

**AMERICAN ASSOCIATION OF PHYSICAL ANTHROPOLOGISTS
OFFICERS' HANDBOOK 2000
LOCAL ARRANGEMENTS CHAIR**

[The following is a draft revision of the 1991 Local Arrangements Handbook, minus its four appendices. It has been sent to you for your comments. Please do not reproduce or circulate it in its present form.]

1. GENERAL

A. BASIC FACTS.

1. Running the AAPA meetings is essentially a matter of throwing a rather quiet week-long party for a thousand paying guests. It requires a good deal of advance planning and an adequate number of personnel — say, a Local Arrangements Committee of five people, plus a roster of 30 students and other volunteers to run on-site registration and operate the audiovisual apparatus at podium sessions. The contract with the hotel or other meeting site needs to be signed three or four years in advance of the meeting, and it is a good idea to start holding regular meetings of the Local Arrangements Committee 18 months or more before the meeting date.
2. The AAPA's Vice-President is in charge of providing most of the entertainment for this party, in the form of the scientific program. The Local Arrangements Chair (LAC) has three jobs:
 - (a) Keeping the guests happy.
 - (b) Making sure that the program runs smoothly.
 - (c) Making a big enough profit to keep the books balanced. Exactly what this means is spelled out in Section 2 ("THE LAC BUDGET").

B. POWERS OF THE LOCAL ARRANGEMENTS CHAIR.

1. The LAC has general authority to make financial and planning decisions in consultation with the AAPA's Secretary-Treasurer.
2. The LAC negotiates the contract with the hotel. However, the AAPA is liable to the hotel for any failure to fulfill our side of that contract. The AAPA President, not the LAC, therefore signs the contract with the hotel. The President may ask for changes before doing so. The Association has retained an attorney who is available to review any significant contractual obligations. The LAC should confer with the President about legal review (which isn't inexpensive either) before negotiating any contracts.

3. At the end of the meetings, the LAC hands over to the AAPA's Secretary-Treasurer all monies collected and all bills that need to be paid, . The LAC should consult the Secretary-Treasurer for advice on finances. The LAC should also contact the preceding LAC for advice on procedures, the President for advice on AAPA policy, and the Program Chair (that is, the AAPA's Vice-President) for advice on facilities and requirements. It is especially important to work closely with the Program Chair.
4. The LAC also chooses the luncheon speaker. This is an important task, and should be done in consultation with the Program Chair.

2. THE LAC BUDGET

- A. **AAPA ECONOMICS.** The AAPA has two traditional and reliable sources of income: dues, and fees levied on participants and exhibitors at the annual meetings. The income from dues goes to pay for our members' AJPA subscriptions and the Association's other expenses. The annual meetings are expected to more or less pay for themselves. "More" is preferable to "less."
- B. **INCOME.** Most of the income from the meetings comes from the fees collected from pre-registrants and on-site registrants. On-site registrants are fewer but pay higher fees. The LAC should use the registration figures from past meetings to estimate expected income from registration fees. Fees charged to exhibitors often provide another significant source of income. Other sources of income, including such things as sales of xeroxed programs, surplus copies of the AJPA's Meetings Issue, and items bearing the meeting logo, may add up to an additional \$1000 or so.
- C. **EXPENDITURES.** The income from the meetings has to cover:
1. The hotel's charges to the AAPA for food, drink, and whatever else the hotel charges for-- e.g., telephone and fax connections, and staff labor not included in the contract. Depending on the contract, items (2) through (4) below may be included in these charges.
 2. Audiovisual equipment and services.
 3. Poster-board rental.
 4. Projection screens.
 5. All the expenses of the Local Arrangements Committee (see below, D).
 6. The costs of the Vice-President's duties: preparing the program and the Meetings Issue of the AJPA, putting out the two annual mailings to the membership, and handling the preregistration operation for the meetings. Since 1997, the mailing and preregistration operations have been subcontracted to the firm (Allen Marketing and Management) that maintains our membership roster.

D. LOCAL ARRANGEMENTS COMMITTEE EXPENSES. The Local Arrangements Committee may have to pay up front for such things as printing, xeroxing, and getting badges made. A small advance for these expenses can be negotiated with the Secretary-Treasurer. The advance is not a grant, but another expense that has to be covered eventually by meeting income. The LAC is expected to keep records and receipts of expenditures to be used in reconciling this account.

E. THE BOTTOM LINE. One of the questions LACs usually ask is, "How much money can I spend?" The answer is that you can spend as much as you like, provided that you take in enough money from all sources to cover the costs that you control (items 1-5 above), plus enough profit to pay the expenses of the Vice-President's office and its subcontracted services (item 6). The LAC should consult with the Secretary-Treasurer to figure out how much surplus the meetings need to yield, and budget accordingly.

As a rough estimate, the 1998 AAPA meetings in Salt Lake City brought in a total of \$51,723, and cost us a total of \$38,915. The difference approximately paid for the cost of membership services from Allen, which is about \$11,000 per year.

3. CHOOSING A HOTEL

A. GENERAL. Use the local convention bureau for ideas about hotels of appropriate size, etc. Keep in mind the neighborhood (beware of high crime areas) and the availability of inexpensive as well as higher-quality restaurants. A satellite hotel within short walking distance should be contracted for overflow room accommodations. It is also desirable to try to identify at least one cheaper hotel near the meeting site for graduate students and other registrants of limited means. The staff at the meeting hotel will usually be willing to negotiate special deals with neighboring hotels (with whom they often have reciprocal arrangements).

B. MEETING ROOMS FOR PODIUM SESSIONS.

- (1) There must be at least 4 meeting rooms available for simultaneous podium sessions. Check with the current Vice-President to determine whether additional meeting rooms are needed, and, if so, how many. (Make sure that the space available on the planned dates for the meeting can accommodate not only the AAPA functions, but also those of the AAPA's associated societies: see below, Section 5).
- (2) Get a good floor plan map from the hotel, and have one sent to the Program Chair.
- (3) At least one of the meeting rooms should seat 250 people or more without crowding. Two should seat 100-150 people, and one should seat at least 70 people. The rooms should be capable of being arranged so that everyone will be able to see the lectern and projection screen(s) without difficulty.

