

MID-ATLANTIC BIOLOGICAL SAFETY ASSOCIATION (MABSA)

STANDARD OPERATING PROCEDURES Addendum 3

DATE: 1/23/03

ANNUAL SYMPOSIUM TIMELINE

I. PURPOSE

This procedure describes the timeline for the annual symposium. This timeline is necessary for establishing and implementing an effective method to develop a program agenda, sequester a host and quality speakers and notify the Mid-Atlantic Biological Safety Association (MABSA) members of the annual symposium.

II. SCOPE

This procedure shall apply to the Executive Council of MABSA and is subject to approval and change by the Executive Council of MABSA as per the MABSA By-Laws.

III. PROCEDURES

1. Symposium Announcement Mailings

No less than **five weeks** prior to the symposium, and after the symposium meeting date/time/building location/program are set, symposium registration information is sent to MABSA members. One week later, the symposium material is to be sent to designated non-members by the MABSA secretary. The registration material should include:

1. MABSA member cover letter (Example A)
2. MABSA member symposium registration form (Example B)
3. Directions to symposium site
4. Information on Lodgings

or

1. Non-member cover letter (Example C)
2. Non-member symposium registration form (Example D)
3. Directions to symposium site
4. Information about Lodgings
5. Membership form (if necessary)

The MABSA Secretary provides information about the number and name of registered attendees to the MABSA Treasurer and the Symposium host. Symposium registration should be closed out at least 1 week prior to the symposium to allow the MABSA

Treasurer enough time to prepare and send the final attendee roster to the symposium host/program chair so that the symposium host has enough time to make final security and parking arrangements. The printing of name tags is to be coordinated between the Treasurer and the Symposium host. Either may print the tags, provided it is agreed to beforehand.

Whenever possible, symposium attendees should receive confirmation that their registration has been received and accepted.

2. Symposium Program

The Symposium host and MABSA Symposium chair work out the details of the symposium agenda/program. After approval of the program by the Executive Council, speakers should be sent a symposium program draft no less than 2 months prior to the symposium to allow them to make corrections. A final program (Example E) should be sent to speakers approximately one week prior to the symposium.

The Symposium host is responsible for coordinating the following with the MABSA Symposium chair: content of Speaker introductions; soliciting questions/monitoring presentation time; speaker gift presentation; facility orientation (restrooms, etc).

Organizations which host the symposium are eligible to have their staff attend without cost, provided the additional members incur no additional cost to MABSA and do not prevent paid registrants from attending the symposium. Any host which pays for their members as an additional donation will be accepted and acknowledged as an additional donation to the Association.

3. Speakers

A formal speaker invitation (Example F) is sent by the MABSA Symposium chair, after contacting a potential speaker or as a means of making initial contact with a potential speaker.

It is the responsibility of the MABSA Symposium chair to send “thank you” letters on behalf of MABSA to the speakers after the symposium.

A copy of all letters sent to speakers should be submitted to the MABSA Secretary to archive.

Speakers must provide the Symposium host with audiovisual requirements at least 1 month prior to the symposium.

If the nature of the symposium permits display tables, the Symposium host and/or program chair coordinate placement, display size and content with displayers prior to the symposium.

All speakers are to be invited to attend the symposium as our guest. Any speaker who wishes to register and pay the symposium fee as a donation to MABSA will be gratefully accepted and acknowledged as an additional donation to the Association.

4. Symposium Food

The Symposium host usually provides a continental breakfast, morning and afternoon refreshment breaks and lunch to attendees. Break refreshments and lunch should be located in areas that are in close or reasonable proximity to the meeting rooms. The lunch break should allow enough time for MABSA members to eat lunch, network a little and attend the brief general meeting that takes place 15-20 minutes before the symposium afternoon session. Reimbursement by MABSA or by sponsors must be negotiated prior to the symposium and agreed to by the Executive Council.

5. Pre-symposium Dinner and Accommodation Details

The MABSA Symposium chair should get confirmation of the number of people attending the pre-symposium dinner.

The pre-symposium dinner is intended for speakers staying overnight before the symposium, MABSA Council members, the symposium host and any guests he/she wishes to include. MABSA pays for the pre-symposium dinner, although the Symposium host institution often contributes some share of the dinner expenses.

The MABSA Symposium chair and/or Symposium host should confirm speaker accommodations and coordinate speaker transportation needs. It is preferred that the Symposium host negotiate reserve a block of rooms (usually 15) with a preferred hotel.

6. Registrant Keepsakes

MABSA always provides some keepsake article(s) to symposium registrants (such as a pen, binder or similar item). MABSA and the Symposium host institution negotiate the costs of such items.

