

# MID-ATLANTIC BIOLOGICAL SAFETY (MABSA) STANDARD OPERATING PROCEDURE

Date: 11JUL2025

ANNUAL SYMPOSIUM AND MEETINGS

## I. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish a set of guidelines and rules for organizing and conducting the annual symposium. This SOP can also be applied to quarterly meetings, with some modifications. This SOP aims to ensure consistency, efficiency, and seamless execution of the symposium, leading to a successful and enriching experience for all participants.

## II. SCOPE

This procedure shall apply to the Executive Council of MABSA and is subject to approval and change by the Executive Council of MABSA as per the MABSA By-Laws.

**Note:** The term “symposium” may also refer to a quarterly “meeting” and can be used interchangeably in this context.

## III. PROCEDURES

### Responsibilities:

#### President Elect:

Action	Due Date
Identify an appropriate host organization and location	9 months prior (minimum)
Site visit to host/sponsor and identify online/hybrid capabilities	4 months prior
Determine symposium host/sponsor registration rates (see section below)	3 months prior
Identify appropriate speakers	6 months prior
Draft symposium agenda	2 months prior
Update website with symposium information and registration link	2 months prior
Contact ABSA credentialing office to ensure that CM points are assigned for meeting/symposium	2 months prior
Determine parking and security requirements	2 months prior
Confirm and organize the appropriate number of exhibitors tables needed	2 months prior
Work with treasurer (and possibly host) to identify food vender options and menu	1 month prior
Identify location for Speaker’s Dinner	1 month prior

Create layout of meeting room including exhibitor area, food, restroom, registration area, etc.	1 month prior
Provide virtual link for symposium	2 weeks prior
Obtain written permission (via email) for speaker's slide decks to be posted to MABSA website	2 weeks prior
Collect biographies and slide decks from all speakers	1 week prior
Post speakers slide decks to MABSA website (as applicable)	2 weeks post symposium
Provide virtual link to council and secretary for hybrid meeting	1 week prior

### **President:**

<b>Action</b>	<b>Due Date</b>
Assign responsibilities for annual symposium to council	2 months prior
Plan and organize council meeting and council lunch prior to symposium	1 month prior
Organize for ABSA to provide annual update	1 month prior
Collect and generate symposium exhibitors and sponsors signs/logos	2 weeks prior
Generate post symposium survey	1 week prior

### **Treasurer:**

<b>Action</b>	<b>Due Date</b>
Select, design, and purchase keepsake item	3 months prior
Lead symposium registration log for members and exhibitors; email log to appropriate council members on a weekly basis	Ongoing- Starting 2 months prior; post announcement
Work with president elect to identify food vender options and menu	1 month prior
Purchase speaker's gifts and door prizes	1 month prior
Complete any purchases for items needed for symposium using the MABSA credit card	1 week prior
Provide MABSA credit card and submit appropriate documentation for Speaker's Dinner	1 day prior
Assist with symposium registration log and work with secretary to confirm membership is up to date for member registration	1 week prior
Organize travel reimbursement for speakers	1 week post symposium
Complete payment for reimbursements to host/sponsor (as needed) for food and other expenses	1 week post symposium

## Secretary:

Action	Due Date
Draft and send email symposium registration information with preliminary program to membership and other affiliated biosafety groups on a bi-weekly basis. Include hotel and travel/parking information.	Ongoing and starting 2 months prior
Track Symposium registrations and provide updated list to council. This includes any meeting registrations in which membership is included. Update membership roster with new memberships that arrive with registration	Ongoing and weekly basis starting 2 months prior to symposium.
Provide parking and security instructions to in person attendees	Send with registration information 2 months, and include subsequently.
Draft and send email requests for sponsors/ exhibitors for symposium.	Every 2 weeks and starting 2 months prior
Contact those non-members who registered at a member rate and request additional membership payment	Ongoing
Make reservation for Speaker's Dinner	4 weeks prior
Email virtual link to virtual attendees	1 week prior and 1 day prior
Create directional signs for symposium	1 week prior
Assist with symposium registration and work with treasurer to confirm membership is up to date for member registration	1 week prior
Post directional signs for symposium	Day of
Assist with symposium registration log and confirm membership is up to date for member registration	Day of
Provide QR link to post symposium survey at close of Symposium. Send out post symposium survey twice following symposium	Following day and 1 week later

