they can stand behind the podium, familiarize themselves with visual aid equipment and, in general, get the feel of the room. With this type of preparation, it's bound to be an excellent session. Other "Reminders to Session Chairs" are included as [Attachment 12](#).

Conduct the session with enthusiasm and grace. When the session is over, fill out the Session Chair Form ([Attachment 13](#)) and return it to the ANS Speakers' Desk. After the meeting, be sure to thank each speaker in writing for helping make the session a success.

Given the innovation that is desirable in sessions and session planning, this guidance cannot cover all possible situations that might arise. The Session Organizer should contact their Professional Division NPC Representative for assistance with situations outside the scope of this guidance. The Professional Division NPC Representative is responsible to the TPC and the NPC for the content and organization of the program for his or her respective Professional Division. The Session Organizer and the Professional Division NPC Representative can keep this guidance current by providing a report to the NPC about the situations that were outside the present scope of this guidance.

IX. WORKSHOPS

The following types of workshops are organized for inclusion in ANS National Meetings:

1. Technical Workshops

Technical divisions may hold workshops at ANS National Meetings. The TPC will work with Division representatives and the ANS Meetings & Exhibits Department to make arrangements for any workshops that may need space during the meeting. A proposal for organizing a workshop in conjunction with an ANS National Meeting needs to be submitted to the Director of Meetings & Exhibits for NPC approval one year in advance. The Proposal to Organize an ANS Professional Development Workshop form for workshops included in the meeting is included at the end of this manual as [Attachment 14](#), and can also be found at www.ans.org/meetings/.

The Meetings & Exhibits Department will assign meeting space, order audio/visual, and food and beverage based on the information provided on the Workshop Space Request Form (included at the end of this manual as [Attachment 15](#)). Financially, workshops are designed to break-even or have a positive net revenue. The workshop organizer is responsible for creating a budget for the workshop in conjunction with the ANS Director of Meetings & Exhibits.

Workshops cannot be held on days that programming will conflict with the national meeting technical, plenary, and special sessions.

2. Teachers Workshop

The teacher workshop at ANS National Meetings is organized by the ANS Communications and Outreach Department and members of the Communications Committee. This professional development opportunity is open to local middle school and high school educators who are interested in learning activities for incorporating nuclear science and technology into their classrooms. Registration fees for the workshop vary, depending on funding to the Center for Nuclear Science and Technology Information. ANS members are invited to observe the workshop in progress, but they must be approved by ANS National prior to attending. More information can be found at website <http://www.ans.org/pi/edu/toolkit/>.

3. PE Workshop

The Professional Engineer (PE) workshop serves to prepare nuclear engineers to take the PE exam administered by the National Council of Examiners for Engineering and Surveying. The workshop is organized by the Professional Engineering Exam Committee and takes place at the ANS Annual Meetings. The ANS Meetings & Exhibits Department copies materials and provides participation certificates. The minimum number of attendees is typically 10 in order for the workshop to take place.

4. Professional Divisions Workshop

The Professional Divisions Workshop is for Division Chairs and other officers to provide information about their responsibilities, resources available to the Divisions, and ANS events and activities that involve or would be of interest to the Divisions, such as the Annual and Winter Meetings. The workshop is typically held on the Saturday night preceding the national meetings. It is planned and presented by the Professional Divisions Committee Chair.

5. Local Sections Workshop

The Local Sections Workshop is organized by the Local Sections Chair and ANS Staff Liaison. Collaboratively, the agenda is developed and distributed to the Local Section members prior to the workshop. ANS Staff Liaison contacts speakers to attend the workshop and assigns them a time slot. Furthermore, ANS Staff Liaison will work with the Meetings & Exhibits Department to order food and audio/visual equipment. The ANS Staff Liaison will also draft the workshop presentations and send to the Chair to make changes and approve, compile the number of expected attendees, print agendas, previous minutes, sign-in sheet, and provide other materials needed.

X. NATIONAL MEETING PROGRAMMING

National meeting hotels are contracted well in advance of specific planning and arrangements for an individual meeting (typically 4 years in advance).

Programming for each meeting follows these general guidelines and priorities:

1. Saturday and Sunday – workshops, national committees, division committees, special committees
2. Sunday evening – President’s reception
3. Monday morning – opening plenary session
4. Monday afternoon – technical sessions
5. Monday 4-6 pm – ANS President’s special session, if being held
6. Tuesday, Wednesday and Thursday morning and afternoons – technical sessions
7. Tuesday 4-6 pm – General Chair’s special session, if being held
8. Thursday – ANS Board of Directors Meeting
9. Thursday – The programming on Thursday shall be balanced with the entire program and will include technical sessions on Thursday. The number of parallel sessions will be programmed to be the same as during the rest of the week. Programming will include afternoon sessions based on need.
10. Thursday and Friday – technical tours and workshops
11. Workshops cannot be held during plenary and technical session periods on Monday through Wednesday

All Chairs are sent a link to confirm their meeting space and other requirements. Any new meeting requests should be sent to the ANS Director of Meetings & Exhibits and will then be sent the link to confirm their meeting space needs. Organizers for all other meetings must submit a request form.

Space is held for regular scheduled meetings and assigned by priority (plenaries, technical sessions, national committees, technical division committees, standards, special committees) with additional space considered for other meeting requests. Additional space is assigned on a first-come basis only after all regular meetings have been assigned. There is no guarantee that meeting rooms will be available for additional meetings, and those requesting space may have to consider alternate days or times.

XI. EMBEDDED TOPICAL MEETINGS

1. Organizing an Embedded Topical Meeting

Embedded Topical Meetings are technical topical meetings sponsored by one or multiple technical Divisions of ANS held concurrently and co-located with ANS National Meetings. The Division(s) involved is solely responsible for the technical content for these meetings including the Call for Papers, paper review and organization of technical sessions. The program for the Embedded Topical Meeting will be included in the national meeting program. At the choice of the Division(s) the presentation summaries can be included in the meetings summaries, or published separately. Any additional cost will be the responsibility of the sponsoring Division.

Any additional activities that incur costs (i.e., catering, technical tours, etc.) that the sponsoring Division(s) includes in their program will be billed directly to the sponsoring Division(s).

Embedded Topical planning includes the proper notification, through specific forms, to the NPC and ANS staff. These forms must be prepared and submitted in advance of the planned embedded topical meeting in accordance with the Topical Meeting Manual. The required forms are as follows:

- A. Topical Meeting Information Questionnaire form from the [Topical Meetings Manual](#) should be sent to the NPC and the ANS Director of Meetings & Exhibits. This is generally submitted to NPC twice – once for calendar placement of the embedded topical meeting (generally 24 months or more ahead of the meeting), and again for meeting approval (generally about 12 months ahead of the meeting).
- B. Topical Meetings Publication Plan form from the [Topical Meetings Manual](#) should be sent to the ANS Meetings, Proceedings, and Transactions Committee (MPTC) for approval.

