

General Suggestions and Outline for hosting an Arkansas Academy of Science Annual Meeting

A. INVITATION TO HOST AN AAS MEETING

Before agreeing to host a meeting:

1. Determine the probable dates of the meeting. Traditionally the meetings have been held the first weekend of April. However, it is recommended that the Easter weekend be avoided.
2. Ascertain that adequate housing, rooms for sessions, facilities for meals, and other such requirements will be available during the time of the meeting. Consult recent issues of the Proceedings to get an idea of the number of sessions and which ones were concurrent. AAS meetings generally draw around 200 attendees, so use this as a rough estimate when looking at nearby motels and banquet facilities.
3. Ascertain that other events are not scheduled at the same time. If other events are scheduled, make sure that they will not cause overcrowding of facilities.
4. Make sure there are enough people willing to do the work of the Local Committee, and that they will actually and effectively do the work if an invitation to host the meeting is accepted.
5. Obtain permission and commitment from administrators of your institution. It is always better to obtain such permission in writing.
6. Notify the President of the AAS that you wish to host the meeting. The earlier this is done, the better. This notification should take the form of a brief written bid which the President can relay to the Executive Committee for selection.

B. PRELIMINARY ARRANGEMENTS

1. As soon as an invitation to host the meeting has been approved:
 - a. Elect or in some way select a Chair of the Local Committee, and select other members of the committee. Representatives from several disciplines should be included.
 - b. Add the event to the institution's calendar.
 - c. Contact potential exhibitors. It is suggested that a fee of \$75-100 be charged for exhibiting goods and services. Since exhibitors plan their schedules early, be sure to contact them as soon as possible.

2. At the beginning of the Fall Semester plan for the following reservations, if your institution will reserve facilities this far in advance:
 - a. Dinner and/or meeting room for the Executive Committee. It is most helpful if the Executive Committee can meet on Thursday night before the regular meeting gets started. This can take the form of an informal dinner followed by a meeting, or the members of the Executive Committee could plan to meet at a specified time and place. Contact the President for a list of committee members and their addresses. Write to each member and determine who and how many will attend. Be sure to set a deadline for responding at least one week before the dinner. Spouses may be invited.

NOTE: A convenient room will also be needed on Friday morning for the Executive Committee to conclude its business.

- b. The following rooms will be needed:
 - i. Registration Area – the foyer of the Science Building or Student Union usually is used for registration. This area should be relatively large and easily accessible. At the actual meeting its location should be clearly indicated with signs. Registration should be open all day Friday (8:00 – 4:30) and Saturday morning (8:00 – 10:00).
 - ii. Scientific Meeting Rooms – the number and size of rooms needed for the technical sessions depend on whether or not concurrent sessions are planned. These rooms should be large enough to accommodate 30-40 people and should be capable of being darkened for visual aids. Consult a recent issue of the Proceedings for general numbers and popularity of sections when setting room assignments.
 - iii. Business Meetings – one of the larger rooms (capacity of 75-100) should be available for the welcome and the two business meetings.
 - iv. Coffee Bar – room(s) located near the technical sessions can be reserved as a coffee lounge, or coffee urns can be positioned in the halls outside the technical sessions. However, crowds in the hall tend to disturb nearby sessions. Soft drinks should also be available. Donuts should be provided for Saturday's session; cookies are discretionary. If you have product exhibitors, the coffee area should be close to their set-ups.

- v. Exhibitor's Area – if you plan on having exhibitors, a room near the center of activities should be provided for their use. Re-contact potential exhibitors at this time.
- vi. Annual Banquet – a large cool room with facilities for food service is needed. The format of the banquet is the Local Committee's choice, however, if formal, the room should contain a head table and audio-visuals, if needed.
- vii. Miscellaneous Rooms – a slide preview room, rooms for the Science Talent Search and Junior Academy may be needed. The chairpersons of these last two groups should be contacted to ascertain their needs.
- viii. Special Events – some kind of mixer might be appropriate either before the banquet, after, or both. This mixer, for obvious reasons, should probably be planned for off campus, and it is appropriate to solicit outside donations for the mixer.

NOTE: The chair of the Local Committee should be prepared to attend the fall meeting of the Executive Committee and make a progress report on the meeting plans.

