

ANS TOPICAL MEETING MANUAL

TABLE OF CONTENTS	Page Number
Introduction	1
General Objectives and Requirements	2
Co-Sponsorship with Other Organizations	2
Guidelines for NPC Approval of Class IV Co-Sponsorship	2
Types and Classes of Meetings	3
Types	3
Division/Local Section-sponsored	3
Co-sponsored	3
Recurring Co-sponsored	3
Topical Meeting Classifications	4
Policies and Rules of the National Program Committee	4
Topic	4
Duration	4
Geographical Distribution	4
Special Competence of Local Sections	6
Timing	6
National Meeting Dates and Locations	6
Papers	7
Publication	7
Number of Topical Meetings	7
Workshops (held in conjunction with topical meetings)	7
Exhibits (held in conjunction with topical meetings)	7
Getting Organized	8
General Chair	8
Technical Program Chair	8
Publications Chair	8
Finance Chair/Sponsorship	8
Meeting Bank Account	8
Other Local Organizing Committee Chairs	8
Making Arrangements	9
Use of Leading Indicators of Topical Meeting Success	10
Getting the Necessary Approvals	11
Approvals Required for ANS Topical Meetings	12
Approvals Required for Different Types of ANS Meetings	12
Timing of Proposals to the NPC	12
Calendar Placement	13
Proposal for Preliminary Approval	13
The Technical Program	14
Budget Preparation – ANS Class I Topical Meeting	14
Acceptable Expenses	15
Technical Program Committee	15
Arrangements Committee	15
Topical Meeting	15
Additional Guidelines	16
Solicitations for Industry Contributions	16
Government Grants	16
Definitions	16
Guidelines	17
Allocation of Excess Meeting Revenue	17
Budget Development and Approval	17
Final Approval	18
Financial Planning and Reporting Guidelines and Policies for Class I Topical Meetings	18
Topical Meeting Finances	18
Responsibilities and Risks	18
ANS Headquarters	18

ANS Meeting Host (Local Sections or ANS HQ)	19
ANS Divisions	19
Allocation of Excess Revenues	19
Publicizing the Meeting	19
Free Announcements in <i>NUCLEAR NEWS</i>	20
Free Announcements in <i>RADWASTE SOLUTIONS</i>	20
Free Articles in <i>ANS NEWS</i>	20
Paid Advertising in <i>NUCLEAR NEWS</i>	20
Paid Advertising in <i>RADWASTE SOLUTIONS</i>	20
Publications Plan	21
ANS Policy - Meeting Publications	21
Publications Planning	22
Cost Considerations	22
ANS Identification; Copyright	23
Some Policy Matters	23
Schedule	24
Meeting Closeout	24
Americans with Disabilities Act Provisions	24
IRS Regulations	25
Meals and Entertainment Summary	25
Entertainment Expenses	25
Documentation	25
Club Dues	26

ATTACHMENTS - Forms:

Form #1	Topical Meeting Information Questionnaire	28
Form #2	NPC Meeting Worksheet	31
Form #3	ANS Topical Meeting Budget Form	32
Form #4	ANS Schedule of Responsibility and Net Revenue Distribution	34
Form #5	Topical Meeting Publication Plan	36
Form #6	ANS Class IV Approval Request Form	38
Form #7	Exhibit Release and Indemnity Agreement	39
Form #8	Waiver/Notice - Class II and Class IV Meetings	40

Introduction

This publication has been prepared to assist local sections, professional divisions, and technical groups of the American Nuclear Society in planning meetings for which the Society is technically or financially responsible. The information has been compiled from the Society's Bylaws and Rules, from the directives and recommendations of the Board of Directors and the Executive Committee, from rules and procedures of the ANS National Program Committee, and from other Society documents that define current practices relating to topical meetings.

The information in these guidelines reflects more than 40 years of experience and the conduct of over 800 topical meetings. Relevant policy references are provided.

This manual is essentially a working document; suggestions for improvements are welcome and should be forwarded to the ANS Director of Meetings for referral to the proper ANS group for action.

Topical meeting planners are advised to thoroughly read these guidelines and the pertinent materials provided.

Contacts at ANS Headquarters

Paula Cappelletti, CMP
Director, Meetings and Exhibits
708-579-8214
pcappelletti@ans.org

Rick Michal
Director, Scientific Publications
708-579-8244
rmichal@ans.org

Robert C. Fine, JD, CAE
Executive Director
708-352-6611
execdir@ans.org

Contacts - Committee Chairs

Charles Martin
Chair
chipmartin@gmail.com
410-231-0199

Martin Sattison
Co-chair
marty.sattison@gmail.com
208-521-3569

Raymond Klann
Co-chair
ray.klann@pnnl.gov
509-375-2134

General Objectives and Requirements

A topical meeting is a technical meeting held under the sponsorship or major co-sponsorship of one or more ANS divisions and a local section on a timely topic of general interest. The primary function of a topical meeting shall be the promotion of an exchange of high-quality technical and scientific information.

The Society recognizes the value of special meetings of topical character and interest conducted by the divisions and local sections with national participation. The Society requires that all ANS-sponsored meetings receive approval from the National Program Committee (NPC), and formal approval from the President of the Society. In order to assure financial responsibility, no commitment for such activity of national character may be made by any division or section without final approval from the NPC and the President of the Society. Any such meeting must be conducted to assure that it will be self-supporting with regard to expense of the meeting and cost of any resulting publications. The Director of Meetings is available for consultation in the early planning stages of such a meeting.

The National Program Committee (NPC) has the responsibility of assuring that technical meetings sponsored by the Society and its divisions and local sections meet the Society's standards for technical and scientific contributions. In executing this delegated responsibility, the NPC must consider the appropriateness of the proposed subject, scheduling (timeliness and possible conflicts with other scheduled meetings), publication plans, financial viability, appropriateness of location, and ability of the organizing group to fulfill its commitments.

The financial arrangements for the proposed meeting must be approved by the Director of Meetings, acting on behalf of the Executive Director of the Society. It should be noted that ANS Headquarters bears the sole responsibility for meeting losses for Class I Topical Meetings other than one-day local section topical meetings, if meeting organizers follow the guidelines contained in this manual. If the guidelines are not followed, the local section and division may be liable for part of the topical meeting financial loss.

ANS policy is that all meetings that are sponsored or co-sponsored by the Society shall be open to all members of the American Nuclear Society. The holding of classified sessions at ANS-sponsored meetings is contrary to ANS policy.

Co-Sponsorship with Other Organizations

The term 'ANS co-sponsored' may be part of the meeting announcement only if negotiations among the organizations involved have been finalized and the required approvals and waivers for the assignment of financial and legal responsibility for the meeting have been obtained. Either ANS or some other organization must accept the sole financial responsibility for the meeting. The organization accepting financial responsibility is the legal agent for the meeting.

In the case of co-sponsored meetings, program responsibility generally rests with the organization primarily responsible for the meeting, and the NPC responsibilities depend on the degree of ANS co-sponsorship.

In cases where ANS is not the principal sponsor, the role of ANS must be clearly identified on all program and promotional material for the meeting as follows: "Sponsored by the (inviting organization/others), with the cooperation of the American Nuclear Society."

Neither the ANS nor its professional divisions will accept donations from meeting sponsors or meeting organizers of Class II meetings. (Class II meetings are described in the section titled "Types and Classes of Meetings.") This provision is necessary to ensure that ANS limits financial liability to the terms agreed upon at the time of meeting approval.

Guidelines for NPC Approval of Class IV Co-Sponsorship

Over the years, it has been the policy of the American Nuclear Society (ANS) to be a non-participating co-sponsor of meetings run by other professional societies and organizations. This is known as Class IV sponsorship. This type of sponsorship does not involve any input by ANS, other than allowing the use of the ANS logo and the ANS name as a cooperating organization on meeting programs and materials distributed by the meeting organizers.

ANS approved Class IV co-sponsored meetings will also be listed in the meeting calendar published in *NUCLEAR NEWS*, starting three to four months prior to the meeting dates.

- All requests for ANS Class IV sponsorship must be supported by an ANS technical division.
- When seeking ANS sponsorship, the dates of the meeting should not conflict with other ANS sponsored meetings.
- The technical program of the meeting must be of interest to the membership of the Society.

- The registration fee for ANS member attendees must be the same as the fee charged to members of the primary sponsoring organization.
- The ANS must be placed on the mailing list to receive all meeting materials, call for papers, programs, etc.
- In no instance will Class IV sponsorship be afforded to meetings, classes, or seminars run by profit-making entities or individuals.
- No Class IV meetings will be approved for dates four weeks on either side of the ANS Annual or Winter Meetings, except for international meetings held outside the U.S. with special approval of the National Program Committee.
- No Class IV meetings will be approved that are scheduled within four weeks on either side of a Class I or II topical meeting on a related topic without specific agreement of the Class I or II meeting organizers. The organizers of the Class IV meeting are responsible for contacting the General Chair and Technical Program Chair of each Class I or II topical meeting scheduled during the blackout period and obtaining from them a written agreement that there is no conflict.
- No Class IV meeting will be approved during the same week as a Class I or II topical meeting, regardless of technical content, without special approval of the NPC.
- Class I or II topical meetings that are approved or rescheduled after a Class IV sponsorship has been approved may be granted calendar placement on dates that overlap Class IV schedules at the discretion of the NPC.