- (4) People should be able to leave and enter each room at the end opposite the screen without distracting attention from the speaker. If there are doors at both ends of the room, make sure that the doors at one end can be locked, and set up the podium and screen at that end.
- (5) Noise can be a real problem. Check for partition thickness and security (in subdivided ballroom arrangements). Also see that other sources of noise (especially kitchens, banging doors, ventilation, bars, or swimming pools) are not immediately adjacent to meeting rooms. Remember that attendees will be congregating in hallways outside the podium sessions to talk, argue, and drink coffee while sessions are going on. If possible, secure an inviting area for this purpose at an adequate distance from the entrances to the session rooms, so that the chatter and clatter don't disturb the podium sessions.
- (6) Check to see if there is an internal voice amplification system in the larger rooms for questions from the floor. If not, see if the hotel will provide one. This should be without charge, but it may be negotiable. Microphones may need to be rented. The hotel should provide a table or lectern. The lectern must have a reading light.
- (7) Check on the presence of projection screens. If they are not built in or specified in the contract with the hotel, determine that they can be made available and at how much per day. Keep in mind that prices will not be known several years in advance.
- (8) It is advisable to have both slide and overhead projectors in each of the rooms. Be sure that there are stands for projectors, and that the slides can be shown more or less unobstructed. High stands (ca. 4 ft.) help with that.
- (9) Hotels and conference centers may have in-house audiovisual services that will provide slide and overhead projectors. However, their in-house prices may be unnecessarily high. Compare prices from in-house and outside firms before signing a contract that commits you to use in-house AV services. Again, prices cannot be guaranteed several years in advance—so it is best to specify your right to contract with outside firms when you finalize the contract with the meeting hotel.
- (10) Make sure that room lights can be controlled from within the room.
- (11) If there are to be symposia, it is nice to have a head table with enough chairs for all participants. These should be gratis.
- (12) Be sure to provide drinking water, pointers, and timers. The hotel should provide the water setup gratis, but cannot be relied upon to provide pointers and timers. If they do, they will probably charge a fee. AAPA-owned pointers and timers will usually be forwarded to you by the previous LAC. Speakers tend to walk off with laser pointers. Tell the session chairs to try to prevent this, and be prepared to furnish replacements for purloined pointers.

- (13) Preregistrants are asked to specify their audiovisual requirements. Contact the Program Chair to determine which speakers have special needs. The Local Arrangements committee should be prepared to collect a fee for furnishing special equipment (e.g., a VCR, dual slide projectors and screens, or computer projection equipment).
- (14) Ventilation should be good, temperature-controlled, and quiet.

C. POSTER SESSION ROOM

- (1) Poster boards that are 4' high by 8' long (48" x 96") must be rented. As for audiovisual equipment, compare prices for competing firms.
- (2) A good poster session requires a lot of room. A room with dimensions of at least 30' x 60' is needed. The poster boards should be free-standing, so that presentations can be affixed to both sides. People must be able to see posters, so the boards should be laid out in parallel (not in L-shaped corners) with adequate space between them. Peripheral space is needed for people tend to congregate and talk.
- (3) At the meetings in 2000, some sessions presented as many as 57 posters per combined session (same room). This requires at least 29 poster boards (assuming posters are mounted on both sides). This number will probably increase at future meetings; consult the Program Chair to fix the limits. Be sure to take the needs of the AAPA's satellite organizations into account when arranging the posterboard rental and the space for displaying posters.
- (4) You may need to take local fire laws into account in placing the poster boards. The hotel staff will tell you what the laws are.
- (5) In some meetings, the poster sessions have been held in the same room as the book exhibit. This is usually very successful. Soft drinks might be made available.
- (6) Be sure lighting comes from the proper angle to light the boards, and is of sufficiently high intensity.
- (7) Ventilation should be good and temperature-controlled. Background noise is not as much of a distraction as it is in the podium sessions, since many people are talking at once. On the other hand, the general noise level is far more of a problem in the poster session room(s), and so sound-deadening surfaces are desirable.

D. BOOK EXHIBIT ROOM

- (1) It is the LAC's responsibility to invite book exhibitors, determine and meet their needs, and set and collect fees. This is a very important function. The room should have about the same characteristics as the poster session room (see C2).
- (2) Be sure there are adequate electrical outlets for those who have lighted, computerized, or AV materials.
- (3) Check on table layout. Tables are often about 2-1/2 x 4 to 8 feet. People should be able to look at books without obstructing the view of others, or obstructing traffic.
- (4) Be sure that either the meeting center's management, or a private concern, can provide adequate tables and chairs. Tables should be covered with an attractive cover. Have the person handling book exhibits check with exhibitors early about special requirements.
- (5) Be in close contact with the Program Chair and the Secretary-Treasurer. Book exhibitors are charged a fee for their space and the rates will be established well in advance of the meeting. Rates are likely to change from year to year.

E. REGISTRATION AREA

- (1) It is helpful if the registration desks are in a central, easy-to-find area.
- (2) Be sure the hotel/site will provide tables and chairs for your volunteers.
- (3) It is extremely helpful to have a telephone at the registration desk. Check with the hotel or the telephone company about short-term arrangements.
- (4) If you are using electric equipment, be sure there are electrical outlets.
- (5) Badges for on-site registrants must be made on demand at the registration desk. Think about where your computers and printers will come from. They may have to be rented.

F. EXECUTIVE COMMITTEE MEETING ROOM

- (1) A round, square, or rectangular table (but not a long narrow one) is needed.
- (2) There may be up to 20 people at this meeting. There are 10 primary Executive Committee members, and the table should seat no less than 12 (with additional chairs around the rim).
- (3) The Executive Committee meeting is ordinarily held from 8 A.M. to 5:00 or 6:00 P.M. on the Wednesday before the first full day of papers (Thursday). The provision of the room and furniture should be gratis. It will usually include pads, pencils, and drinking water. Other beverages or food will need to be paid for as part of the hotel's final bill to the Association.

- (4) Coffee, soft drinks, and water should be available throughout the meeting period. Arrange with food-service management for this.
- (5) Assume that a continental breakfast and a buffet lunch will be served at the meeting, unless you are told otherwise by the President. These will need to be arranged with the hotel's catering service.
- (6) Check for lighting, temperature, ventilation and noise.

G. OTHER SMALL MEETING ROOMS

- (1) The AJPA's Editorial Board will meet for a working luncheon in the meeting hotel. In recent years, this meeting has been held on the same Wednesday as the Executive Committee (which adjourns during the AJPA luncheon to eat its own buffet lunch and count ballots from the annual election). The AJPA luncheon therefore needs to be held in a separate room. Consult the AJPA Editor for requirements. The AJPA's publishers host this luncheon, and will make their own arrangements for catering; however, you need to be sure that a free room is available for this purpose.
- (2) Many of the AAPA's associated societies hold functions of their own. They too will make their own arrangements for set-up, catering, and so on with the hotel. However, their needs must be borne in mind in choosing and scheduling the meeting site. See Section 5, below ("Associated Organizations").