Divisions that hold a topical meeting as an Embedded Topical Meeting at an ANS National Meeting shall be compensated for their efforts. See [ANS FINANCIAL POLICIES](#) section for details.

XII. ANS HEADQUARTERS STAFF

1. Meetings & Exhibits Department

All duties of ANS Headquarters which are related to meetings are coordinated through the ANS Director of Meetings & Exhibits. It is expected that the General Chair, the Organizing Committee, and the Local Section, generally comprised of a Finance Chair, Special Events Chair, Technical Tours Chair, Student Program Chair, and Media Chair, will cooperate closely with the ANS Director of Meetings & Exhibits to ensure that the respective responsibilities are met. The Director of Meetings & Exhibits has specific responsibility for those matters which involve funds. The Director acts on behalf of the Society in the approval of meeting budgets and in negotiating and securing signatures on contracts for meeting services.

A. Responsibilities of ANS Meetings & Exhibits Director and Staff

- i. Contract hotel space at least four years in advance of the meeting.
- ii. Establish a budget for the overall meeting -- the budget process for these meetings takes place during the normal ANS budget cycle, the year prior to the dates that the meeting is held.
- iii. Meeting registration fees are based on the approved budget. Tour fees are designed to break-even; these fees are typically added to the registration form after the tours have been identified.
- iv. During the planning cycle, arrange for reimbursement to the TPC, General Chair and Local Organizing Committee meeting expenses, when necessary, as outlined in the budget.

- v. Room assignments for technical sessions, plenary sessions, committee, division, standards meetings, and any other requested meetings as space for “other” meetings allows.
- vi. Contract for services and equipment required for the meeting.
- vii. Create and promote an exhibitor and sponsorship prospectus. The prospectus for the Annual Meeting currently includes sponsorship and both sponsorship and exhibits for the Winter Meeting. The prospectus is used by the organizing committee to solicit sponsorships from interested organizations.
- viii. Work with Finance Chair and General Chair to create sponsorship solicitation letters. Master contact list (maintained by the Meetings & Exhibits Department) is shared with the Finance Chair and General Chair for input on any additions or changes they may have.
- ix. Work with the organizing committee on regular scheduled conference calls, and update the committee on status of registrations, exhibit and sponsorship sales, etc.
- x. Coordinate ANS meeting activities with other societies where appropriate.
- xi. Manage all pre-meeting, and on-site logistics with the hotel and other meeting supporting suppliers.
- xii. Manage the registration process to include creation of registration forms, collecting registration, maintaining regular reports, and reconciling registration revenue to the budget. This includes sending registration acknowledgements or confirmations, invoicing and refunding as necessary.
- xiii. Collect all meeting information prior to the meeting for promotional purposes for the preview program. This information must include, but is not limited to technical program/session information, tour information, names, affiliations, and biographies of speakers, special session and technical session information, host city and hotel information.
- xiv. Serve as the point of contact with hotel and other suppliers.
- xv. Reconcile and approve all invoices and bills.

B. Hotel Arrangements

Within four years preceding the meeting, the ANS Director of Meetings & Exhibits will have contracted the hotel for meeting space and guest rooms. Arrangements for services and suppliers will be handled by the ANS Meetings & Exhibits Department. The ANS Director of Meetings & Exhibits is the primary point of contact with the hotel; however a Meeting Planner may be assigned by the Director to be the lead planner on each meeting. The Meeting Planner is responsible for scheduling the committee rooms and technical session rooms (and any other requested meetings), and arranging and scheduling all food and beverage requirements. The ANS Conference Office serves as the main hub for managing all logistics for the meeting.

C. Technical Session Equipment and Supplies

Technical session rooms will be set in theater style. Following is the standard equipment set in each room:

- i. Standard lectern with podium microphone and light. Lavalier microphone may be used in place of the podium microphone

- ii. If a riser can be accommodated in the meeting room, based on room size and ceiling height, the lectern will be set on the riser
- iii. Easel outside each door for session sign indicating the session title
- iv. Water station in rear of room
- v. Table for handout materials

Each room will be equipped with the following audio/visual equipment:

- 1. Laptop Computer
- 2. LCD Projector
- 3. Screen
- 4. Laser pointer
- 5. Wireless slide advancer
- 6. Lectern microphone for session rooms larger than 50 persons

If necessary, presenters may request additional audio/visual equipment at their own expense (forms for this purpose are sent to all speakers in advance of the meeting). Requests for additional equipment may be made through the meeting website or to meetings@ans.org.

The ANS Meetings & Exhibits Department will provide signs for all technical sessions.

D. Guest Room Accommodations

See [POLICY AND GENERAL REQUIREMENTS](#) section.

E. Nuclear Technology Expo (Winter Meeting Only)

ANS Meetings & Exhibits staff will create the exhibitor and sponsorship prospectus and will work with the organizing committee to solicit both sponsors and exhibitors.

ANS staff will collect all payments and contracts, and assign booth space based on the exhibitor's requirements.

ANS will contract with an exhibitor decorator who will work with the contracted exhibitors on exhibit hall set-up, shipping and receiving, etc.

2. Other ANS Headquarters Staff

- A. Ship meeting materials from ANS Headquarters to the hotel and back.
- B. Staff the on-site ANS Business Office/Speaker Ready Room, Staff office, Media Center and assign a Student Office.
- C. Staff liaisons participate in committee meetings as required and assist in taking of the minutes, distribution of agendas and other material as part of the meeting.
- D. ANS Scientific Publications Department prepares the meeting publications.
- E. Work with the TPC to review, process, and edit papers for technical program, prepare TRANSACTIONS CD to order sufficient copies for distribution at the meetings.
- F. Design the preview program and send to Technical Program Chair for review /changes/approval.

- G. Post electronic copy on-line.
- H. Design the Official Program and send to Technical Program Chair for review/changes/approval.
- I. Print to distribute on-site.

XIII. ANS FINANCIAL POLICIES

1. Committee Member Liability

The overall meeting budget is established by the ANS Director of Meetings & Exhibits, and reviewed by the NPC Chair before submitting to the Finance Committee for final approval and inclusion in the overall ANS budget.

All meeting expenses must be included and outlined in the budget at the time the meeting budget is submitted. Any changes to this budget must be resubmitted to the NPC Chair and approved as a variance to the ANS final budget.

No financial commitments to the meeting or the Society are to be made unless authorized by the ANS Director of Meetings & Exhibits, and as outlined in the budget. All contracts are required to be reviewed by the ANS Director of Meetings & Exhibits, and signed by the ANS Executive Director.

Committee members are not authorized to sign contracts on behalf of the Society. If they do so, they will be held financially responsible for any costs associated with said contract.

All meeting related expenditures must be reviewed and approved by the ANS Director of Meetings & Exhibits to ensure compliance with the overall financial policies and bylaws and rules of the Society.

