

## Policy 5.1 APHEO Conference and Workshop Planning

Created: 2002/01/19

Last Revised: 2024/08/19

Corresponding [Procedure 5.1](#)

Related Policies

[Policy 1.3 Conflict of Interest](#)

[Policy 1.4 Operations during a Declared Provincial or Federal Public Health Emergency](#)

[Policy 2.2 Travel and Incidental Expense Coverage](#)

[Policy 3.3 Contracting of Services](#)

[Policy 3.4 Sponsorship](#)

[Policy 5.2 The Elaine Hector Student Award](#)

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### General

This policy guides the work of the Conference/Workshop Planning Committee (“Committee”) for APHEO conferences and workshops. APHEO strives to hold an annual professional conference or workshop. The planning of these events requires the collaboration of a number of individuals, involvement of external parties, drafting of contracts and procurement of sponsorship funds.

### Policy

#### 1. Recruitment for the Conference/Workshop Planning Committee

- 1.1. The Member-at-Large will ensure, at the beginning of the conference/workshop planning cycle (usually immediately following the most recent conference or workshop), that invitations are extended to all APHEO members for volunteer recruitment for the Committee.
- 1.2. The Member-at-Large will, by default, assume the role of Chair. Another co-Chair will be selected from amongst the Committee members by consensus early in the planning cycle (e.g., by third Committee meeting). If there are no volunteers for the second co-Chair position, the Member-at-Large will serve as the sole Chair.
- 1.3. Outgoing Chair(s) of a Committee will attend for a minimum of the first two meetings for the next year’s Committee, to provide continuity. The outgoing Chair(s) will ensure Member-at-Large has access to all relevant information and background materials.

## **2. Conference/Workshop Planning Committee**

- 2.1. All APHEO members have the opportunity to participate on the Committee.
- 2.2. The Committee should consist of at least six (6) APHEO members, including at least one Chair.
- 2.3. If the minimum number of volunteers cannot be recruited, then the Executive Committee reserves the right to cancel or postpone the event for the year.
- 2.4. Where appropriate, non-members of APHEO may be part of the Committee, at the discretion of the Chair(s).
- 2.5. APHEO will not provide financial compensation or a reduced or waived registration for Committee members, regardless of their organizational affiliation.
- 2.6. Responsibilities for the Committee will be determined at the outset of the Committee's work. Overall, Committee members will:
  - 2.6.1. Attend and participate in all planning committee meetings/teleconferences
  - 2.6.2. Review meeting minutes
  - 2.6.3. Be available to attend all the conference/workshop activities
  - 2.6.4. Ensure all tasks assigned are completed on time
- 2.7. The Chair(s), or their designate, will provide regular updates of the conference/workshop planning to the membership and Executive Committee throughout the conference planning cycle, as necessary.
- 2.8. A summary report should be submitted by the Chair(s) to Executive Committee within 60 days of closure of the conference/workshop, including details on the following items:
  - 2.8.1. Topic
  - 2.8.2. Location
  - 2.8.3. Presenters
  - 2.8.4. Budget
  - 2.8.5. Funding
  - 2.8.6. Sponsorships (including detail on sources and amounts of donations)
  - 2.8.7. Contracts (if applicable)
  - 2.8.8. Social activities
  - 2.8.9. Evaluation results
  - 2.8.10. Recommendations or lessons learned

### **3. Budget**

- 3.1. The Treasurer, in collaboration with the Committee, shall prepare a budget that is consistent with the allocated funding provided in the organizational budget approval process. In the instance that this budget must be exceeded, the Committee will secure approval in writing from the Executive Committee before moving forward.
- 3.2. The Executive Committee must approve the overall conference/workshop budget, including draft estimates based on previous year's expenditures, before any contracts are signed, expenditures are paid, or liabilities are accumulated by APHEO. This is usually undertaken as part of the annual APHEO budget process.
  - 3.2.1. A detailed event budget will be developed by the Committee and presented to an Executive Committee meeting as an item for review, discussion and approval.
- 3.3. All funds related to the conferences or workshops shall be collected and disbursed through the subsidiary numbered company of APHEO (16257691 Canada Association Inc.) and deposited into the associated bank account.
  - 3.3.1. Invoices will be provided to the Treasurer prior to any disbursement.
  - 3.3.2. Sponsorships will adhere to Policy 3.4 Sponsorship
- 3.4. All disbursements related to conferences or workshops shall be approved by an Executive Committee member who holds signing authority (typically the President, Vice President or Treasurer). This may include both electronic and paper resources.

### **4. Legal Review, Venue and other Contracts**

- 4.1. All contracts negotiated as part of the conference or workshop will adhere to Policy 3.3.
  - 4.1.1. Legal review should be considered for new contracts or large expenditures. The cost of legal review should be incorporated into the conference or workshop budget.
- 4.2. To protect APHEO or mitigate any cancellation fees incurred as a result of event cancellation due to a public health emergency, reasonable terms for cancellation or postponement will be negotiated as part of any venue contract.

