



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 2022 will take place at the David L. Lawrence Convention Center (DLCC). All field trips will take place on Saturday, August 6, 2022 and will depart from the DLCC.

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. Due to the COVID-19 pandemic, guest ticket purchases will not be allowed. Only registered meeting attendees are eligible to purchase tickets for field trips.
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.
5. A complete budget with all anticipated expenses must be created with help from the organizer and approved by APS so appropriate registration fees can be finalized—this includes all entrance fees, facility rental fees, catering, etc.
6. A minimum of **\$50** must be charged as a registration fee for any field trip, regardless of outside funding/sponsorship dollars raised.
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 workshop that does not anticipate meeting 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.