MASTER SCHEDULE
OF ACTIVITIES AND TASK ASSIGNMENTS
FOR:

PROGRAM COMMITTEE CHAIRPERSONS

MIDWESTERN SECTION – AMERICAN SOCIETY OF ANIMAL SCIENCE
MIDWEST BRANCH – AMERICAN DAIRY SCIENCE ASSOCIATION

Codes: P = President, PP = Past President, PE = President Elect, VP = Vice President,
S = Secretary, PS= Past Secretary, Dir = Director, A= ASAS, D = ADSA,
PC Chair = Program Committee Chair

PROGRAM COMMITTEE CHAIRPERSONS

INTRODUCTION

Program committees in several areas operate the research, teaching, and extension sessions at the joint Annual Meeting of the Midwestern Section, American Society of Animal Science (ASAS) and Midwest Branch, American Dairy Science Association (ADSA). **Consequently, the leadership of program committee chairpersons influences the professional nature of the sessions**.

The initial major consideration for a new PC Chair is whether to propose a symposium, round table, case study, or other creative means of presenting information within their committee's subject area. Program committees are not expected or encouraged to develop a symposium proposal every year but are encouraged to be open to such a structured review for a high profile topic of widespread interest.

If you have any questions concerning procedural aspects of the scientific paper sessions, contact the Midwestern Section ASAS Secretary. Contact the President of either society concerning questions of policy.

IMPORTANT DEADLINES FOR 2015 Meeting:

July 16	**Program Proposals Due to by Electronic Submission**
September 24	**Abstract Submission Site Open and Call for Abstracts emailed to members**
November 5	**Abstract Submission Deadline**
November 14	**Deadline assign reviewers and, if needed, to transfer abstracts to another section**
December 5	**Abstracts assigned to sessions and all scheduled programs entered into the abstract submission system**
December 19	**Final program released to ASAS Headquarters from S-A**
January 9	**Final Program posted to the web site**
January 21	**Abstract Book posted to the website.**

I. TIME SCHEDULE FOR PROGRAM COMMITTEE CHAIRPERSONS

Time	Activity
March	Combined ASAS/ADSA Board reviews VP-D recommendations for program committees and chairpersons for the next year.
	All Program Committee members are invited to the breakfast held on Tuesday morning during the Annual Meeting.
	Begin to solicit ideas for symposium topics for next year from program committee members and others.
	Note key points occurring during the Annual Meeting that should be taken into account when next year's program is planned.
	Keep program booklet for reference when scheduling papers for next year's program.
April/May	P-D officially appoints program committees, confirms chairpersons, and establishes deadline for symposium proposals.
August (early)	Symposium proposals are due prior to the Board's midyear meeting. The proposal must include:

a) Title or topic of symposium.
b) Description/Justification for the symposia proposal.
c) Proposed speakers.
d) Speaker topics.
e) Approximate budget itemized. (See II. Symposium, Funding/Expenses Page 6).
f) Potential sponsors and suggested contact names for symposium.
g) Preferred time slot at meeting.

	P-D notifies PC chairs which symposia were approved and funded (amount of funding) by the Board.
September	S-A mails call for abstracts to members.
	Program committee finalizes symposium and speaker commitments.
	PC Chair works with the PE-A to coordinate fundraising efforts.
October/November	Specific dates can be found in Attachment A

Abstracts are due late October/early November. ALL invited speakers for symposia are required to submit an abstract unless the Board gives permission otherwise.

PC Chair receives instructions for the electronic review process and the format that the program schedule is to be sent to the S-A. The PC Chair should send the Instructions for the Reviewers to each reviewer.

PC Chair receives access to the electronic abstracts from the S-A by October 26.

Committee accepts or rejects abstracts/papers and assigns to sessions, grouped by topic.

PC Chair titles each session and arranges for a session chair.

PC Chair submits final schedule in the format requested by S-A.

If outside funding was obtained for a speaker or part of the program, notify the PE-A to ensure proper acknowledgment (cc: PE-A, S-A, and ASAS Headquarters).

December   PC Chairs will be contacted by the VP-D to provide suggested individuals to be on the program committee for the next year.

S-A releases final program to ASAS Headquarters.

January   Final program posted online and members notified.

PC Chair to provide ASAS Headquarters name and address of invited speakers from outside Section/Branch so they can be mailed the meeting registration and housing information. Invited Speakers are responsible for registration and housing arrangements.

January/February   PC Chair explains responsibilities to session chairs and provides them with a schedule of their session. Abstracts will be posted on MW Website.

