

Histotechnology Society of NSW Event set up.

Over many years this Group/Society has run many workshops, both wet and dry, seminars and most of all successful Weekend Conferences as well as two National Conferences. When preparing for these events it has always been that the facilitator/s of the events need to ensure all aspects of the event have been thoroughly assessed and gauged as satisfactory before the event is given the OK by the committee.

For future reference this should be included in our RULES.

1. There should be a minimum 6 weeks between workshops/talks for preparation of advertising.
2. Currently the registrations can be done by the website but only if there is a fee involved
3. Registrations to be closed at least a week before workshop for final numbers for catering or any other relevant requirements.
4. Society to provide morning tea/lunch if/as required whether it has been sponsored or not. This provides an opportunity for networking. Catering and who bears the cost need to be organised well in advance for the preparation of the flyer
5. Volunteers for the day to be determined well in advance
6. Insurance requirement: The insurer need to be notified and a copy of Society's certificate of currency to be provided to the venue if /as required
7. Facility may require booking documentation to be completed and signed by an executive committee member and the facilitator.
8. Facilitator to provide update to committee meetings
9. Discussion what type of workshop/facilitator's/speakers/possible venue/number of delegates/couple of dates pencilled in but not logged in. We must have all information regarding venue, catering, sponsors, any other relevant details for committee's approval to go ahead

Steps to be taken by the facilitator/s:

- Ensure the availability of the venue for the date/time required
- Capacity of the venue for the expected number of delegates
- Whether or not security is required to attend or be informed of the function, access to the facility, map etc
- In any facility whether there will be costs involved and if so, how much
- What equipment needed for presentations (audio, video etc) costs involved
- Any costs involved in the preparation and supply of materials/chemicals, note pads & pens etc. can someone sponsor this?
- Laboratory requirement for a wet workshop, sinks, water, fume cupboard, bench top extraction system, glassware and reagents, who will supply and the cost?
- Supply of break, food and drinks, who will do, can we get sponsorship
- Preparation of an appropriate flyer with sponsor and venue map if applicable
- Where will registration be held, name tags for delegates
- Is PPE required, who will supply?
- At weekend conferences there will be a need for trade support and the trade representative on the committee should be the organiser of the display and coordinate with the companies
- Where will registration be held?
- When all the above is in place then the committee will need to verify and approve the event
- Once approved the flyer will be sent to the members