When the extent of ANS participation is simply lending its name to the meeting (Class IV), the inviting organization shall be required by the NPC Chair to submit Form 6: ANS Class IV Approval Request Form and sign the following statement:

The (inviting organization) agrees, in consideration of the license to use the American Nuclear Society's name in connection with (name of event), to make no claim, in relation to such event, against the American Nuclear Society, its officers, agents or employees for any reason whatsoever, and to hold the American Nuclear Society, its officers, agents, and employees harmless against any claims, including attorney's fees and judgments, arising out of such event.

The signed statement (Form 8: Waiver/Notice - Class II and Class IV Meetings) must be returned to the ANS Director of Meetings. Whatever the degree of ANS co-sponsorship, no commitment to co-sponsor meetings may be made without the prior approval of the NPC, the President of the Society, and the Executive Director. The dates of such an event must not conflict with other Society-sponsored or co-sponsored meetings.

Types and Classes of Meetings

In ANS terminology, ANS topical meetings are categorized according to types and classes. The types are distinguished by who sponsors the meeting; the classes by the areas of responsibility (financial, technical program, etc.) accepted by ANS and others.

Types

Division/Local Section-sponsored

These topical meetings are initiated and conducted by a division(s), in cooperation with a local section or ANS Headquarters. The standard bid proposal request form when soliciting bids from local sections or ANS Headquarters use. Responsibility for the technical program and the publication rests with the division. The local section will be responsible for the overall financial and logistical management of the meeting. Please refer to Table 1 (page 5) for a listing of the division and local section responsibilities. Also, see Table 2 (page 6), for a more specific breakdown of these responsibilities. Note: In the exceptional case that local section support is not available ANS Headquarters will act in lieu of the section.

Co-sponsored

These meetings are initiated and run in cooperation with technical organizations outside ANS. A written agreement among the cooperating groups must be obtained on financial, legal, publication, technical program, and organization arrangements and must be submitted to the Director of Meetings and President of the Society for approval.

Recurring Co-sponsored

These are meetings co-sponsored by ANS and other technical organizations that recur on a periodic basis. Each co-sponsoring society or organization assumes the role of major co-sponsor in turn. An example of this type of co-sponsorship is the Environmental Degradation Conference. ANS is one of three sponsors of this conference. Every sixth year, ANS becomes the major co-sponsor and has full financial responsibility for the meeting.

As stated under the subhead “Co-sponsored,” co-sponsored meetings require the prior approval of the NPC and the President of the Society. In the case of co-sponsored and recurring co-sponsored meetings, the arrangements must also receive prior approval from the NPC and the Board of Directors. This approval must be renewed at least two years in advance of each meeting for which ANS will assume the major sponsorship. The proposal for such a meeting must clearly delineate the provisions for financial risk and benefit, i.e., are they shared or solely the responsibility of the major sponsor? The preferred arrangement, from the standpoint of ANS, is for the major sponsor to assume all financial risk and retain all financial benefits. This includes the major sponsor’s authority to establish the meeting budget, select the site and hotel, set all fees, regulate all expenditures, collect all funds, and pay all bills.

Topical Meeting Classifications

Four classes of co-sponsorship are defined below as a function of the responsibilities as assumed by the participating organizations. The areas of responsibility, in this context, are as follows:

- Financial
- Publications
- Technical Program
- Meeting Organization and Arrangements (see Table 1, page 5)

Policies and Rules of the National Program Committee

The National Program Committee (NPC) of the American Nuclear Society (ANS) has the responsibility of assuring that technical meetings held by the Society and its divisions and local sections meet the Society’s standards for technical and scientific contributions. In executing this delegated responsibility, the NPC must consider the appropriateness of the proposed subject, scheduling (timeliness and possible conflicts), publication of proceedings, appropriateness of location, and ability of the organizing group to fulfill its commitments. The financial arrangements for the proposed meeting are arranged with and approved by the Executive Director of the Society through the Director of Meetings.

Within the fields of interest to the Society, there is a range of both breadth and depth for which a topical meeting is appropriate. As far as breadth is concerned, it is desirable that a topical include an entire, but narrow, category of subjects rather than a single concept or system. Within this category, every effort should be made to attain complete coverage. For this reason, a significant fraction of the papers at a topical meeting often are invited. The NPC review provides guidance and approval in this matter.

Topic

The depth of coverage should be greater than is possible in a general meeting. A topical meeting may contain papers that otherwise would have been presented at a general meeting, but should contain other papers which, because of their more detailed and lengthy treatment, are not normally appropriate for presentation at the Annual or Winter Meetings. Moreover, a topical meeting may also include material that is related to the Society’s field of interest, but which might normally be published in professional journals outside the Society.

Duration

A topical meeting must have duration of at least two, but not more than four days. Meetings sponsored by ANS local sections or co-sponsored locally with other organizations are not considered topical meetings if they last no more than one day and are primarily of local interest.

Geographical Distribution

The topical meetings are expected to serve as supplementary activity for members of the Society who, for various reasons, do not attend general meetings. Since cost of travel is among the reasons for members not attending the Annual and Winter Meetings, the policy of the Society is to encourage the scheduling of topical meetings with as wide a geographic distribution as possible.

In addition, the Society will co-sponsor special meetings with other professional societies or technical groups. When such meetings involve review of the technical program by the ANS National Program Committee, they are considered to be supplementary to topical meetings, and their geography, timing and coverage will influence approvals of proposals for ANS topical meetings.

Table 1: ANS Topical Meeting Types/Classifications

Meeting Function	Class I <ul style="list-style-type: none"> • ANS - Major Sponsor • Financial/Program Responsibility • Topics of Nat'l/Int'l Scope • 1-day workshop with registration fees (held either separately or in conjunction with another meeting) 	Class II <ul style="list-style-type: none"> • ANS - NOT Major Sponsor • NO Financial Responsibility • ANS Division Participation in the Technical Program 	Class III <ul style="list-style-type: none"> • ANS Topical Meeting - Embedded in National Meetings 	Class IV <ul style="list-style-type: none"> • Use of ANS name ONLY
Financial Responsibility	ANS	Other Organization	ANS	Other Organization
Budget Preparation	ANS and ANS Local Section	Other Organization	ANS	Other Organization
National Program Committee (NPC) Approvals/Liaison	ANS Division	ANS Division	ANS Division (One-step NPC Approval)	ANS Division (One-step NPC Approval)
Contractual Agreements (Hotel Negotiations, Social Events, Tours, etc.)	ANS or ANS Local Section	Other Organization	ANS	Other Organization
Local Arrangements (Hotel, Meeting Arrangements, Social Events, etc.)	ANS or ANS Local Section	Other Organization	ANS	Other Organization
Meetings Proceedings and Transactions Committee (MPTC) Approvals/Liaison	ANS Division	ANS Division	ANS or ANS Division (One-step NPC & MPTC Approval)	Other Organization
Overall Technical Program Responsibility (including Theme and Scope of Meeting)	ANS Division	Other Organization ¹	ANS Division	Other Organization
Publications Coordination and Oversight of Technical Quality	ANS Division	Other Organization	ANS Division	Other Organization
Printing of Meeting Publication (Proceedings, Transactions, Abstracts, etc.)	ANS or ANS Local Section	ANS or Other Organization	ANS	Other Organization

ANS = American Nuclear Society Headquarters

1 = Contribution to Technical Program by ANS Division

* Organizers will be expected to give progress reports to NPC as part of the Technical Program Committee Chairman's Report

Table 2: Classes of ANS Co-Sponsored Meetings

Class of Sponsorship	Areas of Responsibility		
	Financial & Publications ¹	Technical Program ²	Meeting Organization and Arrangements
I (Major)	ANS	ANS	ANS
II (Technical Program-Recurring)	E	O/ANS Participation	E
III (Embedded Topical)	ANS	ANS	ANS
IV (Use of ANS name <u>only</u>)*	O	O	O

- 1 = The General Chair must be from the organization with financial and publication responsibility
 2 = The Technical Program Chair must be from the organization having technical program responsibility
 * = Must receive approval from the NPC
 O = Other co-sponsoring organization
 E = Either ANS or another co-sponsoring organization (agreement must be established in writing)

Special Competence of Local Sections

A further condition of a section’s sponsorship of a topical meeting is that the topic be one in which significant work is being performed by Society members in the sponsoring section, i.e., the subject must be appropriate to the section. A statement of such qualifications of the section will be required at the time such a meeting is proposed. The section must ensure that there are a sufficient number of volunteers willing to support the successful conduct of the meeting.

Timing

Topical meetings should not be conducted by a local section more often than once every two years. However, co-sponsorship with a division may be more frequent. A topical meeting shall not be scheduled within one month prior to or one month after the ANS Annual or Winter Meetings. Please note that topical meeting dates should not conflict with major national or religious holidays.

National Meeting Dates and Locations

National meeting dates and locations are listed below to assist meeting organizers in their planning and scheduling:

2018	Annual Meeting	June 15-23	Philadelphia, PA	Marriott Philadelphia Hotel
2018	Winter Meeting	Nov 11-16	Orlando, FL	Hilton Orlando Bonnet Creek
2019	Annual Meeting	June 9-13	Minneapolis, MN	Hyatt Regency Minneapolis
2019	Winter Meeting	Nov 17-21	Washington, DC	Marriott Wardman Park Hotel
2020	Annual Meeting	June 7-11	Phoenix, AZ	Arizona Grand Hotel
2020	Winter Meeting	November 1-5	Chicago, IL	Marriot Magnificent Mile
2021	Annual Meeting	June 13-17	Providence, RI	Omni / Convention Center
2021	Winter Meeting	Oct 31 – Nov 4	Washington, DC	Marriott Wardman Park Hotel

2022	Annual Meeting	June 12-16	Anaheim, CA	Hilton Anaheim
2022	Winter Meeting	TBD		
2023	Annual Meeting	June 11-15	Indianapolis, IN	Marriott Indianapolis Downtown

Papers

In the case of a local section-sponsored topical meeting, the NPC policy is that all papers shall be invited. The invited papers must be of high technical quality, and a substantial portion of the speakers should be nationally recognized as authorities in their fields. Exceptions to the rule that only invited papers be included may be made only with the specific approval of the NPC. If permission is given for contributed papers, an ad hoc program committee must be established by the local section to review and select papers. Such review constitutes a delegation of authority by the NPC, and the reviewing group must be sanctioned by the NPC. A local section requesting the NPC to sanction an ad hoc program review committee should note that adequate time must be allowed for this action by the NPC. It is recommended that an additional three months be allowed in the normal schedule for this action.

