

Meeting Checklist

Four - Two Years in Advance of the Meeting

- Schedule the meeting (contact persons at OSAPS: Chair, Chair-Elect, or Vice-Chair)

18 Months - 1 Year In Advance

- Appoint local meeting chairperson
- Reserve meeting rooms/arrange for catering for banquet/breakfast/coffee breaks
- Get an estimate for the meeting costs and inform to the OSAPS Treasurer

One Year - Six Months In Advance

- Confirm invited speakers and refine meeting topic. Diversity should be an important consideration when selecting speakers.
- Announcement published in the APS bulletin (send meeting details to OSAPS Chair; APS Contact: Meetings Manager)
- Create local website with basic information about the meeting (dates, topics, invited speakers). Make sure the link is posted on the OSAPS Meetings website.
- Prepare a flyer to distribute at the OSAPS meeting preceding yours.
- Send a representative to the OSAPS Executive Committee meeting preceding your meeting.

Six Months To Three Months In Advance

- Update the local website for the meeting to include travel, registration, lodging and other information as it becomes available.
- Request Student Travel Form from OSAPS Treasurer and advertise on website
- Open registration (Send request to OSAPS Chair; APS Contact: Senior Meetings Registrar)
- Open abstract submission (Send request to OSAPS Chair; APS Contact: Scientific Programs Coordinator)
- Fall Meetings – if considering a Graduate Fair during the poster/social hour contact the Graduate Programs from the region (Contact the OSAPS Chair – Elect for the Graduate Program Contact List)
- Spring Meetings – if considering a Session with Professionals from Industry Contact the APS Local Links from you area.

Two Months In Advance

- Send Call for Contributed Presentations (Send Request to OSAPS Chair; APS Contact: Units Coordinator)

One Month In Advance

- Work with the APS Scientific Programs Coordinator to sort the abstracts. Request deadline extension for the abstracts, if necessary.
- Post the final meeting schedule on the meeting website
- Fall Meetings - contact programs that confirmed participation in the Graduate Fair with arrangements
- Spring Meetings – contact professionals from industry that have confirmed availability to meet with students and make arrangements

After the Meeting

- Submit data on Abstracts and Papers
- Submit financial report to OSAPS Treasurer and request final check
- Submit final report to OSAPS Chair for inclusion in the next OSAPS Newsletter
- If Possible Present the Report at the next Executive Committee Meeting

- Contact information for current OSAPS officers can be found at:

<http://www.aps.org/units/osaps/governance/officers/index.cfm>

- Contact information for APS staff:

<http://www.aps.org/about/contact/staff.cfm>