

North Pacific Surgical Association
Annual Meeting 2020, Seattle, WA
Snapshot

Revised 5-27, 2020

Program and Schedule

- Program draft posted online and in the CME application
- All invited speakers might need to be reminded
- Discuss process for discussant assignments

CME

- Online account with ACS for CME application DONE
- Dr Stark added to Online CME application portal
- Uploaded agenda DONE
- August 1 – Turn in complete CME application to ACS
- October 23 – Program materials due to ACS for CME credit approval
- December 5 – Due date for CME Claim form, ACS
- January, Send post meeting survey for CME
- February, Process CME post meeting surveys

Committee

- Disclosures for committee members uploaded to CME platform DONE
- Annual Meeting Committee meeting May 1 DONE
- Set date for committee meeting in July

Call for Abstracts

- Form and instructions posted DONE
- Call sent out DONE
- June 30, 2020 – Due date for abstracts
- July 15, 2020 – Make abstract selections, hold committee meeting via Zoom
- Send abstract selections and regrets email
- Send information about poster session

Promotion, Registration

- Set up and test registration for annual meeting DONE
- Set registration prices/rates
- July 1, launch annual meeting registration link
- Send member dues notices
- Upload all event info into new website DONE

Hotel Convention Facilities

- September 7 - \$6,750 deposit due to Fairmont Olympic Hotel
- Finalize industry support, exhibitors and grants
- Caucuses to send in new member prospects
- Council Teleconference, Full Agenda, Date TBD
- October 6 – Last day to book hotel rooms on room block
- October 6 - \$6,750 deposit due to Fairmont Olympic Hotel
- October 16, 2020 - \$2,250, 50% estimate due to Seattle Art Museum (paid \$2,250 Nov 2019)
- October 23 – Headcount and pre-event payment due, Seattle Art Museum (Leslie Engel, Peggy Behnken, TASTE at SAM)
- Review all event orders, audio visual arrangements
- Send insurance certificates to Fairmont Olympic and Seattle Art Museum (order from general liability insurance company, AON)
- October 6 - Due date to reduce hotel room block up to 20%
- October 8 final menu due to Seattle Art Museum (TASTE at SAM)
- November 2, 2020 - Final meal guarantees due to hotel and Art Museum caterer
- November 5-8, NPSA Annual Meeting Fairmont Olympic Hotel, Seattle
- November 11 - \$6,200 second deposit due for The Nines Hotel.
- Final payments to Fairmont Olympic, Art museum caterer, AV contractor due
- December, Finalize all arrangements for 2021 annual meeting, check deposit schedule

Industry Support

- Update website with all 2020 Sponsor information DONE
- Send industry support letter and registration forms DONE
- May, Send reminder to exhibitors DONE
- June, send reminder to exhibitors
- Send list of sponsors to all councilors DONE

Sponsors expressing interest, or PAID

- BK Medical
- CR Bard Davol, Inc.
- Eagle Pharmaceuticals, Ryanodex
- Ethicon / J&J / DePuy Synthes Spine
- Mallinckrodt Pharmaceuticals
- Medtronic (\$2,500)
- Takeda Pharmaceutical Company LTD
- **Gore & Associates, Inc. (PAID \$2,500)**