

Policy for ANS ASM Satellite Meetings

Satellite meetings run in partnership with the ANS annual scientific meeting (ANS ASM) can provide a significant additional benefit to ANS members and provide a mechanism through which to attract new members.

Satellite meetings partnering with the ANS will receive the following benefits:

- ANS subsidy of \$20 per registrant (ANS members and non-members) up to a maximum of \$500 for the purpose of reducing satellite meeting registration fees (subject to the conditions below), for example by helping cover the costs of room hire, catering or speaker travel expenses. Payment of the subsidy will be provided after receipt of the meeting report and associated invoice.
- Free advertising on the ANS conference website with information such as dates, location and conference title and a link to the satellite's website.
- Advice from the conference LOC with regard to venues, caterers etc.
- Assistance with liaising with the ANS Professional Conference Organizers (PCO) for administration support should this be desired by the satellite organisers. The costs for PCO services will be met by the satellite meeting.

In order to be recognised as an official ANS satellite meeting and receive ANS funding the following criteria must be met:

- The meeting will be held in close physical proximity to the ANS ASM, i.e., in or near the same city.
- The meeting will take place within 3 days preceding or following the ANS ASM.
- The meeting should not include more than 2 international plenary or symposium speakers that have been invited to the ANS ASM.
- The ANS ASM must be advertised and linked on the satellite meeting's website.
- To receive the subsidy the following conditions must be met:
 - (i) the organiser must complete an online Expression of Interest form as early as possible but no later than 1 month prior to the satellite meeting. The following information will be required: an abstract describing the research theme and aims of the meeting, the proposed program and key speakers, current list of registrants, venue and confirmed or potential sponsorship.
 - (ii) the organisers must receive written confirmation of support from the ANS Conference Executive Chair (CEC) or Treasurer before the satellite meeting commences.
 - (iii) Immediately after the meeting the organisers must provide a detailed meeting report to the ANS Executive including: an itemised financial statement with receipts/invoices up to at least the amount of subsidy being requested, an invoice for the subsidy being requested, a summary of the scientific content, the final program, a list of registrants and sponsors.