ASAS Office and S-A will provide LCD presentation procedures to the presenters and section chairs.

March

Prior to meeting   Check the printed program for errors and inform session chairs, S-A, and ASAS Headquarters.

Work with ASAS HQ to make sure all invited speakers have made the proper arrangements to attend and present at the meeting.

All PC Chairs and committee members are invited to attend the Monday evening chairs reception.

During meeting
Check room, equipment, lighting control, and sound system before each session.

Attend each session coordinated by your committee.

After meeting
Arrange for travel expense submission from invited speakers from outside Section/Branch to be sent to you within 30 days after the Annual Meeting. **See Attachment C**

PC Chair to submit invited speakers' travel expenses <u>with receipts</u> to the ASAS Headquarters within six weeks of the Annual Meeting.

Acknowledge appreciation to committee members and session chairs.

Complete and pass on your PC Chair file to the incoming PC Chair.

II. SYMPOSIUM

<u>Proposal</u>
The initial major consideration for a new PC Chair is whether to propose a symposium, round table, case study, or other creative means of presenting information within their committee's subject area. Program committees are not expected or encouraged to develop a symposium proposal every year but are encouraged to be open to such a structured review for a high profile topic of widespread interest.

The Midwest Board reviews symposia proposals at the midyear Board meeting, usually held in August. Therefore, the PC Chair must submit a symposium proposal by the date specified by the P-D. Any proposal not submitted for consideration at the midyear Board meeting is not assured of evaluation on a merit basis since time, funding, or space constraints may prohibit an additional symposium.

The proposal must include:

        a) Title or topic of symposium.
        b) Description/Justification for the symposia proposal.
        c) Proposed speakers.
        d) Speaker topics.

e) Approximate budget itemized. (See II. Symposium, Funding/Expenses Page 6).
f) Potential sponsors and suggested contact names for symposium.
g) Preferred time slot at meeting.

Funding/Expenses

The Board has the responsibility to approve or reject each proposal and a level of funding from internal and external sources. Funding requests from the board will usually be considered for no more than $500 per symposium. There are likely to be differences in the dollar amount of internal support among approved symposia due to budgets submitted, perceived quality or value of program, and expected difficulty in obtaining external funding.

In some cases, the Board may decline to fully fund a tentative budget and request the committee to pursue outside support. Coordination with the PE-A is essential to avoid multiple requests to a company that may already be contributing to the Annual Meeting. If a company would rather fund a specific symposium than to be a general donor, it can be coordinated through the contact person of the company, but often a key individual interested in the proposed symposium may have great influence in securing funding. Occasionally, a company may sponsor two events at an Annual Meeting and/or additional funding at the national or other sectional meetings, but the Board wants to be sure they are aware and agree. Therefore, communication regarding all funding contacts should occur between the PC chair, the PE-A and the ASAS Headquarters.

Funds approved by the Board are maximum dollars allocated for approved expenses only. There is no fund set up for the program committee to use in future years if expenses are less than maximum approved. Likewise, any outside resources received are the property of the society section used to support the activity designated and are not to be retained by the program committee for direct use. Please forward any donation/sponsor checks to the ASAS Headquarters for proper acknowledgment, recording, and subsequent disbursement according to receipts.

Funds allocated to a symposium may be used to pay for reasonable direct expenses of round trip travel to the meeting and room and meals at the Annual Meeting for non-member speakers ONLY. Honoraria are not available from Board approved funds and are not to be given from sponsor funds without the specific approval of the Board. A speaker's request for reimbursement must be a written itemized report submitted with receipts to the PC Chair within 30 days of the Annual Meeting and forwarded by the PC Chair to the ASAS Headquarters within six weeks of the Annual Meeting.

The P-D is responsible for notifying the PC Chairs of the status of a symposium proposal and the funding ceiling approved. The PC Chair or a designated committee member is responsible for contacting the ASAS Headquarters requesting that the invited speakers from outside the Midwest be sent registration materials, a program, and hotel reservation forms

III.   ABSTRACTS/PAPERS

Program Development

The ASAS Headquarters sends the call for abstracts to members in September. Members must submit their abstracts at https://www.asas.org/membership-services/asas-sections/midwest-section/meetings in late October-early November. **ALL invited speakers for symposia are required to submit an abstract unless the Board gives permission otherwise**.

The PC Chair should receive the abstracts from the S-A within a few days of the deadline and should immediately distribute the electronic instructions to the program committee members. The PC Chair should make an initial sort for the sessions to establish a starting point, but then solicit input from the committee. Usually the committee members will become a chairperson before rotating off the committee.

