

ETP SYMPOSIUM INC.

# Scientific Conference Management



# BACKGROUND

ETP Symposium Inc. (ETP) specializes in organizing and running scientific conferences. Founded in 2006 as a non-profit corporation, ETP is committed to organizing and operating educational seminars and forums, and to the development of interdisciplinary opportunities for researchers and scientists in the life sciences area. ETP is well known in the scientific community and specifically as it relates to mass spectrometry.

A full listing of events organized by ETP is appended.

In addition to offering our services to others, ETP successfully runs its own Symposium entitled *International Symposium on Enabling Technologies* (see [www.etpsymposium.org](http://www.etpsymposium.org)). ETP's roots are based in a research environment. The ETP Symposium was created as part of a collaborative project including: Genome Canada (through its regional offices Genome Prairie/Genome Alberta), SCIEX, University of Victoria, University of Alberta, University of Manitoba, Queens' University at Kingston, and Le Centre hospitalier universitaire de Québec (CHUQ). The project title was: *The Development of Enabling Technologies for Proteomics and Genomics*.

ETP manages two awards:

1) *The Ken Standing Award* established in 2006 to honour the lifetime achievement of Dr. Kenneth Standing, Professor Emeritus, Dept. of Physics and Astronomy at the University of Manitoba. This award is presented at the biennial ETP Symposium to a young scientist who has made a significant contribution to the development of technology related to the life sciences.

2) *The Bill Davidson Graduate Student Travel Award* established in 2012 to honour ETP's co-founder, Bill Davidson, who passed away suddenly in 2009. This award is presented biennially at the ETP Symposium. The Awardees are selected from nominations by ETP's Scientific Advisory Board. A complete list of members may be found on the ETP Symposium website.

# SERVICES

Outlined below are some of the key aspects of event planning ETP can provide to organizations:

## **Event Coordination:**

- Initial meeting with Organizing Committee to plan scope and confirm format of event.
- Establish and monitor budgets.
- Review administrative procedures and progress of event.
- Coordinate services for events: accommodation, transportation for participants, conference and other facility requirements such as: catering, special needs requirements, audio-visual equipment, VIP Tours, Gala dinners, to name a few.
- Facilitate the payment of expenses.
- Plan networking receptions, VIP dinners.
- Coordinate speakers & panel members, including: invitations, travel arrangements, create and deliver welcome packages.
- Obtain event insurance.
- Negotiate contracts for services; approve supplier's invoices; maintain financial records; review final billing.
- Provide an Event Manager on Site for: pre and post meetings, to coordinate set-up and tear-down.
- Assist with the coordination of ancillary meetings hosted in conjunction with the event.
- Support staff required for the event can either be provided by ETP on a cost effective basis, or may be provided by student volunteers coordinated by ETP.



HUPO 2009 Toronto Gala Dinner

### **Event Administration:**

- Collect registration fees and organize registration of participants; prepare reports and deliver database information collected on attendees.
- Prepare a report for submission to the Organizing Committee on the data collected from the Poster Abstract submission webpage.
- Prepare a report for submission to the Organizing Committee on the data collected from the Award submission webpage.
- Coordinate special activities as set out in the Program, including transportation to and from selected destinations, as determined.
- Work with the Organizing Committee to establish any auditing procedures that may be required.
- Prepare a report on proceedings.

### **Web Hosting:**

Create and maintain website from date of acceptance of the proposal to one month post event:

- Conference home page with pertinent conference information.
- Participant registration webpage.
- Poster abstract submission webpage.
- Award nomination submission webpage.

### **Social Events:**

- Work with organizers to determine any social events that may be required during the conference.

### **Housing:**

This assumes that housing is paid for by attendees:

- Coordinate all housing as required by participants, speakers, sponsors.
- Monitor guest room pick up with selected venues.

### **Program:**

- Develop the format and layout of the proceedings program, abstract book.
- Coordinate with organizers regarding content of programs and books.
- Arrange for printing of program and abstract book and delivery to venue.

