

**American Association of Veterinary Laboratory
Diagnosticians Annual Meeting General Guidelines for
Committee Chairs**

1. The Annual Meeting will be held virtually this year due to the ongoing COVID-19 pandemic. Please submit your Committee Reports no later than two weeks post meeting. Please email the minutes, reports and attendee sheets to Dave Zeman dzeman@aavld.org and Reda Ozuna rozuna@aavld.org .
2. You have received documents with a report template, committee check in list (**Please print clearly and type in your list**) and SOP document. As you complete your resolutions (if any) and committee reports, please complete and return by email to David Zeman, dzeman@aavld.org . Reda Ozuna, rozuna@aavld.org will again be assisting with this process.
3. Be sure to have all committee attendees listed on the attendance sheet, as provided to you. Please type in names and emails as the form will be used to update the AAVLD website. Any names not legible will not be recorded. It is important you return these with your report.
4. Please remember to include all committee business actions in your report. This includes subcommittee reports, full committee reports, rosters and requested actions reflected accordingly in your report.
5. Registered meeting attendees may attend committee meetings and enter into the discussion (except when the committee is in Executive Session where only committee members can be present). Only committee members may vote on issues before the committee.
6. Resolutions (if any) approved by the committee should be sent by email to Dave Zeman dzeman@aavld.org and Reda Ozuna, rozuna@aavld.org _ immediately following the conclusion of the committee meeting. This is especially important if you wish to the HOD to consider your resolutions at this annual meeting.
7. Completed committee reports should be delivered to the Executive Director and Reda Ozuna **no later than 2 weeks** after the conclusion of the committee meeting.
8. Copies of completed committee reports will be made available on the website.
9. Complete the Chair Survey form regarding the committee meeting and send to David Zeman dzeman@aavld.org and Reda Ozuna rozuna@aavld.org by email prior to the completion of the meeting. Please make plans to attend the Wednesday morning meeting, as your feedback helps us improve the meeting.

If you have needs, you can reach us at the following:

David H. Zeman – 605-691-1833 dzeman@aavld.org

Reda Ozuna – 623-341-0100 rozuna@aavld.org

Kaylin Taylor- kaylin@taylormadeeventco.com