

F. FUNDRAISING GUIDELINES FOR SECTIONS

The following guidelines apply to soliciting sponsorships from industry for Section meetings.

- 1) The goal is to obtain sponsors for specific meeting events and/or general support of the meeting.
- 2) All solicited firms should be invited to sponsor one or more events. Solicitation should be restricted to firms operating within the geographical boundaries of the Section (unless Section Executive Committee member gives prior approval where potential sponsor is located) and should be through an appropriate local representative.
- 3) Activities for which sponsorships may be solicited include symposia, poster sessions, abstract book printing, reception, refreshments and other events which are open to all registrants.
- 4) Activities for which sponsorships should not be solicited include any event for which meeting attendance is restricted.
- 5) Sections should publicly acknowledge all sponsorships by name of the sponsor. Sponsors should receive thank you notes.

The following apply to recognition of sponsors:

- (a) Signs at the event should acknowledge sponsors for refreshments, reception, abstract book, and poster sessions.
- (b) Sponsors for scientific symposia should be acknowledged at the meeting by signs in public places excluding the symposia rooms in the following format:
 - Name of Symposium (A)
 - Name of Sponsor (s)
 - Name of Symposium (B)
 - Name of Sponsor(s)

Sections can acknowledge sponsors at the front of the preliminary and final program on a single list in the following format:

- Name of Event (A)
 - Name of sponsor (s)
- (c) On the same or nearby page as in (b) should appear the following: "None of the funds from any corporate sponsor are used to pay expenses of US Federal Employees participating in this meeting."
 - 6) Sections should take care that no employee of a government or non-government organization will solicit sponsorships contrary to their employers' policies regarding such solicitation. AOAC is aware that US and Canadian Federal, and some state and provincial, government employees must not participate in such solicitation.

- 7) The Section may commit some funds needed for symposia speaker support before sponsorships are obtained. Employees of sponsors may be invited to be some of the speakers in symposia on the same basis as employees of non-sponsors. The symposia Chairmen select speakers for specific subjects at their discretion.
- 8) Sections should use only Section funds for funding expenses of US Federal employees who are symposium chairmen or invited symposia speakers. Criteria for deciding which US Federal employees receive expense reimbursement are in the above paragraph. AOAC cautions US Federal employees and other persons offered expense reimbursement to follow procedures of their employers in accepting and reporting reimbursement.
- 9) Any scientist employed by any organization (sponsoring or non-sponsoring) is welcome to participate in the poster sessions and other scientific activities up to limits of space and registration deadlines. AOAC commits to these scientific activities regardless of sponsorship.