### **Marketing:**

- Work with the organizers to develop a plan.
- Design promotional materials.
- Coordinate the development of mailing lists.
- Send out email blasts of promotional materials.
- Assist with sourcing of marketing and promotional materials.
- Create Exhibition Booths to promote at other conferences.



IMSC 2016 Affiliates Dinner -  
Royal Ontario Museum



IMSC 2016 Opening

## Sponsors & Exhibition:

- Work with organizers to create Sponsorship prospectus.
- Assist with the development of sponsor and exhibitors' lists.
- Coordinate Sponsorship solicitation and collection of sponsorship funds.
- Coordinate with sponsors and related activities during the conference.
- Coordinate with sponsors the sourcing of any sponsored materials to be distributed during the conference.



IMSC 2016 - Toronto

## THE TEAM

### TEAM LEADER & PRESIDENT:

**Janette Champ, President**, is a dedicated highly organized professional with over 17 years' experience in successful coordination and execution of large and small conferences primarily in the scientific community, and in particular, the field of mass spectrometry. Janette has a solid track record of planning and executing successful events within limited budgets. Her strong contacts and excellent relationships with industry organizations enable Janette to effectively fund raise to achieve financially successful conferences. Her leadership and team building strength ensure she works with a group of people with a full set of complementary skills and shared responsibility required to complete a task.

### UNITED KINGDOM

**Fiona Jackson, Event Coordinator**, (Stratford-upon-Avon), is ETP's UK representative. Fiona is a highly motivated administrator who has had experience in varying business sectors including hospitality, private security and construction industries. Fiona has worked in the capacity of a bid administrator compiling complex bids, sourcing responses and working to and successfully achieving a quality product whilst working to very tight deadlines. She demonstrates superb organization and is able to prioritize tasks. She has gained valuable experience from the original CP Hotels Flagship, Royal York Hotel in Toronto and the G4S in the UK.

### CANADA

**Karen Fletcher, Event Coordinator**, is an accomplished and skilled advisor and administrator and has been with ETP for over five years working alongside Janette to organize conferences. Karen brings her expert management and organizational skills from previous experience to the table, to facilitate and assist with the success of ETP Events. In addition to on-site event assistance, Karen has provided pre-conference support and takes on many responsibilities. She has provided organization of volunteers, completed event specific market research and has identified potential event opportunities and attendees. She brings a proactive approach in a personable manner through effective time management and communications skills.

**Ingrid Lapish, Project Manager**, is a management professional, with 28 years' experience and has ability to drive positive results in any project. Skilled in the area of project management, strategic sourcing, finance, and team building. Her experiences are gained through multiple senior roles with major corporations – Robin Hood Multifoods, Smuckers Foods of Canada, Cargill and Ardent Mills. She is a committed individual with an uncompromising work ethic.

**Scott Champ, Touch Sciences**, Website and Mobile APP Development. Touch Sciences has over 20 years of proven software development experience and has provided website and APP services to ETP for over 10 years. For more detailed information, please visit the Touch Sciences website: [www.touchsciences.com](http://www.touchsciences.com).

## ETP'S COMMITMENT

ETP is a unique organization, as its mandate is not just in event planning, but also in the collaborative process to further the development of technologies in the field of life sciences.

# LIST OF EVENTS

Organized by ETP Symposium Inc.

