
	Histiocyte Society (HS) STANDARD OPERATING PROCEDURES			
	SUBJECT: Histiocyte Society Annual Meeting Destination Selection Process			
	SOP#: 06-001	ORIGINAL DATE: 2/8/2019	REVISED DATE: REVIEWED DATE: 4/8/19	PAGE NUMBER: Page 1 of 2 APPROVED BY: Histiocyte Society Executive Board

PURPOSE: The purpose of this SOP is to define the policy and procedure by which Histiocyte Society Annual Meeting destinations are selected by the Society Executive Board.

POLICY: It is the policy of the Histiocyte Society to create an environment where a cooperative and concerted effort is put forth together with local organizers (when applicable) to insure a successful Annual Meeting. The planning and execution of the meeting will be conducted in such a way to balance the expectations of all stakeholders. As such it is necessary for the local organizer(s) to work collaboratively with the meeting planning staff, understanding that the meeting planning staff and the Executive Board maintain the right of final approval on all aspects of the meeting.

PROCEDURES:

1. The Society Secretariat shall identify established dates for other professional organizations' meetings which could conflict with the annual meeting of the Society. These would include SIOP, ESID, COG and others identified by board members as potentially relevant.
2. The Society Secretariat and Board members will put out a call for potential meeting destinations to the Society membership, as well as a link to an online application to submit for consideration.
3. If no applications are received, the Society Secretariat and Board members shall identify Society members located in or around potential meeting destinations who could serve as local organizers for the annual meeting and contact them to evaluate willingness to assist in this area.
4. Alternatively, the Executive Board will discuss potential destinations and make a decision based on the below criteria and/or the desire to align with other meetings that physicians may be interested in attending outside of the Histiocyte Society meeting.
5. Venue requirements for the meeting location include:
 - a. Reasonable direct airline access for international travelers;
 - b. Reasonable proximity of the meeting site to the local airport
 - c. Suitable conference and banquet facilities near the hotel(s)
6. Facility requirements for the meeting include:
 - a. The availability of a suitably priced conference center or large hotel with adequate conference room and poster exhibition space;
 - b. The availability of 1-2 hotels, including at least one modestly priced hotel, with sufficient hotel room capacity;
 - c. Optional, but preferred: availability of free or inexpensive meeting rooms for pre-meeting sessions through local academic institutions that are close to the conference center or well connected by public transportation.
7. Local organizer expectations include:
 - a. Effective communication skills;
 - b. Willingness to obtain local sponsorships and grants in support of the meeting;
 - c. Promptness in communications with meeting planning staff;

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- d. "On the ground" support during the planning phase in order to make visits to venues, if necessary, to help work out any details
- e. Ability to provide information about the city and its offerings to the meeting planning staff for inclusion on the meeting website;
- f. Willingness to assist the meeting planning staff in the planning, organization and execution of the meeting;
- g. Willingness to obtain local sponsorships and grants in support of the meeting;