Example A



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800-292-5255
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Sfeinstein@mrlabs.com

MABSA homepage
<http://www.mabsa.org>

April 01, 2002

Dear MABSA Colleague:

We are pleased to announce the 15th Annual Biological Safety Symposium to be hosted by the Bristol-Myers Squibb on Wednesday, May 22, 2001 at Princeton, NJ. The proposed agenda is enclosed, and will run from 8:30 a.m. to 4:15 p.m. The registration form and directions to the site is also enclosed. A block of rooms has been reserved for Symposium attendees at the Princeton Marriott Forrestral Village. Instructions for contacting the hotel are enclosed. Information regarding parking on campus will be e-mailed to you during the next two weeks.

As in the past, MABSA members are given the first opportunity to register for the symposium. Registration is limited to 100 individuals, so please make your plans early. Be sure to complete the enclosed registration form and return it to our Treasurer, Tom Boyle, with a check payable to MABSA. **THERE WILL BE NO ON-SITE REGISTRATION.**

If you have questions about the meeting, please contact Paul J. Meechan, the Symposium Chair, at (XXX)-XXX-XXXX.

The registration deadline is May 01, 2002. The registration form may be submitted by mail, fax or e-mail.

We look forward to an excellent program and to your participation in our biosafety network.

Sincerely,

Paul J. Meechan
President, MABSA
Symposium Chair

Janice Flesher
Symposium Host

(encls.)



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15th Annual Biological Safety Symposium
Wednesday, May 22, 2001
Bristol-Myers Squibb
Princeton, New Jersey

MABSA Member Registration Form

(Please Print or Type)

Name:

Affiliation:

Address:

Business Phone:

Business Fax:

Email Address:

Registration is limited to the first 100 applicants. Lunch is included. See enclosure for directions and hotel information. Pre-registration is required.
There will be no on-site registration. All fees are non-refundable.

Registration Fee: \$50.00 (\$70.00 for non- members)
Make Check Payable to: **MABSA**

Please respond no later than May 30, 2002 to:

Thomas Boyle
**Office of Environmental Health and
Radiation Safety**
University of Pennsylvania
3160 Chestnut Street
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Example C



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Symposium Chair

Janice Flesher
Symposium Host

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Example E

MID-ATLANTIC BIOLOGICAL SAFETY ASSOCIATION ANNUAL SYMPOSIUM

Wednesday, May 15, 2002

Hosted by:

**Bristol-Myers Squibb Corporation
Plainsboro, New Jersey**

8:00 – 8:30	Registration & Continental Breakfast	
8:30 – 8:35	Session Opening	Paul Meechan, MABSA President-Elect Janice Flesher, BMS Program Chair
8:35 – 8:45	Introduction	Susan Voigt, EHS& Corporate Product Quality, BMS
8:45 – 9:00	ABSA Councilor Address	Dr. Bob Hawley, ABSA Councilor
9:00 – 10:00	Keynote Address Bioterrorism	Dr. Nancy Connell, UMDNJ, Newark
10:00 – 10:45	Trenton Postal Distribution Center	Donald Schill, NJ Department of Health
10:30 - 10:45	Mid-Morning Break	
10:45 – 11:15	Post Terrorism Cleanup at NBC	Jay D. Keough, C.I.H., Blasland, Bouck & Lee
11:15 – 11:45	Baculovirus-based vectors	Dr. Subinay Ganguly, BMS
11:45 – 12:45	Lunch	
12:30 – 1:00	Business Meeting	Leslie Delpin, MABSA President
1:00 – 2:00	Roundtable Topics	Discussion leader
	Preparation for bioterrorism	Paul Tranchell, BMS
2:00 – 2:15	Mid-Afternoon Break	
2:15 – 2:45	NSF 49 Changes	Jim Wagner, Micro-Clean
2:45 – 3:15	Adenovirus-based vectors	Dr. Fubao Wang , Merck Research Laboratories
3:15 – 3:30	Closing Remarks	Leslie Delpin, MABSA President

Example F



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April 16, 2002

Dr. Robert Hawley
USAMRIID
1425 Porter Street
Fort Detrick, MD 21702-5011


Dear Dr. Hawley:

As the program chairs for MABSA, we appreciate your agreeing to speak at our Annual Symposium on May 15, 2002. Your representation of ABSA and speaking on behalf of the Executive Council of ABSA is appreciated. A copy of the agenda and directions to the Bristol-Myers Squibb site are attached.

We will provide reimbursement for your travel to and from the symposium, which will be held at the Bristol-Myers Squibb facility in Plainsboro, NJ. We will also reimburse you for your room at the Princeton Forrestal Village Marriott (directions attached) and provide meals. If you are willing, we would like to invite you to join us on Tuesday evening, May 14, to join the other speakers and MABSA Executive Council at dinner in the Princeton area.

We look forward to hearing you speak at our symposium. If you have any questions, please call us at (215)-652-0744 (Paul) or at (609)-818-5630 (Janice).

Sincerely,


Paul Meechan
President-Elect, MABSA

Janice Flesher
Program Chair

(encls.)