



North American Plant Protection Organization (NAPPO) Annual Meetings

Procedures Manual

The Secretariat of the North American Plant Protection Organization
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Contents	Page
Acknowledgements.....	3
Approval.....	3
General guidelines.....	4
Meeting Structure	5
May-October of previous year.....	10
January - Nine Months before Meeting.....	10
February - Eight Months before Meeting	11
March - Seven Months before Meeting.....	12
April - Six Months before Meeting.....	12
May - Five Months before Meeting	13
June - Four Months before Meeting.....	14
July - Three Months before Meeting	14
August - Two Months before Meeting	15
September - One month before Meeting	15
Immediately prior to and during meeting.....	16
Post-meeting communications.....	16
Appendix I: Posters.....	17
Appendix II: Name Tags	18
Appendix III: Display Booths	19
Appendix IV: Moderator Guidelines	20
Appendix V: Guidelines for Commodity Panel Meetings.....	21

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This Manual of Procedures has been developed based on many years of experience in organizing the NAPPO Annual Meeting in Canada, the United States and Mexico by the NAPPO Annual Meeting Panel and the NAPPO Secretariat.

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General Guidelines

This manual is a tool which serves as a guide to organize NAPPO Annual Meetings. General guidelines, schedules and requirements that the host country should follow are indicated here.

Date

The Annual Meeting will be held during the third full week of October (avoiding the Thanksgiving and Columbus Day holidays).

Host country

The host country should determine the place where the meeting will be held, at least 18 months before the event. The place chosen should have an International Airport and/or domestic connections. Also, the venue should be safe for participants.

Accommodation

The venue should have:

- Appropriate facilities to hold the meeting (rooms, audiovisual services, network communication, internet).
- Reasonable hotel rates.
- Local transportation

In order to ensure preferential rates for the NAPPO group, deadlines for reservations, penalties for delays and/or cancellations should be investigated.

Tourist information

Weather in the venue city, recommendations for appropriate clothing and footwear for the different activities, type of services offered by the city, as well as tourist attractions, maps, restaurants, type of food and emergency telephone numbers in the city should be provided to participants in advance.

Registration fees

Publicize the deadlines and penalty for late registration well in advance.

Meeting Structure

- Executive Committee Meeting
- Industry and Government meetings
- Panel meetings
- Posters display
- Symposium
- Field trip
- Social and/or cultural activities

The following chart itemizes the activities to be held everyday and the basic requirements for each one of them.

Daily Requirements*

Day 1 (Sunday)

Activities

Executive Committee Meeting
Participant registration

Executive Committee Meeting

Requirements	
Room	For 10 people
Services	Coffee Break, water & glasses
	Lunch in the meeting room for 10 people
Setting	Tables arranged in U shape
Equipment & Materials	1 flip chart & markers

Participants Registration

Requirements	
Tables	Long tables for computers, printers and to fill out forms
Electricity	For computers and printers
Setting	Host country will determine

* The time and location of the various meetings and social events will be printed on the official program provided to all registrants.

Day 2 (Monday)

Activities

- Industry meeting by country
- Government meeting by country
- Joint Industry and Government meetings by country
- Participants registration continues
- Welcome reception

Meetings

Requirements				
Rooms	Six (three for the government and three for the industry. Host country will determine the schedule), usually in the A.M.			
		Government	Industry	Combined
	US	30	50	80
	Mexico	30	40	70
	Canada	15	15	30
	One room for posters to be set up – preferably close to coffee area during plenary sessions			
Three (for joint industry and government meeting by country. Host country will determine the schedule), usually in the P.M.				
Services:	Coffee Break			
Setting:	School type sitting with tables to facilitate note-taking, several tables with access to electrical power for laptop computers			
Equipment and Materials	Projector, PowerPoint, computers			
	Screen			
	Flip chart and markers for each room			

Reception

Requirements	
Rooms	Private reception room
Services	Waiters or cash bar as determined by host country
Setting	Informal
Equipment & Materials	Music, snacks

Day 3 (Tuesday)

Activities

- Registration continues
- Opening ceremony
- Plenary sessions
- Cultural and/or social program for guests (host country will determine)

Opening ceremony and plenary session

Requirements	
Rooms	Large room or auditorium (according to the number of registrants) with booth for interpreters
	One room for posters to be set up – preferably close to coffee area during plenary sessions
Services	Coffee break, computer technician
Setting	Head table
	Podium
	School type sitting with tables to facilitate note-taking, several tables with access to electrical power for laptop computers
Equipment and Materials	Sound and microphones. Microphones in aisles for questions from the floor
	Projector, PowerPoint projector, screen, computers
	Headsets for interpretation
	Flip chart with markers for panel rooms

Banquet (Host country will determine day (Tuesday or Wednesday), location, schedule and transportation, if required).

