

## Regional Meeting Guidelines

The MOPP committee will work with ASG to implement the following guidelines (subject to being updated for official program launch) for hosting a regional meeting:

1. Interested faculty should contact ASG at least one year in advance of desired regional conference date. ASG will manage the regional conference and assist hosting faculty with administrative tasks and hotel arrangements.
2. Members or teams of members submit a proposal to Council to host a regional meeting at their university or universities. Proposals will include the following information:
  - a. Title and theme of the conference
  - b. Date(s) of the conference
    - i. We recommend a one-day conference to be held Fall, Winter or Spring months
  - c. Brief description of the hosting faculty
  - d. Brief description of student involvement
  - e. Brief description of the hosting university and available facilities
  - f. Letter of support from the hosting department or college dean outlining the contribution and commitment of the hosting department or college with regards to meeting space and/or other financially equivalent support.
  - g. Support letter from ASG regarding
    - i. Housing options for registrants
    - ii. Catering
    - iii. Technology needs
  - h. Fee structure for registrants
    - i. We recommend \$40-50 registration, no cost for abstract submissions
  - i. Program proposal that outlines the activities for participants (e.g. speaker topics, poster sessions, plenary sessions, post-grad mini-course, etc.)
  - j. Detailed budget, including any request for supplementary support from AACA up to \$1000
3. Working with ASG, proposals will be due to Council before the last session of the annual meeting each year. They will be reviewed by August 1. Notices of approval or denial will be e-mailed/mailed by mid-August.
4. At the discretion of Council, several regional meetings are possible each year.
5. Some examples of themes faculty can choose (certainly not exhaustive) are:
  - a. Regional clinical anatomy (i.e. head and neck) – research and/or teaching, or how research informs teaching and vice-versa
  - b. Clinical and basic science mesh (drawing from expertise of both disciplines)
  - c. Translational anatomy research opportunities
  - d. Teaching how to teach – improving clinical anatomy pedagogy
  - e. Show off local expertise!