2. Honoraria

In compliance with the Society policy, gifts and honoraria for speakers are not considered legitimate meeting expenditures. However, when it is essential to the success of the meeting to secure a key speaker, industry contributions may be used to cover these expenses.

3. Events Fees

Ticket prices will be established by ANS to ensure that the costs of all meeting activities are self-sustaining or have been underwritten by industry contributions.

Receptions, banquets, luncheons, tours, and special events that are to be included in the cost of registration will be outlined in the approved budget. Additional tickets are sold to accommodate spouses and guests. Prices for these additional tickets are set by the ANS Director of Meetings & Exhibits in conjunction with the NPC Chair.

4. Local Section Share of Meeting Revenue

If a Local Section contributes to the planning or organizing of a national meeting or provides on-site support, the Local Section will receive from ANS Headquarters up to 1% of the net meeting income. The level of support, duties, and responsibilities of the Local Section and the financial reward for this support shall be defined before the planning process for the meeting begins (typically at least 12 months before the meeting).

5. Division Payments for Embedded Topical Meetings

Divisions that hold a topical meeting as an Embedded Topical Meeting at an ANS National Meeting shall be compensated for their efforts.

The compensation¹ is calculated as the sum of the following:

1. \$30 per paper²
2. \$50 for each panel session (with duration less than 3 hours)
3. \$100 for each panel session (with duration of 3 or more hours)

In addition, the following additional incentives shall also be applied:

1. \$1000 for meeting all of the schedule milestones on-time³ (for meetings with summaries)
2. \$2000 for meeting all of the schedule milestones on-time³ (for meetings with only full papers)
3. \$1000 for meetings with more than 100 papers presented

Notes:

1. This is the total compensation to all Divisions. If multiple Divisions are involved, the compensation will be split equally amongst them (unless prior arrangements are made – and signed by all Divisions involved).
2. This is based on the total number of papers or summaries presented at the meeting. It is computed as the total number of papers listed in the Official Program minus the number of no-show authors.
3. A schedule for the development of the topical meeting program will be established by ANS to meet publication and meeting requirements for the national meeting. These milestones include (1) developing the Call for Papers, (2) completing the initial technical review, (3) resolving all paper reviews, and (4) developing the Official Program. If all of these are completed according to the established schedule, then the Division is awarded with this additional incentive.

6. Compensation for Exhibitors Brought in by Divisions

For each new exhibitor that is brought in by a Division, the Division will receive \$300. Before soliciting vendors, the Embedded Topical Meeting organizers must coordinate their contact list with the ANS Meetings & Exhibits Department so as to avoid duplication of contacts (and to identify the contacts as potential new exhibitors).

ATTACHMENTS

Attachment 1 - Policy for National Meeting Location Selection Process

Policy Date: November 6, 2013

ANS NATIONAL MEETINGS Policy for National Meeting Location Selection Process

All National Meeting locations will be determined by the Director of Meetings & Exhibits with input from the National Program Committee (NPC).

Geographic locations will rotate between four defined regions in the United States.

Locations will be selected four-five years prior to the National Meeting. Selection of location will be based on pricing, contract arrangements, ease of travel, ability to draw interest of members, availability, and ability to accommodate both the general and technical program.

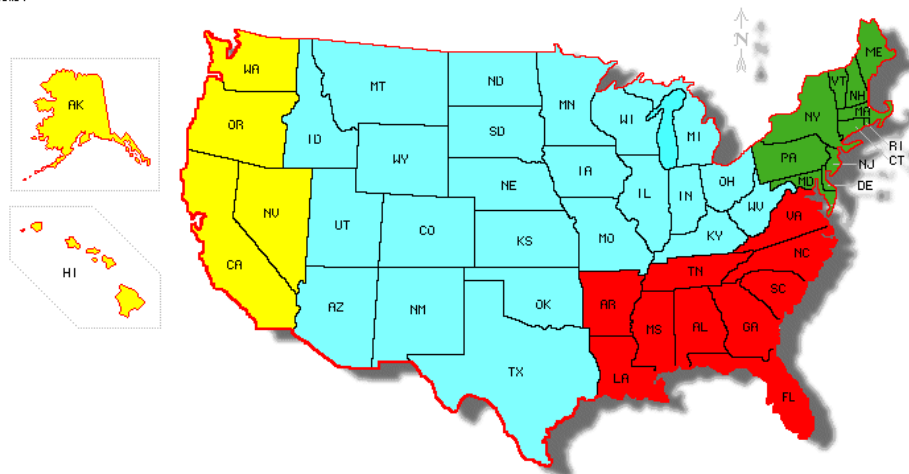
Geographic Locations

Geographic locations for the ANS National Meetings will rotate between the following four regions:

1. West
2. Central
3. Southeast
4. Northeast

U.S. Regions for National Meetings

- - West
- - Central
- - Southeast
- - Northeast



The following criteria will also be applied for better distribution and fairness of selection:

1. Odd-years - Winter meetings in Washington, DC
2. Even-years – One meeting in the West Region (either Annual or Winter Meeting)
3. Other remaining 50% of the meetings will be split among the other three regions with the following caveats:
 - A. The West Region should not be included in this rotation since the region already has a meeting every other year.
 - B. The Northeast Region should only be in the even-years to not conflict with Washington, DC.

Locations Selection

1. Within 4-5 years prior to the meeting, the NPC will designate the region for the meeting. The Director of Meetings & Exhibits will explore potential options within the region.
2. Within 4-4.5 years prior to the meeting, the NPC will select several cities of interest based on the Director of Meetings & Exhibits recommendations. The Director of Meetings & Exhibits will send out a Request for Proposal (RFP) to hotels in the selected cities.
3. Within 3.5-4 years prior to the meeting, the results of the RFP are received. The Director of Meetings & Exhibits will present the results of the RFP and identify available/suitable options to the NPC. The presentation will outline and compare dates, rates, meeting space, concessions, minimums, costs and liabilities. Minimal negotiations with hotels may occur prior to presentation. The NPC will vote on the priority of meeting venues (first choice and backups).
4. Final negotiations will be conducted following the approval by the NPC. The Director of Meetings & Exhibits should make a site visit to the hotel to determine if the meeting space is adequate and determine the general condition of the hotel.
5. Confirmation to hotel/facility will be made following successful negotiations.
6. Contract process will begin after confirmation to hotel/facility.
7. Contract to be signed by the hotel and ANS Executive Director.
8. 9 months prior to the meeting, the Director of Meetings & Exhibits and Technical Program Chair should make a site visit to the hotel to review the meeting space and condition of hotel.

Attachment 2 - ANS Code of Ethics

Preamble

Recognizing the profound importance of nuclear science and technology in affecting the quality of life throughout the world, members of the American Nuclear Society (ANS) are committed to the highest ethical and professional conduct.

Fundamental Principle

ANS members as professionals are dedicated to improving the understanding of nuclear science and technology, appropriate applications, and potential consequences of their use.