#### **Responsible Executive Committee Lead**

Member-at-Large



### **Prior Revision Dates**

2002/01/19

2004/12/10

2006/10/15

2008/09/26

2010/08/19

2011/11/20

2012/10/16

2016/11/25

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## Procedure 5.1 APHEO Conference and Workshop Planning

Created: 1999/11/19

Last Revised: 2024/08/19

Corresponding [Policy 5.1](#)

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### General

This procedure document complements the corresponding policy and describes the format of the conference/workshop, as well as the responsibilities of conference/workshop planning sub-committees. The planning of such events requires the collaboration of a number of individuals, involvement of external parties, drafting of contracts and procurement of sponsorship funds.

### Procedures

#### Procedures

##### 1. Format and location

- 1.1. The Conference/Workshop Planning Committee (“Committee”) will determine at the first or second meeting whether the annual event will be a conference or a workshop.
- 1.2. The event topic and objectives will be identified by the Committee, taking into account topics and emerging issues relevant to APHEO members, and the APHEO membership’s preferences obtained from previous events’ evaluations. Workshop topics may target a focused audience within the membership and invited guest organizations, if any.
- 1.3. An annual general meeting (AGM) of the APHEO membership may be incorporated as part of the conference/workshop, at the discretion of the Committee, and in discussion with the Executive Committee.
  - 1.3.1. If deemed appropriate to incorporate the AGM into the Conference/Workshop, the Committee, in collaboration with the Executive Committee, will determine when this meeting shall take place and identify, assess, and/or implement mechanisms to

ensure APHEO members who cannot attend in person are able to participate in the AGM.

1.4. Location of the conference/workshop for the following year will be determined by the Committee and approved by the Executive Committee.

1.4.1. Depending on the capacity of the Committee, multi-year planning can be undertaken to optimise quote gathering and interest among public health units to host.

## **2. Responsibilities of the Chair(s)**

- 2.1. Organize and chair planning teleconferences
- 2.2. Develop a work plan and timelines for all the planning activities
- 2.3. Ensure minutes of all meetings are recorded and action items clearly identified
- 2.4. Receive regular updates from all sub-committees (venue, content, sponsorship, etc.) and provide guidance and help as required
- 2.5. Keep track of tasks and timelines
- 2.6. Ensure tasks are completed
- 2.7. Update and liaise with the Executive Committee and general membership
- 2.8. Liaise with contract staff (i.e., for logistic planning of conference)
- 2.9. Promote conference/workshop
- 2.10. Submit a final summary report of the event to Executive Committee
- 2.11. Commit to support the next Committee for first few meetings
- 2.12. Ensure Committee compliance with APHEO policies and procedures

## **3. Responsibilities of the Content Sub-Committee**

- 3.1. Conduct any necessary APHEO membership surveys (e.g., to determine content preferences, etc.)
- 3.2. Determine speakers to invite and potential presenters to target via a call for abstracts
- 3.3. Draft and send invitation letters
- 3.4. Draft and post call for abstracts
- 3.5. Draft and send confirmation letters
- 3.6. Systematically review and select abstracts submitted by professionals and students using predetermined selection and scoring criteria
- 3.7. Follow-up with invited speakers and successful presenters about logistics
- 3.8. Coordinate the selection of the recipient of the Elaine Hector Student Award, in accordance with The Elaine Hector Student Award Procedure and Policy

- 3.9. Provide regular updates to the full Committee
- 3.10. Keep the Chair(s) informed of progress and issues

#### **4. Responsibilities of the Venue Sub-Committee (if a professional company is not used)**

- 4.1. Compile a list of suggested venues
- 4.2. Conduct site visits of suggested venues that meet satisfaction criteria of the full Committee
- 4.3. Negotiate venue contracts
- 4.4. Negotiate catering contracts
- 4.5. Provide regular updates to the full Committee
- 4.6. Keep the Chair(s) informed of progress and issues

#### **5. Responsibilities of the Registration Sub-Committee (if a professional company is not used)**

- 5.1. Manage the registration process and incoming registration fees
  - 5.1.1. HST will be collected as part of the registration process.
  - 5.1.2. Registration fees will be collected through the subsidiary numbered company of APHEO and deposited into the associated bank account.
- 5.2. Provide regular updates to the full Committee
- 5.3. Keep the Chair(s) informed of progress and issues

#### **6. Responsibilities of the Sponsorship Sub-committee**

- 6.1. Create a sponsorship package document to send to potential sponsors
- 6.2. Compile a list of potential sponsors
- 6.3. Draft and send letters seeking sponsorship and thank-you letters
- 6.4. Follow-up with sponsors and execute sponsor benefits as detailed in the sponsorship package
- 6.5. Provide regular updates to the full Committee
- 6.6. Keep the Chair(s) informed of progress and issues
- 6.7. Ensure all sponsorship work follows Policy 3.4

#### **7. Responsibilities of the Social Sub-committee (if applicable)**

- 7.1. Compile a list of potential options (may wish to survey the participants)
- 7.2. Compile a list of potential venues and/or activities for options
- 7.3. Negotiate venue and catering contracts related to social events
- 7.4. Keep the Chair(s) informed of progress and issues



## **8. Responsibilities of the Evaluation Sub-committee**

- 8.1. Draft and disseminate an online survey following the conference or workshop, seeking feedback on the event
- 8.2. Analyze survey results and disseminate findings to full Committee

### **Responsible Executive Committee Lead**

Member-at-Large

### **Prior Revision Dates**

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