In the case of divisional topical meetings, papers may be invited and/or contributed. Invited and contributed papers are solicited by the division and are subject to review by the topical meeting program committee. Every effort must be made to avoid a promotional character in a topical meeting, in particular, any tendency to promote the interest of a single company or group.

Publication

A record of a topical meeting must be published and made available (not necessarily free) to all meeting attendees and other interested Society members. A minimum requirement is to publish summaries (available at the meeting) which meet the current criteria for publication in TRANSACTIONS of the ANS. Publication of full papers may precede the meeting, but in all cases must be published within six (6) months following the meeting.

Number of Topical Meetings

In view of the above limitations on topical meetings, it is not necessary to restrict their number arbitrarily. The number of topical meetings approved in any year will be determined in part by giving consideration to geographical distribution, national meeting attendance, member interest, and total membership in ANS.

As stated earlier, one organization will be designated as the major sponsor with full responsibility for those agreed areas outlined in Table 1 (page 5). The other organization(s) will be designated as “cooperating” or “co-sponsoring” organization(s) and, as such, shall be invited to participate in all phases of the subject meeting.

ANS policy states that when ANS “does not have financial responsibility, ANS costs must be recovered fully, for any services rendered, at not-for-profit or commercial rates.”

ANS policy also dictates that a written agreement outlining the responsibilities of each organization and signed by each organization must be submitted for approval by the NPC and the Director of Meetings.

Workshops (held in conjunction with topical meetings)

A workshop typically is a one-day meeting. ANS policy states “A workshop requires NPC approval (one NPC appearance only, to receive final approval). By action of the Finance Committee in June, 1977, ANS is financially involved and share the profit or loss of the workshop. Therefore, budgets for such meetings must be approved by the ANS Director of Meetings. Profits from workshops are to be split 50% to the local section and 50% to the national Society. If losses occur the local section will share equally in the loss with national ANS.

Exhibits (held in conjunction with topical meetings)

In the event that a commercial exhibit is planned in conjunction with a topical meeting, the income and expenses must be reported on the meetings financial statements. The “Release and Indemnity Agreement” (Form 7) must be completed by each exhibitor and kept on file by the meeting organizer.

Getting Organized

Sections and divisions/technical groups should sponsor topical meetings cooperatively. The originating group should take the initiative in seeking the cooperation of others. If section, division or technical group cooperation cannot be arranged, the ANS Director of Meetings may be of assistance. In any case the Director of Meetings, acting on behalf of the Executive Director, should be contacted at least 24 months in advance of the meeting - earlier if the meeting will be co-sponsored by another organization. The assistance and advice of the Director of Meetings may be obtained throughout the meeting process - from the filing for calendar placement to the actual conduct of the meeting.

General Chair

At least 24 months before the meeting, the division/technical group or section should appoint a General Chair, who resides within the geographical area in which the meeting is to be held, and is a member in good standing of the national ANS.

The General Chair has the major responsibility for the meeting, making the committee chair appointments (with the exception of the Technical Program Chair and Publications Chair), directing the preparation and presentation of the meeting, and, in coordination with the meeting's Finance Chair, ensuring that expenditures do not exceed the approved budget. It should be noted that only national ANS members can be appointed as chairs for the various meeting related functions.

Technical Program Chair

The Technical Program Chair is appointed by the sponsoring division/technical group. This appointment should be made at least 24 months before the meeting. The Technical Program Chair works with the NPC, the appropriate divisions, and others in developing the technical scope and content of the meeting. The Technical Program Chair is responsible for organizing the Technical Program Committee and appointing a Publications Chair. The Technical Program Chair has the final responsibility for all meeting publications.

Publications Chair

The Publications Chair is responsible for the timely preparation of the meeting TRANSACTIONS and/or PROCEEDINGS. The Publications Chair should contact the ANS Director of Scientific Publications as soon as possible to develop a publications plan.

Finance Chair/Sponsorship

Under the guidance of the General Chair and the Finance Chair, the meeting's preliminary and final budgets are prepared. As discussed in greater detail below, the preliminary budget should be developed and signed by the General Chair and the Chair of the local section and sent to the Director of Meetings at ANS Headquarters at least 18 months before the meeting. The Excess Revenue Distribution Form (Form 4) should be completed, signed by the Chair of the local section, the Division Chair, and the ANS Director of Meetings. The completed form which details the responsibilities of the local section, division, and headquarters and delineates the share of excess revenue from the meeting should be included and submitted as part of the meeting budget.

The Finance Chair works closely with the General Chair to validate meeting expenses and keeps a record of all expenditures and receipts. Within three (3) months after the meeting, the Finance Chair prepares the final financial report and sends it along with the funds due to ANS to the ANS Director of Meetings. (If the PROCEEDINGS are published and distributed after the meeting, a financial report is still required within three (3) months of the meeting, but a final update shall be made within two (2) months of distribution of the PROCEEDINGS.)

Meeting Bank Account

The Finance Chair must make arrangements with the local section for receipt and disbursement of meeting funds.

Other Local Organizing Committee Chairs

The General Chair may make other appointments as deemed necessary. These appointments may include Honorary Chair and chairs for such functions as hotel liaison, guest program, publicity, workshops, website, technical tours, and exhibit.

Making Arrangements

Careful planning and adherence to schedules will help to assure a successful meeting. A creative approach to meeting planning is encouraged. The NPC, in its statement of policy, “encourages, at all times, innovations in the program format.”

The key steps to be taken by the General Chair or his/her designated appointees in preparation for a meeting are presented in Table 3 (below).

Table 3: Time Schedule - Recommendations

Time Frame	Item	Responsibility
18-24 months out –	Request Calendar Placement from ANS National Program Committee (NPC) ¹ . Select location (city). Appoint committee chairs. Call meeting of committee chairs to review the Topical Meetings Guidelines. Note: At the latest, Calendar Placement must be approved by the June NPC Meeting in the calendar year preceding the meeting. No calendar placement will be considered after the June NPC Meeting for the following year. In addition, calendar placement will only be considered for meetings that are at least 12 months out. Example: Calendar Placement by June 2018 – Calendar placement is for 2019 and beyond Calendar Placement in November 2018 – Calendar placement is for 2020 and beyond Appoint Technical Program Committee.	General Chair Technical Program Chair
15-18 months out	Establish registration fees and fees for other meeting activities. Set a deadline for advance registration. Preliminary Publication Plan to ANS Director of Scientific Publications. Preliminary Budget to Director of Meetings. When Managed by a Local Section the General Chair/organizing committee to request proposals from hotels and send to Director of Meeting for negotiations and execution. A hotel contract will not be signed until the meeting budget has been approved. When possible hotel contracts should not be signed until one year prior to meeting dates. When managed by ANS, staff will request proposals and execute accordingly. Preliminary Publication Plan to Meetings/Proceedings/Transactions Committee (MPTC) ² . (Cannot be signed until the Director of Meetings has approved the preliminary budget.) Request for Preliminary Approval from ANS NPC ¹ .	General Chair/Finance Chair Registration Chair Publications Chair Finance Chair General Chair / Local Section ANS Staff Publications Chair Technical Program Chair
12 - 15 months out	Budget approved by NPC. – All budgets must be finalized and receive final approval by July 31, in the year preceding the year of the topical meeting. Hotel contracts cannot be signed until budget is approved. When the budget is approved the meeting is approved to begin planning.	NPC Chair
12 months out	Invite guest speakers (for luncheons/banquets, if any). Request for Final Publication Plan Approval from MPTC ² .	General Chair Technical Program Chair
8-12 months out	Preliminary Program drafted (speakers selected and notified of requirements). Prepare preliminary meeting notice for <i>NUCLEAR NEWS</i> (see page 20, “Publicizing the Meeting”).	General Chair/Technical Program Chair
4-6 months out	Request for final program review/ and final approval from ANS NPC ¹ . At this time if all stages listed above are not complete, this meeting is subject to cancellation. Issue Call for Papers <i>NUCLEAR NEWS</i> . Final approval from NPC.	General Chair/Technical Program Chair Technical Program Chair NPC Chair
4 months out	Meeting arrangements finalized.	General Chair
2 months out	Print all on-site materials, includes badges, tickets and registration forms	Registration Chair or ANS Registrar
1 week after	Send thank you letters.	General Chair/Technical Program Chair
within 3 months	Arrange for close-out of meeting. Send final meeting and financial report, and list of attendees (including address and member/nonmember status) to ANS Director of Meetings.	General Chair/Finance Chair/Registration Chair

Notes:

1 = Exact time will depend on the NPC meeting

2 = MPTC only meets twice a year at the ANS Annual (June) and ANS Winter (November) Meetings

Use of Leading Indicators of Topical Meeting Success

The National Program Committee has established a set of Leading Indicators to provide feedback to meeting planners through the course of meeting preparation. Achieving green indications at certain stages in the process should reassure planners and the National Program Committee that planning is on schedule. However, a yellow or red indicator will indicate problems, of varying degrees, and point to preparation steps that merit attention. The list of indicators appears in Table 4 (below).

