

## Future Meetings Committee (FMC) Standard Operating Procedure

The Future Meetings Committee (FMC) shall be composed of seven or more Members of the Society, including SSR Trainee, FMC Board liaison, and ex officio members: SSR Treasurer, SSR Executive Director and SSR Meetings Director. The FMC shall be responsible for recommending to the Board of Directors meeting sites for the annual scientific meetings of the Society, managing the schedule template for the meeting, and conducting the post-meeting survey. The Committee shall invite recommendations for meeting sites from the Membership, solicit bids from potential sites and establish procedures to evaluate meeting sites.

### Meeting Site Identification Procedures:

- Site Identification -5 years in advance
  - SSR members, the FMC, and the SSR Executive Office may propose potential meeting sites at any time.
  - FMC will select a region of focus for site selection based on maintaining a balance among the longitudinal West, Central and East regions of North America, with occasional offshore sites considered. When an offshore site is selected, the normal rotation for site selection will return the following year.
  - The FMC will compile a full slate of options and present them for committee discussion that may include informal membership surveys to narrow the selection to 2-3 final options for further review.
- Meeting Dates
  - FMC will maintain a list of relevant society meetings (SSR Affiliated and Sister Societies, reproductive, animal science, cell biology, developmental biology, Gordon Conferences, Cold Spring Harbor, etc.) along with their dates and sites to be used in consideration of potential conflicts/overlaps that could impact SSR meeting attendance.
    - *See attached List of Meetings FMC Planning Excel document.*
  - FMC will aim toward summer dates (late June, July, early August) knowing that SSR meeting dates may fluctuate annually depending upon venue availability.
  - FMC will consider, at discretion of Board of Directors, joint meetings with other relevant societies.
- Solicitation of Proposals
  - The FMC will work with the SSR Meetings Director of the SSR Executive Office to determine feasibility of each of the 2-3 options. The SSR Meetings Director will send a Request for Proposal document to sites that meet basic requirements. (The FMC will work with the SSR Meetings Director to evaluate and update the Request for Proposal document as necessary.)
  - The SSR Meetings Director will collect, compile and distribute Proposals to the FMC.
- Site Visits
  - Site visits will be arranged for the SSR Meetings Director (and other members of the SSR Executive Office as needed) and the Chair of the FMC (or alternate if necessary).
  - Final assessment will include at least these major categories:
    - Destination
    - Accommodations
    - Meeting Facilities
    - Financial Implications
  - The FMC will compare sites using data from each category along with any other relevant information to select the final site to present to the Board of Directors for final approval.
- Site (and dates) of annual meeting will be announced to the SSR after final approval.

### **Meeting Schedule Template Procedure:**

- Managing the Established Template for Meeting
  - FMC established an overall template for the meeting. The Template displays the overall structure (timing of events).
    - *See attached SSR Meeting Template Excel document.*
  - Template will be given to President Elect (PE) upon election. President Elect's Program Chairs become FMC members in fall/winter after PE election. Changes to SSR Meeting Template must be finalized by FMC in time for SSR Winter Board meeting approval 1.5 years preceding the SSR meeting in question.
  - The FMC will utilize the Post-Meeting Survey to address concerns of the meeting and to determine if changes in the Meeting Template need to be made.

### **Post-Meeting Survey Procedure:**

- Establish a standardized survey and maintain survey results that will allow querying of data by the FMC and SSR Board for assessing the Annual Meeting and other aspects of Society as deemed necessary by the Board. Survey should include a section for program suggestions.
  - *See attached SSR Post-Meeting Survey Word document.*
- SSR Executive Office will electronically distribute Post-Meeting Survey to all members within one month of the end of the annual meeting.
- SSR Executive Office will compile survey data and forward to FMC Chair.
- Standard Demographic material should not be altered in survey year to year to facilitate querying the responses by membership.
- FMC will maintain and update general annual meeting information (attendance, number of abstracts, number of US and non-US attendees, etc.) in collaboration with the SSR Executive Office for purposes of future meeting planning. This information will be given to incoming Program Chairs.
  - *See attached SSR Meeting Data Excel document*
- FMC will organize a Sub-committee for periodic (every 2-3 years?) review and feedback of the annual meetings while on-site at an annual meeting. FMC will recruit subcommittee members to represent a wide variety of SSR membership (from trainees to past presidents). Salient points of the meeting will be given to the incoming Program Chair and Committee.
  - Need a document/outline of discussion points?

### **Newsletter Articles**

- FMC will prepare articles for the SSR Newsletter twice annually (Spring and October). Articles will include call to membership to suggest meeting sites, and a summary of sites or regions for upcoming years.

### **Board Reports**

- FMC Chair will prepare mid-Winter and annual reports for the Board of Directors.