The program committee has sole authority on decisions of acceptance/rejection. Abstracts may be rejected for failure to conform to the "Quality Standards for Abstracts." **See Attachment B**

Assign papers to sessions by topic or focus and try to minimize the number of "misfit" papers.   Although the program committee has sole responsibility for session assignments, authors' preferences, such as a request for tandem presentation, should be accommodated when reasonable. Ideally, the oral sessions should contain at least four papers and not more than eight papers without a break. When over 35 abstracts are submitted for oral presentation within a given area, consider asking some authors requesting oral presentation to consider a poster.

All poster sessions will be held at a time when oral presentations are not given.

The PC Chair should assign each session a title and a session chairperson. Each member of the program committee should chair at least one session. Identify and contact prospective session chairs with expertise in the topic or focus area. Confirm in writing with each session chairperson.

The PC Chair submits the final schedule for the program on the web site by the pre-established deadline. The final schedule should include and comply as follows:

a) Organize sessions chronologically.
b) Session heading - number the sessions (I, II, III, etc.) with the program area name.
c) Session sub-headings - topic title, name and affiliation of session chairperson, and date of session. S-A will identify the meeting room.
d) Identify presentation times - 15 minutes per paper except invited papers.
e) Poster sessions - assign order.
f) Symposium-organize same as paper sessions

Please see Attachment A for the full schedule for the 2015 Meeting.

IMPORTANT DEADLINES FOR 2015 Meeting:

July 16	**Program Proposals Due to by Electronic Submission**
September 24	**Abstract Submission Site Open and Call for Abstracts emailed to members**
November 5	**Abstract Submission Deadline**
November 14	**Deadline assign reviewers and, if needed, to transfer abstracts to another section**
December 5	**Abstracts assigned to sessions and all scheduled programs entered into the abstract submission system**
December 19	**Final program released to ASAS Headquarters from S-A**
January 9	**Final Program posted to the web site**
January 21	**Abstract Book posted to the website.**

Session Chairpersons

The PC Chair explains responsibilities to the session chairperson. The PC Chair determines who will provide the laptop and someone to adjust lights. The ASAS Headquarters will provide light pointers and timers.

Provide the session chair with a program schedule and a copy of the abstracts for the assigned session. Review facility arrangements, time, date, equipment needed, etc.

The PC Chair will work with the Program Secretary on the correct procedures for Power Point Presentations.

IV.   ANNUAL MEETING

Upon arriving at the meeting, immediately check that all rooms are consistent with the program and expectations relative to equipment and assistance needed by session chairs.

Attend the Tuesday morning Program Committee breakfast for review of responsibilities, any last minute changes or challenges, items to announce, or other considerations.

Attend each session run by your committee. Assist the session chair in any way possible to assure a smooth on-time program.

Invited speakers from outside the Midwest should be hosted by the PC Chair or an assignee, possibly the session chair. Arrange for travel expenses to be submitted on a timely basis. **The expenses statement should be submitted to the PC Chair within 30 days of the Annual Meeting who forwards with receipts to the ASAS Headquarters within six weeks of the Annual Meeting. See Attachment C**

Post-meeting wrap-up should include acknowledgment of your appreciation for the committee members and session chairs. Complete your PC Chair file and pass it on to the next PC Chair.

ATTACHMENT A

**2015 Midwest Meeting
Program Committee Chair Instructions
Usage of Confex Abstract System**

Midwest 2015 Program Timeline

Event	Date
Symposium Proposals Due from MW Members (send to section chairs)	Wednesday, May 21, 14
Symposium Proposals due from Section Chairs to Board	Wednesday, July 16, 14
August MW Board Call; Symposium Decisions	Wednesday, August 13, 14
Section Chairs Informed of Symposium Decisions, authorized to invite Speakers	Wednesday, August 27, 14
Abstract Submission Site Open	Wednesday, September 24, 14
Abstract Deadline	**Wednesday, November 5, 14**
Abstracts Released to Section Chairs	Thursday, November 6, 14
Abstracts Assigned/Released to Reviewers	Friday, November 14, 14
Reviews Due	Monday, November 24, 14
Revision requests sent to authors	Wednesday, November 26, 14
Revisions due from authors	Tuesday, December 2, 14
Final Decisions Due/Programs Due	Friday, December 5, 14
Presenters Notified of Decision	Friday, December 5, 14
Program Meeting at ASAS HQ	Friday, December 12, 14
Program & Abstracts Sent to Technical Editor	Friday, December 12, 14
Draft Program Posted online	Friday, December 12, 14
Program Book Sent to Program Chair for review	Wednesday, December 17, 14
Program Book Returned to HQ	Friday, December 19, 14
Presenters Notified of Presentation Times	Friday, December 19, 14
Final Program Exported for Program Book	Friday, December 19, 14
Abstracts Exported for Abstract book	Friday, January 9, 15
Final Program Book Posted Online	Friday, January 9, 15
Abstract Book Sent to Program Chair for review	Wednesday, January 14, 15
Abstract Book returned to HQ	Wednesday, January 21, 15
Final Abstract Book Posted online	Wednesday, January 21, 15
Program & Abstracts Sent to Printer	Wednesday, January 21, 15
Meeting Date	Sunday, March 15, 15

