



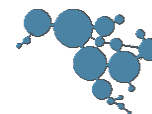
## MANA Conference Organizing Committee Guidance

### Host Roles and Responsibilities:

1. Facilitate an interactive experience for conference attendees.
2. Ensure diversity and inclusion in the organized conference program.
3. Ensure an environment that is supportive of and accessible to trainees and early-career members.
4. Organize conference schedule and logistics (e.g., deadlines, website development, venue layout, registration and abstract submission process). Adhering to established guidance (below) and timelines.
5. Assemble the Scientific Organizing Committee and set the scientific program for the meeting.
6. Review abstracts and select speakers.
7. Coordinate with stakeholders (e.g. MANA interest groups, workshop leaders, corporate members) in the context of organizing and executing the conference content.
8. Coordinate with the MANA Awards Committee for developing awardee lecture schedules and judging needs.
9. Coordinate social programs. This includes providing one or more social or networking events (whether part of the posters or separate) and coordinating with other groups (e.g. MANA Early Career Members) who might hold events.
10. Participate in promotion and advertisement of the conference.
11. Communicate regularly about the conference (deadlines, program availability, abstract submissions, etc) to MANA membership via the MANA President.

### Relationship with MANA and Conference Organizing Community

1. Autonomy of the organizers is a priority.
2. The MANA Vice President will attend LOC and SOC organizing meetings for fluid and direct communication with the MANA Board of Directors.
3. The MANA Treasurer will attend LOC and SOC organizing meetings as MANA financial officer and liaison with Corporate Members.
4. Please include two (2) MANA board members in addition to the VP and Treasurer and 2-3 Early Career Members (ECM) on the scientific organizing committee (SOC).
5. Please provide the MANA board an opportunity to review the SOC participant list (minimum of 20 scientists) prior to invitation. Consider SOC meeting frequency to increase as the conference date approaches Monthly>Bimonthly>Weekly
6. Roles of the SOC will include plenary speaker selection, programmatic focus/scheduling, oral abstract review/selection, solicitation of workshops and interactive forums, solicitation for poster/cores talk/lightning talk judges. Consider creating SOC task groups.
7. Coordinate with the MANA Awards Committee on abstract/application process, deadlines, judging needs.
8. Conference communication to the MANA Membership occurs via the MANA President and the MANA Communications Committee.
9. MANA social media announcements and communication on activities are handled by the MANA Early Career Members Network and the Communications Committee. Additional media announcements and communication by the conference organizers and other MANA members are most welcome.



## **Plenary Speaker Selection**

10. Plenary speaker diversity is important. Gender, race/ethnicity, geography, scientific subdiscipline, corporate/academic/government.
11. Please ensure representation from all North American countries, including but not limited to Canada and Mexico.
12. Please consider selecting plenaries outside of speakers who have spoken at the previous five (5) MANA and Metabolomics Society Meetings, and recent ASMS and Metabolomics Gordon Research Conferences.
13. With the SOC and the MANA DEIA committee, develop a structured selection process that incorporates diversity immediately during the voting process (avoids voting top picks not resulting in sufficient diversity).
14. Ensure all nominees have the same nomination information available for rating.
15. Consider rating all speakers, scale 1-10, with anonymous voting.
16. Please provide the scientific organizing committee and the MANA DEIA committee with an opportunity (via email or meeting) to vote on the short list of invitees for plenary presentations AND oral presentations before invitations are sent.

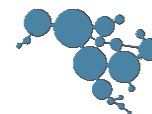
## **Finances and Corporate Members ('sponsors')**

### Finances

17. Conference budget and Registration fees must be approved by the board.
18. The MANA Treasurer will pay or reimburse all bills for the conference, including bills that account for renting facilities, food/drinks, entertainment, A/V or other costs associated with organizing the conference, including for virtual platforms or abstract submissions, registrations.
19. Costs that largely (>15%) exceed the initially estimated costs should be approved by the MANA Treasurer before orders are made.
20. There are several options for funds transfer for bill payments. Contact the MANA Treasurer:
  - a. MANA can directly pay for costs. This negates the need for reimbursement which can become complicated.
  - b. Send an invoice to MANA Treasurer
  - c. Local organizing team can recover costs via a MANA donation
21. Conference registrations are not refundable. Exceptions would be considered by the MANA officers on a case-by-case basis, as needed. Please include the refund policy on the conference website registration page.
22. Plenary speakers may get reimbursement of economy travel, hotel costs at economy fare, and free conference registration. Please coordinate discounted or waived registrations with the MANA Secretary and provide explanation for the discount/waiver.
23. The MANA Treasurer will pay for all MANA awards. Registrations must ensure to offer attendees opportunities to apply for the full range of MANA awards.
24. Be prepared to deal with late requests from potential attendees who are unable to pay registration fees (e.g. owing to economic sanctions on financial transactions from specific countries; this has come up in 2020 and 2021).