H. HALLWAYS & FACILITIES

- (1) The arrangement of the rooms used for AAPA sessions and the public spaces between them is extremely important.
- (2) Rooms should be faced with a lot of large hallways or courtyards to facilitate gathering, finding your rooms, etc. Avoid older, claustrophobia-inducing prison-style architecture.
- (3) Decide where refreshments will be served and make sure that the space is sufficiently large to permit hallway traffic to and from meeting rooms.
- (4) Look at lighting, traffic flow, bottlenecks, and doorways. Can they handle the mob gracefully? Also be sure you do not have to go next door to a service station to find the washrooms.
- (5) Look at the size and layout of coffee service or bars within the hotel and in nearby restaurants. A lot of our business gets done there. They should be convenient, relatively quiet, and able to accommodate the breakfast and rush-hour crowds.

I. STORAGE ROOM

- (1) If the meeting site has a space in which you can secure materials when no one is around, and especially just before and after the meeting, it is very useful. Try to get this gratis.
- (2) This space can in be the same room as the following item.

J. HOSPITALITY/LOUNGE

- (1) The Local Arrangements people need a place to operate out of during the meetings. See if you can get one. This space may be provided gratis. It should have a telephone, and preferably a data port. You may find it useful to have a fax machine in this room as well. It should be convenient to the public meeting areas where sessions are being held, and should be manned at all times, so that people know where to find an LAC official if an emergency arises. Make sure that the staff at the registration desk knows where to find the LAC.
- (2) You may wish to secure a guest room for use by volunteer workers. This also may be offered gratis. Ask when negotiating the contract.

K. RENTALS

- (1) You can rent almost anything. Find an equipment rental place beforehand and reserve what you need (e.g., extension cords, walkie-talkies, timers).

L. SECURITY

- (1) It may be necessary (or even required by law) to have guards at the meetings. Check with the hotel management. You may have to hire them, but management should line them up.
- (2) You may also have to pay for insurance. The AAPA carries its own liability insurance; check with the Secretary-Treasurer to see whether this will meet your needs.
- (3) You need to take adequate precautions against theft. Vulnerable items include cash receipts, AV equipment, computers and printers used at the registration desk, fax machines, and so on. The exhibitors' area will contain many thousands of dollars worth of casts, computer hardware and software, scientific apparatus, VCRs, and books. This room needs to be locked when not in use, and may need to be guarded. Ask for guidance from the hotel.

M. CHAIRS

- (1) If possible, having extra chairs available for heavily attended sessions is a useful practice.

N. SPECIAL FUNCTION ROOMS

- (1) The AAPA Business meeting on Friday evening is variably attended. In an average year, there will be less than 100 people in attendance. However, attendance depends on the agenda and the competition from local nightlife, so it is best to provide seating for 200 people just in case. The head table should face the membership on a raised dias, and be large enough to seat 6 speakers (the four AAPA officers and the two editors). It should have a podium furnished with a microphone. Additional microphones should be provided for speakers from the floor.
- (2) It is desirable to have a small room available with apparatus for previewing slides. This will cut down on problems with stuck, missing, inverted, or out-of-order slides during podium presentations. Provide one slide previewer for each podium session, and make this room available to presenters starting one hour before each session begins.
- (3) Check with the President and Vice-President /Program Chair about other special room needs— for job interviews, special seminars, press, meetings of associated societies and organizations, committee meetings, and so on. As always, the previous year's program schedule is your best guide to the Association's needs.

4. THE HOTEL

A. GENERAL CONSIDERATIONS.

- (1) Before drawing up a contract with the hotel, ask the hotel's Sales office to refer you to officials of similar organizations (i.e., professional societies of about the same size as the AAPA) that have met in the hotel in the previous year or two. Contact these people and ask them about their experiences. You will probably find them reassuring. (But if they tell you horror stories, look for another hotel.) Listen to any tips they offer.
- (2) See Appendix 1 for additional guidance in choosing the hotel.

B. FLOOR PLAN

- (1) Begin with a floor plan, and then thoroughly familiarize yourself with the hotel layout.
- (2) After the President has signed the contract with the hotel, send a copy of the floor plan to the Program Chair so that a drawing can be included in the Meetings issue of the AJPA.

C. ATTENDANCE

- (1) We now have between 1000 and 1200 registrants at our meetings. Be sure the hotel is big enough. We usually occupy 300 rooms or more on peak days (Wed, Thurs, Fri).
- (2) The hotel will run a check with previous hotels to determine our exact booking history.
- (3) The Local Arrangements Chair should contact the previous LAC to see if the hotel's estimates of our needs accurately reflect our room usage. They may underestimate if we used a large number of overflow rooms in alternate hotels at the previous meeting.
- (4) Attendance will also vary with the geography of the meeting site. Cities that are expensive to get to will attract fewer registrants. Experience suggests that meeting locales east of the Mississippi will be better-attended than those near the West Coast (presumably because most of the AAPA's members live east of the Mississippi). Meetings at popular tourist destinations will draw more registrants than those at university towns in rural areas. Adjust your attendance predictions accordingly.

D. FACILITIES/ROOMS

- (1) Check typical guest rooms to see how they look. See if they will provide rooms for students in which three or more may share a room.
- (2) Look at layouts of the guest-room floors (access to elevators, ice/drink machines, etc.).
- (3) Look at the hotel's coffee shop and restaurant facilities very carefully. Be sure they are large enough. Check the prices and get a copy of the menu. Of prime importance is a breakfast facility in which individuals can get a quick meal before the 8:00 A.M. sessions. Some hotels will provide a stand-up breakfast bar selling coffee and pastries for a quick breakfast snack, which is useful and welcome if scientific sessions begin at 8:00 A.M.
- (4) Try the food. You will usually be offered a meal gratis. However, once you think you have identified your site, send someone in incognito to explore the hotel and to have a meal.
- (5) Check service, employee morale, ambience, noise, etc.

E. ARRANGEMENTS FOR AAPA LUNCHEON

- (1) Hotels make most of their profit on conventions through food service, so do not expect low rates.
- (2) Be sure that the set-up for the luncheon does not interfere with meetings scheduled. Hotels will not always think of that. Set-up and clean-up is noisy.

Try to avoid having any service or clean-up activities going on during the talk by the luncheon speaker.

- (3) Count on having 200 or more at the luncheon. Check with recent Local Arrangements Chairs.
- (4) Make sure that water, a lectern, a lectern light that works, voice amplification, and appropriate audiovisual apparatus are provided for the luncheon speaker. Check with the speaker for special AV needs.
- (5) Check for proper levels of lighting, access, and ventilation.
- (6) You will have to choose the menu. It is customary to offer registrants a choice of entrees (e.g., chicken, fish, vegetarian). The hotel catering service will need to order the food for the luncheon well in advance, so you will have to guess at the numbers and proportions of the different entrees and commit to them before all the tickets for the luncheon have been sold.
- (7) Set a price for your luncheon tickets that exceeds the cost being charged by the hotel. Ideally, the ticket price should be \$25 or less. If you order too few luncheons from the hotel caterers, you will diminish your profits and frustrate people who want to attend. If you order too many luncheons, the Association will have to pay for uneaten food. Use preregistration sales of luncheon tickets as a basis for your order, and consult with the previous LAC. Then guess.
- (7) The LAC chooses the luncheon speaker in consultation with the Program Chair. This is an important job. The ideal luncheon speaker is someone who is entertaining, well-known, generally liked and admired, has interesting research to report on, and works in a field different from the previous year's speaker. Attendance at the luncheon will depend in part on the attractiveness of the speaker and the topic.