C: CALL FOR PAPERS AND PRE-REGISTRATION

Preliminary information regarding the meeting and photocopy-ready forms must be forwarded to the Newsletter editor by 10 December for inclusion with the January newsletter. The call for papers should include:

1. Dates and location of the meeting.
2. Addresses and phone numbers of the Chair of the Local Committee and the person in charge of Abstracts, if he/she is not the Local Chair.
3. The deadline for receiving Abstracts is 1 March by the absolute latest.
4. An area to type the Abstract. This must be clearly marked to insure that all abstracts are of the same size. A sample abstract form is attached at the end of this document.
5. An area for the Title, address(es) of author(s), appropriate section, audio-visual needs, and whether the paper is to be judged for an undergraduate or graduate research award.
6. Instructions and suggestions to contributors.

7. A pre-registration form with space to reserve banquet tickets. All associated costs should be clearly indicated. (NOTE: The Local Committee determines the Registration Fee which must be sufficient to cover all meeting costs.) A sample pre-registration form is attached at the end of this document.
8. A list of local motels and camping areas, their phone numbers, addresses, and tentative costs. Do not guarantee these costs as they may change and you might be held responsible by an irate attendee.
9. Explanations of any unusual regulations or opportunities pertaining to the activities of the participants.

D. PROGRAMS, PACKETS, AND FINAL ARRANGEMENTS

1. During February the following should be done.
 - a. Make sure room reservations are firm.
 - b. Select and confirms the Technical Session Chairs. Request some standbys in case you need to add more sessions after the abstracts have been received.
 - c. Contact a photographer and arrange for group pictures.
2. As soon as the abstract deadline has passed, prepare the technical sessions. Arrange the papers in logical order and allow about 15 minutes “slack” time in each session. However, emphasized to session Chairs to keep the session on time. It is an insult to the audience for the speaker to take more than his/her time. Be sure to schedule student papers to be judged so they will not overlap, and give the judges enough time to get from one room to another!!
3. Once the program has be firmed up, send a copy of each session to the appropriate session Chair and notify the authors when and where their paper is to be presented. The latter can be handled with a simple post card or email.
4. Prepare the final program. The program should include the following:
 - a. General schedule of events.
 - b. List of each session, where located, times and titles of papers, author(s) and address(es) (the person(s) giving the paper should be underlined), and whether the paper is in the competition for an undergraduate or graduate award (one or two asterisks is usually sufficient).
 - c. The compilation of a packet of Abstracts is left to the discretion of the Local Committee. Should the committee wish to do so, be sure the registration fee is sufficient to cover the cost. A copy of the Abstracts for each technical

session should be displayed outside the door of the meeting room. If Abstract packets are not prepared, notify authors that they may wish to bring extra copies of the abstract for distribution.

5. A packet of materials should be prepared in advance for distribution to each registrant. In addition to items listed in #4 above, they might include:
 - a. A campus map, with meeting and parking areas designated
 - b. A city map, with campus, motels, and other places of interest marked
 - c. Announcements of special or social events
 - d. Departmental or institutional propaganda
 - e. Selected Chamber of Commerce propaganda
 - f. Name tags for pre-registrants in plastic, pin-on holders
 - g. A receipt or bill for fees, whichever is appropriate
 - h. Have registrants' names on outside of packet and arrange them alphabetically for ease at registration. Have other packets conveniently available for persons who register at the desk.

E. REGISTRATION

Registration (and other mechanical labor of arranging banquets and other activities, mailing out notices, reproducing programs, and clerical assistance) is handled by specialized institutional personnel at some universities, but at most institutions these tasks must be performed by the local committee and whomever can be shanghaied into helping. The suggested registration procedure follows:

1. Station One (2 people):
 - a. Ask if attendee has pre-registered; if so direct him/her to station four. If not pre-registered, continue with "b"
 - b. Have blank registration forms and pencils conveniently located. These forms should request name, professional affiliation, business address (including zip code), phone number, whether paying dues or not, whether renewal or new member, and science interest area. An extra table may be provided for writing.
 - c. Scan form for completeness and calculate fees to be paid.
 - d. Direct registrant to Station Two.

2. Station Two (1 person):
 - a. Referring to the completed form, type name for name tag
 - b. Give registrant name tag and a packet of materials
 - c. Direct him/her to Station three

3. Station Three (2 people):
 - a. Request payment of fees and write a receipt (unless otherwise requested, banquet, registration, and dues payments are listed separately on the receipt).
 - b. If registrant is a new member, he/she does not receive a copy of the Proceedings Journal; otherwise, direct him/her to station Four.

