

## Guidelines for Planning Field Trips for Plant Health Meetings

Thank you for your interest in planning a field trip during the upcoming annual meeting. Field Trips provide a great scientific value to those attending the annual meeting.

Plant Health 2025 will take place at the Hawaii Convention Center in Honolulu, Hawaii. All field trips will take place on Saturday, August 2, 2025, and will depart from the Hawaii Convention Center.

### Guidelines for Submitting Field Trips

1. Organizers are responsible for **all planning** of content, locations for the field trip, and **food and beverage**. APS staff will secure charter bus transportation and the cost will be built into the registration fee.
2. A minimum of 20 attendees is required.
3. Field trips are open to meeting attendees only at this time. Should we have space 2 weeks out, we may offer guest spots for those 18 and older, though this is at the discretion of APS.
4. Field trips must be **self-supported** through the registration fee and any outside funding **must** be secured by the organizer **before** the final registration fee is set. Final registration fee must be set by March 14<sup>th</sup> to ensure that it is included when we open the annual meeting registration.
5. A budget must be approved by APS so appropriate registration fees can be finalized—this includes all entrance fees, facility rental fees, catering, etc.
6. A minimum of \$69 must be charged as a registration fee for any full day field trip, regardless of outside funding/sponsorship dollars raised. For a half day field trip, the minimum will be \$49.
7. **Any budgeted expenses that require onsite payment will be covered by the organizer and with receipts reimbursed by APS.** Invoices and transportation costs will be paid by APS with the field trip money generated through the registration fees.
8. All field trip organizers **MUST** register for their field trip so that an accurate headcount can be established and provided to necessary parties. *This includes any complimentary registrations for organizers, which must be built into the budget.*
9. Once registration is open, organizers will be updated on registration numbers and will be alerted if the registrations are low.
10. If the minimum number of registrations is not met approximately six (6) weeks out, the field trip is subject to cancellation. APS reserves the right to cancel any field trip that does not meet the minimum required attendance.
11. Four weeks prior to the field trip, the organizer must provide APS with the final agenda, including location of each stop on the trip, for the transportation company. *Due to liability and insurance, organizers and field trip participants are not allowed to drive other registered field trip participants to and from the locations on the trip.*
12. For privacy reasons, APS cannot share contact information for meeting attendees, even with field trip organizers. Any communication an organizer needs to send to their attendees prior to their field trip will need to come from APS staff. Organizers will provide the required text copy (and attachments, if any) and APS will send the message out on their behalf.