All deadlines will be 11:59 PM (Central Daylight Saving Time) on date listed
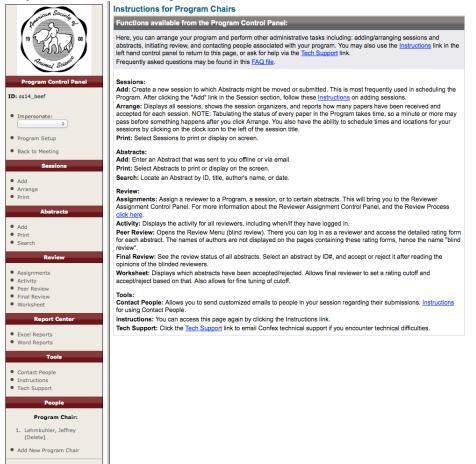
Access to the Chair site

To login to the chair site go to: https://asas.confex.com/asas/mw15/gateway.cgi

When you visit the site for the first time you will need to request a password. At the bottom of the login box you will see: "If you have forgotten your password, or are a new user, click here to have it reset."

Click there and enter your email address, a password reset link will be emailed to you, please follow the directions in the email to reset (or setup) your password.

After your password has been set, return to the website above and login.

Once logged in you will see a screen split into two frames. It will look similar to this:

The right frame had a description of all of the menu functions. This will also be your work area for each function.

The left frame is the interactive menu. This is where you will choose the action(s) you would like to complete.

Functions available from the Program Control Panel:

On the program control panel, you can arrange your program and perform other administrative tasks including: adding/arranging sessions and abstracts, initiating review, and contacting people associated with your program. You may also use the Instructions link in the left hand control panel to return to the Instructions for Program Chairs page, or ask for help via the Tech Support link.

Sessions:
- **Add:** Create a new session to which Abstracts might be moved or submitted. This is most frequently used in scheduling the Program. After clicking the "Add" link in the Session section, follow the Creating a Sessions Instructions below.
- **Arrange:** Displays all sessions, shows the session organizers, and reports how many papers have been received and accepted for each session. NOTE: Tabulating the status of every paper in the Program takes time, so a minute or more may pass before something happens after you click Arrange. You also have the ability to schedule times and locations for your sessions by clicking on the clock icon to the left of the session title.
- **Print:** Select Sessions to print or display on screen.

Abstracts:
- **Add:** Enter an Abstract that was sent to you offline or via email.
- **Print:** Select Abstracts to print or display on the screen.
- **Search:** Locate an Abstract by ID, title, author's name, or date.

Review:
- **Assignments:** Assign a reviewer to a Program, a session, or to certain abstracts. This will bring you to the Reviewer Assignment Control Panel. For more information about the Reviewer Assignment Control Panel, and the Review Process see the Review Instructions below.
- **Activity:** Displays the activity for all reviewers, including when/if they have logged in.
- **Peer Review:** Opens the Review Menu (blind review). There you can log in as a reviewer and access the detailed rating form for each abstract. The names of authors are not displayed on the pages containing these rating forms, hence the name "blind review".
- **Final Review:** See the review status of all abstracts. Select an abstract by ID#, and accept or reject it after reading the opinions of the blinded reviewers.
- **Worksheet:** Displays which abstracts have been accepted/rejected. Allows final reviewer to set a rating cutoff and accept/reject based on that. Also allows for fine tuning of cutoff.

Tools:
- **Contact People:** Allows you to send customized emails to people in your session regarding their submissions. Instructions for using Contact People.
- **Instructions:** You can access this page again by clicking the Instructions link.
- **Tech Support:** Click the Tech Support link to email Confex technical support if you encounter technical difficulties.