### Corporate Members

25. Corporate Members shall be treated no differently than scientists from academic or government institutions. Abstracts for oral and poster presentations shall be reviewed consistent with all other abstracts.

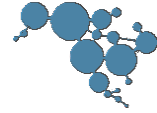


26. Please ensure that Corporate events and booths are embedded into the conference program and layout for optimal interaction with the MANA attendees (e.g., high traffic areas).
27. Income by Corporate Members is on a yearly basis. Ad-hoc Conference Sponsors will pay the yearly fee. MANA corporate membership fees are adjusted to the size of corporations, based on total number of employees. All corporate members then have the same rights to present scientific presentations, have a booth, or engage in breakfast or lunch sessions with the attendees.
28. Corporate Members will cover breakfast for Breakfast sessions. Lunch meals will be covered by MANA. All coffee, snacks and refreshments will be covered by MANA.
29. Corporate Members do not get free registrations – if corporate scientists want to attend the meeting, they must register. Otherwise, corporate staff are free to man the booths or their breakfast / lunch seminars, but not attend the scientific sessions (Provide an Exhibitors Badge).
30. The MANA Treasurer will liaison with the Conference Organizers/LOC and Corporate Members. The local organizers will nominate a key person for questions from Corporate Members. This key person would be able to answer questions:
  - a. which rooms, and room sizes, are available for corporate member lunch/breakfast seminars,
  - b. when and where to send materials ahead of the conference date,
  - c. how Corporate Members would have access to conference participant details (e.g. via QR code on badges),
  - d. when and how conference materials would be needed (e.g. for conference bags),
  - e. which conference venues A/V utilities are available (incl. internet) and other items.Ideally, this information would already be made available to the MANA Treasurer early on, while inviting vendors to become Corporate Members.

Consider a Vendor session in the program. This session would give each Corporate Member 5 min presentation time.

### Planning and Agenda Guidance

31. Please consider the MANA priorities when scheduling the program:
  - a. Interaction must be emphasized. Include discussion-based events like the interactive forums, which have been successful and well-received in all previous MANA conferences.
  - b. Support the early career members who typically compose >60 % of conference attendees. Provide sessions and events that showcase their work and enable networking, like posters and lightning talks. Coordinate activities with the ECM Council.
  - c. Ensure diversity and inclusion throughout all aspects of the conference. Dimensions of diversity include gender, race/ethnicity, geography, scientific subdiscipline, corporate/academic/government.
32. Please set deadlines according to the Conference [Organizing Timeline Checklist](#) with approval from the MANA Board. Any further changes to the dates can only be made with the approval of the MANA Executive Committee. **Please adhere to the set deadlines.**
33. Plenaries and workshops should be finalized and posted on the website a minimum of 6 months ahead of the conference.
34. All presenter and sponsor notifications shall be completed 2 months prior to the conference to allow time for travel arrangements and to apply for internal funding (e.g., internal awards or government travel approval).
35. Please include a MANA Membership meeting (~1 hour) embedded within the program to encourage attendance. Should not occur on the first or last day of the conference. Agenda items may include a Treasurer report, Q&A w/MANA board of directors, next conference host/location, other business items.
36. Set aside time in the conference program for selected ECM Awards lectures (Rising Star and



- Computational Award, 20 min each). Preferably, just prior to Conference closing.
37. Set aside time at the Conference closing for announcement of conference awards (20 min).
  38. When scheduling the program, ensure all oral presentations that need to be judged are scheduled on Day 1 or Day 2 of the conference. Please avoid scheduling judging duties on the last day of the conference.
  39. Please have a completed program posted to the website at minimum 1 month in advance.