F. GRATIS ROOMS

- (1) It is the custom for hotels to provide a number of free guest rooms for Association officers. This will be spelled out in the hotel contract. The usual provision is one free room-night for every 50 room-nights booked by meeting registrants. A sign of a first-class hotel is that they are gracious and generous here. For example, they may offer free lodging to the Local Arrangements Chair during the meetings, independent of the rate of registrant bookings.
- (2) Gratis room-nights are given out to Association officers in the following order of priority:
 - (a) President
 - (b) Vice-President/Program Chair
 - (c) Secretary-Treasurer
 - (d) AJPA Editor

- (e) Yearbook Editor
 - (f) Past President/President-Elect
- (3) If the Local Arrangements Chair is not given a separate room gratis for the duration of the meetings, then he or she comes third in the order of precedence, after the Vice-President.
 - (4) The President is assigned a suite of two or more rooms, containing space and furnishings suitable for giving receptions and holding meetings to deal with Association business. Ask to see a suite that would be available for this purpose.
 - (5) Ideally, rooms would be provided for all of the officers listed above. Sometimes a suite may be traded for two or three single rooms. This is an opportunity for bargaining with the hotel. As our meetings have increased in attendance over the years, we should be able to provide free room-nights for those further down the list of officers.
 - (6) A few additional rooms may be offered gratis or at reduced rates. These can be used for student volunteers, etc.
 - (7) Some of the AAPA's associated societies begin their meetings before the AAPA events start on Wednesday. Registrations by members of these societies are counted by the hotel toward the AAPA's quota of bookings. The officers of these societies therefore have a right to ask for gratis room-nights in proportion to the number of these registrations. The only such society that has done so is the Human Biology Association. At recent meetings, the HBA's President has been allotted two gratis room-nights. Our ability to provide these depends on the number of AAPA registrants in the hotel and the terms of the hotel contract. It may be expedient for the AAPA to pick up the tab for these rooms, to keep our associated societies happy. Don't offer to do this, but keep the AAPA President apprised of the number of gratis room-nights we can expect.

G. SERVICES

- (1) You will need a good deal of support from the hotel staff. Be sure you know exactly who to go to in order to get help with problems. The person who sells you the package (Sales Manager) may not be same person as the meetings coordinator (see Section 4 below, "Dealing with the Hotel.") Over the course of several visits, try to get to know personally the key hotel personnel.
- (2) Be sure the hotel can provide typing and duplicating services. The officers will need those to prepare for the business meeting. If the hotel cannot provide them, be sure it can be done rapidly and accurately elsewhere.

H. RECEPTIONS

- (1) On the Wednesday night preceding the meetings, we hold a welcoming reception for the AAPA's membership.
- (2) The bar at the reception may or may not be a cash bar. Assume that it is unless the Secretary-Treasurer tells you otherwise. Food is provided gratis to AAPA members. We pay for the food. The LAC chooses the menu. Plans and costs should be discussed with the Secretary-Treasurer before signing anything.
- (3) Assume that 70% of the registrants at the meeting — typically, about 700 people— will attend the Wednesday night reception. Be sure the facilities are large enough to handle roughly this number. (Some will arrive late or leave early.) Most will prefer to stand, mill around, and chat, but some people will need or want to sit down.
- (4) We are not obliged to furnish dinner for 700 people, but you should expect that the reception guests will be hungry. Because food service is a prime money-maker for the hotel, the food will be expensive. Your objective in planning the menu is to provide the maximum satisfaction at the minimum cost.
- (5) The menu should feature large quantities of simple but high-quality food that can be eaten easily standing up. Rolls, carved meat, vegetable platters, and fruit are staple items. You should provide enough fancy items like pastries or hors d'oeuvres to establish a party atmosphere; but save money by limiting the amounts of these things. People who arrive to find that all the crab puffs and mini-eclairs have disappeared will not be resentful if there is still plenty of bread and meat available.
- (5) During some past meetings, entertainment has been provided for this event. Use your judgment on this. Although it can be an opportunity for showcasing local color and style, it is usually not a good idea. Most of your guests will be mainly interested in talking to each other, and are likely to resent entertainment as unwelcome competition that contributes to the noise level.
- (6) In recent years, the AAPA has hosted two other receptions: a small get-together for the Executive Committee and the Darwin Award winner in the President's suite after the Friday night business meeting, and a larger public reception early Saturday evening for the recipients of the student awards. This latter event will not last long and will probably not draw more than a hundred people or so. A small offering of wine, soft drinks, and cheese, or something similar, should be provided gratis.
- (7) There are often other receptions sponsored by various groups. They should let you know about these to help in your scheduling. However, it is not your responsibility to set them up. Your primary task is to be sure they are not in conflict with our events—which means making sure that the hotel can provide sufficient space for them. Consult the schedule of the previous year's meeting to see how many of these there are and when they are held.

I. REFRESHMENTS

- (1) Coffee and other refreshments are served at the mid-morning and mid-afternoon breaks on the days of the scientific sessions (Thursday, Friday, and Saturday).
- (2) The hotels in which meetings are held make a large percentage of their profits on food service, and tend to charge far too much for break refreshments. If you let them, they may bill us \$5 per serving for coffee service. Negotiate firmly with them on this well in advance. It is often possible to buy coffee and hot water (for tea) reasonably cheaply in large urns. Smaller serving units, soft drinks, and food of any sort may be prohibitively expensive. Aim for the largest quantities at the lowest price. If you run out of coffee during a break, a hotel kitchen can usually provide more on short notice.
- (3) Do not forget poster sessions when mid-morning and mid-afternoon refreshments are provided. Coffee-break facilities should be set up at some distance from the poster room. They can often be pleasantly combined with the Exhibitions area (see 3B and 3D, above).