To that end, ANS members uphold and advance the integrity and honor of their professions by using their knowledge and skill for the enhancement of human welfare and the environment; being honest and impartial; serving with fidelity the public, their employers, and their clients; and striving to continuously improve the competence and prestige of their various professions.

ANS members shall subscribe to the following practices of professional conduct:

Principles of Professional Conduct

1. We hold paramount the safety, health, and welfare of the public and fellow workers, work to protect the environment, and strive to comply with the principles of sustainable development in the performance of our professional duties.
2. We will formally advise our employers, clients, or any appropriate authority and, if warranted, consider further disclosure, if and when we perceive that pursuit of our professional duties might have adverse consequences for the present or future public and fellow worker health and safety or the environment.
3. We act in accordance with all applicable laws and these Practices, lend support to others who strive to do likewise, and report violations to appropriate authorities.
4. We perform only those services that we are qualified by training or experience to perform, and provide full disclosure of our qualifications.
5. We present all data and claims, with their bases, truthfully, and are honest and truthful in all aspects of our professional activities. We issue public statements and make presentations on professional matters in an objective and truthful manner.
6. We continue our professional development and maintain an ethical commitment throughout our careers, encourage similar actions by our colleagues, and provide opportunities for the professional and ethical training of those persons under our supervision.
7. We act in a professional and ethical manner towards each employer or client and act as faithful agents or trustees, disclosing nothing of a proprietary nature concerning the business affairs or technical processes of any present or former

client or employer without specific consent, unless necessary to abide by other provisions of this Code or applicable laws.

8. We disclose to affected parties, known or potential conflicts of interest or other circumstances, which might influence, or appear to influence, our judgment or impair the fairness or quality of our performance.
9. We treat all persons fairly.
10. We build our professional reputation on the merit of our services, do not compete unfairly with others, and avoid injuring others, their property, reputation, or employment.
11. We reject bribery and coercion in all their forms.
12. We accept responsibility for our actions; are open to and acknowledge criticism of our work; offer honest criticism of the work of others; properly credit the contributions of others; and do not accept credit for work not our own.

Attachment 3 - General Chair Checklist

Timeline	Tasks	Status/Date Complete	Notes
12 mos. PRE	Establish the overall theme for the meeting, with input from ANS President		
12 mos. PRE	Organize and invite presenters for the opening plenary session		
12 mos. PRE	Appointment of Honorary Chair (optional)		
12 mos. PRE	Appoint a Local Organizing Committee and oversee their activities		
	Oversee the selection and organization of tours and special evening events		
	Establish a fund raising budget and organize a fund raising campaign to solicit industry contributions to enhance and underwrite special evening events and other meeting related activities		
	Manage and control the budget and expenditure of industry contributions		
	Organize and invite presenters for any General Chair's Special Sessions		

Attachment 4 - Technical Program Chair Checklist

Timeline	Tasks	Status/Date Complete	Notes
18 mos. PRE	Pay special attention at the auction during the previous national meeting		
18 mos. PRE	Learn the names of the Division Reps and Division Chairs; use a notebook to track contact and correspondence		
12 mos. PRE	Help GC select a meeting theme and work with the president of ANS on special sessions		
12 mos. PRE	Learn about the hotel # room, # of embedded topical meetings, etc. Talk to the ANS Meetings & Exhibits coordinator often		
12 mos. PRE	Inquire of Division Chairs whether holding workshops, if room exists		
12 mos. PRE	Encourage and line up Embedded Topical Meetings, if room exists		
> 6 mos. PRE	Get the Call for Papers out early and advertise it often and everywhere possible		
Throughout	Communicate often and clearly		
6 mos. PRE	Use Session Organizers to review papers in their sessions along with the Session Chair if different. Tell them to contact their reviewers and ask for areas of expertise -- email the papers to them. Also ask for recommendations on order of presentation		
> 5 mos. PRE	Paper Auction		
3 mos. PRE	Draft Meeting Program with ANS HQ		
1 month POST	Provide overall observations on the operation of the meeting and suggestions or changes that would improve future meetings to the NPC and ANS Director of Meetings & Exhibits.		

Attachment 5 - Student Program Guide

Student Program Guide

February 13, 2015

Overview of the Student Program

The Student Program (SP) enables ANS National Student Members who wish to receive reimbursed registration and a travel grant the opportunity to do so by completing a minimum level of work and participation at the meeting. A point system is used to define the minimum level of activity. The following are activities and associated point values that meet the requirements:

Activity	Signatory	Hours	Points
Work: Session Assistant	Session Chair	1-2	4
Work: Session Assistant	Session Chair	>2	5
Work: Registration Packet Stuffer	ANS Staff Member	2	3
Work: Student Headquarters Monitor	SP Chair	2	3
Work: Badge Check for President's Reception	ANS Staff Member	1	2
Participation: Division Meeting Attendance*	Division Chair	1-2.5	3
Participation: Division Meeting Attendance*	Division Chair	>2.5	5
Participation: Committee Meeting Attendance*	Committee Chair	1-2	3
Participation: Committee Meeting Attendance*	Committee Chair	>2	5
Participation: Workshop Attendance	Workshop Instructor	1-3	3
Participation: SSC Meeting Attendance	SSC Chair	2	2
Participation: Present Poster or Paper	SP Chair*	NA	5

***Most Division and Committee Meetings occur on Sunday. Saturday or early Sunday arrival at the conference is strongly recommended.**

****You must provide the SP Chair with proof of presentation. You may show him/her your presentation in the conference program, or provide the ANS confirmation email as proof.**

Completion Requirements for Students:

1. Register first for the conference as an ANS National Student Member (or through the student poster session, if applicable), then register for the Student Program.

2. The Student Program Verification Form, which will be sent via email from the SP Chair, will be used to prove completion of the program requirements. Extra copies of this form will be available in the Student Headquarters.
3. Complete at least one work and one participation activity and obtain signatures on the verification form from individuals listed above. If a division or committee chair is not present, a replacement will be designated.
4. If the point total of the work and participation activities selected is not 10 or above, choose additional activities to obtain a point total of at least 10.
5. Submit the completed form to the SP Chair or the collection box in the Student Headquarters by 5pm Thursday **or the registration reimbursement and travel grant will not be processed.**

The responsibility of proving completion of activities falls to each student in the program. Each will be given a form (Appendix A) with space to fill in activities completed and provide signatures from the individuals listed in the table above. If the chair is not available, the division or committee should provide a designated replacement.

Each student in the program is required to complete ten (10) points in order to receive reimbursed registration and a travel grant. The ten points **MUST** include at least one work and one participation activity. The single form used to provide proof of completion of activities will also serve as the travel grant application form, therefore it is the only form that will be collected from students through this program, and it is essential that they are submitted to the SP Chair or the collection box before departing the conference.

