



## MEMORANDUM

To: ISSC Members and Interested Parties

From: Ken B. Moore, Executive Director *Ken B. Moore*

Date: May 1, 2017

Subject: Call for Proposals

The 2017 Biennial Meeting of the Interstate Shellfish Sanitation Conference (ISSC) will be held October 14 – 19, 2017, at the Sheraton Hotel & Convention Center in Myrtle Beach, South Carolina. Through the proposal submission process, interested parties have an opportunity to present and resolve challenges confronting shellfish sanitation.

I urge you to examine shellfish safety procedures and policies and identify National Shellfish Sanitation Program (NSSP) topics which should be addressed during the 2017 Biennial Meeting. You can submit your proposals on an ISSC Proposal Submission Form which can be downloaded from our website. Proposal submission is limited to one (1) per form. Proposals must be submitted by emailing a completed submission form to [proposals@issc.org](mailto:proposals@issc.org). Handwritten, typed, or faxed proposals will not be accepted without prior approval. Please follow the proposal submission instructions that are attached.

The ISSC Constitution, Bylaws, and Procedures require that proposals be provided to the appropriate Shellfish Control Authorities in each State and all members at least ninety (90) days prior to the Biennial Meeting. To achieve this, Friday, June 16, 2017, has been established as the 2017 proposal submission deadline.

Proposal submission instructions are also available on the ISSC website. Following the instruction sheet will facilitate the submission process and assist Conference participants in understanding your recommendations.

Click here [\(2017 ISSC Call for Proposals\)](#) to view, download, or print the following 2017 Biennial Meeting documents which are available on the ISSC website:

- Proposal Submission Instructions
- Proposal Submission Form
- Resolution Submission Form
- ISSC Constitution, Bylaws, and Procedures Article XIII.
- Conference Registration Form
- Biennial Meeting Tentative Agenda
- Individual Membership Application
- State Membership Application
- Committee Sign-Up Form

Thank you.