

SSG Board Working Guidelines

Preparation Working Group Meetings (WGM)

- + December - Decide dates for the next year meeting
- + December – Reservation of venue for the next year meeting
- + June – mail to the various subcommittee chairmen regarding the agenda
- + August/September – reminder to subcommittee chairmen with date of limit for the agenda – approximately September 20.
- + August/September – Preparing board meeting and general meeting (common program, introduction by the chairman) inclusive general assembly meeting
- + September – Board contact with the election committee
- + September – Registration fee must be determined.
- + September –Registration site open September 20.
- + September – Publish the program (and agendas) at the SSG website
- + December – Remind the subcommittee chairmen about report from their subcommittee meeting
- + December/January – FU of economy balance from WGM

Preparation Plenary meetings

- + December – Decide potential dates, conference host for the next meetings, if not already decided. By tradition rotation between the five Scandinavian countries.
- + Around the year:
 - ✓ Establish an organizing committee (including local and board representatives and representatives for the nurses and physiotherapists and SSG administrative secretary)
 - ✓ Invitation of international speakers (traditionally speakers will receive a small gift)
 - ✓ Approach SSG speakers (no refund)
 - ✓ Venue reservation (partly parallel sessions doctors, physiotherapists and nurses, poster presentations)
 - ✓ Budget (registration fee)
 - ✓ Program (scientific and social, session chairmen)
 - ✓ Approach potential sponsors (LMI regulations?) Industry representatives has to pay the registration fee. No upper limit for individuals from each company.
- + Abstracts – Deadline, establish a review committee, select abstracts for free presentations/posters. Poster prizes!
- + Board meeting (prepare the agenda)
- + After the meeting:
 - ✓ FU of economy balance from plenary meeting

Preparation Board meetings

- ✚ Prepare at least two meetings yearly
- ✚ Agenda:
 - ✓ Economy
 - ✓ Coming meetings
 - ✓ Ongoing/planned studies
 - ✓ Organizational matters; bylaws, publication rules etc.
 - ✓ Homepage
 - ✓ Other issues

Contacts with the secretariat in Lund

- ✚ Regularly contact with the administrative secretary by e-mail and telephone
- ✚ Responsibility for work tasks for the secretary
- ✚ Contacts as needed with other staff at Lund University

Relation with other organizations

- ✚ Respond to requests and suggestions from other organizations/study groups
- ✚ Potential initiatives for cooperative projects with other groups
- ✚ Represent SSG in different sarcoma groups and expert panels
- ✚ Feedback to board from various meetings