Day 4 (Wednesday)

Activities

- Panel presentations/discussions
- Plenary session
- Program for guests

Panels

Requirements	
Rooms	Usually 6 - 8 rooms; 15 - 20 people
	One room for posters to be set up – preferably close to coffee area for plenary sessions
Services	Coffee break, interpreters for commodity panel meetings, computer technician for plenary session
Setting	School type sitting with tables to facilitate note-taking, several tables with access to electrical power for laptop computers
Equipment and Materials	Sound and microphones. Microphones in aisles for questions from the floor
	Projector, PowerPoint projector, screen, computers
	Headsets for interpretation
	Flip chart with markers for panel rooms

Banquet (Host country will determine day (Tuesday or Wednesday), location, schedule and transportation, if required).

Day 5 (Thursday)

Activities

- Symposium
- Cultural and/or social program for guests (host country will determine)

Working sessions

Requirements	
Room	Large room or auditorium for plenary session with booth for interpreters
Services	Coffee breaks, computer technician
Setting	School type sitting with tables to facilitate note-taking, several tables with access to electrical power for laptop computers
Equipment and Materials	Sound and microphones. Microphones in aisles for questions from the floor
	Projector, PowerPoint projector, screen, computers
	Headsets for interpretation
	Flip chart with markers for panel rooms.

Day 6 (Friday)

Activities

- Field trip and lunch (Host country will determine place, schedule transportation and fee if necessary. The field trip should combine plant health and tourist themes).

To comply with the above-mentioned, the calendar on the following pages has been established to identify the activities that the host country should undertake each month in order to ensure the success of the meeting.

1. MAY-OCTOBER OF PREVIOUS YEAR - 12-18 months before the meeting

- 1.1. Select organizational working team
- 1.2. Select location (city) and hotel (if not previously decided upon). Preferably, the city should be decided two (2) years prior to the meeting to allow sufficient time for other arrangements to take place. Transport considerations are important, so the venue location should be close to an international airport.
- 1.3. Determine tentative requirements based on previous meetings (i.e., meeting rooms, breakout and 'floater' rooms, banquets, receptions, tour, attendees).

2. JANUARY - 9 Months before Meeting

- 2.1. Meet with Working team to assign tasks and responsibilities
- 2.2. Select interpreters and IT experts
- 2.3. Meet with, or verbally communicate with hotel Sales Manager to confirm availability of adequate accommodation and meeting facilities.

Needs:

- meeting rooms and seating arrangements, including a reasonable number of conveniently located power outlets for laptop uses
- guest rooms
- customer services
- equipment services and contacts
- room rates
- banquet/reception services
- flags
- podium
- presentation equipment (PCs, PC projector, slide projector, DVD and VHS projector, OHP projector)
- annual meeting registration desk and business office requirements, including at least one high speed internet access point
- pointer
- presentation timing equipment
- tourist information
- tax and gratuity rates
- room reservation procedures to include, if possible, an internet registration option
- contract obligations

2.4 Verify acceptability of hotel with NAPPO Chairperson hosting the meeting.

2.5 Confirm number of anticipated government participants and anticipated invitees, with NAPPO host (Chairperson).

- 2.6 Advise hotel to book accommodation and meeting rooms, on a tentative basis and **SUBJECT TO APPROVAL OF FUNDING.**
- 2.7 Design Logo/Theme, incorporating the NAPPO logo.
- 2.8 Develop web site if permissible under the hosting government's rules. Otherwise, the NAPPO web site can have pages dedicated to the meeting. The site should at the very least provide general information on the meeting agenda, location and poster specifications.
- 2.9 Set Registration Fee. Note the December, 2003, NAPPO Executive Committee agreement on this (modified in October, 2004):
The hosting country can set the registration fee in the US\$250-300 U.S. range. From this, US\$25 per registration will go to NAPPO. Any late registration fee of \$50 will also go to NAPPO. [The Executive Committee can be asked to consider other arrangements on ad hoc basis if necessary]. The late registration fee will not be applicable where registration is made before the cut-off date, and fees are paid on arrival.
- 2.10 Design registration forms. Registration forms should request pre-payment and should clarify that refunds are available if registration is cancelled. A late registration fee should be specified if registration is made after, e.g., September 1 (see also section 2.8).
- 2.11 Contact industry both for sponsorship and in consideration of participation. Sponsorship should be sought on a general basis rather than inviting specific sponsorship for specific items. However, this is largely up to the organizing country.
- 2.12 A postcard-sized meeting reminder (the National Plant Board has a good example) may be useful at this point.

