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| SLAS Special Interest  Group Planning Manual |
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# Introduction

Thank you for your commitment to participate in the SLAS Special Interest Group (SIG) program. SIGs are a vital part of the SLAS mission and member experience. They would not be possible without the support of dedicated volunteers like you.

SIGs meet annually as part of the SLAS International Conference and Exhibition or at the SLAS Europe Conference and Exhibition. SIGs also have their own networking communities on SLAS CONNECTED for year-round engagement and file sharing/storage. SLAS Professional Team will also assist with virtual meetings throughout the year if the SIG Chairs so desire.

SLAS is an international community comprised of scientists, engineers, researchers, technologists, and others from academic, government, and commercial laboratories. SLAS provides unique forums for education and information exchange to encourage study and advance laboratory science and technology.

The SLAS SIG program is created through the effort of dedicated volunteers such as yourself – all leaders in their respective fields and active SIG Chairs – who share this vision. Welcome to the team!

Within this manual you will find details that will assist you during planning for your specific SIG both at the Conference and Exhibition and throughout the rest of the year as well as information regarding the SLAS organization. Please do not hesitate to contact us if any issues arise!

Sincerest thanks,

Mary Geismann



SLAS Senior Membership Manager

# Special Interest Group Guidelines

## What is a SIG?

SLAS encourages the creation of Special Interest Groups to foster and promote emerging areas of interest from the grassroots level within the educational scope and strategic vision of the organization. SIGs also may serve as vehicles to determine organizational interest disciplines. Many SIG discussions have spawned future conference tracks, symposia, articles, or webinars.

Groups interested in organizing a new SIG may petition the SLAS Knowledge Content and Deliver Council for recognition and approval as a SIG by submitting a statement of purpose, justification for formation, detailed plans, and proposed activities. Signatures from current SLAS members who pledge to participate and support the group’s activities are also requested but not required.

**Operational Procedures**

To remain a recognized SIG, a SIG must have an active Chair(s) that will maintain communication throughout the year with the SIG attendees. SIGs are required to provide a report of their meeting to the KCDC no later than 30 days after the SIG in-person meeting (see Organizational Involvement). SIG Chairs are also required to utilize SLAS CONNECTED as a method to communicate information regarding any in-person meeting and to house any information materials for the SIG.  
  
The SLAS Professional Team will work with individual SIG Chairs and the KCDC on a continual basis to evaluate a SIG’s relevancy. SIGs no longer deemed relevant or necessary to SLAS members can be disbanded at any time.

* SIGs are asked to identify an SLAS Member to serve as the SIG Chair (or co-chairs) who will act as the contact point(s) with SLAS staff, organize meetings, and coordinate other activities.
* SIGs are invited to host an in-person meeting at the SLAS International Conference and Exhibition and/or at the SLAS Europe Conference and Exhibition each year. An SLAS staff liaison will arrange meeting space on behalf of the SIG, avoiding conflict with the scientific program sessions.
* Prior to the event, SIGs are required to submit a meeting abstract. This is to ensure inclusion in the preliminary program for marketing support and proper meeting room/AV arrangements are made on the SIG’s behalf.
* SIGs must maintain a presence on SLAS CONNECTED, the online networking platform. This online networking platforms will help facilitate discussion amongst SIG members during the calendar year and should be utilized to maintain a roster of SIG members. All materials related to a SIG should be documented on the CONNECTED site. Information on how to utilize CONNECTED can be found on the SLAS website.
* Should a SIG Chair step down, we would appreciate a leadership succession plan. If no replacement is designated by the current SIG Chair, the SLAS Professional Team will work with the appropriate parties to evaluate the SIG and, if appropriate, designate a replacement chair or dissolve the group.

**Organization Involvement**

Operating under the guidance of the SLAS Knowledge Content and Delivery Council’s 2020-2022 strategy, SIGs are required to provide a short meeting report capturing discussion and action items after in-person events. Other deliverables might include, but are not limited to:

* Solicit abstract and poster submissions for future events
* Support the Americas Scientific Programming Committee (ASPC) with session ideas for our conferences or symposia. Should a SIG feel they have evolved to the point where they will be better represented as a session in the main program, please submit the idea to ASPC.
* Draft or recommend relevant topic manuscript submissions to the society’s peer-reviewed scientific journals (*SLAS* *Technology*, *SLAS* *Discovery*)
* Provide content and speaker suggestions for an SLAS podcast
* Develop a feature story related to their SIG for the *Electronic Laboratory Neighborhood* e-zine
* Support SLAS eLearning by promoting webinar attendance and proposing topics for new podcasts and webinars

# SLAS SIG Planning Roles and Responsibilities

Pursuant to the SLAS bylaws, all SLAS advisory committees, standing committees and working groups report to the SLAS Board of Directors.

SLAS SIG Planning Roles:

1. SLAS Knowledge Content and Delivery Council (KCDC)
2. SLAS Americas Scientific Programming Committee (ASPC)
3. SLAS Short Course and SIG Planning Committee
4. SLAS SIG Chairs
5. SLAS Professional Team

## SLAS Knowledge Content and Delivery Council

## The KCDC is responsible for high-level organizational strategy across all content generation (events, journals, recordings, data) and delivery vectors (talks, posters, journals, eLearning, podcasts, SIGs, short courses) in SLAS.

