

ISMRT Chapter & Division Meeting

PLANNING PROSPECTUS

The International Society for Magnetic Resonance Technologists (ISMRT) provides a structured framework for organizing impactful chapter or division meetings. With comprehensive packages designed to streamline planning and execution, ISMRT ensures that organizers have the necessary tools and support to deliver successful events that enhance professional development, collaboration, and community engagement.

WHY ORGANIZE A MEETING FOR ISMRT DIVISION OR CHAPTER?

- 1. Foster Professional Development:** Meetings provide a platform for attendees to gain new knowledge, skills, and insights from industry leaders and peers, contributing to their professional growth.
- 2. Strengthen Community Engagement:** These gatherings are an opportunity to connect with other magnetic resonance technologists in your local area, exchange ideas, and build lasting professional relationships that advance the field.

Meeting Options

ISMRT offers two primary meeting packages to cater to diverse organizational needs:

1. Basic Meeting Package

Approval Timeline: Requires approval 14 days prior to the event.

Administrative Fees: None

Includes:

- Template forms for attendee name and email collection.
- Template for certificates of attendance.
- Link to a post-event survey.
- Budget preparation support by the Chapters/Divisions Committee.
- Mentoring support by the Chapters/Divisions Committee.
- Level 1 Marketing Package plus option to upgrade to Level 2 or 3 Marketing Package

Organizer Responsibilities:

- Submit a post-event report, including final registration lists, to the Central Office.
- Submit meeting proposal including budget minimum 14 days prior to event.

2. Basic Plus Meeting Package

Approval Timeline: Requires approval 30 days prior to the event.

Administrative Fees: US\$200.00

Includes all benefits of the Basic Meeting Package, plus:

- Registration management by the Central Office.
- Digital name tags for printing by the organizer.
- Management of sponsor funds and payment of invoices (e.g., catering).
- Level 1 Marketing Package plus option to upgrade to Level 2 or 3 Marketing Package

Organizer Responsibilities:

- Include a budget analyzing cost and revenue for your event with the submission of your event.
- Submit meeting proposal including budget minimum 30 days prior to event.

Marketing Package Options

To maximize event visibility, ISMRT offers three marketing packages with escalating levels of support:

LEVEL 1 Marketing Package

Included in Basic & Basic Plus - The "Do It Yourself" Package

- Template electronic standard flyer for distribution.
- Posting on ISMRT website and calendar.
- Template email announcement.
- Social media template for organizer's use.
- One social media announcement upon event approval.
- Generic ISMRT promotional slides.
- Template digital badges with mail merge instructions.

LEVEL 2 Marketing Package

US\$100.00*

- All Level 1 inclusions.
- Custom meeting slides.
- Monthly newsletter announcement.
- Sponsor management support (e.g., sponsor slide creation).
- Custom social media posts.

LEVEL 3 Marketing Package

US\$300.00*

- All Level 2 inclusions.
- Additional social media posts (4 weekly posts 30 days before the event).
- Customized meeting webpage.
- Unique graphics design (e.g., meeting logo).
- Dedicated email announcements at 60 and 30 days before the event.

**Marketing fees are in addition to meeting fees.*

Marketing Package Options

- LEVEL 1 - Free

(Included in Base & Base Plus Meeting Packages)
- LEVEL 2 - US\$100.00*

(Requires approval 30 days prior to event)
- LEVEL 3 - US\$300.00*

(Requires approval 90 days prior to event)

Inclusions	Marketing Package LEVEL 1	Marketing Package LEVEL 2	Marketing Package LEVEL 3
Template electronic standard flyer for distribution	Yes	Yes	Yes
Posting on ISMRT website and calendar	Yes	Yes	Yes
Template email announcement	Yes	Yes	Yes
Upon approval of event post social media announcement	Yes	Yes	Yes
Social media template (to announce on-own)	Yes	Yes	Yes
Template generic ISMRT promotional slides	Yes	Yes	Yes
Template digital badges (Avery) with instructions to mailmerge	Yes	Yes	Yes
Custom meeting slides	No	Yes	Yes
Announcement on the monthly newsletter	No	Yes	Yes
Sponsor management <ul style="list-style-type: none"> Add sponsors slide to custom meeting slides For Level 3: add sponsor logos to webpage & dedicated email announcement 	No	Yes	Yes
Custom Social Media Post <ul style="list-style-type: none"> Create custom Post different from the template 	No	Yes	Yes
Additional Social Media Posting <ul style="list-style-type: none"> 4 once-a-week social media post 30 days before the event on ISMRT social Media 	No	No	Yes
Customized meeting webpage	No	No	Yes
Design and development of unique graphics (e.g. meeting logo)	No	No	Yes
Dedicated Email announcement <ul style="list-style-type: none"> 60 day announcement 30 day announcement 	No	No	Yes

*Marketing fees are in addition to meeting fees.

Additional Central Office Services

Organizers may enhance their meetings with these optional services:

CERTIFICATE PACKAGES

Standard Event Evaluation on the Central Office platform	US\$50.00
Certificates of attendance sent from the Central Office	US\$50.00
Certificates of ARRT CE Organization of CE with ARRT is to be done by organizer, not Central Office. Refer to the Request for Approval Page in order to see the requirements for accreditation.	US\$50.00

VIRTUAL/HYBRID MEETING HOSTING US\$200.00

<ul style="list-style-type: none">Hosted via Central Office’s Zoom account.Central Office communication with speakers and attendees.Includes a 20-minute pre-event training session.
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PHYSICAL BADGE PRINTING *Price on application.*

Costs based on location, includes ISMRM/ISMRT lanyards.

Planning & Approval Process

To ensure a smooth planning process, organizers must:

1. Select a suitable meeting package and marketing level.
2. Submit the necessary approval requests within the specified timelines.
3. Coordinate with ISMRT's Chapters/Divisions Committee for budget preparation and mentoring.
4. Utilize provided templates and tools for streamlined event management.

Post-Event Requirements

Organizers are required to:

1. Submit a comprehensive report, including attendee registration lists, to the Central Office.
2. Ensure timely payments and sponsor acknowledgments where applicable.
3. Submit a completed final budget.

By leveraging ISMRT's meeting packages, organizers can deliver well-structured and engaging events tailored to their audience.

With extensive support from ISMRT's Central Office and Chapters & Divisions Committee, you're equipped to achieve success in fostering professional growth and collaboration within the magnetic resonance community.

For more information, contact nationalchapters@ismrt.org.