

Local Conference and Workshop Organizing Committees

The President Elect will be located in the city of the next conference and will serve as Chair and oversee the establishment and running of the local organizing committee for that conference and workshop(s). Each local conference organizing committee will include at least a Chair, vice chair, and secretary treasurer plus other members as needed. The local committee is responsible for all aspects of the conference and workshop(s) including location and logistics, call for papers, rules for paper submission and acceptance, selection of papers and posters, conference and workshop themes, teachers, budget, banking and financial control, seeking sponsorship, establishing registration fees, obtaining appropriate insurance, ensuring accommodations and food services, communications and advertising. They may choose to hire a local conference logistics and registration service company or the local university conference services. Since CAVEPM/ACEMPV is a not-for-profit association, their budgeting objective is for all costs to be fully covered (see finance and banking section below). Suggestions for themes of future conferences and workshops may be provided by the membership at annual business meetings, but the local organizing committee has the final say on what themes they wish to use. As chair of the local conference organizing committee, the CAVEPM/ACEMPV President Elect will keep the general CAVEPM/ACEMPV executive updated on the progress of plans for the next conference and workshop.