Table 4: Leading Indicators of Topical Meeting Success

Prior to Calendar Placement	
GREEN:	<ol style="list-style-type: none"> 1. Division Program Committee appoints TPC six (6) months prior to Screening presentation. 2. Division Executive Committee appoints General Chair six (6) months prior to Screening. 3. Division issues RFP for local section host nine (9) months prior to Screening presentation or selects local section three (3) months prior to Screening. 4. Local section and General Chair select meeting chair positions two (2) months prior to Screening. 5. TPC and Division Program Committee agree on meeting topic areas and appoint at least three (3) technical program committee members per topic one (1) month prior to Screening. 6. Completed Screening questionnaire submitted to ANS Director of Meetings and NPC Chair three (3) weeks prior to Screening. 7. Division has a written topical meetings marketing plan, endorsed by Executive Committee, that identifies target market, market preferences, and market potential for recurring and specialty topical meetings. Consideration of market share (including other meetings), competitive advantage, and risk is evident and tested within one (1) year of Screening.
YELLOW:	<ol style="list-style-type: none"> 1. Only five (5) out of first six (6) Green attributes completed before Screening. 2. Division marketing plan is not written, not updated, or not tested. 3. Topical meetings organized at the National Meeting prior to Screening. 4. Over-reliance on panel sessions.
RED:	<ol style="list-style-type: none"> 1. Any Green attribute not completed before Screening. 2. No marketing plan or lack of Executive Committee review and approval of marketing plan. 3. Declining trend in attendees/papers. 4. Hotel contract signed.
Prior to Preliminary Approval	
GREEN:	<ol style="list-style-type: none"> 1. Publication plan submitted to ANS Scientific Publications Director two (2) months prior to Screening. Plan approved by MPTC prior to Screening. 2. Three (3) proposed hotel contracts submitted to ANS Director of Meetings three (3) months prior to Screening. 3. General Chair approves local section budget at least two (2) months prior to Screening. 4. Budget submitted to ANS Director of Meetings for approval two (2) months prior to Screening. 5. General Chair/TPC/local section agree upon and publish a milestone schedule for meeting preparation at least six (6) months prior to Screening and they update and distribute the schedule monthly. 6. TPC and meeting program committee identify session chairs in proportion similar to distribution of target audience (domestic/foreign, Utility/national lab/regulator/vendor). Twenty-five (25) percent of session chairs accept prior to Screening. 7. Marketing plan updated for newly identified competition.
YELLOW:	<ol style="list-style-type: none"> 1. Publications plan established at the National Meeting prior to Screening. 2. Hotel proposals instead of contracts submitted to ANS Director of Meetings. 3. Budget not approved by ANS Director of Meetings one (1) month before Screening.

	<ul style="list-style-type: none"> 4. Meeting preparation schedule not approved by any chair or the vacancy of any chair position. 5. Less than 25 percent of session chairs contacted with acceptances.
RED:	<ul style="list-style-type: none"> 1. Publication plan not approved. 2. Budget not approved. 3. Hotel contract signed without prior approval of ANS Director of Meetings. 4. Call for Papers still draft.
Prior to Final Approval	
GREEN:	<ul style="list-style-type: none"> 1. Seventy-five (75) percent commitment from session chairs. 2. Papers being actively stimulated at the planned level. 3. Response to paper stimulation estimated at 75 percent of target level. 4. Paper review process ready/active. 5. Eighty (80) percent commitment from panelists. 6. Meeting website active, program announcements or preliminary programs distributed at least 12 months prior to the meeting.
YELLOW:	<ul style="list-style-type: none"> 1. Any attendance affecting event: Loss of funding, geopolitical disturbance. 2. Less than 75 but more than 60 percent commitment from session chairs. 3. Less than 75 but more than 50 percent commitment to submit papers. 4. Meeting milestones slipping. 5. Less than 80 but more than 50 percent commitment from panelists. 6. Meeting website active, program announcements or preliminary programs distributed less than 12 months prior to the meeting.
RED:	<ul style="list-style-type: none"> 1. Less than 60 percent commitment from session chairs. 2. Less than 50 percent commitment to submit papers. 3. Less than 50 percent commitment from panelists. 4. Meeting website not active, program announcements or preliminary programs not distributed.
Prior to Paper Review	
GREEN:	<ul style="list-style-type: none"> 1. Papers in excess of target level. 2. Ninety (90) percent panelist commitment. 3. One hundred (100) percent of session chairs confirm attendance.
YELLOW:	<ul style="list-style-type: none"> 1. Less than 100 but more than 80 percent of targeted papers submitted. 2. Less than 100 but more than 90 percent of session chairs confirm attendance.
RED:	<ul style="list-style-type: none"> 1. Yellow criteria not met. 2. Any attendance affecting event: Loss of funding, geopolitical disturbance.

Getting the Necessary Approvals

NPC gives final approval to the meeting organizers for all topical meetings. This approval is contingent on the meeting having received calendar placement, and preliminary approval from the NPC; publications approval from the ANS Director of Scientific Publications and from the Meetings Proceedings and Transactions Committee; and hotel contract, budget and planning approval from the ANS Director of Meetings. The general scheme of topical meeting approvals is illustrated in Table 5 (page 12); further information on approvals required for topical meetings, and for other types of meetings as well, is provided in Table 6 (page 12).

As planning for the topical meeting goes through the steps of obtaining calendar placement, preliminary approval, and final approval from NPC, these approvals should be reported by the meeting organizers to all sponsoring groups, i.e., division(s), technical group(s), and section.

Approvals Required for ANS Topical Meetings

Table 5: Approvals Required for ANS Topical Meetings

Responsible Person(s)	Approving Body	Approval Sequence
General Chair & Technical Program Chair	No approval required, however needed for calendar placement	Calendar Placement
General Chair/Finance Chair	ANS Director of Meetings	Hotel Contract and Budget Approval (Note: Hotel contract and budget must be approved prior to requesting NPC preliminary approval)**
General Chair & Technical Program Chair	ANS NPC	Preliminary Approval (12-18 months before meeting)*
	ANS NPC	Final Program Approval (approx. 6 months before meeting)*
General Chair & Technical Program Chair	ANS Director of Scientific Publications	Must be contacted as soon as possible and before Preliminary Approval from NPC
	Meetings Proceedings & Transactions Committee	Must approve preliminary publication plan and charges (15-18 months in advance) Final publication plan and charge (approx. 12 months in advance)

* Exact time will depend on the NPC meeting.

** ANS Headquarters (Director of Meetings) must approve all hotel contracts and meeting budgets before a Class I topical meeting receives Preliminary Approval from the NPC.

Approvals Required for Different Types of ANS Meetings

Table 6: Approvals Required for Different Types of ANS Meetings

Meeting Description	NPC Approval	President's Approval	Publications Approval	Executive Director's Approval	NPC Liaison* Approval
National co-sponsored w/other societies or government	Yes	Yes	Yes	Yes	
National Meetings	Yes	Yes	Yes	Yes	
Division Meetings					
a) Co-sponsored w/section topical	Yes	Yes	Yes	Yes	Yes
b) Co-sponsored w/other national organizations	Yes	Yes	Yes	Yes	Yes
c) Co-sponsored w/international meeting abroad	Yes	Yes	Yes	Yes	Yes
d) Co-sponsored with unaffiliated group	Yes	Yes	Yes	Yes	Yes
Local section meeting (topical meeting)	Yes	Yes	Yes	Yes	Yes
a) With co-sponsor	Yes	Yes	Yes	(1)	Yes
Local section meeting (one day or less; meeting of local importance only)	No	No	No	No	No**

(1) Required for major co-sponsorship (Class I)

* The NPC liaison may be a member of the NPC that will work with the Topical Program Committee to set up for the meeting in question; or may be a member of the Topical Program Committee assigned to work with and be a pro tem part of the NPC.

** The NPC should be kept informed so that conflicts with approved meetings can be avoided.

Timing of Proposals to the NPC

The NPC, through its Screening Subcommittee, receives the proposals for topical meetings (i.e., calendar placement, preliminary approval, and final approval) and processes these in the course of its meetings, of which there are four (4) during the year. The NPC meets one (1) day during the Annual Meeting and one (1) day during the Winter Meeting of the Society. It also meets formally at the paper review sessions that are held approximately four (4) months before each of these national meetings. The Screening Subcommittee meets one (1) or two (2) days prior to each of these four (4) regular meetings of the NPC.

Meeting organizers seeking any of the three (3) levels of approval from the NPC must contact the NPC Chair three (3) weeks before the NPC meets, to be placed on the agenda of the NPC Screening Subcommittee and NPC. Failure to meet with the Subcommittee and NPC as scheduled will delay the approval process and can jeopardize the timely conduct of the meeting.

NPC meetings generally fall in February, June, July, and November. Exact dates may be obtained from the Director of Meetings at ANS Headquarters. (Also, see page 7 for meeting dates and locations for the next four (4) year period).

Specific procedures for submissions of the various proposals for a topical meeting are presented below.