3. FEBRUARY - 8 Months before Meeting

- 3.1. For the symposium the NAPPO Working Group establishes the theme and begins contacting speakers and moderators.
- 3.2. Investigate requirements, compare costs and made arrangements for:
- Coffee service
 - Banquets/Receptions
 - Tour
 - Rentals (meeting rooms, banquet facilities)
 - Equipment Rentals (VCR, Screens, projectors, microphones, computers, photocopier, telephones, facsimile, car or van)
 - Interpretation (equipment, technician, interpreters, Booth)
 - Printing, material, supplies
 - Photographer
 - Video-operator
 - Entertainment
 - Travel (Administrative team)
 - Travel (Departmental Delegation)

- Flowers (if not donated)
 - Wine (if not donated)
 - Parking (Dept. Car)
 - Buses for field trip
- 3.4 Co-ordinate administrative team to provide “on-site” support during the meeting.
 - 3.5 Prepare the appropriate document to obtain funding approval and commitment of funds.
NOTE: Add 20-30% to estimated costs for equipment rentals and hospitality, or request the maximum amount allowable, to account for future price increases, additional attendees, or unforeseen changes or requirements later.
 - 3.6 Review and revise NAPPO mailing lists as required to include all potential invitees for NAPPO annual meeting.
 - 3.7 Visit meeting site, view meeting rooms; discuss plans with Hotel Sales Manager, and Convention Manager.
 - 3.8 Send letters to potential sponsors.

4. MARCH - Seven Months before Meeting

- 4.1. Letters to guest Speakers, VIP’s and to government officials and industry.
- 4.2. Coordinate reservation procedure with hotel and have reservation cards printed (allow 4-6 weeks).
- 4.3. Start to co-ordinate activities of NAPPO meeting and make reservations for:
 - Tour
 - Entertainment
 - Welcome gifts
 - Donations
- 4.5 Collect tourist information for attendees: i.e. maps, brochures, restaurant guides, etc.

5. APRIL – Six Months before Meeting

- 5.1. A draft agenda should be prepared at the NAPPO Executive Committee & Working Group meeting in April.
- 5.2. Send 1st Annual Meeting announcement with enclosures to participants. Put on Web Site.
- 5.3. NAPPO Secretariat to contact speakers to confirm and request Bios, annual report and copies of talk for interpreters.
- 5.4. Finalize attendee mailing list.

- 5.5. Finalize invitation.
- 5.6. Finalize any specific poster procedures (general recommendations are provided in appendix I).
- 5.7. Collect material such as reservation cards, NAPPO pamphlets, etc.
- 5.8. Prepare invitation packages and stuff envelopes (i.e. Invitation letters, agendas, pamphlets, etc.)
- 5.9. Follow-up on document that was sent for funding approval.
- 5.10. Continue efforts to co-ordinate NAPPO activities in consultation with appropriate NAPPO officials and the host country Chairperson.

6. MAY – Five Months before Meeting

- 6.1. Confirm approval of funding.
- 6.2. Develop materials and supplies list, e.g.:
 - Name tags (NAPPO)
 - Plastic Covers
 - NAPPO Folders
 - Pens, pads, etc.
 - Posters (start design)
 - Receipt books
- 6.1. Procure supplies as soon as funding approval is received.
- 6.2. Finalize donation negotiations, if possible and develop “Thank you” notes to insert in sponsors packages.
- 6.3. Confirm donation arrangements, expectations, requirements (e.g., licences) contacts in writing.
- 6.4. Verify final contract with the hotel and sign, or have appropriate official sign.
- 6.5. Communicate with Regional Administrative Office (if applicable) to co-ordinate vehicle, equipment, computer, photocopy services.
- 6.6. Determine procedure for collection of registration fees.
- 6.7. Set up procedure with hotel to monitor and report reservations received.
- 6.8. Review actions taken to date and finalize as much as possible.
- 6.9. Finalize draft agenda to greatest degree possible.

7. JUNE – Four Months before Meeting

- 7.1 Contact potential moderators (roles described in appendix IV).
- 7.2 Write to commodity groups with meeting information.
- 7.3 Continue to monitor attendees' hotel reservations.
- 7.4 Set up NAPPO registration lists.
- 7.5 Develop protocol for collection of NAPPO registration fees (guest speakers should not be charged).
- 7.6 Monitor and check on all on-going activities.
- 7.7 Decide which personnel from hosting government will attend.

