

Local Arrangements Committee (LAC) Standard Operating Procedures

1. The Chair of the LAC, or another designated member, will be given the opportunity to give a brief presentation on the meeting location during the preceding year's Business Meeting.
2. The LAC is strongly encouraged to seek local funding or other forms of support for the scientific program, including from their local academic institution(s). Recognition of contributors in the program and at the meeting will be commensurate with the level of support.
3. The LAC is strongly encouraged to identify and recruit scientific equipment, supply, and service companies of interest to the SSR membership to exhibit at the annual meeting. There is a fee to exhibit and final arrangements with exhibitors must be made by the Business Office (see number 9, below).

The LAC is strongly encouraged to communicate and work with the Annual Meeting Industrial Relations (AMIR) Subcommittee of the Development Committee in this effort. Ideally, one member of the LAC should also be a member of the AMIR.

4. The LAC is strongly encouraged to raise funds to support and enhance social events.
5. The LAC is strongly encouraged to provide information about local restaurants, attractions, and other points of interest to enhance the experience of attendees.
6. The LAC is responsible for recommending the entertainment (i.e., the band) for the barbecue/dance or equivalent social event(s).
7. The LAC will serve in an advisory role to the Society's meeting planners as required (e.g., in identifying social event venues, suppliers of business services, parking facilities, airport transportation, and so forth).
8. The Chair of the LAC, or another designated member, shall have the opportunity to welcome attendees at the opening ceremonies and provide any special information about the meeting site or activities (to be coordinated with the President and/or Program Chair).
9. The LAC shall make no contractual commitments on behalf of the Society. Any arrangements proposed by the LAC that will involve a financial/contractual commitment by the Society (e.g., entertainment for social events), must be submitted to the Business Office.
10. The Chair of the LAC will be provided with 1 free meeting registration, to be used as he or she sees fit.

*Directors can serve as ex officio members on committees, but should not be members of committees. While they are members of the Board of Directors, they cannot be chairs of committees. Ex officio members and Board Liaisons can participate in all committee communications and discussions, but they cannot vote on committees. Trainee members can serve on committees when invited and participate in all committee communications and discussions. The trainees on the committee can vote.**

**As approved by the SSR Board of Directors at the 2012 Summer Board Meeting.*

SSR: 5/26/08
FINAL: 2/6/09