



Chicago Dermatological Society

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Updated: August 2017

Monthly Meeting Checklist

X = primary responsibility

C = consultation

Also, see footnotes at end of checklist

Task	Assigned to . . .		
	CDS staff	CDS President	Derm Department
1. Initial Meeting Planning	X	X	X
• Determine meeting dates and locations	X	X	X
• Appoint primary contact(s) at the host institution	-	-	X
2. Book meeting space	X	C	C
• determine location (Gleacher/Rosemont/Other)	↓	↓	↓
• lecture hall for residents and general session			
• meeting room for IDS and CDS board meetings			
• area(s) for registration			
• exhibitor tables (if permitted)			
• slide viewing area			
• patient viewing area			
3. Invite/confirm speakers & topics; provide speaker contact info to CDS staff	C	X	X
4. Follow-up w/speakers re: presentation titles, travel, hotel, CME information, etc. (see footnote)	X	C	C
5. Prepare CME application & supporting materials	X	C	
6. Prepare & distribute meeting announcements & registration materials & post on website	X		
7. Speaker dinner		X	
• select location & decide guest list (give to CDS staff)			
• make reservation	X		
• invite guests	X	C	X
8. Meeting Registrations			
• process incoming registrations	X		
• send confirmations with parking info & map	X		
• prepare name badges	X		
9. Catering order (see footnote)	X		

Task	Assigned to . . .		
	CDS staff	CDS President	Derm Department
<p>10. On-site meeting logistics (see footnote)</p> <ul style="list-style-type: none"> prepare handouts (<i>see below for protocol book</i>) prepare posters (<i>see below</i>) room set-up (lecture, registration, exhibits, committee meetings) tables for registration, exhibitors, etc. slide viewing (<i>see below</i>) patient viewing (<i>see below</i>) on-site meeting registration location place to serve lunch audio/visual (equipment, technician) audience response system (optional) catering order send case PowerPoint file to CDS office no later than noon the day before the meeting (<i>only if you are using audience polling system</i>) 	X X X C C X X X X X X X X X X X X X		X X X C* C X * if at school
<p>11. Slide Viewing</p> <ul style="list-style-type: none"> location for slide viewing (& shipping, if needed) ship microscopes to meeting location provide extension cords/powerstrips for microscopes set up microscopes prepare slides pack up microscopes at conclusion of meeting arrange for shipping microscopes back to storage 	X X X X X		C X X X
<p>12. Patient viewing</p> <ul style="list-style-type: none"> Select/invite patients Arrange for viewing site Determine reimbursement/stipends & disburse \$ * Manage flow of CDS members at patient viewing location on day of mtg 	X X X		X X X X
<p>13. Protocol book (see footnote)</p> <ul style="list-style-type: none"> prepare cases & table of contents format in PDF & transmit to CDS office (deadline is 8 a.m. on Wednesday, 1 week before meeting; <i>MUST BE ON TIME!</i>) combine index, cases, speaker & CME information into final booklet; print; assemble & transport to meeting post on CDS website 	X X		X X
<p>14. Posters</p> <ul style="list-style-type: none"> design content of posters finalize in PowerPoint format to be printed in a 24x36 finished size print posters bring posters and mounting boards to conference set up posters at conference pack up posters at end of meeting 	X X X X X X		X X X X

Task	Assigned to . . .		
	CDS staff	CDS President	Derm Department
15. Send department grant to cover meeting cost such as patient expenses, photos, etc. (see footnote)	X		C
16. Post-meeting tasks			
• tabulate evaluation forms & prepare report	X		
• submit CME sign-in sheets & other documents to the joint sponsor	X		
• pay bills for catering, meeting venue, dept. reimbursement	X		C
• send speaker reimbursement & honorarium	X		
• send thank you letter/email to speaker	X	C	

FOOTNOTES – Refer to the item number on the checklist

4. CDS staff will work with the speaker on travel arrangements, hotel, etc. **The derm department should not make any hotel reservations or book airfare unless specifically requested to do so by CDS.**
9. CDS will consult with the “host” department to determine whether the live patients need to be included in the catering order.
10. Depending on the location, on-site logistics and the responsibilities for these items may vary. If the meeting is taking place at the host institution, then the derm department will be more involved in booking meeting space and on-site setup. For those meetings at the Gleacher Center or Rosemont, CDS will take the lead but will consult with the department.
13. Protocol book – The host department is responsible for creating the case reports and a table of contents. The final document must be in PDF format, preferably in a single file; however, the cases and table of contents can be sent in two files if necessary. **Be sure to proofread and double-check the page numbering before sending to CDS. Once the cases are sent, you should assume that no changes can be made!** The cases/table of contents are due to CDS no later than 8 a.m. 1 ½ weeks before your meeting (i.e., 9 days before the conference). **THIS IS A FIRM DEADLINE.** CDS will complete the formatting and will add the program, speaker and CME information. We will print, assemble and post the finished protocol book on the CDS website.
15. CDS “grant” – Sometime before the conference, CDS will send the department a stipend to cover the costs of any live patients, preparation of slides, and related expenses. If these expenses exceed the grant amount, the department is responsible for the overage. If the costs come in under, then the department can keep the surplus money. CDS will cover the actual meeting expenses, including the meeting space, catering, transportation of microscopes, A/V, meeting production, speaker travel, etc.