Review Instructions

To add reviewers, click on **Assignments** under **Review** in the **Program Control Panel**. Then click **"Add, edit, delete reviewers"** in the **Reviewer Assignment Control Panel**

To assign reviewers to abstracts once all abstracts have been collected:
1. From the **Program Control Panel**, click on **Assignments**.
2. Choose your reviewer from the drop down box.
3. You can assign the reviewer to the entire program, just certain sessions, or choose the abstracts by selecting the appropriate radio button.
4. Click **Go** and you now have the option to check off which abstracts, sessions, or the program in the right hand frame. If you assign a reviewer to a program or a session and you decide to change to just papers, you will need to go to entire program or sessions and uncheck that option before you can assign papers individually.

Also on the **Reviewer Assignment Control Panel:**
1. You have the option to take a look at the session, paper, or reviewer summary reports.
2. You can also add, edit and delete your reviewers here.
3. When you open **Reviewer Assignment Control Panel** page, the right frame will have basic instructions.

Also in the **Program Control Panel** under the Review Section:
1. **Activity** will show you details about which reviewers have reviewed papers and if they have logged in yet.
2. **Peer Review:** This is the first step in the Review Process. Sometimes called Blind Review. Here reviewers will log in, with their ID and Password (created when you added the reviewer, and should appear at the bottom of the Program Control Panel), which will be emailed to them. Instructions are listed at this screen for the reviewers to see. Reviewers will choose an abstract ID from the drop down box, click Go, and answer the questions that appear in the right hand frame. Questions on this page can be modified. To modify please contact your Conference Exchange Support Representative at 401-334-0220.
3. **Final Review**: This is the second step, once all peer reviews have been concluded the Program Chair will come in and click on the Final Review link. Now they will see a page with all abstracts listed for that program. The final reviewer can accept all abstracts, choose an abstract from the box, and review separately, or they can print the abstracts. The final reviewer will have the last say in whether the abstract is accepted or rejected. The Final Reviewer will be able to see the comments from the Peer Reviewers.
4. **Worksheet**: This will show the details of the Peer Review. If you only have a Final Review you will have nothing showing in this window.

Creating A Session

In general, there are three main steps to creating a session. Please note that the required steps for your particular meeting may vary; this is just a basic outline.

1. **Setup Session:**
   - Enter the title of the session.
   - Use the drop down box indicating this session as oral or poster.
   - Provide your session description in the session description box. The description should include, its purpose, relevance and importance.
   - Click Save and Continue.
2. **List Session Chair(s):**
   - After submitting the above Setup Session information, click the People button.
   - The next page will provide you with the ability to add session people.
   - In the box provided, check the role you would like to enter, type in the person's last name, and click the "Search for this Name" button.
   - If a match is found: from previous entries into our system, you can select this person from the list and they will be added to the session.
   - If a match is not found: provide the name and contact information of the session chair who will be presiding at the session.
   - Repeat this process if you have multiple session chairs assigned to this session.
3. **Add Abstracts (if necessary):**
   If you or the session chairs have solicited abstracts that are not yet available for review in the database, please be sure to submit the complete abstract now. There are several ways to do so.
   - In the session control panel (to the left of these instructions), click Add (located under the "Papers" heading). Enter the title of the presentation and all other information requested on the "Enter Title" form. Then add the presenter's name and contact information on the Author Information Page.
   - Continue the abstract submission yourself; entering the text of the abstract if you have it. If you do not have the complete abstract, please enter "Abstract not available" in the abstract text box.

If you run into any problems, please email your questions or comments using the hyperlink to "Tech Support" that appears in the Session Control Panel and in the Abstract Control Panel.

ATTACHMENT B

AMERICAN SOCIETY OF ANIMAL SCIENCE
AMERICAN DAIRY SCIENCE ASSOCIATION
QUALITY STANDARDS FOR ABSTRACTS

An abstract is a communication of restricted length that permits informed readers to evaluate significant contributions of a scientific study, method, or technique of teaching or extension. An abstract becomes a part of the permanent literature. Therefore, clearly stated, simple sentences with exact wording must be used to ensure clarity and brevity.

AN ABSTRACT SHOULD INCLUDE THE FOLLOWING:
1. The objective(s) of the presentation is to be clearly and concisely stated at the beginning of the abstract.

2. Pertinent methodological conditions (such as population and sample, design, instrumentation, methodology used, assessment of methodology, data collection, and data analysis) are to be included to define the scope of the work.

