



PALISI Agenda Request Terms & Next Steps for Meetings and Events

rev. September 23, 2025

PALISI Groups

(Subgroups, Working Groups, Special Interest Groups, Affiliated Networks)

- **Primary Contact:** Your point of contact is the **Subgroups Liaison**.
- **Agenda Control:** The agenda is at the discretion of the **Executive Committee**. While we will attempt to honor timing requests or avoid conflicts, **no guarantees** can be made. Adjustments to session times, durations, or placements may occur to benefit PALISI as a whole.
- **Agenda Updates:** Once the initial agenda is published, any updates will be communicated by email.
- **Financial Approvals:** Any activity with a financial component must be reviewed and approved by the **PALISI Treasurer**.
- **Special Events:** Special events require a **Special Event Agreement**. Failure to meet the terms of the agreement may limit the sponsoring group's ability to host activities in the future.
- **Regular Meetings:** Routine sponsoring group meetings (without financial or special event components) do not require a Special Event Agreement.
- **Compliance with Venue Contract:** All food, beverage, audio-visual, and other special components must be disclosed to and coordinated by the PALISI Executive Director.
- **Good Standing Requirement:** Sponsoring groups must be in good standing with PALISI (membership, compliance, and financial obligations) to be eligible to host events at PALISI meetings.

Next Steps for PALISI Groups:

- The **Executive Committee Subgroups Liaison** will publish a subgroup meeting schedule **6 weeks prior to the meeting** with your confirmed slot.
- If you have questions or concerns before then, contact the Liaison using the **Subgroup Leaders Inquiry Form** on the subgroup leaders landing page.
- If you are hosting a **special event**, the Executive Director will send you a **Special Event Agreement no later than 12 weeks prior to the meeting**. This agreement must be signed **8 weeks before the meeting**.

- PALISI Group Special Event requests must be submitted **16 weeks prior to the meeting**. Later requests will be considered only at the discretion of the Executive Committee.
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Main Meeting Presenters

- **Primary Contact:** Your point of contact is the **Vice Chair** of PALISI.
- **Agenda Control:** The agenda is managed by the **Executive Committee**. Final placement of sessions is at their discretion. Specific time requests may be considered but are **not guaranteed**. Adjustments may occur at any time to serve the needs of PALISI overall.
- **Agenda Updates:** Presenters will be notified by email of any changes after the initial agenda is published.
- **Content Responsibility:** Presenters are responsible for ensuring content is accurate, professional, and within PALISI's scope of scientific, educational, or research standards.
- **Conflict of Interest:** Presenters must disclose any conflicts of interest in accordance with **PALISI Network or CME Accreditation standards**.
- **Compliance with Venue Contract:** Any special AV, catering, or event needs must be routed through the PALISI Executive Director in compliance with PALISI's venue contracts.
- **Recording & Distribution:** PALISI does **not record or distribute meetings**. Please indicate clearly on your presentation slides if you prefer that certain information not be tweeted or shared publicly via social media.
- **Good Standing Requirement:** Presenters must be in good standing with PALISI (membership, compliance, and financial obligations) to be included in the program.

Next Steps for Main Meeting Presenters:

- The **PALISI Vice Chair** will follow up if there are any questions or concerns with your request.
 - If no concerns arise, you will receive a **draft version of the agenda 6 weeks prior to the meeting**. At that time, you may provide feedback or ask questions.
 - If you have questions or need to communicate updates before then, use the **Agenda Inquiry Form** on the agenda request page.
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External Groups

(Organizations not formally recognized as a PALISI group)

- **Primary Contact:** Your point of contact is the **Vice Chair** and/or **Executive Director**.
- **Agenda Control:** Inclusion and timing in the agenda is determined by the **Executive Committee**. Requests for timing will be considered but **are not guaranteed**.

- **Agenda Updates:** Once the initial agenda is published, any changes will be communicated by email.
- **Financial Liability:** External groups are **financially responsible** for all expenses or costs incurred by PALISI related to their event, including catering, AV, or room use.
- **Special Event Agreement:** External groups must sign a **Special Event Agreement** and designate the party assuming financial responsibility. Failure to meet agreement terms may result in exclusion from future meetings.
- **Compliance with Venue Contract:** All food, beverage, AV, or special event components must be disclosed and handled directly through the PALISI Executive Director. Groups may not contract directly with the venue.
- **Insurance/Legal Requirements:** External groups may be required to provide proof of liability insurance, certificates of compliance, or other documentation as deemed necessary by PALISI or the host venue.
- **Promotion & Branding:** Use of the PALISI name or branding by external groups requires prior approval. PALISI reserves the right to review and approve all promotional materials referencing the meeting.

Next Steps for External Groups:

- The **Executive Director** will reach out with a **Special Event Agreement no later than 12 weeks prior to the meeting.**
- The agreement must be signed **8 weeks before the meeting.**
- External group event requests must be submitted **16 weeks prior to the meeting.** Later requests will be considered only at the discretion of the Executive Committee.