5. DEALING WITH THE HOTEL

A. THE HOTEL CONTRACT

- (1) Ultimately, it is the responsibility of the AAPA's President to make sure that the contract arrived at with the meeting hotel is acceptable to the Association. However, the Local Arrangements Chair is in charge of the preliminary negotiations with the hotel's management. The LAC should consult the President frequently in arriving at the terms of the preliminary contract for the President's approval.
- (2) The hotel contract will specify the following:
 - (a) The dates of the meetings. In choosing the dates, try to avoid the movable holidays of Easter and Passover.
 - (b) The quota of booked room-nights that the AAPA guarantees. A "room-night" is a booking of one guest room for one night.
 - (c) The rate that the hotel will charge registrants for these rooms. The hotel should be asked to offer a limited number or percentage of rooms at a separate, lower rate for student registrants. Remember that taxes will be charged on top of this rate. The hotel has no control over these, but you should find out how much they are and bear them in mind when negotiating this rate.
 - (d) The number of room-nights that the hotel guarantees to make available at the specified rates on each of the days booked for the meeting. Some

recent contracts specified the following numbers for the seven-day meeting period, from Sunday through the following Saturday:

1998 (Salt Lake City): 0, 81, 160, 235, 240, 230, 150.
1999 (Columbus): 0, 85, 160, 285, 286, 267, 189.
2000 (San Antonio): 10, 110, 150, 275, 300, 300, 200.
2001 (Kansas City): 15, 140, 200, 320, 330, 300, 190.
2002 (Buffalo): 10, 110, 180, 300, 300, 300, 195.

These numbers are negotiated with the hotel. They trend upward from year to year, reflecting a continuing trend toward increased meeting attendance. They are additionally adjusted for the expected attractiveness of the meeting site. Major urban centers and eastern sites tend to be better attended than smaller cities or western locations.

The sum of the guaranteed room-nights offered by the hotel equals the quota of room-nights that the AAPA guarantees to fill. Hotels obviously would like the AAPA to commit to a maximum. The AAPA tries to establish quotas that it can feel sure of meeting, since various penalty clauses kick in if we fall far short of the quota. However, we do not want to negotiate a minimum quota, since that will result in too many members being turned away from the meeting hotel. Our objective here is to guess at a quota that will be realistic and then subtract 5% or so. Consult with the AAPA President in setting these figures.

- (e) The dates on which the AAPA may cancel the contract without penalty. The hotel will not be flexible about this.
- (f) The number and dates of public rooms the hotel will furnish for scientific sessions and other functions, and the rental fee to be charged for the use of these rooms if we fall a certain percentage (usually 20%) below our quota of registrants (item "a").
- (g) The amount that the Association promises to spend on food service. For the 2002 meetings, this was \$17,707.50 (based on prices in effect at the time the contract was signed in 1999). The amount you will have to spend will depend on the location of the meetings. Hotel food is a lot more expensive in Boston or New York than in Durham, NC or Norman, OK.
- (h) The number and type of gratis guest-room nights to be furnished — usually one gratis night for every 50 paid room-nights.
- (i) Other gratis goodies. These may include additional free room-nights, more gratis public facilities (e.g., a headquarters room for the LAC), free parking for registrants, or even free food and drink. Ask for such things, but don't count on getting them.

Before beginning negotiations, ask the AAPA President to provide you with copies of recent contracts with AAPA meeting hotels.

B. RUNNING THE MEETINGS

- (1) Any large hotel that offers to host conventions usually has an in-house meeting coordinator (not always called by that name), who is in charge of making meetings run smoothly. Before the hotel contract is signed, meet with the hotel's meeting coordinator and discuss your needs. Gather a careful impression of this person's friendliness, experience, competence, energy, general savvy, and willingness to put out extra effort for the customers. When the hotel's sales office refers you to other people who have run meetings there in recent years, ask particularly about their impressions of the meeting coordinator. A first-rate meeting coordinator is indispensable to holding a successful, trouble-free AAPA meeting.
- (2) The meeting coordinator will have a book or file of event orders for your meetings. Each of these is a document specifying the time and place of an event or function—receptions, scientific sessions, committee meetings, registration, coffee service, and so on—and the numbers and arrangements of the items the hotel has agreed to furnish, right down to the orientation of the chairs, the draperies on the tables, and the numbers of pitchers of drinking water. Get copies of these event orders, check out all the details, and go over them with the meetings coordinator to make sure everything is set out the way you want it.
- (3) An hour and a half before each event, have someone from the LAC check out the room against your copy of the event order. If everything isn't as specified, contact the meeting coordinator or a designated assistant (see below) at once and tell them to fix it before the event starts. They should do so cheerfully, effectively, and immediately. If they don't, raise hell with the hotel management.
- (4) The meeting coordinator is not likely to be on the hotel grounds at all hours. She or he may designate an assistant responsible for meeting your needs at every moment. Make sure you have a reliable way of contacting this person quickly if needed. Some hotels will give you a pager or walkie-talkie for communicating with the designated staff assistant. These are extremely handy.
- (5) The Association runs a tab for business-office expenses and other add-on items and services that are required on short notice. In the past, we have sometimes run into difficulties when the hotel has allowed large numbers of people to charge things to the AAPA's bill. Talk to the President to work out who should be empowered to do this, and make sure the hotel knows exactly who is on the approved list.

C. PROFESSIONAL MEETING COORDINATORS

If the hotel's meeting coordinator is competent and experienced, and if you follow the foregoing suggestions, then you will not need any professional assistance in dealing with the hotel staff. If you somehow get stuck with a meeting coordinator who is new at the hotel or seems difficult to deal with, you may wish to consider hiring a professional organization like Conferon to help you run the meeting.

Many Local Arrangement Chairs find this idea very attractive. It promises to let them delegate all the onerous details to a professional management person, thus freeing them from the horrid prospect of having to try to push around hotel staff or deal with emergencies. LACs who have used such professional management firms speak highly of them. But there are two drawbacks to hiring such firms:

- (1) First, it costs money to hire them. The money may seem to be no object, since the firm contracts with the hotel to receive it from the hotel's meeting receipts. It doesn't have to be paid from the AAPA's funds, and so it doesn't show up on the LAC balance sheet. However, the AAPA pays it one way or another, because the hotel increases its room rates to cover the fees of the professional management firm. This means that the AAPA membership winds up paying around \$30,000 extra on its collective hotel bills during the week of the meetings.
- (2) Second, hiring a professional management firm doesn't really free the LAC from worrying about the details. It just means that the LAC has to spell out the details to the representative of the management firm, rather than to the hotel's meeting coordinator. The buck still stops with the Local Arrangements Chair.

If you're confronted with a hotel management that promises to be competent and cooperative (which is usually the case), you should deal directly with the hotel's meeting coordinator and eliminate the unnecessary middleman. LACs who have followed this course in recent years have been pleased with the outcome.

D. THE VICE-PRESIDENT'S VISIT

In October preceding the meetings, the AAPA's Vice-President and Program Chair will travel to the meeting site to meet with the Local Arrangements Chair, go over the preparations for the meetings, and walk through the hotel to get a sense of what sessions will work best in the various meeting rooms. The Vice-President will give the LAC a preliminary draft of the meeting program at this time.