Student Program Q&A Meeting:

The SP Chair will be asked to conduct a meeting on Sunday at 5pm to provide a short overview of the program. At this time the SP Chair will go over the basic operation of the program and what is expected of the students to receive funding and meet the requirements. The SP Chair will also answer any questions that come up about how to meet requirements then quickly go over what is expected of a Session Assistant (this information is in the work descriptions below). Finally, the SP Chair will ask those signed up to be Student Headquarters Monitors to meet separately to go over their job responsibilities which requires a good understanding of the program operation. The other students may leave at this time. Student Headquarters Monitors **MUST** attend this meeting or make arrangements with the SP Chair to get the information before their assigned work period.

Student Program Chair Responsibilities:

The SP Chair will receive registration forms (Appendix B) in advance of the meeting with the following information:

- Student's full name, email, university, and ANS member ID
- Dates and times of arrival and departure
- Preferred number of work assignments
- Preferred type of work assignments

- Preferred work periods (each day of the meeting has two work periods, i.e., Monday morning, Monday afternoon)
- Preferred session, if Session Assistant was indicated as a preferred work assignment

There will be a deadline for advance application for the SP approximately one month before the meeting.

Student Hotel Accommodations:

The SP Chair will receive the SP registrations via email as they are submitted. The students are to be notified by the SP Chair of the double occupancy requirement of the student rate hotel rooms and assist with roommate assignments if required. The SP Chair will also provide the students with the discount code, if applicable, required to make hotel reservations.

Hotel reservation process may vary by property contract.

Session Assistants:

Assigning Session Assistants will be the most important pre-conference work done by the SP Chair because of the large number of sessions. A **single** session should be assigned to each SP registrant who requested that work assignment. Priority for specific session assignment should first be determined based on dates available. Students who are only available for one-two work periods must be given preference for those days. Then, order of form submission should be considered with earlier submissions receiving preferred session topics until enough sessions have been assigned that this is no longer possible.

The SP Chair will also be responsible for maintaining a master spreadsheet of sessions and corresponding Session Assistants (the sheet with dates/times of sessions will be provided by ANS HQ at least one month before the meeting). This spreadsheet should have clearly indicated voids where Session Assistants are still needed so that it may be filled in by students who register on-site at the meeting.

Session Assistants will be responsible for reporting to the Student Headquarters 45 minutes prior to the start of their session, collecting the session sign, name tents (if applicable), Session Chair Forms, Session Evaluation Forms, and a laser pointer (if applicable). They should be dressed in business attire. At the session, they should introduce themselves to the Session Chair and offer assistance in helping speakers load their talks or finding conference staff persons for audio-visual assistance if needed. About 10 minutes in to the session, Assistants will count the number of attendees and note the total on the Student Program Verification Form. The Session Chair may request additional help from the students and they are expected to assist however possible.

Student Headquarters Monitor:

The job of Student Headquarters Monitor should be assigned in 2-hour blocks and may occur at the following times:

- Monday: 7:30-9:30am or 12:00-2:00pm
- Tuesday: 7:30-9:30am or 12:00-2:00pm
- Wednesday: 7:30-9:30am or 12:00-2:00pm
- Thursday: 7:30-9:30am or 12:00-2:00pm

The Student Headquarters Monitor will be required to give instructions to any other students who need help with the program requirements, and provide session signs, name tents (if applicable), Session Chair Forms, Session Evaluation Forms, and laser pointers (if applicable) to Session Assistants. **If a Session Assistant is not assigned or present for any of the technical sessions, the Student Headquarters Monitor must deliver the session signs, name tents, forms and laser pointers to the session rooms.** The SP Chair must be present in the Student Headquarters at the start and end of each 2-hour shift to ensure the assigned student is present, answer any questions, and sign the verification form. **If no Student Headquarters Monitor is assigned or present for any of the time blocks above, the SP Chair must be there to perform that duty.**

Registration Packet Stuffer:

This job must take place on Saturday at noon. About two weeks before the conference, the SP Chair will provide the ANS Meetings & Exhibits Department with the names, dates and times of arrival and email addresses for the three students assigned as Registration Packet Stuffers. A member of the ANS Meetings & Exhibits Department will contact the assigned students approximately one week before the conference with additional information. Other odd-jobs may be given to fill the two hours at the discretion of the ANS staff member. A maximum of three students should be assigned to this job.

Badge Check for President’s Reception

This job will take place on Sunday evening. Four students will be assigned the first hour of the Reception, and four students assigned to work the second hour. Students will be at the entrance to the Reception room to ensure that all attendees have their conference badge.

Timeline View of SP Chair Responsibilities

<i>Task</i>	<i>Deadline</i>
Receive registrations via email and inform students of hotel room requirements and discount code	Ongoing during registration
Receive spreadsheet of student registration form responses and session assignment spreadsheet	1 month prior to meeting
Assign sessions to students and send out email to SP registrants with assignment spreadsheet, verification form, information about Sunday activities and link to the meeting program	2 weeks prior to meeting
Assign Student Headquarters Monitor time slots and send out email with assigned times, verification form, information about Sunday activities and link to the meeting program	1 week prior to meeting
Assign a maximum of three students to be Registration	2 weeks prior to

Packet Stuffers and send information to ANS Meetings & Exhibits Department Conduct Student Program Q&A Meeting Fill any unassigned sessions and monitor shifts Be present in Headquarters at the beginning and end of each monitor shift Collect verification form from all students, verify that requirements were met or help student identify ways to complete the requirements Add points and record totals on submitted forms if needed, and turn in all forms to the ANS Conference Office	meeting Onsite - Sunday 5pm During Q&A meeting During the meeting During the meeting By Thursday 5pm
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Special Situations

While most students will adhere to the guidelines given above, there will be a small number of special situations that may be dealt with on a case-by-case basis. Known situations are outlined below.

Illness or Injury

In the past, there have been times when students have signed up to work sessions but have not been able to work because of severe illness or injury at the meeting. These situations will be evaluated on a case-by-case basis. If it is clear that the situation was unavoidable and prevents them from completing program requirements, this should be indicated on their form and they should still turn it in to the SP Chair and receive the registration reimbursement and travel grant.

Student Program Chair

If the SP Chair is a student who will seek registration reimbursement and a travel grant, this should be indicated on the verification form as the work requirement and that is all that is required.

Attachment 6 - Types of Division-sponsored Special Sessions

The National Program Committee (NPC) of the American Nuclear Society (ANS) is responsible to the Society for planning and assuring the quality of the technical content of ANS National Meetings. With the approval and encouragement of the Board of Directors, the NPC invites the participation of the various Divisions in sponsoring and organizing special sessions on topics of timely interest to the membership. The format of these special sessions may vary over a wide range as appropriate to the subject matter. All special sessions require the approval of the NPC. For purposes of definition, the following types of sessions are considered by the NPC as special sessions, subject to the approval procedures also described below:

Type 1 - Mixed-Paper Sessions (Invited and Contributed)

These sessions are comprised of invited papers and contributed papers. These sessions include one or more invited papers selected by the Division Program Committee.

