



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 2021 will take place at the Renasant Convention Center in Memphis, Tennessee. All field trips will take place on Saturday, July 31, 2021 and will depart from the Renasant Convention Center (subject to change).

*All field trips will be required to follow social distancing practices/guidelines, which will be based on CDC recommendations and the laws governing both the city of Memphis and destination of the field trip. Adhering to these guidelines will be the responsibility of the organizer. We encourage outside activities where possible. APS reserves the right to limit the number of participants to allow for the safe gathering of individuals. More information will be shared with field trip organizers no later than February 1, 2021.

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 attendance will be required, and a maximum registration limit will be set and shared with field trip organizers no later than February 1, 2021.
3. 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.
4. 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.
5. A minimum of **\$50** must be charged as a registration fee for any field trip, regardless of outside funding/sponsorship dollars raised.
6. 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.
7. 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.*
8. Once registration is open, organizers will be updated on registration numbers and will be alerted if the registrations are low.
9. 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.
10. Six (6) 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.*
11. 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.