**Registration and Logistics Preparation for BioPacific Conference SOP V1**

By Han Zhang

**Purpose:** The purpose of this SOP is to set up the process for registration and logistics preparation for the annual Biopacific Conference, which include but not limit to volunteer recruitment, volunteer training, task assignment and on-site registration and logistics.

**Responsibility**: Membership Committee

**Procedure**:

1. About two months before the Biopacific Conference (which usually occurs around June 20th), create a *volunteer registration form* for volunteer registration (**Appendix 1**).
2. Send *recruiting emails* to current EC members first with link of the above google form (**Appendix 2**). Also ask EC members to share the volunteer registration form to other group member such as Toastmasters members, E-club and CAN program (whose members are not included in EC members).
3. Share volunteer registration form with former volunteers (wechat group: 2018CABS年会志愿者群)
4. Share volunteer registration form with Stanford, Berkeley and UCSF student organization (Current contact person for the above three institutions: Wenming Zhang, Shenshen Hu, Shang Li).
5. Based on the volunteer registration information, form a new wechat group.
6. Recruit as many volunteers as possible to prepare for unprepared situations such as last min dropout. Based on the volunteer registration information, assign volunteers to the assignment table (**Appendix 3**).
7. Use the newly-set wechat volunteer group as the main contact methods. Ask volunteers to change their name to show real name, assignment and phone number for easy contact.
8. A week before the Biopacific Conference, organize the on-site volunteer training session at Hanhai. Order lunch in advance. The purpose of the training is to help volunteers to get familiar with their assignment, and to get familiar with other volunteers in the same assignment group. Assign a leader to be in charge of each assignment group for convenience. Training slide contains information such as agenda, layout, volunteer T-shirt and explanation of each task (**Appendix 4**).
9. Name tag for the Biopacific conference is normally prepared in advance either by Membership committee or other committee and separate by category (volunteers, speakers, sponsors and general attendees).
10. A day before the Biopacific Conference, at least two core person from the volunteers (usually co-chairs of membership committee) will stay at the venue for the Biopacific Conference. All the relevant items (including but not limited to name tags, gifts for speakers, posters)
11. The day on Biopacific Conference, usually around 6am, the above personals will move all the items to the conference room and set up the registration table.
12. Morning session is usually the busiest session (7-9am) when more than 500 ppl need to register. Registration is set up in three different locations: volunteer and general attendees(right at the entrance), sponsors (usually in the sponsor exhibition room) and speakers (usually outside the main conference room). Arrange guides to lead people to the correct registration table.
13. Watch wechat group closely for any unprepared circumstances and arrange volunteers accordingly.