Calendar Placement

When an organizing group decides to sponsor a topical meeting, a request for calendar placement approval (Form 1: Topical Meeting Information Questionnaire and Form 2: NPC Meeting Worksheet) must be submitted to the NPC Chair. The NPC Screening Committee will evaluate the request based on integration with other meetings already scheduled on the base calendar and the financial risk to the Society. Requests for calendar placement should be made no less than 18 months prior to the date of the proposed meeting. Early identification of time, place and topic helps to avoid conflicts and provides placement priority to the group, thus preventing others from preempting the meeting. Late application for a topical meeting may be cause for rejection or delay because of conflicts, particularly with other scheduled ANS meetings. Conflicts with meetings of other societies may also result in rejection or delay. Meeting dates and location must be presented to the NPC. At the time of calendar placement, the NPC Chair will designate appropriate dates for preliminary and final approval.

Proposal for Preliminary Approval

The preliminary approval proposal, which is the major step in obtaining NPC approval, should be submitted approximately 15-18 months in advance of the proposed meeting date. The information necessary for approval is requested on Form 1: Topical Meeting Information Questionnaire and Form 2: NPC Meeting Worksheet. A copy of these documents should be received by the NPC Chair and the ANS Director of Meetings at least three (3) weeks prior to the NPC meeting at which it will be reviewed. A sufficient number of copies (15) must also be brought to the meeting of the Screening Subcommittee so that each of its members will have a copy. The preliminary approval package shall include at least the following:

- Scope or content of the meeting
- Tentative outline of sessions
- Names and affiliations of the technical program committee
- Preliminary publication plans
- Budget and hotel contract status (Note: The Director of Meetings must approve the preliminary meeting budget and hotel contract prior to requesting preliminary approval from the NPC)
- Milestone schedule
- Status of special events

The organizing group may seek variation of the standard procedures if the variation is necessary to provide a good technical meeting and if adequate time has been allowed for NPC consideration.

The Technical Program

The technical program is the heart of the topical meeting. It requires as much or more consideration than the administrative planning discussed in the other sections. However, the needs for each meeting vary greatly therefore, the information discussed here is very general in nature.

The Technical Program Chair (TPC) must establish his/her own calendar to interface with that of the General Chair. It should include at least the following (the order may vary, especially depending on whether PROCEEDINGS are available for the meeting or after the meeting):

- Develop theme and outline of program
- Select publications chair and session chairs
- Establish a Technical Program Review Committee
- Prepare and submit a publications plan
- Prepare a Call for Papers for mailing and for *NUCLEAR NEWS* insert
- Solicit invited papers
- Establish plan for paper review (including meeting space, logistics for committee members and paperwork for review)
- Hold paper review
- Complete preliminary program
- Notify authors (accepted authors receive instructions for full papers)
- Establish final date for receipt of full papers
- Determine visual aids needed by speakers
- Complete miscellaneous input for PROCEEDINGS (foreword, cover page, index, etc.)
- Arrange for visual aids, projectionists, etc.
- Send papers to printer
- Obtain biographical information from session chairs
- Complete final program
- Prepare thank you letters
- Submit close-out report to General Chair

Many of these items will be delegated to the Publications Chair and to other members of the TPC's committee.

The key item in the list above is the paper review. It is suggested that the paper review be conducted along the same guidelines as those for national meetings. All papers - invited, solicited, or contributed - should be reviewed for acceptance. ANS Headquarters has an electronic review system that is available for use for topical meetings reviews. This system is modeled after the "traditional" ANS paper review process. Information on fees and availability can be provided by contacting the Director of Scientific Publications. Should the meeting organizers choose to hold a more traditional paper review, then the responsibility and details of the process lie with the Technical Program Chair.

Budget Preparation – ANS Class I Topical Meeting Policy for Budget Preparation and Financial Planning

All revenue from the meeting and meeting related activities (i.e., registration fees, grants, industry contributions, workshops, exhibits, special events, technical tours, spouse tours, etc.) must be included in the financial plan (Form 3: Class I Topical Meeting Financial Plan). Additional guidelines for this form may be found on Form 3A: Budget Form Guidelines and Instructions.

The meeting must be conducted within the financial parameters of the approved budget.

Items not included in the approved budget will be the sole responsibility of the local section and/or division and must be deducted from the monies accruing to the section and/or division share of the proceeds of the meeting.

Food and beverage functions, tours, and other special events must be budgeted to break even.

Acceptable Expenses

These guidelines are based on the premise that the benefits of registration fees paid by attendees at topical meetings should accrue to either the attendee or to the American Nuclear Society general membership through the activities of its local section and its technical divisions.

Technical Program Committee

The following expenses are allowable:

- Meeting room rental and set-up charges (if applicable)
- Materials and printing of committee and review meeting materials
- Telephone and telefax charges
- Mail charges
- Call for Papers printing expenses

Additional guidelines:

Travel expenses for members of the Technical Program Committee (TPC) to attend local meetings are not allowable meeting expenses.

Arrangements Committee

The following expenses are allowable:

- Meeting room rental and set-up charges (if applicable)
- Materials and printing of committee materials and forms
- Meeting advertising costs in *ANS News*
- Telephone and telefax charges
- Mail charges
- Bank charges
- Cost of celebration/awards dinner not to exceed \$1,000 (must be pre-approved in the budget)
- Provisions for services provided to disabled meeting participants (see the section entitled “AMERICANS WITH DISABILITIES ACT PROVISIONS”)

Additional guidelines:

Services of a Headquarters meeting planner are available to all topical meeting organizers on a cost recovery basis.

Topical Meeting

The following expenses are allowable:

- Registration and office equipment
- ANS staff travel including air fare, hotel and miscellaneous travel expenses
- Telephone and telefax charges
- Signs and posters
- Registration materials and forms
- Badges and tickets
- Audio/Visual equipment
- F&B

Additional Guidelines

All banquets, luncheons, tours, and other special events should be budgeted to “break-even” financially. Participation by members of the arrangements committee is not chargeable to the meeting. (Subsections of the budget should show the break-even of these events.)

- Registration fees for non-ANS members shall be set at least \$200.00 higher than the ANS member fee.
- All expenses must be itemized separately, attached to the budget, and submitted with the budget for approval to the Director of Meetings.
- Contributions to support the meeting must be documented for the final financial accounting of the meeting. Anticipated contributions should be clearly identified in the preliminary budget.
- Exhibits are expected to generate income. Set-up charges and security should be figured within the exhibit budget. Booth charges must be paid by exhibitors. (A subsection of the budget should show the profitability of the exhibit.)
- Display tables for educational/academic exhibits may be supplied free of charge or on a cost recovery basis.
- Highly specialized networking and audio/visual equipment is the financial responsibility of the presenter.
- The PROCEEDINGS may be printed locally or by ANS Headquarters, but whichever of these options is selected, the PROCEEDINGS are expected to break-even financially. (A subsection of the budget for PROCEEDINGS should show the break-even.)
- No complimentary meals or hospitality expenses should be paid to local committee members or to registration and other personnel.
- No guest travel expenses are chargeable. The only exception would be, in rare cases, if the presence of the guest was vital to the success of the meeting and the guest had no organization upon which to call for the expenses. Such exceptions must be approved by ANS Director of Meetings prior to final approvals by NPC.
- Student financial assistance, or other such activities, are not topical meeting expenses and may not be included in the meeting financial plan.
- Local sections are encouraged to offer financial assistance to students as an off meeting budget activity.
- Teacher Workshops, if conducted in conjunction with the topical meeting, must be budgeted separately. All costs for the workshop are the responsibility of the local section and are not allowable topical meeting expenses.
- Spouse/Guest hospitality expenses should be covered by a separate registration fee and should not burden the registration fee paid by attendees.
- Speakers are expected to register for the meeting. In rare cases, it may be necessary to cover travel expenses for a keynote speaker.
- Gifts and Financial Awards are not a chargeable meeting expense.

Note: ANS Headquarters will be available to provide real-time guidance to organizers who feel they are inexperienced in ensuring the financial success of special events, exhibits, or publications.

Solicitations for Industry Contributions

The intent of these guidelines is firstly, to prevent over-solicitation of nationally based firms, and secondly, to protect the ability of the national ANS to solicit from both Organizational Members and national firms for programs to the benefit of all ANS members. Thus, differentiation is made between strictly local firms and national firms which may, or may not, be headquartered locally.

Government Grants

Record keeping and final grant closeout reporting are the responsibilities of the originating group (usually the local section) applying for the grant.

Definitions

Small local organizations are those whose headquarters are based in the locality of the local section concerned and which do not have a network of branches extending to other states and localities. (Example: The local utility.)

Large local organizations fall into the category of a national organization except that their headquarters are within the area covered by the relevant local section. (Example: Westinghouse in Pittsburgh, PA.) National organizations are those with an extensive number of

branches and whose headquarters are located outside the area covered by the relevant local section. (Example: Westinghouse in Richland, WA.)

Guidelines

No solicitation should be made of an ANS corporate member without first clearing the proposal through the ANS Executive Director to avoid conflict with societal solicitations which may be made of that member. (Example: The PEP or NEED programs.)

The ANS Rules (R17.5.6) state that: *“Notification of the intent and purpose of the solicitation shall be given the President of the Society in writing, and he may disapprove of such solicitation within thirty (30) days of this notification.”*

In addition, the Executive Committee at the Dallas meeting in June 1987 provided the additional guidance that: “Generally, the ANS President will approve solicitations by a local section provided such solicitations are limited to local organizations and for amounts no greater than \$1,000.”

Solicitations from small local organizations do not require notification to the ANS Executive Director or the ANS President. Any solicitation should be made in specific terms by defining exactly what the funds will be used for - preferably within the interest of the firm solicited.

The firm solicited, however, could designate their contribution to pay for a social affair which might benefit the topical meeting attendees. This social affair is then essentially an advertising event.