4. Station Four (2 people):
 - a. Hand out pre-registration packets
 - b. Hand out copies of Proceedings Journal (to those entitled)
 - c. Direct registrant's attention to message board, display area, or any other place of interest, if appropriate.

REMEMBER: REGISTRATION CAN BE A VERY HECTIC TIME, SO BE SURE YOUR HELP KNOWS WHAT THEY ARE DOING AND BE ABLE TO 'COUNT TO TEN' WHENEVER NECESSARY.

F. SUMMARY OF DUTIES OF CHAIR OF LOCAL COMMITTEE

1. Make all preliminary arrangements.
2. Prepare information for Newsletter.
3. Either appoint a Program chair or organize the program personally. This will entail arranging papers according to topic, editing, noting what kinds of projection equipment to have available, and training assistants to operate the projection equipment.
4. Decide on format and contents of packet and arrange to have the materials reproduced. Student labor can be employed to stuff the packets during the week preceding the meeting.

5. Arrange for an institutional official to formally welcome the Academy during the first business meeting.
6. Arrange for someone to preside over each technical session.
7. Arrange for judges for the undergraduate and graduate awards. You should have at least two judges for each of life sciences and physical sciences.
8. Arrange, well in advance, for the speaker, someone to give the invocation (if desired), and for someone to serve as toastmaster at the banquet.
9. Determine and notify whoever is to sit at the head table at the banquet.
10. Appoint persons to operate the registration tables, and develop and practice the procedures that are to be used. Remember, no one likes to stand in line, and their first impression of your institution (other than that based on the difficulty they had finding a parking place and your building) will be based on the registration line!
11. Arrange for signs and parking facilities. These are most important!
12. Work with the President and Executive Committee to handle special requests they might have. Keep them informed of the necessary changes.
13. Work with the Proceedings editor for distribution space at or near the registration tables.
14. Assign members of the local committee the responsibility of being available at all times (for example, at the registration tables, during the technical sessions, miscellaneous meetings, and meals to welcome late arrivals, help with any problems that may arise, and keep current information posted on the information and abstract boards. Local committee members should wear some sort of identification.
15. Arrange for coffee, soft drinks, donuts, etc. for breaks.
16. Arrange for mixer.
17. Arrange for group pictures.
18. Determine the following:
 - a. Total attendance
 - b. Registered attendance
 - c. Banquet attendance

- d. Average attendance at the different technical sessions
- e. Pay for all meeting expenses and submit any money leftover to the treasurer.

G. ADDITIONAL SUGGESTIONS

1. Keep everything simple and as flexible as possible. Arrange everything well in advance, but be able to 'play it by ear' and make changes as problems develop.
2. Encourage everyone to pre-register. Food service establishments usually require at least two days notice regarding the number of banquet servings to prepare.
3. Let everyone arrange his/her own lodging unless the institution is willing to take on the responsibility.
4. Plan for nearly every possible screw-up. Have at least one extra of everything. Rehearse every procedure. If your contingency plans are well developed and rehearsed, no problem should be too traumatic.
5. Schedule at least 15 minutes of 'slack' time into each technical session, and stay on schedule.
6. Be sure to have several extra place settings at the banquet. Mistakes happen in registration, and late registrants invariably show up.
7. Be sure to get enough packets and name tags in advance.

H. MATERIALS CHECKLIST

1. Slide projectors: one for each technical session and banquet; two for the slide preview room. We suggest having two extra and plenty of spare bulbs.
2. Lighted podia in each technical session and banquet (if needed). Night lights taped to the podia may be a handy way of providing lights.
3. Projector screens for each technical session, preview room, and banquet (if needed).
4. Timers for chairs of technical sessions.
5. Message and abstract boards.
6. Extension cords and projectors.

7. Pointers for technical sessions.
8. Microphones for technical sessions (if needed) and banquet.
9. Cash box with lock.
10. Typewriters for registration area (preferably 2).
11. Two or three receipt books for registration area.
12. Plastic name tags.
13. Packets for pre-registrants in alphabetical order.
14. Extra packet and programs.
15. Cash for change in registration area.
16. Plenty of ice chests, ice, soft drinks, coffee, etc.
17. Minor first aid equipment.
18. Vehicles for transportation and errands.
19. Extra slide trays (for Kodak Carousel projectors).
20. Masking or duct tape.
21. Signs and posters for rooms, directions, etc.
22. Personnel
23. Aspirin for yourself.

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