

STANDARD OPERATING PROCEDURE – ANNUAL MEETING CHAIR DINNER

Title: ISPN Annual Meeting Chair Dinner

Number: 15

Date: April 2025 - *Last review: April 2025*

Statement of purpose:

To provide clarity on the requirements and naming convention of the ISPN Annual Meeting Chair Dinner.

Related issues:

Annual Meeting

Context / Committee:

Scientific Program Committee, Local Meeting Organizer

Details:

The previously called “*President’s Dinner*” is officially renamed as the “*Annual Meeting Chair Dinner*”.

The dinner organization will be under the responsibility of the Annual Meeting Chair who needs to prepare the proposal with the support of the ISPN PCO.

The Annual Meeting Chair Dinner proposal should include:

1. Selected location
2. Overall way of its carrying out (i.e. sitting dinner or buffet event, dress code, eventual speeches and leisure activities)
3. List of invited persons
4. Budget – Note: A maximum budget is allocated for the Dinner within the Annual Meeting Budget.

Main details should be finalized at least six months before the Annual Meeting and should be put forward for ISPN Executive Board (EB) approval at least four months before the ISPN meeting during one of the planned online EB meetings.

Guests to include:

- ISPN President with/without spouse/partner
- All voting EB Committees Chairs and Vice Chairs with or without spouse/partner
- All Ad-hoc Committee Chairs with or without spouse/partner
- Past ISPN Presidents of at least the last five years with or without his/her spouse/partner.

Invitations

Invitations should be digitally sent by the ISPN PCO soon after approval of the plan by the EB (approximately four months before the meeting), with a RSVP request of 15 days.

Review period:

Every 2 years.