Type 2 - Invited-Paper Only Sessions

These special sessions are comprised of only invited papers on a selected topic submitted to and reviewed during the NPC Program Review. Invited papers, as in Types 1 and 2 Special Sessions, are subject to peer review during the electronic paper review and are subject to accept/reject actions. Summaries are required of all invited papers.

Type 3 - Panel Discussions on a Selected Topic

Panel members, their affiliations, and mail addresses must be identified by the time of the electronic paper review dates.

Type 4 - Informal Discussion Sessions

These sessions, which contain no formal papers, are comprised of discussion from the floor stimulated and led by a Session Chair selected by the Division.

Other types of format may be approved by the NPC on special request, provided adequate assurance can be given that the session can be arranged on a timely basis.

Divisions may also encourage their members to contribute papers in particular subject areas for a given meeting, but since the formation of sessions on these topics depends on receipt of a number of acceptable papers, the NPC does not consider these sessions as planned special sessions. There are no amenities for these authors.

To discharge effectively its responsibility for the planning and coordination of national meetings, it is necessary that the NPC review and approve the topics and formats of Division-sponsored sessions. To obtain this approval, Divisions must observe the following schedule:

1. Approval of Topic and Format

The Division Representative, a member of the NPC, must provide the proposed formats and topics of all Division-sponsored sessions to the Technical Program Chair (TPC) of the national meeting at which the sessions are to be presented. The TPC will then submit them to the NPC for approval and inclusion in the Call for Papers. Additional approval is required for all special sessions. Special sessions for a June meeting must be submitted for approval at the NPC meeting held in the previous June; those for a November meeting, at the NPC meeting held the previous November. The topics should not conflict with the subject matter of topical meetings scheduled to be held prior to the national meeting at which the special sessions will be presented.

3. Scheduling of Sessions

During the electronic paper review, all contributed, stimulated, and invited papers submitted for the forthcoming national meeting must be reviewed. The Division will provide final information on special sessions, including summaries of papers (if to be published in the meeting Program and TRANSACTIONS), Session Chair, etc. The NPC will then schedule the sessions and approve copy for inclusion in the Preview Program and TRANSACTIONS.

A Division may co-sponsor a meeting or special session with another professional society (or division of that society) at an ANS National Meeting. In that event, the procedures governing ANS National Meetings apply, and the ANS Division must represent the interests of the co-sponsoring society to the NPC.

Procedure for Inviting Speakers

Invitations must be extended by letter from the Division Chair with information copies to the TPC of the national meeting, the NPC Chair, the Division Representatives as considered appropriate by the Division Chair, and the ANS TRANSACTIONS Coordinator. Invited speakers have the option of a one-day only complimentary registration. They do not receive a copy of the TRANSACTIONS and they will be billed for page charges. After acceptance of an invited paper, ANS Headquarters sends a letter to authorized invited speakers informing them of these privileges. The Division Chair is responsible for sending the Call for Papers (with its summary cover sheets) to all invited speakers, and for sending a post-meeting letter of appreciation.

Speakers invited to present papers at Type 1 and Type 2 special sessions are required to submit summaries according to the directions in the Call for Papers and should be informed when the invitation is issued. All invited and contributed papers are subjected to peer review for acceptance or rejection.

Invited summaries must be submitted electronically by the same deadline date as required for contributed papers. Copies of the Call for Papers are available from the TPC, the Division Program Chair or Representative, or ANS Headquarters on request. These are usually available to the Division Program Chair in advance of the electronic paper review. The quality of invited summaries must meet the ANS criteria for quality and acceptance as determined by the NPC.

Attachment 7 - Poster Session Instructions

Your paper will be presented in a Poster Session at the upcoming meeting. During this session all papers will be discussed simultaneously. Your display must be attended by the author or by a co-author at all times.

POSTER SESSION SET-UP:

Please review these guidelines carefully and prepare your poster presentation and materials to take maximum advantage of presenting in a poster session. In particular, please note that poster sessions differ in these important ways from traditional sessions:

1. Visual materials must be limited to those that can be displayed on a 48" (height) x 96" (width) double-sided and freestanding poster board. Materials should be legible from a distance of a few feet.
2. Papers should be discussed, rather than simply read.
3. Poster displays frequently require more planning and preparation and can include more complex figures.

THE CONFERENCE WILL FURNISH THE FOLLOWING:

1. One 48" x 96" double-sided and freestanding poster board to display your poster.
2. One chair
3. Push pins, scissors

PRESENTERS MUST FURNISH THE FOLLOWING:

1. Identification sign no larger than 8" x 11" which should include the title of your presentation, author(s) or co-author(s) name(s). This is very important.
2. Diagrams, charts, figures, photos, drawings - These should be sized and lettered so they are legible from a distance of a few feet. They should be concise and neatly prepared.
3. Handouts - It is strongly recommended that presenters provide handouts, including the text of the paper. It is recommended that the presenter not rely on posting the entire paper as this will make it difficult for the audience to read the material. Make sure to bring the number of handouts you will need as copying equipment is only available through the hotel's Business Office and at a considerable cost.

SET-UP INSTRUCTIONS:

1. Mount your display material on the poster board in an attractive, logical way, using push pins.
2. Material that is not pertinent to the subject of your paper should not be exhibited.

PRESENTATION:

1. Your display must be attended by the author or by a co-author at all times.
2. Materials must remain posted for the duration of the session.
3. Remember that this is an informal discussion and information exchange. The discussion may begin with a question from an interested observer. You may initiate a discussion by pointing out the particular figure that depicts the essential

conclusions of your paper and allow questions and answers to flow from that point.

TEARDOWN INSTRUCTIONS:

Remove all of your materials from the poster board immediately after the end of the presentation period.

ANS will not be responsible for materials left in the room after the presentation period.

Attachment 8 - Letter of Invitation Samples

For Speakers Paying Registration Fee:

(Division logo as header)

Date

Addressee Name and Address

Dear (Invitee):

It is my pleasure to extend to you this formal invitation for your participation in and presentation of a technical paper at the (year) (annual/winter) meeting of the American Nuclear Society, (city, state), (date). As previously arranged by (Session Organizer), your paper will be part of (Session #), entitled (Session Title). We are very pleased you have agreed to participate and look forward to meeting you.

Enclosed with this invitation letter is a copy of the Call for Papers. The American Nuclear Society requires invited speakers to prepare and submit summaries according to the directions in the Call for Papers. The quality of invited summaries must meet the criteria of the American Nuclear Society. These invited summaries are subjected to peer review for acceptance or rejection.

