Annual Conference Program Committee

GENERAL INFORMATION

Last Reviewed and Approved: May 2015, September 2017

Committee Structure: Chair, appointed by Board of Directors; Members, appointed by Chair

Term of Office: From the time of appointment through the completion of the post Annual Meeting responsibilities

Reports:
(1) Progress Reports for each Board meeting;
(2) Annual Report to the Membership; and
(3) Debrief Report to the new Program Chair and the Board
POLICIES

Purpose, Composition, and Duties

The NCRA Program Committee is charged with providing a quality Annual Conference that meets the needs for cancer registry professionals and individuals who are interested in cancer registries or cancer data management.

The Program Committee Chair is appointed by the Board of Directors. Once an appointment has been approved and accepted, the chair reports to the President during his or her term in that office.

Besides the Chair, the Program Committee shall consist of:
- NCRA President and one representative from each Annual Conference Sponsoring Agency
- One representative as defined by the local state association
- The following year’s Chair

The Program Committee Chair may also invite the past Program Committee Chair to continue on the committee.

The Program Committee is responsible for the program content as well as a poster session for the Annual Conference.

NCRA Staff are responsible for any and all business and planning arrangements for the Annual Conference, including the Pre-Conferences and Post-Conferences, events, meals, facility management, registration and exhibit hall. The NCRA Board of Directors must approve the final Annual Conference budget.

Time must be scheduled for annual activities as follows:
- NCRA annual business meeting
- Installation of the elected officers, and presentation of awards or honors
- The State Cancer Registry Presidents’ Luncheon
- NCRA Committee Meetings
- Poster Session
- An exhibit area for vendors
- Social activities to promote networking
- Recognition of new CTRs

Annual Conference Locations/Dates

The NCRA Board of Directors selects the city, hotel, meeting facilities, and dates for NCRA Annual Conferences with the assistance and research conducted by the NCRA Executive Office and reviewed by the Finance Committee.

The NCRA Board of Directors is responsible for all contractual obligations, and the NCRA Executive Office is responsible for carrying out the Board's negotiations and agreements for the Annual Conference.
Complimentary Hotel Rooms

The President is provided a deluxe suite and the President-Elect/Secretary is provided a suite during the Annual Conference. If these suites are not included in the contract with the meeting hotel, expenses should be budgeted by the Program Committee.

The Program Committee Chair is provided a complimentary double room during the Annual Conference. The individual receiving the Distinguished Member Award is provided a single room during the Annual Conference. The Editor of the Journal of Registry Management and the Chair of the NCRA Education Foundation are provided a single room during the Annual Conference.

All other complimentary rooms acquired through registrations or contractual agreements are assigned by the President and NCRA Executive Office. The complimentary rooms are intended to offset routine expenses assumed by NCRA (e.g., faculty, staff, etc.).

Officer and Program Committee Annual Conference Expenses

Registration fees are waived for the:

- Program Committee Chair
- Editor of the Journal of Registry Management
- Honorary Life Members
- Individual receiving the Distinguished Member Award
- Chair of the NCRA Education Foundation
- Current NCRA Board Members (if waiver is requested)

Airfare

Airfare to and from the Annual Conference for the NCRA Board of Directors is budgeted under Board travel.

Airfare to and from the Annual Conference for the Program Committee Chair is budgeted in the meeting expenses.

Airfare to and from the Annual Conference for the individual receiving the Distinguished Member Award is budgeted under the Awards Committee.

All airfare should be booked through the NCRA designated travel agency.
**Other Expenses**

Expenses for meetings held during the Annual Conference by NCRA officers, committee chairs, or liaisons are charged to their assigned budget account.

Officers, committee chairs, and liaisons are responsible for food expenses not included in the registration fees during the Annual Conference.

Expenses incurred during the Annual Conference will not be reimbursed unless they are approved by the President.

Expenses and honorariums for faculty and speakers must adhere to current policies and procedures approved by the NCRA Board of Directors.

Expenses for the program planning meeting are charged to the Program Committee budget account.

It is to be noted that all expenses incurred for the next year's committee are to be applied to the next year's meeting budget. Special needs or arrangements for the next year's Program Committee must be communicated to the NCRA Executive Office and the current year's Program Committee at least three months prior to the Annual Conference.

