

Conference Committee: Standard Operating Procedure

Mission

The Conference Committee is responsible for overseeing the development of conferences to be sponsored under the imprimatur of the College and related to its scientific mission. The purpose of these conferences is to make the College more visible to the scientific community, government and industry and to the extent possible to generate funds. It is anticipated that no more than one conference will be held every two years.

Committee Members

Members of the Conference Committee and its Chair are appointed by the President-Elect of CPDD for 5-year terms*. Terms begin and end immediately after the Annual Meeting. The Executive Officer is an *ex-officio* member.

Committee Operations

Function: All proposals for holding a conference to be sponsored by the College will be sent to the Chair of the Conference Committee (CC). The Chair and the Committee will oversee the development of this proposal and a final version will then be sent to the Executive Committee for final approval. Working together, the organizers of the conference, the CC, and the Executive Office (EO) will develop a detailed description of the conference and the responsibilities that will be undertaken by each party.

Responsibilities will include describing the rationale for the conference, generating a specific program and list of speakers and other invitees, fund raising with bench marks, site selection, developing a financial plan and schedule, contract negotiations with hotel and caterers, mailings, describing publication plans and handling receipt of funds and payment of expenses. All committee members are expected to participate in some of these responsibilities but to the extent possible, the major workload, especially the fund raising, will fall to the organizers with the EO used where necessary.

Meetings: The Committee will meet at the Annual Meeting of CPDD and also communicate via e-mail or telephone conferencing. Meetings may also be held with conference organizers.

Reports: The Conference Committee will present a report to the CPDD Board of Directors at the interim and annual meeting. The CC is primarily responsible for assuring adequate communication among the three parties.

* Because conferences are only likely to be held every two years, a longer term is needed. Initially there will be staggered terms at 2 year intervals.