Although your oral presentations may occupy 25 minutes, the minimum length for each written summary must be one full page and the maximum length is four pages. Your write-up in the summary should inform attendees of the content and scope of your presentation. The summary should list pertinent references, which are not counted in the word limit. All summaries (invited and contributed) must be submitted electronically to provide for an electronic paper review. Submittals should be directed to the ANS website at <http://WWW.ans.org>. Summaries are published in the ANS TRANSACTIONS and all speakers will be billed for page charges.

All invited speakers are expected to register for the meeting, and as an invited speaker you may register for the full meeting or one-day at the member rate.

Your acceptance of this invitation, together with a title for your paper, should be sent to me with copies to (addresses below), at your earliest convenience. Should you require further information or assistance, please do not hesitate to call on us.

Sincerely yours,

(Division Chairman's name)
(Division name)

cc: name/address
Division Program Chairman

Enclosure: Call for Papers

Ellen M. Leitschuh
eleitschuh@ans.org
ANS TRANSACTIONS Coordinator

For Speakers Receiving One-Day Comp:

(Division logo as header)

Date

Addressee Name and Address

Dear (Invitee):

It is my pleasure to extend to you this formal invitation for your participation in and presentation of a technical paper at the (year) (annual/winter) meeting of the American Nuclear Society, (city, state), (date). As previously arranged by (Session Organizer), your paper will be part of (Session #), entitled (Session Title). We are very pleased you have agreed to participate and look forward to meeting you.

Enclosed with this invitation letter is a copy of the Call for Papers. The American Nuclear Society requires invited speakers to prepare and submit summaries according to the directions in the Call for Papers. The quality of invited summaries must meet the criteria of the American Nuclear Society. These invited summaries are subjected to peer review for acceptance or rejection.

Although your oral presentations may occupy 25 minutes, the minimum length for each written summary must be one full page and the maximum length is four pages. Your write-up in the summary should inform attendees of the content and scope of your presentation. The summary should list pertinent references, which are not counted in the word limit. All summaries (invited and contributed) must be submitted electronically to provide for an electronic paper review. Submittals should be directed to the ANS website at <http://WWW.ans.org>. Summaries are published in the ANS TRANSACTIONS and all speakers will be billed for page charges.

All invited speakers are expected to register for the meeting; we are pleased to extend a one-day complimentary registration. Information on how to register will be provided after your paper has been accepted.

Your acceptance of this invitation, together with a title for your paper, should be sent to me with copies to (addresses below), at your earliest convenience. Should you require further information or assistance, please do not hesitate to call on us.

Sincerely yours,

(Division Chairman's name)
(Division name)

cc: name/address
Division Program Chairman

Enclosure: Call for Papers

Ellen M. Leitschuh
eleitschuh@ans.org
ANS TRANSACTIONS Coordinator

For Speakers Receiving Full Meeting Comp:

(Division logo as header)

Date

Addressee Name and Address

Dear (Invitee):

It is my pleasure to extend to you this formal invitation for your participation in and presentation of a technical paper at the (year) (annual/winter) meeting of the American Nuclear Society, (city, state), (date). As previously arranged by (Session Organizer), your paper will be part of (Session #), entitled (Session Title). We are very pleased you have agreed to participate and look forward to meeting you.

Enclosed with this invitation letter is a copy of the Call for Papers. The American Nuclear Society requires invited speakers to prepare and submit summaries according to the directions in the Call for Papers. The quality of invited summaries must meet the criteria of the American Nuclear Society. These invited summaries are subjected to peer review for acceptance or rejection.

Although your oral presentations may occupy 25 minutes, the minimum length for each written summary must be one full page and the maximum length is four pages. Your write-up in the summary should inform attendees of the content and scope of your presentation. The summary should list pertinent references, which are not counted in the word limit. All summaries (invited and contributed) must be submitted electronically to provide for an electronic paper review. Submittals should be directed to the ANS website at <http://WWW.ans.org>. Summaries are published in the ANS TRANSACTIONS and all speakers will be billed for page charges.

All invited speakers are expected to register for the meeting; we are pleased to extend a full complimentary registration. Information on how to register will be provided after your paper has been accepted.

Your acceptance of this invitation, together with a title for your paper, should be sent to me with copies to (addresses below), at your earliest convenience. Should you require further information or assistance, please do not hesitate to call on us.

Sincerely yours,

(Division Chairman's name)
(Division name)

cc: name/address
Division Program Chairman

Enclosure: Call for Papers

Ellen M. Leitschuh
eleitschuh@ans.org
ANS TRANSACTIONS Coordinator

Attachment 9 - General Acceptance Guidelines of Summary

1. Both the purpose or objective(s) and the conclusion(s) of the summary should be clearly stated.
2. The summary will succinctly discuss how the conclusion(s) was reached, based on the objective(s) provided in the summary. For example, a discussion of the analytical methods applied and the results could provide the necessary connection between the objective(s) and the conclusion(s).
3. The summary would report significant new facts or ideas that have not been published in the open literature.
4. The equivalent word length of the summary must satisfy existing standards of the National Program Committee, with the author(s) of the summary responsible for understanding the applicable standards. (This requires the distribution of the respective meeting's Call for Papers to all reviewers.)
5. All figures or graphics contained in the summary must be reasonably organized, with detail kept to a minimum, clearly understandable, and - importantly - consistently independent. For example, multiple independent figures arranged and titled as one figure is not acceptable.
6. While the citation of pertinent references is helpful to the reviewer, the length of the reference material list must be limited to that which is absolutely necessary. Each reference listed at the end of the summary must be appropriately cited in the narrative or text of the summary.
7. If applicable, the summary should give proper credit to key individual(s) whose work on the same subject matter or topic has been used to help reach the stated conclusions.
8. The contributed summary must be categorized as addressing the technical interest of the Society. Even though policy or social-technical oriented issues may provide interesting discussions, contributed summaries are limited to technical subject matter; other ANS program formats are available for non-technical subjects.
9. Contributed summaries providing the progress of status of a continuing program or project must clearly discuss significantly new developments since previously submitted and published summaries.

Attachment 10 - Summary of Review Procedures

1. Reviewers need to complete the information requested in the electronic paper review database.
2. Summaries of all invited papers must be submitted electronically by the deadline date in the Call for Papers. All papers invited or contributed must have a summary in the database. No summary-no presentation. Invited summaries will be subjected to peer review and may be rejected (after second-level reviews) if they do not meet the required standards.
3. The respective Division Representative to the National Program Committee (NPC) has overall responsibility for his/her Division's paper review. Division Representatives are responsible for ensuring all papers are assigned to sessions properly, before the session room assignment process begins and for ensuring that rejection/revision/combination letters are properly drafted.
4. Reviewers should not review summaries from their own organization. There should not be more than one reviewer per organization in the review process of any one summary.