Solicitation funds are part of the overall meeting accounts, although a separate subsection accounting may be appropriate if they are designated only to be used for a specific activity.

Allocation of Excess Meeting Revenue

Based on the responsibilities and risk of the cooperating parties involved in the meeting, net proceeds will be distributed according to the Excess Revenue Distribution Form (Form 4) agreed to and signed by representatives of the local section and division, and submitted as part of the budget approval process.

All valid debts of the topical meeting are paid. Excess funds are distributed as follows: 50% to ANS Headquarters; 50% to the meeting host (local section or ANS HQ) and division. The meeting host and division must negotiate between themselves how to split the remaining 50% excess revenue based on the “value added” by each party, in accordance with existing meeting guidelines and policies.

Budget Development and Approval

The sponsoring section/division is required to send the ANS Director of Meetings a preliminary budget and estimated income statement (Form 3: Class I Topical Meeting Financial Plan) for the meeting before the request for preliminary approval is sent to the NPC, i.e., at least 12-18 months prior to the proposed meeting date. Budgets for all ANS Class I topical meetings must have ANS Headquarters (Director of Meetings) approval and NPC approval before such meetings can receive preliminary approval or before the meeting can be publicized through normal ANS channels. The ANS Director of Meetings will either approve the budget or return it with suggested revisions. If the revisions are not incorporated and a revised budget submitted, the ANS Director of Meetings will forward the budget to the NPC. Once approval from the ANS Director of Meetings and NPC Screening Committee is received, changes to the budget may not be made without submitting a variance request to the ANS Director of Meetings and NPC Chair for approval of the modifications. Generally, variances to the budget will only be approved if they are revenue neutral or net positive.

Final Approval

The final approval request is presented to the NPC about 6-12 months in advance of the meeting. At this time, the NPC will seek assurances that the organizing group has made the necessary arrangements to ensure the technical and financial success of the meeting. The NPC Screening Committee will review the budget and all variances, along with the current status of revenues, expenses, and commitments. Plans must be worked out in sufficient detail to give such assurances with regard to the mechanics of staging the meeting, the technical content, and the following list of items:

- Session titles and outline of technical content
- Names of the session chairs, the invited speakers, and the indication of degree of commitment need obtained, i.e., firm, tentative, no contact yet. At this stage, the NPC expects that no less than 75% of the invited speakers/session chairs have accepted the invitation to participate.
- Final listing of the technical program and paper review committee membership
- Updated meeting time schedule
- Pertinent details regarding any special events, tours, and hotel arrangements
- Final publication plans
- Updated Topical Meeting Information Questionnaire (Form 1) and NPC Meeting Worksheet (Form 2)

Financial Planning and Reporting Guidelines and Policies for Class I Topical Meetings

Topical Meeting Finances

An ANS topical meeting will be conducted with the participation of ANS Headquarters, one or more ANS Local Section(s), and one or more ANS Division(s) (except as noted in the next paragraph.) Other societies may participate, but one ANS organization must have the lead and overall financial responsibility. These guidelines do not cover recurring co-sponsored topicals in which ANS Headquarters and other societies alternate the financial and managerial responsibilities for the meeting. These guidelines do not pertain to those held by overseas local sections.

Control and allocation of topical meeting proceeds will be in proportion to the responsibilities of, and the risk assumed by, the organizing participants in the topical meeting.

Topical meetings are to be financially self-sustaining over time, with each topical meeting having a financial goal for planning purposes of a net excess (revenues less meeting costs) equal to a target of at least 15% of revenue.

Responsibilities and Risks

The following list of responsibilities assumes that a division-initiated topical is being conducted. The excess revenue split should be based on the relative contribution of each party. However, co-sponsoring organizations should be selected on the basis of program merit and not on the basis of a negotiated revenue split.

ANS Headquarters

- ANS Headquarters will have primary financial responsibility and will assume the ultimate financial risk for the meeting; however, local sections and divisions must follow the guidelines and financial policies outlined in this manual.
- The National Program Screening Subcommittee will assure that topical meetings sponsored by the Society and its divisions and local sections meet the Society's quality standards for technical and scientific contributions, will assure that the financial and legal risks to the Society are minimal, and will evaluate the meeting based on integration with meetings already scheduled on the base calendar.
- The NPC Screening Committee will, in coordination with participating sponsoring organizations, schedule the meeting and recommend preliminary and final approval to the National Program Committee and ANS President based on its review of the proposed meeting.
- The ANS Director of Meetings will review hotel contracts and the budget and will recommend approval or disapproval to the NPC based on whether the hotel contract is within appropriate risk levels and that the proposed budget is within the parameters of the Financial Guidelines and Policies. This review is required for preliminary and final approval for the meeting from the NPC.

All hotels contracts will be signed by ANS. No hotel contract will be signed until the budget is approved. **Note: If the contract is not reviewed and approved by the ANS Director of Meetings prior to signing, the local section assumes the financial risk and liabilities of the contract.**

- ANS will initiate procedures to recover uncollected meeting funds. Any funds collected will be distributed to the organizers according to the agreed-upon distribution formula for the meeting.
- The ANS Finance Committee will be available for review of the financial results of meetings as requested by the ANS Director of Meetings.

ANS Meeting Host (Local Sections or ANS HQ)

The meeting host (the ANS Local Section or ANS HQ) assumes the financial responsibilities listed below.

- Will prepare the Class I Topical Meeting Financial Plan (Form 3) and the Topical Meeting Publication Plan (Form 5) and submit these plans to the ANS Director of Meetings prior to requesting or receiving preliminary approval from the NPC. These financial plans shall be updated to reflect the final proposed program and shall also require approval from the ANS Director of Meetings.
- Will collect and disburse all funds accruing to meeting activities and provide a final meeting accounting to the ANS Director of Meetings no later than three (3) months following the meeting or following the issuing of the final publications.
- The final accounting report must include an itemized list of all uncollected meeting funds, such as funds still outstanding from purchase orders, payments due from unpaid attendees, and funds not collected due to bad checks presented for payment of registration fees. (Note: The itemized list must include the amount due, name, affiliation, and address for each outstanding item.) Note: ANS will initiate procedures to recover uncollected meeting funds. Any funds collected will be distributed according to the agreed-upon distribution formula for the meeting.
- Will coordinate with and make all contractual and final arrangements with the meeting facility and other meeting suppliers. **Note: The hotel contract must be reviewed by the ANS Director of Meetings and signed by the ANS Executive Director. If the contract is not reviewed and approved by the ANS Director of Meetings prior to signing, the local section assumes the financial risk and liabilities of the contract.**
- Will, in conjunction with the division, develop the Topical Meeting Publication Plan (Form 5).
- Will report the meeting finances to the Internal Revenue Service (IRS) and/or state taxing authority as part of the required annual reporting requirements of the local section.
- Will assume total liability for expenditures not identified or accepted and approved in the final Class I Topical Meeting Financial Plan (Form 3) for their area of accepted responsibility.
- Will be responsible for all record keeping and final grant closeouts for meetings where government grants have been obtained.

ANS Divisions

Divisions are not legal entities separate from ANS; therefore, cannot sign contracts or commit the Society. (In the event that the topical meeting is being organized by a local section, the division may assume the responsibilities listed below.)

- Will normally develop the Topical Meeting Publication Plan (Form 5).
- Will, in conjunction with the local section, develop and conduct the technical program as approved by the NPC.
- Will conduct the technical program within the final financial plan. Expenditures caused by division actions not identified and approved within the final Class I Topical Meeting Financial Plan (Form 3) may be charged against the division accounts at ANS Headquarters.

Allocation of Excess Revenues

Based on the above responsibilities and risks, meeting net proceeds will be disbursed according to the approved Class I Topical Meeting Financial Plan (Form 3) and signed Excess Revenue Distribution Form (Form 4) that were submitted as part of the budget approval process.

Publicizing the Meeting

Not all publicity options are free. Once preliminary approval and budget approval have been obtained, a topical meeting may be publicized through normal ANS channels - *NUCLEAR NEWS* and *RADWASTE SOLUTIONS* magazines, *ANS NEWS*, division newsletters and website. Be advised that there are costs associated with some of the publicity in *NUCLEAR NEWS*, as well as *RADWASTE SOLUTIONS*. Meeting organizers should include "advertising" costs in their initial budget (see magazine rates below).

If division mailings are planned, be sure to include the cost of mailing labels in the meeting budget. The current cost can be obtained from ANS Headquarters. Other media and mailing lists outside the Society, of course, may also be utilized to promote the meeting. Meeting organizers should seize every opportunity to promote the meeting by distributing flyers and meeting materials in registration areas at other meetings on similar topics.

Free Announcements in *NUCLEAR NEWS*

Brief meeting announcements are carried in the “Calendar” section in the front of the magazine without charge beginning seven (7) months in advance of the meeting. In addition, a brief one-time “Call for Papers” will be published in this section as well. Information used for “Calendar” comes from the meetings list issued by the ANS Meetings Department, a copy of which is routinely provided to the magazine.

However, in the case of the “Call for Papers,” each meeting group must submit this material directly to *NUCLEAR NEWS* via email at nucnews@ans.org. See Table 8 (page 25) for information on when to submit this material.

Free Announcements in *RADWASTE SOLUTIONS*

Brief meeting announcements are carried in the “Calendar” section in the back of the magazine without charge beginning six (6) months in advance of the meeting. Information used for “Calendar” comes from the meetings list issued by the ANS Meetings Department, a copy of which is routinely provided to the magazine.