## Council at large (rotating responsibilities):

Action	Due Date
Draft and send email invitation and confirm final count for Speaker's Dinner (speakers, host, and council members)	1 month prior
Prepare Speaker's gifts and raffle prizes	3 weeks prior
Select and plan symposium moderators	2 weeks prior
Generate and prepare name tags for in person attendees	1 week prior
Microphone runner for Q&A during symposium	Day of
Online Q&A host for during symposium	Day of
Post exhibitors and sponsors signs/logos	Day of
Bring plastic stands to display exhibitor name and sponsor	Day of
Create and email symposium attendance certificates	2 weeks post symposium

## **Procedure:**

### **Speaker's Dinner:**

- Invitees: Speakers, MABSA Council, and host/sponsor
  - o Host/sponsor may choose up to 2 additional people to include for the Speaker's Dinner that are not speakers but employees of the host/sponsor
- Alcoholic beverages: Individuals are responsible for covering the cost of their own alcoholic beverages. MABSA will not cover nor reimburse the cost of alcoholic beverages for any event.

### **Registration:**

- Registration shall open at least 2 months prior to the symposium and shall close (at the latest) 1 week prior to the symposium date (may be adjusted based on host/sponsor needs) for in person attendance and 3 days prior for virtual attendance.
- Cost of registration shall include rates for in person/virtual and member/non-member options. (Example rates listed in tables below.)
  - o Exception: Exception shall be given to joint meetings, such as with NJAIHA, NJASSP, etc. These rates are determined by the host organization.
- Non-member rates shall be calculated to be: Member rate + membership annual dues cost
  - o Anyone who registers at a non-member rate shall have membership for the remainder of the year in which the meeting takes place.
- If a non-member registers for the symposium at a member rate, the secretary shall contact them of the error to correct it. The treasurer is responsible for notifying the secretary to follow up.
- Registration for multiple meetings and symposia shall not overlap. An announcement may be made for upcoming events but concurrent registrations shall not occur at the same time.

<b>Symposium Sample Rates</b>		
	Member	Non-Member
In Person	\$50	\$70
Virtual	\$25	\$45

<b>Quarterly Meeting Sample Rates</b>		
	Member	Non-Member
In Person	\$25	\$45
Virtual	Free	\$20

### **General Symposium Guidance:**

- No alcoholic beverages can be served at the symposium.
- Suggested: Minimum of 8 speakers of various biosafety related topics.
- Suggested: Minimum of 6 timeslots, which can have multiple speakers.

- Suggested: 8 hours with 2 hours in total for networking.
- Suggested: Breakfast served, 1 morning break, lunch served and 1 afternoon break.

### **Host/Sponsor:**

- If the host/sponsor **covers all costs** associated with the symposium, **including food**, and the host/sponsor **is a paid MABSA sponsor** (any level), then the host/sponsor may have an **unlimited number of employees register** for the event at no additional cost to them.
- If the host/sponsor **does not cover all costs (i.e., food)** associated with the symposium and the host/sponsor is a **not a paid MABSA sponsor** (any level), then the host/sponsor **must pay the regular registration rate** for all of their employees attending the symposium.
- If the host/sponsor **does not cover all costs (i.e., food)** associated with the symposium and the host/sponsor is **a paid MABSA sponsor** (any level), then the registration rates shall be determined on a case-by-case basis by the council. The President Elect shall propose these rates at 3 months prior to the symposium and obtain approval from the council. Regardless of the determination on registration for others from the host institution, the host will have one free registration for themselves.
- If a combination of the above scenarios occurs (such as host/sponsor pays for most of the symposium costs but not the food and is a MABSA sponsor at any level), then registration rates shall be determined on a case-by-case basis by the council and the President Elect shall propose these rates at 3 months prior to the symposium.
- The host may have one free registration for themselves. Additionally, speakers shall have their registration fee waived.