**Special Responsibilities**

The President is responsible for planning the annual business meeting.

The President-Elect/Secretary is responsible for planning the ceremony for the installation of officers.

The President-Elect/Secretary will select:

- The person who will deliver the invocation (not funded by NCRA) per the President-Elect P&P.
- Person who will install the officers (not funded by NCRA)

The President is responsible for planning the presentation of awards and honors along with the Awards Committee and staff. (NCRA’s).
PROCEDURES

The following procedures are intended to support the delivery of a successful Annual Educational Conference.

Document Familiarity

The Program Chair should be familiar with:
- NCRA policies associated with the Annual Conference
- Job descriptions of the various committee positions
- Evaluation or other survey results from previous meeting
- Planning timeline

Planning Meetings

The Program Committee will meet as a group on several occasions via teleconference and once in person at the conference location. Meetings should begin at least 12 months prior to the conference event.

Program Development

A general structure of the intended conference program should be developed and then submitted to the Board for approval during the fall NCRA Board meeting. The outline should include general program schedule and any content that is known.

Speakers will be selected through a process that includes a “call for abstracts.” NCRA Staff will assist in the production, dissemination, and coordination of the “call for abstracts.” The Program Committee will evaluate the abstracts received and work with staff to notify speakers of their selection status.

Notification and communication with the speakers selected will be handled by NCRA staff with support of the Program Committee. NCRA Staff will report the confirmation of presentation topics, schedules, honorariums, expenses, and other required information with each speaker to the Program Committee.

The Program Committee will work with NCRA Staff to select moderators who will introduce speakers and facilitate sessions as well as solicit and coordinate volunteers to facilitate each session. The Program Committee and NCRA staff will plan orientation for volunteers and moderators.

NCRA staff will work with the Program Chair to apply to the NCRA Credentials Committee for Continuing Education credits. The number of continuing education hours assigned should be provided to meeting attendees. A form to record continuing education hours for the meeting should be included in the registration packets.
**Poster Session**

Posters will be selected through a process that includes a “call for posters”. NCRA staff will assist in the production, dissemination, and coordination of the “call for posters”. The Program Committee will evaluate the poster abstracts received and work with NCRA staff to notify authors of their selection status. The abstract deemed the best poster will be presented by the author(s) during a plenary session. All other authors should be available to speak on their posters during the designated time of the poster sessions.

**Events and Meetings**

NCRA Staff and the Program Chair will consult with:
- NCRA Advocacy and Technical Practice Directors to coordinate any advocacy events.
- NCRA Board of Directors or appropriate person to coordinate:
  - State President activity
  - NCRA annual business meeting,
  - Installation of officers, presentation of awards and honors
Local, regional, or state association’s committee member to arrange events and/or activities as described in the job description

**Exhibit Area**

The NCRA Staff will coordinate the exhibit area and other appropriate details prior to and during the Annual Conference as defined by the exhibiting rules and the direction of the Program Committee.

**Budgeting**

The NCRA Executive Office and the Treasurer will prepare a budget with input from the Program Chair that will be submitted to the Finance Committee and Board of Directors for approval.

**Promotion**

The Program Committee will provide guidance to the NCRA Executive Office, which will coordinate the design, printing, promotion, and distribution of the preliminary program, exhibitor prospectus, conference program, poster session, and all other promotional materials.

**Onsite Operations**

NCRA Staff is responsible for ensuring that attendees receive registration packets that include:
- Badges to identify the attendee
- Electronic Evaluation forms
- Electronic Agenda, Electronic Proceeding Documents, Speaker Profiles, Sponsors and Exhibitors
- A hard copy of the conference proceedings will be available for a fee
- Other relevant material
The Program Committee is responsible for assisting the NCRA Executive Office with managing the activities and distribution of information during the NCRA Annual Conference.

**Post Conference**

The Program Chair will work with NCRA staff to coordinate a debriefing meeting within 6 weeks of the end of the Annual Conference to review evaluation feedback and to assess areas of improvement for the following year’s event.

Other follow-up activities include:
• Thank you letters to individuals helping with the Program (NCRA staff with Program Chair assistance)
• Review and approve meeting invoices (NCRA staff)
• Summation of the participants’ and exhibitors’ evaluations (vendor)