Free Articles in *ANS NEWS*

Topical meeting information is welcomed by the editor of *ANS NEWS* for potential publication. There is no charge for publication of news items in this newsletter. *ANS NEWS* is published six (6) times a year (January/February, March/April, May/June, July/August, September/October, and November/December). Submit copy one (1) month in advance of the desired issue of publication. News items can be submitted via email to the editor at ansnews@ans.org.

Paid Advertising in *NUCLEAR NEWS*

1. NUCLEAR NEWS Display Advertisements

The most beneficial ad sizes range from a ½ horizontal to a 2-page spread. Also, your meeting advertisement will be placed in a prominent location towards the middle or front of the magazine. This space should be utilized for Meeting Notices, Calls for Papers and general meeting publicity (typically including the technical program, information on meeting activities, registration and hotel, etc.)

Note: You will be invoiced for this advertisement in the month that your ad appears.

Meeting organizers must supply the above ad material in a format that meets the current *NUCLEAR NEWS* or *RADWASTE SOLUTIONS* requirements. Please contact the Advertising Sales Manager at 1-800-NUC-NEWS or advertising@ans.org for deadlines and specifications or visit the website at www.ans.org/advertising.

Advertising for Topical I meetings will be billed at 25% of the gross rates.

Paid Advertising in *RADWASTE SOLUTIONS*

1. Display Advertisements

Like *NUCLEAR NEWS*, the most beneficial ad sizes range from a ½ horizontal to a 2-page spread. Also, your meeting advertisement will be placed in a prominent location towards the middle or front of the magazine. This space should be utilized for Meeting Notices, Calls for Papers and general meeting publicity (typically including the technical program, information on meeting activities, registration and hotel, etc.)

Note: You will be invoiced for this advertisement in the month that your ad appears.

2. Meeting Notice - ONLY Class I Topical Meetings Qualify

Not a display ad, there is another option that is available to ONLY Class I topical meetings. You may provide a Meeting Notice and/or Call for Papers that will appear in the magazine with the words “Meeting Notice” or “Call for Papers” striped vertically along the edge of

each page. These pages are slightly smaller than a one page (non-bleed) *RADWASTE SOLUTIONS* display advertisement. (If additional copies of a meeting notice are desired for separate distribution, meeting organizers should contact *RADWASTE SOLUTIONS* for information on costs.)

Note: You will not be invoiced for this special notice until your topical has taken place.

Notes:

- Advertising for Topical I meetings will be billed at 25% of the gross rates
- Materials for announcements must reach *NUCLEAR NEWS* approximately five (5) weeks prior to the month of publication.
- Smaller sized display ads are available.
- Publication of these types of ads is not mandatory.

Publications Plan

Publication plans must be discussed with and approved by (1) the ANS Director of Scientific Publications and (2) the ANS Meetings Proceedings & Transactions Committee (MPTC). The cost to a topical meeting of the publication (*TRANSACTIONS* and/or *PROCEEDINGS*) will vary depending on format, number of pages, method of composition, etc. To establish this cost for budget purposes, the publication plan should be determined as early as possible. A preliminary publication proposal, including the completed Topical Meeting Publication Plan (Form 5) must be submitted to the ANS Director of Scientific Publications at the same time that preliminary approval is requested for the meeting (approximately 18 months prior to the proposed meeting date). This document should be sent at least three (3) weeks before the ANS Annual or Winter Meeting at which the publications plan is expected to be discussed with the MPTC, and copies should be sent to the MPTC Chair and to the NPC Chair as well. (Note: The MPTC only meets twice a year - June and November.)

A representative of the topical meeting is expected to come to the MPTC meeting at the appropriate national ANS meeting (the one immediately following the submission of the publication plan). At that time, the MPTC will discuss the plans with the representative and may require additional information.

The final publication proposal, including an updated Topical Meeting Publication Plan (Form 5), will be submitted for approval to the MPTC Chair (with copies to the ANS Director of Scientific Publications and the NPC Chair) when final approval is requested for the meeting (approximately 12 months prior to the proposed meeting date). The MPTC will approve or disapprove the publication proposal in consultation with the Director of Scientific Publications and the NPC Chair. Upon approval by the MPTC and acceptance of the financial responsibility by the meeting's Finance Chair, this budget item is established as a final responsibility of the General Chair.

ANS Policy - Meeting Publications

The Publications Committee recommended and the ANS Board of Directors adopted the following policy covering publication of the *PROCEEDINGS* of topical meetings of the Society:

Objective: To ensure that the published *PROCEEDINGS* of all ANS-sponsored meetings comply with commonly accepted professional standards for dissemination of technical information presented, and that the publication of these *PROCEEDINGS* is achieved under reasonable financial control.

Recognize: That an ANS topical meeting is one particular kind of ANS-sponsored meeting.

Recommend:

- That topical meeting *PROCEEDINGS* (full papers) be published no later than six (6) months after the meeting dates - but as a separate entity only when *TRANSACTIONS* (summaries published by the time of the meeting) are not prepared as a supplement to ANS *TRANSACTIONS*.
- *PROCEEDINGS* published as an entity should be identified both with the originating meeting and with ANS sponsorship.
- That plans for publishing *PROCEEDINGS* be approved for physical form and quality and for financing by ANS Headquarters*.
- That *PROCEEDINGS* (full papers) may be published:
 - In one of the ANS periodicals, in an arrangement satisfactory to the meeting officers but with the journal editor retaining his prerogative for accepting all (or excluding some) papers and the related meeting discussions; or
 - As a separate entity, either by ANS or with the approval of ANS Headquarters.
- In the event that the ANS is selected as a potential publisher, the ANS Scientific Publications Department will prepare a publishing criteria based on information provided by the meeting planners using the Topical Meeting Publication Plan (Form 5)

document. A copy of the completed Topical Meeting Publication Plan must be submitted to the ANS Director of Scientific Publications at the same time the preliminary budget is sent to the ANS Director of Meetings. A cost estimate will be prepared by the Scientific Publications Department and submitted to the meeting organizers for their consideration. A mutually acceptable agreement must be reached prior to initiation of the publishing process.

- The determination of the financial feasibility of and designated responsibility for a proposed publication plan is an operational ANS Headquarters decision by the Executive Director.
- Should ANS Headquarters determine that the proposed publication plan is financially sound and that the publication standards are met, then the selected publication mode is acceptable.

** Modifications by the ANS Board of Directors (6/7/79) - The MPTC also has authority for approval of topical meeting publication plans.*

Should the headquarters determination be negative, then the Executive Director shall show cause in writing that is communicated to the officers of the meeting, the Chairman of the National Program Committee, and the President of the Society, so that there might be a basis of resolution. The Treasurer of the Society shall have the responsibility for prescribing the mechanism for resolving any impasse that might arise between ANS headquarters and the group responsible for organizing the topical meeting.

In order to facilitate the planning and execution of topical meetings, ANS headquarters is to maintain a current cost estimate of the various ANS modes of publishing topical PROCEEDINGS, and be prepared to discuss cost information upon request.

Publications Planning

There are two basic forms of publication for topical meetings. One form is as a supplement to ANS TRANSACTIONS, with summaries of the technical presentations. The other form is PROCEEDINGS, with full technical papers. PROCEEDINGS may be published as part of a regular periodical publication (e.g., *NUCLEAR TECHNOLOGY*) or as a separate publication.

It is desirable to distribute PROCEEDINGS and/or TRANSACTIONS to the participants at the time of the topical meeting; otherwise, the publication must be mailed to each registrant as soon as possible and in no case later than six (6) months after the meeting.

Supplements to ANS TRANSACTIONS are distributed not only to meeting attendees, but to all TRANSACTIONS subscribers, including libraries. Authors are charged the prevailing page charges and must be informed of this in the Call for Papers. The topical meeting is charged for the cost of printing and distributing copies to the attendees.

Cost Considerations

Costs depend considerably on the extent of effort contributed by the meeting representatives responsible for the publication, particularly in manuscript preparation. Of key importance is the decision whether to have the text typeset or prepared in typewritten form by each author according to a standard format. The latter method is generally referred to as the “camera-ready” approach. Other factors that will determine publication costs include the number of pages, presentation quality, and print quantity. To arrive at a reasonably accurate cost estimate for meeting budget purposes, specific requirements must be determined at an early date. Publication costs are generally considered as one element of the registration fee. Under no circumstance should the attendee be expected to bear unreasonable publication costs in the fee paid. The Director of Scientific Publications can help the topical organizers determine estimated publication expenses.

Alternate ways to prepare topical meeting PROCEEDINGS are outlined in Table 7 (below). Guidance for selection from these options will be provided by the Director of Scientific Publications at ANS Headquarters. Advice and recommendations may also be obtained from the ANS Meetings Proceedings and Transactions Committee. Descriptions and samples of the various modes of publication are available on request from ANS Headquarters.

