

## **ACSM Greater NY (GNYRC) Mini-Meeting Guidelines**

### **Eligibility**

Current GNYRC members are able to submit a proposal for a mini-meeting.

### **Process**

Members will fill out a form that includes their mini-meeting proposal, event details, target audience, marketing plan, estimated cost outline, outcome expectations and any supporting literature or information for the event.

### **Review & Approval**

Mini-meeting proposals are reviewed on a first come / first served basis by at least 3 members of the GNYRC Executive Committee and/or Programming Committee, with a majority vote for approval.

If approved, the submitting member will be notified and will be expected to arrange the event as proposed. Relevant members of the GNYRC Executive Committee will assist when required or appropriate (i.e. getting CEU approval, reimbursement of expenses, etc.).

If a proposal is rejected, then the submitting member will be given feedback as to why the event was rejected and suggestions for improvement and will be eligible to resubmit.

### **Financing / Reimbursement**

Approved proposals are eligible for up to \$500 in expenses as outlined in the proposal. Any expense not outlined in the proposal is subject to approval by the GNYRC Executive Committee before reimbursement. Invoices may be submitted to the GNYRC Treasurer for direct payment to vendors. Reimbursement for expenses must be accompanied by an invoice (provided) and receipts.

### **Mini Meeting Registration**

When possible, all registrations will be managed through the ACSM National IMIS system as done for GNYRC Spring and Fall meetings.

On-site registration will be managed by an authorized representative of the GNYRC Executive Committee.

### **Entry Fee to Mini-Meetings**

Entry fee to all mini-meetings are free for current GNYRC members.

Entry fee for non-members is the cost of membership (\$35 for Professionals and \$15 for Students as of March 2017). Relevant information for membership will be acquired at time of registration.

### **Engagement during Mini-Meetings**

Organizers of the mini-meeting should use social media as appropriate and should capture photos and/or video during the event for use on social media. All event media should be submitted to the GNYRC Executive Committee during the evaluation process. ACSM GNYRC reserves the right to use any media captured during a mini-meeting for ACSM National approved marketing purposes.

**Event Evaluation: Outcome and Feedback**

All mini-meeting events are required to set outcome targets, and develop a way to solicit feedback from the attendees. In addition, the event organizers should provide a summary of the event addressing topics such as – how the event benefitted members, what worked, what didn't, etc.

After the event, the member who proposed and organized the mini-meeting will be responsible for providing the outcome, feedback, media, and summary information as delineated in the proposal.

**Additional Rules and Regulations**

Any decisions or situations not clarified by this document is subject to review and approval by the GNYRC Executive Committee.