



COP Financial Responsibilities for Meetings at ATC

AST Communities of Practice often have a participating interest in multiple meetings at the American Transplant Congress event each year. Due to the volume of meetings during ATC, it is easy to lose track of what is provided standard at each meeting, and what the COP might be responsible for financially.

This is a breakdown of the five most common event types a COP might plan for at ATC, and a review of the COP's responsibility for each:

1. The COP's Annual Meeting at ATC

- *Each year, the COP will have space provided by AST for an in-person meeting at ATC.*
- **Planning:** The COP may request preferred times and dates, AST will schedule the room and set up, and the COP will plan the meeting content.
- **Financial Responsibility:** AST covers the cost of the room, standard A/V and furnishing provided by the venue, and the cost of the food and drink appropriate to the timing of the meeting. If the COP requests items that are not standard for the room or the meeting time, the cost will come out of the COP's yearly budget allowance.

2. Accepted ATC Program Proposals (Sunrise Symposia, Lunch Sessions, etc.)

- *Each year, COP Executive Committees and members may submit program proposals for sessions at ATC.*
- **Planning:** Sessions created via accepted ATC proposal submissions are handled entirely through ATC Event Planning staff, not AST staff. ATC Event Planning Staff will work with the person who submitted the proposal and outline responsibilities.
- **Financial Responsibility:** ATC Planning covers the cost of these sessions. AST and COP budgets are not considered, as the meeting is run through a separate organization.

3. Additional COP Meetings (Referred to Internally as "Sub-Meetings")

- *A COP may request one additional COP meeting at ATC, for workgroups, mentoring sessions, etc., directly through AST. (Due to the volume of AST meetings executed during the ATC event, we must limit requests to one extra meeting per COP at this time.)*
- **Planning:** The COP is responsible for making the request for additional space, and the AST will assign a date, time, and room at the venue (if available). All other planning responsibilities fall to the COP, with support from the COP staff liaison or AST event staff as appropriate and available.
- **Financial Responsibility:** AST will cover the cost of the room and standard A/V and furnishing provided by the venue, if the additional room is part of AST's available room block and not being used for standard AST events (AST events, COP annual meetings, etc.). Otherwise, the COP is responsible to cover the costs of the room, food and beverage, etc. via the COP's budget, a special request to the AST Board of Directors, and/or outside sponsorship.

4. Informal COP Receptions or Networking Events

- *A COP may hold an informal meet-up at a bar or restaurant for members and/or potential members during ATC.*
- **Planning:** Informal receptions, dinners, and meet-ups are planned entirely by the COP. AST Event Planning Staff and COP Staff Liaisons may be able to provide suggestions for locations and venues.

- Financial Responsibility: The COP is responsible for covering the cost of these events, via the COP's budget, a special request to the AST Board of Directors, or outside sponsorship.

5. AST Consensus Conferences

- *A COP may pursue an AST Consensus Conference approved by the Board of Directors and attached to ATC.*
- AST Consensus Conferences are handled through a separate AST process, separate from ATC planning. Please refer to the AST Consensus Conference submission template for more information.