6. THE LOCAL ARRANGEMENTS COMMITTEE

The major tasks that the LAC needs to handle are the following:

A. CHECKING ACCOUNT AND FINANCES

- (1) You should establish a bank account with the money advanced to you from the Secretary-Treasurer near the time of the meeting. This account will be

convenient for parking cash receipts during the meeting, obtaining cash for the registration desk, and dispensing monies when the meeting is over.

- (2) Pre-registration figures for the meeting are tallied by Allen Press and sent to the Program Chair. Let the Program Chair know what data you need to have to assist you in your planning in the months leading up to the meeting. At a minimum, you will probably want an accounting of the number of preregistrants (broken down into students, regular members, and non-members) and the number of luncheon tickets pre-sold.
- (3) Set up a ledger (an Excel spreadsheet is a good way to go) and enter every transaction. This will be the basis of a formal accounting you are required to submit to the Secretary-Treasurer after the meetings.
- (4) The LAC will need to keep tabs on people registering at the meeting and the luncheon tickets sold at the meeting. Allen Marketing has developed a form for on-site registration that suits our needs well. Go over the registration form and our requirements in advance with everybody who will be working at the registration desk. Standardize all procedures as far as possible. Some tips:
 - (a) We can take Visa and Mastercard, but NOT American Express.
 - (b) Make certain that all required credit-card information is filled in on the forms. Otherwise, the charge can't be processed.
 - (c) If one check or credit-card authorization is written for two or more registrants, make sure that the specified amount covers all of the charges. Staple the check to ALL the associated registration forms.
 - (d) Arrange with Allen Marketing for shipment of registration forms and checks to them by overnight delivery. They ask that we send them daily.
 - (e) Cash is handled differently: the registration forms are sent to Allen, the cash is deposited in the local bank account, and a check (payable to AAPA) is cut to cover the total of the cash receipts. This check is then sent to Allen.
 - (f) Be sure to work out a plan for securing the cash receipts during registration. As your cash box begins to overflow (we hope), funds should be transferred to the bank or to the hotel's safe deposit box. Counting of receipts should be conducted with the Secretary-Treasurer (or designee).

Consult the Secretary-Treasurer for updates on and clarification of these procedures.

- (5) It is up to the Local Arrangements Chair to make financial decisions about the local arrangements in consultation with the Secretary-Treasurer. If you have any questions, check with the Secretary-Treasurer. She/he has the ultimate legal responsibility for funds, so you are, technically, a deputy.
- (6) Some meetings have made \$5,000-6,000 for the AAPA, and some have just broken even. The purpose of the registration fee is to run a good meeting, and you need not make a profit. However, unless the facilities are extremely expensive, you should have some funds remaining after the meeting.
- (7) Some universities will do all of the accounting at no charge. The advantages are: they will front you money; they often know the least expensive vendors. The disadvantages are: simply dealing with university financial systems; you may need to order everything through the university.
- (8) The hotel may wish you to fill out a credit application. This should be done through the Secretary-Treasurer.

B. DECEMBER MAILING AND PRELIMINARY PROGRAM

The mailing sent out in December by Allen Marketing & Management to AAPA members and non-member preregistrants contains the following items:

- (1) A letter of invitation from the Local Arrangements Chair, describing the charms of the meeting site and the resources arranged by the LAC.
- (2) The names and addresses of travel agencies, airlines, and other transportation services that have agreed to provide special rates to those travelling to the meeting.
- (3) A form for pre-registering for hotel accommodations and reserving a luncheon ticket.
- (4) Forms for booking any special tours or attractions available to meeting registrants.
- (5) An application form for AAPA membership.
- (6) Official AAPA ballots and supporting documents.
- (7) A preliminary program in outline form.

Items (1) through (4) should be sent to the Vice-President in time to be collated with the other material and forwarded to Allen Press for reproduction and mailing. Ask the Vice-President to specify a deadline.

C. REGISTRATION PACKAGE

- (1) Meeting registrants are given a name tag and a package containing announcements, information, and useful items. The LAC is responsible for making up these packages and having them ready by the start of registration.
- (2) The package is usually contained in a useful souvenir container like a portfolio or book bag, as a sort of party favor. The container may be imprinted with a special meeting logo. Publishers or other firms that sell goods or services to the AAPA membership may be interested in subsidizing a container or other souvenir carrying their name or logo.
- (3) The registration package should also contain useful local information. This may include transport or walking maps, a list of nearby restaurants ranked by price, and information on local attractions for spouses or children who need something else to do while the meetings are going on. The Chamber of Commerce or Visitor's Bureau will usually provide some useful items gratis.
- (4) Stuffing all these items into a thousand or more bags is a time-consuming job. Expect to have a team of five or six people working on this for a full evening. Providing pizza usually helps get the job done.
- (5) Name tags should be prepared for all pre-registrants and arranged in alphabetical order for easy recovery at the registration desk. Allen M&M will send the LAC a package of postcards on which pre-registrants have written down the text that they want to appear on their name tags.

D. REGISTRATION

Registration is a complex operation, and the registration desk is a potential trouble spot. Be sure you have tables, chairs, a telephone, and adequate lighting. Line up volunteers to serve at the desk, and arrange for specific duty hours. A responsible member of the LAC who can make decisions on behalf of the Association should be on duty at this desk at all times.

Registration lines can get long. Registrants may get impatient. People who think they are not getting what they deserve may get angry. Student volunteers can get nervous. Make sure that all volunteers understand that in spite of these pressures, they **MUST** get all the information filled in on the registration form — even if it takes a few extra minutes.

The following jobs are handled at the registration desk:

- (1) Handing out the registration package to domestic pre-registrants who are AAPA members and have paid all their fees in advance. This should comprise a large majority of the registrations. Pre-registrants in this category receive a registration package and a name tag — and a luncheon ticket, if they bought one when they pre-registered.