3. The information in the abstract is to include those details that directly influence the interpretation or enhance the understanding of the results or methodologies presented.

4. The results are to be compiled, condensed, and presented with great care. Only information that is discussed is to be presented. Only data relating to the objectives are to be reported. Any statistical inferences shall be sufficiently detailed to authenticate interpretation of the data. A simple illustrative table may be used if it is the most effective method to convey the results in a clear manner.

5. Abstracts detailing teaching/extension philosophy must be innovative, such as a new idea or creative modification or application of an existing idea. Abstracts are also to be of national significance, demonstrate application of said philosophy, and provide an evaluation of their effectiveness.

6. A clearly stated conclusion is essential.

AN ABSTRACT IS UNACCEPTABLE IF IT:
1. Contains grammatical errors and (or) meaningless statements such as: "The results will be presented."
2. Presents data without appropriate statistical analyses or measurements of data variability.
3. Includes no data or statements relating to the objective(s).
4. Does not use the metric system.
5. Contains typing errors.
6. Fails to comply with submission requirements.
7. Presents opinion/speculation with no demonstrated use in a teaching/extension experience.

The quality of an abstract for presentation is a direct reflection on the image of the author(s), the American Society of Animal Science, and the American Dairy Science Association. If you need clarification or additional information on abstract quality or submission, please contact the chairperson or the business office.

ATTACHMENT C

TRAVEL REIMBURSEMENT POLICY FOR NONMEMBER INVITED SPEAKERS
2015 ASAS Midwestern Section / ADSA Midwest Branch Annual Meeting
Des Moines, IA

GENERAL POLICY: Reasonable expenses and support shall be reimbursed to invited nonmember speakers. ASAS/ADSA members are NOT eligible for any reimbursement (includes meeting registration fee) associated with participation during an ASAS/ADSA meeting.

DETAILED POLICIES:

1. No more than 2 nights lodging shall be paid, unless participation warrants greater duration and is approved by the Program Chair and Executive Directors. Speakers can choose the hotel they wish to stay, but will only be reimbursed up to the amount of the rate for the Headquarters Hotel. Speakers would be responsible for the difference. Speakers are required to make their own hotel reservations.
2. Speakers are required to make their own flight arrangements. Speakers are encouraged to use the ASAS approved travel agent, Travel Matters. Airfare booked through Travel Matters will be direct billed to ASAS. To use Travel Matters contact Jackie at Jackie@travelmatters.net. Economy or coach airfare; airfare must be purchased at least 21 days in advance. If a speaker cancels their talk ADSA/ASAS will not reimburse for the ticket cost or any airfare cancellation fees.
3. Meals and daily incidental expenses will be reimbursed up to a maximum of the US Government per diem $51.00 per day (including tax and gratuity) for a maximum of 3 days; original itemized receipts are required for specific reimbursement (credit card statements will not be accepted), but not if claiming the per diem.
4. No other specific incidentals shall be paid (phone, laundry, movies, flight or medical insurance, etc.).
5. Mileage rate if driving own vehicle is $0.555/mi, this total not to exceed airfare as determined in #3 above.
6. Speakers are encouraged strongly to utilize hotel and airport shuttles rather than cabs.
7. Speakers are encouraged strongly to utilize long-term parking at airports.
8. Payment of expenses will be in US Currency only and by check unless speaker requests payment by wire. Wire information must be supplied with the expense report and a $35.00 wire fee will automatically deducted from expense. No cash payment on-site.
9. No monetary support will be provided to speakers for presentation preparation.
10. No honoraria shall be paid to invited speakers.
11. Completed expense forms and receipts must be turned in within one month of the presentation date, no later than April 19, 2015. Signed expense forms and receipts may be sent to the ASAS Headquarters, PO Box 7410, Champaign, IL 61826; attention: Tasha Krout. Alternatively, forms and receipts can be submitted via e-mail to tasha@asas.org; the completed form and all receipts should be scanned into PDF and attached to the e-mail. Expenses not turned in by the deadline will not be paid.
12. Nonmember invited speakers receive a complimentary meeting registration. If the speaker wishes to participate in any of the other functions requiring a fee, that fee is the responsibility of the speaker. Please fill out a registration form and mark it invited speaker.
13. If an invited speaker is a member of ASAS/ADSA at the time the invitation to speak is issued (fall 2013) they will be considered a member for the 2014 meeting, and no reimbursements will be issued.
14. If an invited speaker issue regarding reimbursements is not addressed in this policy, please contact Meghan Wulster-Radcliffe, ASAS CEO, for approval.