

MID-ATLANTIC BIOLOGICAL SAFETY ASSOCIATION (MABSA)

STANDARD OPERATING PROCEDURES Addendum 4

DATE: 9/20/2004

GATHERING SPEAKER INFORMATION

I. PURPOSE

This procedure describes the steps required for securing a speaker for a MABSA meeting presentation. This procedure does not replace this topic in Addendum 3 – Annual Symposium Timeline.

I. SCOPE

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

II. PROCEDURES

1. A topic and speaker will be identified by any member or council member.
2. A formal speaker invitation is sent by the President-Elect to the potential speaker. (See Addendum 3 Example F for a copy of the formal speaker invitation).
3. The President-Elect will have the speaker complete a Speaker Information Sheet (See Example A attached).
4. The President-Elect will forward the speaker Information Sheet to the website administrator and the Secretary at least one (1) month prior to the meeting.
5. The website administrator will post the speaker name, short biography, title of presentation, and learning objectives upon receipt.
6. The Secretary will include the information in the mailing to the membership notifying them of the meeting. This will be completed at least one (1) month prior to the meeting.

Example A

**Mid-Atlantic Biological Safety Association
Speaker Information Sheet**

Meeting Date:

Meeting Location:

Ramada Inn, East Brunswick
195 State Route 18 South
East Brunswick, NJ, 08816
732-828-6900

Directions to facility:

NJ Turnpike (North or South)
Take Exit #9 (Route 18)
After the tolls, take Route #18 South for
approximately ½ mile and the Ramada will be on
the right hand side.

**MABSA Contact
Information:**

Thomas Boyle (215) 651-0555 [cell phone]
Paul Meechan (215) 652-0744
Michael Laemmerhirt (908) 231-5872

Speaker information (for contact purposes and/or meeting notification):

Name:

Company:

Address:

address 1

address 2

address 3

Town, State, Zip Code

Phone:

Speaker Bio (provide one-two short paragraphs about yourself; this information will be used in the meeting notification):

Example A

Title of presentation:

Provide a brief agenda (three to five bullet items) regarding what will be covered in your presentation (this information will be used in the meeting notification)

Presentation logistics:

What are your AV needs?

Keep presentation to 50-60 (max) minutes

What will you bring:

- Laptop computer (with USB port that accepts jump drive)
- Slide Projector
- Overhead Projector
- Power point projection
- TV/VCR
- Other (specify _____)

What will MABSA have to provide:

- Laptop computer (with USB port that accepts jump drive)
- Slide Projector
- Overhead Projector
- Power point projection
- TV/VCR
- Other (specify _____)