- (2) Registering foreign pre-registrants who have postponed paying their fees to avoid problems with currency conversion. Pre-registrants in this category receive the same items—but only after their fees have been collected.
- (3) Registering non-member preregistrants. Because non-members do not usually subscribe to the AJPA, they are given a copy of the Meetings Issue along with their name tag and registration package— and are charged correspondingly higher registration fees.
- (4) Accepting on-site registrations, of both members and nonmembers. These people need to have their name tags made up on the spot, at the registration desk. Equipment for doing this must be provided, and the volunteers working at the desk must know how to use it. On-site registrants must provide their name, address, and form of payment (check, cash, credit card). It is essential that the AAPA have all of this information on every registrant. Deposit the cash payments in a local bank, and at the conclusion of the meeting write a check made out to the American Association of Physical Anthropologists for the full amount of cash payments. If the registrant is paying by check, staple the check to the registration form. If the registrant is paying by credit card, it is essential that the credit card number be included on the form, along with the expiration date of the credit card and the credit card holder's signature.
- (5) Selling tickets to the AAPA luncheon. These usually go quickly.
- (6) Receiving fees for special audiovisual equipment (data projectors, TV monitors, VCRs, etc.) from registrants who have requested such equipment in their podium presentations.
- (7) Selling programs and abstracts to AAPA members who have not brought or received copies of the AJPA Meeting Issue. The registration desk should have on hand a supply of copies of that issue. Demand for these greatly exceeds the supply, and they are invariably a source of contention. Many registered members always arrive at the meeting complaining that they never received their Meeting Issue, and are therefore entitled to a free copy. Some of these people may get pretty nasty about it. We suggest the following protocol:
 - (a) Count the non-members who have pre-registered. Reserve that number of copies of the Meetings Issue for these people. They truly are entitled to a free copy.
 - (b) Reserve a few more copies for non-members who register on site— e.g., members of the press.
 - (c) Place the remaining copies, if any, on sale at cost— that is, whatever the publisher charged the AAPA for printing these extra copies. If you can't find out what the cost is, charge whatever you think is fair. These copies will sell out within a few hours.

- (d) On Friday morning or afternoon, start selling any remaining copies of the meetings issue reserved for non-member preregistrants that have not showed up yet.
 - (e) Xerox 50-100 copies of the program printed in the first 80 or so pages of the meetings issue, which lists times, places, and titles of all the papers and posters. Sell these at or below cost to people who want a meetings issue and can't get one.
 - (f) Delegate a mature, responsible person to deal with problem cases, and instruct all volunteers to refer angry registrants to this person.
- (8) The registration desk usually becomes the conduit for all complaints and problems involving any aspect of the meetings. It should be ready and able to deal with these (see [7]f, above) or pass them on immediately to the on-site HQ for the Local Arrangements Committee.
 - (9) The registration desk should be prepared to handle three sorts of payments—cash, domestic checks (in U.S. dollars), and credit-card payments. It must keep accurate records of all three. Paper records may be easier to handle than computer files. A lockable cash box with adequate monies in it should be available for making change and securing cash on hand.
 - (10) Finally, there should be a public message board set up near the registration desk.

E. POSTER SESSION

Be sure a volunteer helper is on hand at every poster session to assist those putting up and taking down posters. Have extra tacks, push pins, tape, etc., available. The chair of the poster session can work with the helper.

F. BOOKS/EXHIBITS

- (1) The LAC is responsible for contacting all past and potential exhibitors. Set exhibitor's fees according to specifications given by the Secretary-Treasurer (see Appendix 2 for an example of the form). Contact the previous LAC for the list that they used. In December, write to all past exhibitors to see if they would like to rent space. Follow up with a telephone call if you get no reply.
- (2) Identify and contact possible local exhibitors.
- (3) Be sure you specify set-up and take-down times.
- (4) Provide or send a registrant's package to each exhibitor.
- (5) Publishers send books for exhibit in advance of the meeting. Arrange for the hotel to store them. If the hotel will not do so, then you are responsible for

storing books received and transporting them to the hotel. At the end of the meeting, the publishers' representatives will either donate the books to the university, sell them to registrants, or box them to send back to the warehouse.

- (6) Some exhibitors may wish to show videotapes or run computer programs. Sound should be kept at a low level. Exhibitors should be asked whether they wish us to provide any audiovisual equipment. If they do, the costs for renting such equipment will be added to their exhibitor's fees. Make sure they understand this.
- (7) The AAPA usually provides a few tables gratis to approved nonprofit organizations. Get a list from the previous LAC. A table should also be provided on which AAPA members can place announcements, fliers, newsletters, and so forth. This can be tended by a volunteer to keep items in order.

G. AUDIO-VISUAL

See the "Instruction to Projectionists" in Appendix 3.

- (1) Be sure you have all equipment— projectors, pointers, microphones and sound system, screens, etc.— arranged for early. Provide at least one spare projector (preferably two or three) and several spare bulbs. Zoom lenses are helpful. Keep in mind the need for slide AND overhead projectors.
- (2) Line up volunteers to operate the projectors and have them sign up for specific sessions. Be sure all are trained in the use of the equipment, including room amplification and lights. Ask them to come early to each session to assist the first speakers.
- (3) Check with the meeting room management about electrical outlets, extension cords, and any other needed connections for equipment.
- (4) The day before the meetings begin, if possible, take all assistants around to the rooms and show them the ropes.
- (5) The AAPA's policy is to pay for slide and overhead projectors for podium presentations. Rental fees for other equipment, including apparatus for computer projection, have to be repaid to the Association by the presenter. Consult with the Program Chair to make sure that presenters understand this in advance of registration, and that the appropriate fees are collected from them at some point — say, when they arrive at the registration desk.

H. VOLUNTEER COORDINATOR

- (1) You may be dealing with 30 or more volunteers, so a volunteer coordinator is desirable.

- (2) Be sure each session has a volunteer and an alternate to run the projector.
- (3) Members of the Local Arrangements Committee should volunteer to staff the registration desk.

I. SIGNS

- (1) You will need several large signs (e.g., AAPA REGISTRATION, BOOK EXHIBITS). See if the hotel will provide these.
- (2) Make enlarged copies of each of the session schedules from the program pages at the front of the AJPA meeting issue. These should be placed at the entrance to each meeting room during the appropriate session, with cancellations and any other changes identified.

J. SUBCOMMITTEE ORGANIZATION

The Local Arrangements Chair can delegate certain tasks to other members of the Local Arrangements Committee. It is probably advisable to have separate coordinators for at least the following jobs: Registration, Volunteers (and Audiovisual), Poster Sessions, and Exhibitors.

7. ASSOCIATED ORGANIZATIONS

Six satellite societies meet each year in conjunction with the AAPA. These are the American Association for Anthropological Genetics, the American Dermatoglyphics Association, the Human Biology Association, the Dental Anthropology Association, the Paleopathology Association, and the Primate Biology and Behavior Interest Group. In odd-numbered years, they are joined by a seventh society, the Paleoanthropology Society. The LAC is expected to do the following things with respect to these societies:

- (1) Make sure that the meeting rooms contracted for with the hotel include the spaces needed for the meetings, banquets, poster sessions, and other functions of the six (or seven) associated societies.
- (2) Provide volunteers and equipment to meet the audiovisual needs of these societies, including poster boards for their poster sessions (if any).
- (3) Give the officers of these societies the names and phone numbers of the hotel staff whom they need to contact to specify their needs for food service, seating arrangements, and so on.

In recent years, the AAPA has also been giving the President of the Human Biology Association two free room-nights. (The justification for doing this is that the room-nights reserved at the meeting hotel by HBA members arriving early for their own meetings are counted as AAPA bookings for purposes of filling the AAPA's contractual room-night quota.) If the hotel isn't giving away enough free room-nights to cover this need, ask the AAPA's Secretary-Treasurer to arrange to reimburse the HBA President.

