



Information for Annual Conference Host Institution

Thank you to our hosting institutions! Without your efforts, we wouldn't get to experience all of the exciting things our members' cities and institutions have to offer.

Congratulations on becoming our host institution this year! You are in for a busy but rewarding year. Along with setting up hotels, planning ice breakers and banquets, coordinating wet labs, and finding guest speakers, you will also be called upon by the Program Committee to help us as we put together the Proceedings for the conference.

The Proceedings not only serve as, essentially, AZVT's journal publication with an abstract or full paper from each presenter; they also provide detailed schedule of events for the Conference and helpful information for the attendees so that they can plan for each event during the Conference.

You will be working directly with the Program Organizer to finalize the schedule for the Conference and coordinate Guest Speakers.

This document is designed to provide the hosting institution with a checklist of all items and information that will be needed by the Program Committee in order to put together the proceedings and schedule of events for the attendees. The conference proceedings not only serve as a publication with an abstract or full paper from each presenter, but also as a schedule of events and helpful information for the attendees as well. Important information and forms may be found at <https://azvt.org/Presentation-Info>.

Requested Information:

Information about the Meeting Itself:

- Dates and location** for the meeting, including the name of the room(s) that the presentations will be held in. This includes any changes in the location for breaks, lunch, dinner, poster presentations, zoo day details, etc.
- Length of time for presentation sections**, including end time available from the venue for the conference (i.e. how late in the day are we allowed to stay?)
 - *Please note: Presentations are a minimum of 30 minutes long, with an additional 5 minutes in between for questions and setting up the next presenter.*
- Allocated times in the schedule reserved for **breaks** and the length of time for these breaks. This should also include sponsors for the breaks.
 - *Please note: Depending on the number of posters that have been submitted, a break or breaks may be identified as "Poster Breaks" in the proceedings, and will be given additional time so that attendees will have time for both a break and time to visit the posters.*
 - *If there are enough posters, a "Poster Session" may be reasonable to consider. Five or more posters would be practical for a poster session.*

- Detailed information about the **icebreaker, banquet, and zoo day**. This should include start and stop times and the methods of transportation to and from the event, including when and where attendees will be picked up and when they should meet. This should also include any sponsors for the event. For the zoo day, any information about behind-the-scenes events (time, locations, etc.) would also be helpful to include.
 - Information about times and locations for **registration, wet labs** (*see below*), **executive meeting** (including whether or not food will be served), **business meeting, AVZMT exam**, and any other meeting or event that may occur during the conference.
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Information about Guest Presenters:

- Name, email, address, or other contact information for the guest speaker.
 - Preferred date(s)/time(s) that the guest would like to present. *The Program Organizer will work to accommodate the Guest in all ways possible.*
 - Length of time the guest would like to present (*30 minutes is the minimum, per RACE requirements*).
 - Comprehensive Curriculum Vitae (CV) or Biographical Information included in the Guest Presenter Submission Form, which should be filled out by the guest speaker. (*Required by RACE*)
 - An abstract, full paper, or other presentation notes that the guest wishes to have published in the proceedings.
 - One objective statement for each presenter and/or each presentation. *Objective statements “include the specific information, concepts and/or skills that participants are expected to obtain when they complete the offering...” (Required by RACE)*
 - The Guest Presenter Submission Form has all of this important information listed. Please provide the form to each Guest Presenter so they can fill it out before the deadline.
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Information about Wet Labs / Workshops:

- Location, time, and date of wet lab(s) / workshops.
 - Method of transportation for getting to and from the wet lab, including meeting times and locations and any other important information to share (i.e. lunch will/won't be provided).
 - Comprehensive Curriculum Vitae (CV) or Biographical Information included in the Guest Presenter Submission Form, which should be filled out by all primary presenter(s) involved in the wet lab (assistants that are not directly involved in presenting the wet lab do not need to be included in this step). (*Required by RACE*)
 - One objective statement for each wet lab offered. *Objective statements “include the specific information, concepts and/or skills that participants are expected to obtain when they complete the offering...” (Required by RACE)*
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Other Items to Consider:

- Poster presentation surfaces: Some hotels will not allow posters to be tacked up to the walls, so alternative plans should be made ahead of time to accommodate posters, which may have different sizes and orientations (tall vs. wide). Keep this in mind as you plan the conference.
- It may also make sense to have a separate Poster Session – this is up to each organizer, but all information about times, dates, and locations should be conveyed to the Program Organizer.
- Any pre- or post-conference events should be given to the Program Co-Chairs with as much detailed information as possible, including dates, times, transportation/meeting information, etc. This information will be printed in the Proceedings as part of the Schedule of Events.

For questions, contact the AZVT Program Committee Co-Chairs:

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