

IIS Board of Trustees Meeting December 23rd 2008

Present: Dave Hesk, Brad Maxwell, Crist Filer, Bill Wheeler.

Apologies for absence: John Allen, Scott Landvatter, Alex Susan.

Also Present: Gary Rotert.

1. Chicago Update

BM updated the Board on the status of planning for the Chicago meeting. BM stated that all the session chairmen are in place, although in a few cases these are still tentative due to uncertainty over travel budgets for 2009. Each of the session Co-Chairmen have been put in contact with each other to enable planning for each session to begin. BM noted that it look longer than expected to set up the Session Chairmen due to concerns over reduced travel budgets and job position eliminations in the Pharmaceutical Industry. The exact length of each session will be determined closer to the actual conference date when a clearer picture of attendance and abstract submissions has emerged. BM also added that all the Plenary and sponsored speakers are in place.

BM stated that budget presented to the BoT in October assumed 250 paying registrants. He added that the organizers while hopeful that they will meet this goal, are planning to budget for fewer paid registrants should the need arise.

BM stated that it is still hoped to attract around 25 vendors, who play a major part in supporting the meeting. The vendor booth fee as outlined in the October budget is \$5,000. He did note that the recent decision by GE to cease manufacture of radiochemicals at the Cardiff site will likely have an impact on both attendance and sponsorship as Amersham/ GE has been a major supporter of the IIS in the past. CF stated that he soon plans to send out another round of sponsorship emails and phone calls in an effort to increase sponsorship revenue.

BM and GR updated the BoT on the status of the AV contracts for the meeting. GR stated that he had forwarded three proposals to the BoT for AV service at the Chicago Hilton, from Creative Network (Abbott AV Group), the Chicago Hilton and Event Engineering. GR stated that the Abbott Group has previously provided the AV for an IIS Central Chapter meeting and did an excellent job. GR also stated that he is planning to approach his management to see if Abbott is willing to meet the cost of the Creative Network proposal.

BM also stated that he is working with SL to provide documentation to enable the IIS to apply for non-profit status with Illinois, which will exempt the Society from paying the state sales tax.

In terms of the Cvent website, BM stated that after some delays in setting up an 'On Line' merchant account, the account has now been set up and he has successfully run a

test transaction. BM stated that the registration form still needs to be finalized and provided to Cvent. BM also stated that he has been working through the email lists and updating them. Once this is completed, these lists will be provided to Cvent.

It is hoped to have the Registration Website go live in early January after conducting a pilot with members of the BoT to solicit feedback. Once the website goes live, Cvent will be sending out regular emails to IIS members, vendors, etc. This email will contain a link to the Registration webpage. The email will also allow the recipient to forward the information to colleagues who may be interested in attending the meeting but were not captured in the original Cvent email announcement. Cvent will also provide feedback on the validity of the email addresses used and recipients will also be able to opt out of future emails if they wish.

BM noted that information on the Chicago meeting needs to be updated and he will be in contact with the Web Master to post the updated information.

Next Teleconference

The next BoT teleconference will be held on 6th January 2009

David Hesk
IIS Executive Secretary