8. JULY – Three Months before the Meeting

- 8.1. Finalize and confirm interpretation services.
- 8.2. Collect materials and supplies.
- 8.3. Prepare NAPPO information packages.
- 8.4. Update agenda to the extent possible.
- 8.5. Reconfirm banquet menus, reception requirements with hotel.
- 8.6. Continue to monitor attendee's hotel reservations.
- 8.7. Adhere to contract deadlines (i.e. reservations, final arrangements etc.)
- 8.8. Process advance payments where required, for NAPPO activities, that are finalized.
- 8.9. Ensure that all equipment, materials and supplies that need to be shipped separately, by courier, are ready and in good working order.
- 8.10. Develop banking procedure and open a bank account at site of meeting.

9. AUGUST – Two Months before Meeting

- 9.1. Confirm and verify that all activities are on target.
- 9.2. Review and arrange any necessary security requirements for the meeting.
- 9.3. Mail 2nd notice to meeting participants with reminders/update website.
- 9.4. Re-confirm arrangements for tour, entertainment or any outstanding issues. Consider alternatives for field tour as a contingency for unforeseen disruption of original plan.
- 9.5. Update reservation/registration lists weekly or daily as required.
- 9.6. Updating and final translation of agenda, confirmation of guest speakers, confirmation of Chairpersons.
- 9.7. Order flags, if not supplied by Hotel (in Canada, contact Public Works Canada).
- 9.8. Prepare NAPPO hand-out packages and place in boxes.
- 9.9. Get copies of Field trip description.
- 9.10. NAPPO Secretariat compiles Presentations and Bios (make copies and or/email to interpreters).

10. SEPTEMBER - One Month before Meeting

- 10.1 Compile list of tasks yet to be completed, assign tasks to Working Team.
- 10.2 Ensure that sufficient staff will be available to assist during the meeting.
- 10.3 Finalize agenda and print (English, Spanish).
- 10.4 Ensure receipt of all materials, equipment, supplies, etc. (Check on assorted items, i.e., equipment, computers, copiers, camera, supplies to be mailed, what is left in block of rooms, check on signage, name tags, etc.)
- 10.5 Confirm delivery arrangements, time frames for all required supplies and materials.
- 10.6 Re-confirm installation dates for telephones, communication lines, facsimile, and photocopier.
- 10.7 Collect guest speakers speech. (1 copy to interpreters, 1 copy to NAPPO Secretariat for Annual Report.
- 10.8 Package and box all material and **ensure delivery to the meeting site 5 days in advance of meeting.**
- 10.9 Arrive at meeting site, with the Administrative Team one to two days before the official

meeting, to set up secretariat office.

10.10 Update budget (host country).

10.11 Prepare sponsor recognition material (don't finalize until last possible moment).

11. IMMEDIATELY PRIOR TO AND DURING MEETING

11.1 Allocate sufficient staff to key functions including:

- Putting up posters
- Taking care of table arrangements
- Staffing the annual meeting office
- Registration desk(s)
- Handling microphones during meeting sessions
- Headsets for interpretation
- Appropriate signage to guide participants
- Meeting security
- IT requirements
- Field trip guides/assistants

11.2 Ensure that recognition of all sponsors (including companies that have paid for display booths) is prominently displayed. It is suggested that, among other options, one poster board should be dedicated to this. Another prominent way of recognizing sponsors is to include their names on the front page of the agenda.

11.3 Ensure that meeting moderators are aware of the need to make administrative announcements.

11.4 Give the annual meeting team a walk-through tour of all meeting rooms.

11.5 Ensure that printing and photocopying facilities are easily and quickly accessible.

11.6 Provision of a business card bowl is useful to facilitate validation of the NAPPO address list. Offering a small prize will encourage deposit of cards.

12. POST-MEETING COMMUNICATIONS

12.1 1 month after the meeting send mailing list to participants and to NAPPO, send thank you Notes to Speakers and Sponsors.

12.2 Approximately one month after the meeting, a teleconference should take place to review the meeting and to highlight successes and failures. The objective of this review process is continuous improvement of the meeting.

12.3 Budget report and confirmation to NAPPO of numbers of participants and total sum to be paid to NAPPO Secretariat as portion of registration fees (section 2.8).

APPENDIX I: Poster recommendations

Poster size

Size: 80 cm wide by 120 cm high (32" wide x 48"high)

Poster Number:

All posters should be numbered

A 20 x 20 cm box should be left in the upper left side of the poster for identification number.

Title:

The title should be placed next to the number box, in white within a black box using capital letters, at 80 points in bold, in Spanish and English divided by a horizontal line.