## **30th Lake Louise Tandem MS Workshop**

November 29 - December 2, 2017, Lake Louise, AB, Canada

## **9th International Symposium on Enabling Technologies (ETP 2017)**

May 4-5, 2017, University of Ottawa, Ottawa, ON, Canada

## **29th Lake Louise Tandem MS Workshop**

November 30 - December 3, 2016, Lake Louise, AB, Canada

## **21st International Mass Spectrometry Conference**

August 20 - 26, 2016, Metro Toronto Convention Centre, Toronto, ON, Canada

## **Joint Conference of the 4th China Canada Systems Biology (CCSB) Conference**

June 15 - 19, 2016, University of Ottawa, Ottawa, ON, Canada

## **24th Canadian Symposium on Catalysis (CANCAT16)**

May 8 - 11, 2016, University of Ottawa, Ottawa, ON, Canada

## **32nd International Symposium on Microscale Separations and Bioanalysis**

April 3 - 7, 2016, Niagara-on-the-Lake, ON, Canada

## **8th International Symposium on Enabling Technologies (ETP 2015)**

December 1-2, 2015, Lake Louise, AB, CANADA

## **28th Lake Louise Tandem MS Workshop**

December 3 - December 5, 2015, Lake Louise, AB, Canada

## **The 3rd China-Canada Symposium on Systems Biology and Personalized Medicine**

May 18-20, 2014, Shanghai, China (Co-ordinated the Canadian & International Delegation)

## **22nd IUPAC International Conference on Physical Organic Chemistry**

August 10 - 15, 2014, Ottawa, ON, Canada (Co-ordinated on-line registrations, abstract submissions and program book.)

## **1st Symposium on Enabling Technologies for Engineered Biofunctionality**

May 27-28, 2013, Edmonton, AB, Canada, Jointly run by Biorefining Conversions Network & ETP Symposium Inc.

## **7th International Symposium on Enabling Technologies (ETP 2013)**

April 30 - May 1, 2013, Metro Toronto Convention Centre, Toronto, ON, Canada

## **2nd China Canada Systems Biology Conference**

June 25 - 28, 2012, Ottawa, ON, Canada

## **Canada Night Reception**

September 15, 2012, Kyoto, Japan (Co-ordinated Canada Night Reception held at the IMSC 2012, Kyoto, Japan)

## **6th International Symposium on Enabling Technologies**

ATLANTIC CONFERENCE - October 7, 2011, Boston MA, U.S.

## **Ontario-China Biotech & Cleantech Seminar, Ministry of Research & Innovation**

August 29, 2011, Metro Toronto Convention Centre, Toronto, Canada

## **57th ICASS International Conference on Analytical Sciences and Spectroscopy**

and 3rd Canada-China Analytical Chemistry Conference  
August 28-31, 2011 Metro Toronto Convention Centre, Toronto, ON, Canada

## **3rd Annual Symposium of the Canadian National Proteomics Network**

May 8 - 10, 2011, Banff Springs Hotel, Banff, AB, Canada

## **5th Symposium on Enabling Technologies for Proteomics (ETP 2011)**

May 10-11, 2011, Banff, AB, Canada

## **2nd Annual Symposium of the Canadian National Proteomics Network**

May 9-10, 2011, Montreal, QC, Canada

## **HUPO 2009 World Congress**

September 26 to 30, 2009 Westin Harbour Castle Hotel & Convention Centre, Toronto, ON, Canada

## **1st Annual Symposium of the Canadian National Proteomics Network**

September 25, 2009, Westin Harbour Castle Hotel & Convention Centre, Toronto, ON, Canada

## **4th Symposium on Enabling Technologies for Proteomics (ETP 2009)**

May 14, 2009, Vancouver, BC, Canada

## **API III - 20th Anniversary Reunion**

April 15, 2009, Concord, ON, Canada (to celebrate the 20th Anniversary of the release of the API III).

## **Canadian Proteome Society**

Regional Meetings 2008 to 2009: Halifax, Quebec City, Toronto, Winnipeg, Edmonton and Vancouver

## **Alberta Ingenuity Business Forum 2008**

February 5, 2008, Calgary, AB, Canada

## **Nanotechnology Symposium**

February 7, 2008, Calgary, AB, Canada

## **Alberta Ingenuity Accelerator in Nanotechnology: Sector Driven Opportunities for Alberta**

May 13-15, 2008, Edmonton, AB, Canada

## **3rd Symposium on Enabling Technologies for Proteomics (ETP 2007)**

May 10-11, 2007, MaRS District Discovery, Toronto, ON, Canada

## **2nd Symposium on Enabling Technologies for Proteomics (ETP 2005)**

September 22-23, 2005, Calgary, AB, Canada

## **1st Symposium on Enabling Technologies for Proteomics (ETP 2004)**

May 13, 2004, Montreal, QC, Canada