THE REVIEW PROCESS

1. Log into the Electronic Paper Review as a reviewer.
2. Basically, summaries will either be ACCEPTED or REJECTED. Your decision for acceptance or rejection should be identified by placing a check in the appropriate box and writing comments if necessary.
3. Under special circumstances, the REVISION of a summary may be suggested or required. A suggested revision is one that has been accepted but the Reviewers recommend minor changes for clarification. A required revision summary is one that has been rejected unless it is revised as instructed by the Reviewers. In both cases the author will be given the opportunity to make the changes. If the paper is accepted and the author chooses not to make the changes to improve his summary or is late in transmitting the revised summary to the TPC, the summary will be published as originally submitted (with minor editing by the TRANSACTIONS Editor to ensure uniformity). Revised papers are not subject to additional review. If the summary has been rejected unless it is revised, the author has two options: (a) to follow the procedure for rejected summaries, (b) to make the suggested changes. In the latter case, the division technical program chairperson (representative) is responsible for the timely review and final acceptance or rejection of the revised paper as well as its transmittal to the TRANSACTIONS office by the deadline date designated for any changes to the program.
4. Three reviewers must review for Rejection two for Acceptance, Revision or Combination.

Attachment 11 - General Speaker Instructions

- Registration: All speakers must register to present. If you have not already registered, please make sure to do so for the day(s) you are speaking or the full conference prior to arriving on-site. If you have questions about registration, please contact the ANS Registrar at registrar@ans.org.
- Pick up your badge and meeting materials at the ANS Registration Desk.
- Check in at the Speaker/Ribbon table so that the Session Chair knows that you have arrived. You should also pick up your speaker ribbon.
- If you would like to work on or print a copy of your presentation, please go the ANS Member Business Office at the hotel. The ANS Member Business Office is equipped with computers connected to the internet and printers. ANS Staff will be available to answer any general meeting questions.
- On the day of your session, please report to your Session Chair in the room assigned for your session (as listed in the Official Program) 15 minutes prior to the start of the session. If you have not already done so, please provide the Chair with a brief biography.
- Please limit your presentation to the time indicated in the Official Program. This time includes a five-minute discussion period following the formal presentation of your paper.
- Please do not ask the Session Chair to reschedule your paper within the session. Many attendees schedule their attendance at various sessions in accordance with the times listed in the Official Program.
- Technical session rooms will have the following equipment:
 - ✓ Laptop computer
 - ✓ LCD projector, screen, and laser pointer (LCD projectors will be able to project a resolution of 1024X768)
 - ✓ Wireless handheld mic at podium
 - ✓ VGA cable

If you would like to rent (at your expense) any other A/V equipment for your presentation, please contact the ANS Meetings & Exhibits Department at 708/579-8287 or meetings@ans.org.

Attachment 12 - Reminders to Session Chairs

1. When you arrive at the meeting, sign in with the attendant at the Registration Desk in the ANS Registration Area.
2. At least **one-half hour** prior to the start of your session, check with the Registration Desk attendant who will supply you with information as to which speakers have checked in, substitutions, cancellations, program changes, announcements, etc.
3. Note that speakers are requested to check in with you in the session meeting at least 15 minutes prior to the start of your session. They may present you with brief biographical information to aid you in your introductions.
4. Please do your utmost to keep the session on schedule as shown in the Official Program (available at the meeting). **Please do not rearrange the order of papers in your session.** Make note of the times (in the Program) of luncheons, banquets and other special functions if they precede or follow your session.
5. Audio/visual equipment (Laptop, LCD Projector, Screen, Microphone, and Laser Pointer) will be brought to the session room shortly before the scheduled start of the session. The projectionist for your session is knowledgeable in the operation of the equipment, is prepared to cope with control of lights, PA system, procurement of missing items, etc. and is there to help you in general.
6. Make sure cell phones are silenced.
7. It is not necessary for you to sit at the platform or head table during the presentation of a paper (except for Panel Discussions). It is recommended that you join the audience when not introducing the speaker or conducting discussion.
8. Please complete the session attendance form which will be available in the session rooms and turn it in to the Registration Desk attendant immediately following your session.

Attachment 13 - Session Chair Form

Meeting Title:

Session Title:

Room:

Date:

Time:

Division Sponsor:

Session Chair:

Number of Presentations Scheduled in Session:

Scheduled Session Type:

Please indicate actual numbers:

Session Type:

Session Attendance:

Panel
_____ # of panelists

Maximum number _____

Paper
_____ # of presentations

Average number _____

Minimum number _____

List names of no-show speakers who did not send a qualified substitute speaker or officially cancel their paper presentation:

NOTICE: Session Chairs must complete this form during the course of the session and turn it in at the Speakers' Desk immediately following the session. Chairs for sessions scheduled for the last half-day of the meeting should complete the form and mail it (immediately following the meeting) to:

American Nuclear Society
Meetings Department
555 North Kensington Avenue
La Grange Park, IL 60526

Signature: _____

Date: _____

Attachment 14 - Proposal to Organize an ANS Professional Development Workshop

(to be submitted 1 year before workshop would occur)

Workshop Title:

Date: (circle one)	June	November
2016	New Orleans, LA Hyatt Regency New Orleans	Las Vegas, NV Caesars Palace
2017	San Francisco, CA Hyatt Regency San Francisco	Washington, DC Marriott Wardman Park
2018	Philadelphia, PA Marriott Philadelphia Downtown	Orlando, FL Bonnet Creek Hotel
2019	TBD	Washington, DC Marriott Wardman Park

Organizer Contact Information:

Purpose and Scope of Workshop (150 words):

Target Audience:

Curriculum & Instructors:

How many presentations do you anticipate?

How many instructors do you anticipate?

How many companies/agencies/institutions will be represented by your instructors?

Attendee Registration Fees: \$450 (ANS Members) and \$550 (Non-Members) This fee covers AV equipment (computers, projectors, power strips, extension cords), and workshop materials.

If you do not support charging a registration fee, how do you propose that this workshop should be funded?

Industry Contributions (coordinated by workshop organizer)

Other (Please specify)

Attachment 15 - Workshop Space Request Form

Submit completed form to meetings@ans.org



ANS Meeting:
Company:
Contact Person:
Email:
Phone:

Meeting Date & Time:

1st Choice
Meeting Date:
Start Time:
End Time:

2nd Choice
Meeting Date:
Start Time:
End Time:

Meeting/Event Name:

Of Attendees: _____ Is this a CLOSED meeting/event? Yes
 No

Food & Beverage:
(select one):

ANS is pleased to offer complimentary meeting space for your event. AV equipment (computers, projectors, power strips, extension cords), and workshop materials are included in the cost of the attendee registration fee. You will be responsible for all catering needs associated with the above event.

Once your space has been assigned, a confirmation will be forward via e-mail within 5-7 business days from the date that the request is received. ANS will work with you on your set-up requirements.

Space is assigned on a first-come, first-served basis.

For Meetings & Exhibits Department Use Only:

Date Received: _____ Room Assigned: _____ Confirmation Date: _____ ANS Staff Initials: _____
Comments: _____