Author(s):

Name and address also at 80 points, standard, in small and capital letters. Below the title, centered and in the author's language.

General Text:

Should be in 34 pt in two columns of 30 cm each, one in English aligned to the left and the second one in Spanish aligned to the right. Pictures should be centered with a footnote in Spanish and English. If the information goes beyond the proposed space, please present two posters, one in Spanish and one in English.

Mounting the posters

The meeting organizers will provide the corresponding number for mounting and dismounting the posters. The poster should be presented to the organizing committee staff at the registration desk at _____[location]_____ October _____[date]_____ between _____[times]_____.

Recommendations for Paper and Printing

It is recommended that good graphics software is used to design the poster. The poster should be printed in a plotter, with the above mentioned size and in any type of paper. It is recommended that the poster be laminated or plasticized on both sides.

Note:

The text or summary of your poster to be included in the meeting report should be sent to the NAPPO Secretariat no later than November 15 to the NAPPO Executive Director.

If your poster does not meet the above mentioned specifications, it is not guarantee that it will be displayed in the space provided.

APPENDIX II: Guidelines for name tags

Name tags should be clear, and allow for easy identification in order to facilitate recognition and conversation

Format:

First Name

[32 pt bold]

LAST NAME

[24 pt uppercase]

Organization

[18 pt]

Country

[24 pt, bold]

Name tags must be made of durable material (e.g., stiff card, laminated) and have a reliable means of being worn/displayed.

Other information can be added in smaller font as necessary, e.g., in response to any necessary security requirements.

APPENDIX III: Criteria for Display booths

Display booths can be accepted for a flat fee of US\$1,000 per booth. This sum goes towards annual meeting costs (similar to sponsorship). This fee is separate from registration, i.e., any company staff present at the booth and participating in the meeting should also pay a full registration fee.

The Executive Committee must approve all applications for display booths.

Basic provisions only are offered by the organizers:

- Electricity
- Table top / counter surface of up to 8 feet wide
- Poster board up to 8 feet wide

Any other equipment, e.g., a PC for running demos and presentations, is to be provided by the company.

No commercial selling is allowed at the venue or from the display booth. The booth is for information only.

Companies purchasing display booths should be recognized as sponsors of the meeting.

APPENDIX IV: Moderator Guidelines

Moderators are selected by the meeting organizers.

Moderators are required to:

- ▶ Make any necessary administrative announcements
- ▶ Introduce the speakers for their session(s) using the biographies collated by the organizing team. In many cases, the moderator will have to use only selected parts of the bios, since they are often too lengthy as submitted by speakers
- ▶ To monitor timing of the speech/presentation, and to avoid over-runs
- ▶ To select questions from the audience (if time allows)

Moderators should contact the Annual Meeting business office prior to each session to check for any administrative announcements. There will usually be standard announcements to be made relating to interpretation, facilities, locations of events, and summaries of the following day's events and arrangements.

The moderator should arrive at least 30 minutes prior to their session(s) in order to familiarize themselves with arrangements and equipment, to meet the speakers, and to notify the speakers of arrangements in relation to timing notifications.

Where the moderator is only using parts of the speaker's bio, this should be made clear to the speaker.

APPENDIX V: Guidelines for: NAPPO Commodity Panel Meetings with Industry Representatives

Copies of the notice shown below are to be placed in each commodity meeting room prior to the commencement of the meetings. An interpreter should be present to facilitate participation in English or Spanish. The NAPPO Secretariat can assist with this.

NAPPO PANEL MEETINGS WITH INDUSTRY REPRESENTATIVES

Wednesday October (date)

08:30-10:30

At the request of the NAPPO Industry Advisory Group, the Wednesday a. m. meetings are organized by Commodity Panels.

The commodity meetings will normally be:

1. Potato
2. Citrus
3. Fruit
4. Grapevine
5. Fruit Trees
6. Grain
7. Forestry

NAPPO Panel Chairpersons will provide a brief presentation of the Panel's work and participate with other available Panel members in a question and answer session.

In addition, this forum provides the opportunity for industry input into development of Panel assignments for the coming year.

To start the meeting **an industry representative** should be nominated to chair the meeting and to choose a rapporteur (**industry also**) to take notes and to summarize the meeting in a 5-10 minute presentation during the plenary session that follows at 11:30 in the plenary session.

The chair is asked to provide written notes of the meeting to Alba Campos of the NAPPO Secretariat so that the Executive Committee can consider them when finalizing the following year's panel assignments.

All meeting participants are welcome to attend the commodity meeting of their choice.