## Pursuant to their 2020-2022 Educational Strategy, they direct that: “SIGs should be charged with specific deliverables such as journals drafts, podcast interviews, white paper, or suggestions of speakers for conference Track development. Information to be stored and available year-round on CONNECTED (*vide infra*).” The KCDC also reserves the right to recommend new SIGs in-line with future growth topics, or to request retirement of those deemed outside this strategy.

**SLAS Scientific Programming Committees**

The ASPC and the ESPC are responsible for providing high-level direction and guidance regarding the international conference program, Keynote speakers, conference chairs, special sessions, SIGs, and short courses.

The ASPC/ESPC are the oversight bodies for the SLAS SIG program.

**Duties:**

* 1. Develops and manages, in consultation with professional team, the budget for the SIG program, including number of course days, instructor funding and honorarium in conjunction with the SLAS Operations Policies and Procedures;
  2. Appoints the Short Course & SIG Planning Committee to develop the program;
  3. Approves the SIG program and presents the budget to the SLAS Board of Directors for approval;

Ensures the SIG program is presented in line with the SLAS Strategic Plan and in a manner complementary to the International Conference.

*Note that the preparation of the slate of SIGs for the annual meeting must also be coordinated with the marketing schedule for the event.*

The Scientific Program Committees also oversee the planning, development, and evaluation process for all SIG meetings at each conference.

**Duties:**

1. Develop a complete SIG meeting schedule in line with the approved budget and the SLAS Strategic Plan
2. Confirm and recruit Chairs and/or members for each active SIG approved
3. Identify potential conflicts within the SIG schedule and work to ensure that complementary SIGs are not presented on the same day whenever possible
4. Review SIG attendee evaluations and determine if any action is appropriate based on responses.
5. Review SIG Chair evaluations and determine if any action is appropriate based on responses.

**SIG Chairs**

SIG Chairs formally report to the Americas Scientific Planning Committee (U.S. events) or the European Scientific Programming Committee (events outside the U.S.) Each SIG must identify an SLAS Member to serve as the SIG Chair (or co-chairs) who will act as the contact point(s) with SLAS Professional Team, organize meetings, maintain the SIG presence on CONNECTED, provide deliverables (report/white paper, etc.) after each meeting and coordinate other activities.

SLAS SIG Chairs are responsible for the development of SIG content completely and presenting that content as per the Annual Conference schedule of events.

**Duties/Deliverables:**

1. By the deadline identified in the planning timeline, provide for the purposes of event registration:
   1. SIG Title;
   2. SIG Meeting Abstract/Summary;
   3. Who Should Attend;
   4. Speaker Name(s);
   5. Speaker Biography(s);
2. Develop a meeting abstract/details that aligns with the KCDC Educational Strategy;
3. Develop complete meeting materials including but not limited to, presentation slides, handouts, and any supplemental learning materials required to provide the best learning experience for the participant;
4. Present the SIG meeting on the scheduled date and time at the Global Conference and Exhibition or at the Europe Conference and Exhibition.
5. Maintain and online presence (CONNECTED) throughout the year to engage SIG members outside of the annual conference.
6. Provide finalized notes or presentation slides to the SLAS professional team immediately post-conference to be posted or archived as appropriate.

**Professional Team**

The SLAS Professional Team (“Staff”) is responsible for supporting the SLAS KCDC, ASPC, ESPC and SIG Chairs administratively and fundamentally. SLAS staff performs all of the administrative work of scheduling teleconferences, providing meeting agendas, updating documents, tracking attendance, speaker confirmations, travel and registration coordination, if applicable, updating the website, and developing conference branding and marketing materials based on direction from the ASPC. Staff will assist with the online community on CONNECTED and assist with document uploads. Staff will also assist in the coordination of instructor participation, travel funding requests (if applicable), course attendance and evaluations as well as all other appropriate items related to the annual conference. Staff provides historical continuity and guidance related to practices, procedures, and content.

**Duties:**

1. Determination of strategy and implementation with the Knowledge Content and Delivery Council (KCDC)
2. Work with the Planning Committee to facilitate development of the detailed program concept by providing relevant historical information, strategic plan guidance and relevant information from other committees
3. Scheduling committee and/or instructor meetings, creating and disseminating meeting materials and taking meeting minutes
4. Following up on meeting minutes and action items as appropriate
5. Developing and communicating the overall planning timeline for the short course program
6. Ensuring deadline dates are met
7. Managing the program budget and ensuring all aspects of the program map to the Board approved budget
8. Maintain changes to the website including SIG descriptions, meeting descriptions, speaker details and availability details
9. Follow up with SIG Chairs and speakers regarding travel, registration, materials, and logistics as appropriate
10. SIG Chair and participant notifications and confirmations
11. Meeting space assignments and room set ups
12. Serve as primary liaison with conference facilities and vendors
13. Audio visual and audio recording coordination
14. Create, tabulate and report results of SIG attendee evaluations, if applicable
15. Development of final reports regarding the SIG program.

# Contact Information

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| **SLAS Professional Team** | |
| Senior Membership Manager  Mary Geismann  [mgeismann@slas.org](mailto:mgeismann@slas.org) | Program Manager  Liz Frank  [efrank@slas.org](mailto:efrank@slas.org) |

SIG Webpage: <http://www.slas.org/about/special-interest-groups/>

# SIG Chair Agreement

All SIG Chairs (and co-chairs) are required to indicate they have read and understand this manual in its entirety.

Please indicate your understanding of – and agreement with – the above policies and procedures by completing the information below and signing on the signature line below.

**SIG Name:**

**Accepted and Agreed to SIG Chair:**

**Signature:**

**Date: Email:**