Table 7: Ways to Publish ANS Topical Meeting PROCEEDINGS

Periodical/Publication	Timing	Distribution	Advantages	Cost
ANS Transactions Supplement (summaries/extended summaries)	Available at or after meeting	Registrants, TRANSACTIONS subscribers, ANS sales	ANS quality publishing, distribution, archival record	Fee per copy charged to meeting; ANS page charges to author
ANS Journal (Nuclear Science & Eng., Nuclear Tech., or Fusion Science Tech.) As all or part of one or more issues	Published after meeting; usually 6-12 months later	Registrants, journal subscribers, ANS sales	Journal manuscript review, ANS quality publishing, archival record	Fee per copy charged to meeting; ANS page charges to author
*Non-ANS Journal (*only with	Published after meeting	Registrants, journal subscribers,	As publisher arranges,	Possible fee per copy charged

approval of MPTC & Publications Steering Committee)		single-copy sales	archival record	to meeting; possible page charges to author
Separate Publication Produced by Meeting Planner	Available at or after meeting	Registrants and by arrangement, ANS sales	Local handling, with possible subsidy	Direct publishing expense borne by meeting
Produced by ANS	Available at or after meeting	Registrants, ANS sales	ANS publishing quality	Pass-along costs and fee per copy to meeting; or page charges to authors and fee per copy to meeting
Produced by Others (Govt. agency or University)	Available at or after meeting	Registrants and by arrangement, ANS sales	Generally a subsidy, possibly with special distribution	Possibly subsidiary to offset costs

ANS Identification; Copyright

Approved publications should identify ANS sponsorship appropriately, including display of the ANS logo on the cover and title page. Arrangement for this should be made with the ANS Production Manager, who will also assist in applying for the copyright of publication contents. ANS does require transfer to the Society of author rights in material published in topical meeting publications.

Some Policy Matters

Policies with respect to the publication of PROCEEDINGS of ANS topical meetings are derived mainly from those prepared by the ANS Publications Steering Committee, approved by the Executive Committee in April 1972, and modified and approved by the Board of Directors in June 1972.

The objective of the policies, as stated, was *“to ensure that the published PROCEEDINGS of all ANS-sponsored meetings comply with commonly accepted professional standards for dissemination of technical information presented and that the publication of these PROCEEDINGS is achieved under reasonable financial control.”*

Selected items of policy include the following:

- PROCEEDINGS (full papers) may be published in one of the ANS periodicals in an arrangement satisfactory to the meeting officers, but with the journal editor retaining his prerogative for accepting all (or excluding some) papers and the related meeting discussions.
- PROCEEDINGS may be published as a separate entity “either by ANS or [by others] with the approval of ANS headquarters.”
- PROCEEDINGS may be published as a separate entity only when TRANSACTIONS are not prepared as a supplement to ANS TRANSACTIONS.
- In the event that the ANS is selected as a potential publisher, the ANS Scientific Publications Department will prepare a publishing criteria based on the information provided by the meeting planners using the Topical Meeting Publication Plan (Form 5). This information must be sent to the ANS Director of Scientific Publications at the same time the preliminary budget is sent to the ANS Director of Meetings. A cost estimate will be prepared by the Scientific Publications Department and submitted to the meeting organizers for their consideration. A mutually acceptable agreement must be reached prior to initiation of the publishing process.
- In the event that the ANS does not act as publisher, adequate financing shall be a paramount consideration to the officers of the meeting, who shall be held responsible for sustaining that adequacy by appropriate administrative supervision.
- The determination of financial feasibility and designated responsibility for a proposed publication plan is an operational ANS Headquarters decision by the Executive Director. Should ANS Headquarters determine that the proposed publication plan is financially sound and the publication standards are met, the selected publication mode is accepted. Should the ANS Headquarters determination be negative, the Executive Director shall show cause in writing to the officers of the meeting, the National Program Chair, and the President of the Society, so that there might be a basis of resolution. The Treasurer of the Society shall have the responsibility for prescribing the mechanism for resolving any impasse that might arise between ANS Headquarters and the group responsible for organizing the topical meeting.
- In order to facilitate the planning and execution of topical meetings, ANS Headquarters shall maintain a current cost estimate of the various ANS modes of publishing topical PROCEEDINGS, and shall be prepared to discuss cost information upon request.

Schedule

The scheduling of the various steps in producing a publication vary somewhat, depending on whether the publication is to be available at the meeting or following the meeting, and whether the publication is to be a supplement to ANS TRANSACTIONS or full-paper PROCEEDINGS. The various schedules are set forth in Table 8 (below).

Upon publication, five (5) complimentary copies of the PROCEEDINGS should be sent to the ANS Director of Scientific Publications. If the ANS is the publisher, no complimentary copies are required.

Table 8: ANS Schedules for Preparing Meetings Publications

	Publications Available		
	At Meeting		After Meeting
	TRANSACTIONS Supplement	Full-paper Proceedings	Full-paper Proceedings
Item	Due Dates		
Call for Papers copy due at ANS Headquarters*	8 months out	11-13 months out	9 months out
Call for Papers run in <i>NUCLEAR NEWS</i>	6 months out	9-11 months out	6 months out
Summaries of papers (or full papers) due to Technical Program Chair	4-5 months out	6-7 months out	4-5 months out
Program Review Committee meets to prepare program	4 months out	4-6 months out (4 months if “camera-ready”; 6 months if typeset)	4 months out
Revised technical papers to ANS Headquarters for editing, publishing	3 months out	3-5 months out (3 months if “camera-ready”; 5 months if typeset)	See below**
Detailed meeting notice runs in <i>NUCLEAR NEWS</i>	3-4 months out***	3-4 months out***	3-4 months out***

* 200-words limit and run only once

** Four (4) months after updated papers reach ANS Headquarters

*** Coordinated with Director of Meetings

Meeting Closeout

The General Chair and his/her committee chairs are responsible to see that a final meeting report is completed and sent to the Director of Meetings within three (3) months of the close of the meeting. The final report should include:

- A final report of finances must be prepared and submitted with all monies due ANS and the sponsoring division(s). Note: If the PROCEEDINGS are to be published and distributed after the meeting, a preliminary financial report is still required three (3) months following the meeting. The final financial report is due after invoices have been paid for the publishing and distribution of the meeting PROCEEDINGS. The final report of finances must be submitted on the approved budget form showing the comparison to the approved budget and variances.
- A list of meeting attendees, with full names, e-mail addresses, addresses, and any other information collected during registration should be sent to ANS. This includes the registration status of the person (i.e. early-member registration, student registration, complimentary, one-day, etc.) Also indicated on this list should be member or nonmember status for purposes of membership promotion.
- A meeting critique with “Lessons Learned” and suggestions for “How to Improve the Process” should be included as part of the final meeting report.
- If the ANS handled the preregistration process, a list of names of individuals who received refunds must be submitted to the ANS with the financial report.
- A list of “no-show” registrants (not eligible for a refund of registration fees) should be sent to ANS so a copy of the PROCEEDINGS can be mailed to them.

Americans with Disabilities Act Provisions

Consistent with the Americans with Disabilities Act, the ANS will make every reasonable accommodation for special needs of disabled meeting participants. The Society intends to meet this need in good faith, as it desires and values participation from all members and colleagues. Before committing to providing any such provision, meeting planners should consult with the ANS Director of Meetings, who will provide guidance on ANS policy and offer suggestions for providing services.

IRS Regulations

Meals and Entertainment Summary

Internal Revenue Code (“Code”) Section 274 imposes special limits on the deduction of business-related entertainment and meal expenses. These limits are in addition to limits imposed by other Code sections. As a general rule, only 50% of allowable meal and entertainment expenses are deductible. This includes meal expenses incurred while attending a business convention or meeting, and meal costs incurred while traveling for business purposes.

If an employee does not receive full reimbursement from his or her employer for business-related entertainment and/or meal expenses, the employee may deduct such unreimbursed expenses on his or her personal federal income tax return as a miscellaneous itemized deduction, subject to the 2% of adjusted gross income floor. The 50% limit on meals and entertainment must be taken into account prior to the application of the 2% floor.

Entertainment Expenses

No deduction is allowed for the cost of entertainment unless the cost is either (1) “directly related” to the active conduct of a trade or business or (2) “associated” with such business if the expense is for entertainment directly before or after a substantial or bona fide business discussion.

For an entertainment expense to meet the “directly related” test, the taxpayer must have more than a general expectation of deriving income or some other specific business benefit at some indefinite future time. The taxpayer must engage in the active conduct of business with the person that he/she is entertaining. Thus, the active conduct of business must be the principal aspect of the combined business and entertainment.

Alternatively, if the entertainment-related expenses do not meet the “directly related” test, the expenses may meet the “associated” test. Generally, any ordinary and necessary expense is associated with the active conduct of business if the taxpayer can show that there was a clear business purpose for incurring the expense. Whether a business discussion is substantial depends on the facts and circumstances of each case. A business discussion is substantial if the taxpayer actively engages in the business transaction to obtain income or other specific business benefit. If the entertainment is held on the same day as the business discussion, it is considered to be held directly before or after the business discussion.

Expenses for entertainment are not deductible if they are lavish or extravagant. An expense is not considered lavish or extravagant if it is reasonable considering the facts and circumstances.

- Meals: Entertainment includes the cost of a meal you provide to a customer or client, whether the meal is part of other entertainment or by itself. A meal expense includes the cost of food, beverages, taxes and tips. To deduct an entertainment-related meal, the taxpayer or the taxpayer’s employee must be present during the meal.
- Trade Association Meetings: Entertainment expenses that are directly related to and necessary for attending business meetings or conventions are deductible if the employee’s attendance is related to the taxpayer’s trade or business.

Documentation

Generally, a taxpayer must retain documentary evidence to support deductions taken for business expenses. Documentary evidence is required for each meal or entertainment expense that is \$75 or more and includes the following:

- Cost of expense
- Date of expense incurred
- Name and address of restaurant or place of entertainment
- Business purpose for the expense
- For entertainment, the nature of the business discussion or activity, and the identities of the persons who took part in both the business discussion and the entertainment activity.

Club Dues

In general, no business deduction is permitted for club dues. This includes club dues such as business, social, athletic, luncheon, sporting and airline and hotel clubs. However, dues paid to professional or public service organizations are deductible if they are paid for the purposes of business and if the organization's primary purpose is not to conduct entertainment activities for its members and their guests.