Because the associated societies usually do not have their own local arrangements people at the meeting site, they rely on the AAPA's LAC to meet their needs for meeting space, guest room reservations, poster boards, and audiovisual equipment and operators. They are expected to pay their (prorated) share of the AAPA's expenses for such items. The AAPA's Secretary-Treasurer will bill them for these expenses after the meetings, when all the bills and receipts are in.

The associated societies make their own arrangements with the meeting hotel for the things that the hotel provides— food and beverage service, room layouts, business functions, and so on. The hotel's charges for these things should be billed directly to the satellite organizations. Make sure that the hotel staff understands that these are separate, independent associations and that the costs they incur should NOT be charged to the AAPA's account.

The space needs and schedules of the associated societies can be inferred from the programs of previous years. Before the hotel contract is finalized, and later on during the months before the meeting, the LAC should contact the head officer of each society to make sure that its needs have not changed.

[APPENDIX 1—AGENT OBSERVATIONS FOR HOTEL INSPECTION]

[APPENDIX 2—SAMPLE EXHIBITOR FORM]

[APPENDIX 3—INSTRUCTIONS TO PROJECTIONISTS]

APPENDIX 1

AGENT OBSERVATIONS FOR HOTEL INSPECTION

What are the elements of the hotel location? -- Close to shopping, center of tourist area, close to business district, designed for leisure or business clientele?

Parking

- _____ Is there any?
- _____ Is it adequate and convenient?
- _____ Is there attendant parking?
- _____ Is the parking area well lighted?
- _____ Is the handicapped parking well marked?

Lobby

- _____ How did you feel when you entered the hotel?
- _____ Is it warm or cold?
- _____ Is there a bellman on duty? A doorman?
- _____ Is the staff pleasant?
- _____ Is the desk adequately covered?
- _____ Are there any special features about the hotel that you like?

Public Spaces

Dining Areas

- _____ How many are there?
- _____ Is the appearance inviting?
- _____ What type of dining?
- _____ What kind of menu?
- _____ What appeals to you?
- _____ Does it appear to be clean and well staffed?
- _____ Are there smoking areas?

Bar and Lounge Areas

- _____ Are they attractive and comfortable?
- _____ Is there music or other entertainment?
- _____ Would a woman alone be at ease in this lounge?

Meeting Facilities

- _____ What type does the hotel offer and what is the capacity of each?
- _____ Does the hotel have special and adequate rooms for business meetings?

_____ Does the hotel provide equipment for meetings, such as PA system, movie screens, video equipment, etc?

Guest Rooms

- _____ Are they appealing and well decorated?
- _____ Are they quiet?
- _____ Are they clean and comfortable?
- _____ Do they seem secure? Do they use a key card system?
- _____ Are they small or large? Light and bright?
- _____ What are the special features, such as, TV, cable, movies, alarm clock, coffee, mini-bar, heat lamp in bathroom, hair dryers, etc.?
- _____ Are they designed to accommodate the handicapped?
- _____ Do they offer climate control?

Other Items

- _____ Is there a pool and is it supervised?
- _____ Are there good recreational and health facilities?
- _____ What are the hours?
- _____ What kind of transportation is available to collect and deliver guests to the airport?
- _____ Is there taxi service within a short wait?
- _____ Are there unsafe or unsanitary conditions anywhere?
- _____ Would you feel comfortable booking a client into this hotel?

APPENDIX 2

EXHIBITOR FORM

AMERICAN ASSOCIATION OF PHYSICAL ANTHROPOLOGISTS
Nth Annual Meeting
Hotel _____
Address _____
Dates _____
Telephone no. _____
E-mail address _____

Exhibitor Space Reservation Form

Please type or print legibly.

Firm _____
Phone _____ Address _____
_____ City _____
_____ State _____ Zip _____

Space Requirements

Contact Person _____
Number of representatives attending from your company _____
Names of the representatives (if known at this time): _____
Do you need a student to cover your display? _____
Number of tables needed at \$200/table = _____.
Half tables needed at \$100/half-table = _____.
Small display only. Number of books to display at \$15/book = _____.
Number of 6' x 6' spaces without tables needed at \$125 = _____.

TOTAL U.S. DOLLAR AMOUNT _____.

Please make checks payable to AAPA.

Type of materials to be exhibited _____.

Do you need an electrical outlet? _____.

Do you want exhibit copies disposed of? _____.

Do you want exhibit copies donated to the host university? _____.

Please return before March 15 to:

(Local Arrangements Chair Address)

APPENDIX 3

INSTRUCTIONS TO PROJECTIONISTS

PLEASE READ CAREFULLY:

1. In general, remember that you are responsible for the smooth running of the audiovisual system in the room to which you are assigned. The schedule of papers is tight; each speaker is only allowed 15 minutes. The A-V system is probably the most important factor in keeping the conference running smoothly. It is your job to see that it works.
2. **TIME:** Report to the Volunteer Coordinator at the Registration Desk at least 30 minutes before the start of your session. Allow time to find parking.
3. Find out from the Volunteer Coordinator where your room is and ask about any cancellations or additions to your session.
4. You will be issued a **BOX OF EQUIPMENT** to take to the Session Room with you. The box will contain:
 - A. A flashlight (check to make sure it works).
 - B. A long tweezers to remove stuck slides, if necessary. The blunt end can be used to free the carousel, if necessary.
 - C. A spare slide to use for focusing at the start of the session.
 - D. A felt-tip pen.
 - E. "Post-its" to write down the name of the presenter and to attach to the slides.
 - F. Tape for miscellaneous needs, and tacks to hang up the schedule.
 - G. "Withdrawn" stickers.

Make sure that the box contains all of these items. Check it against this equipment list. At the end of the session, make sure that all of the equipment is gathered up and returned to the Volunteer Coordinator.

You will also be given a schedule of papers to be presented, for reference.

5. BEFORE THE BEGINNING OF THE SESSION, when you arrive at the room where the session is being held, you should:

- A. Make certain that the schedules for all of the sessions taking place in your room during the conference have been tacked on the easel. Make sure that the schedule which is currently showing is the correct one. If not, then take down the old one to reveal the correct one. [When your session is finished, remove the schedule which corresponds to the completed session, revealing the schedule for the next session underneath. This will allow conference participants to see what is coming up next.]
- B. Make sure that there are 4 spare carousels in the room.
- C. Place a "withdrawn" sticker on any known cancellation in your session.
- D. Check the controls on the podium; the speaker will control slide advance and focussing from the podium and may ask you to demonstrate the controls.
- E. Make sure the microphone works.
- F. Check to be sure there is an electronic pointer on the podium. Does it work?
- G. Make sure the timer is on the head table.
- H. Check the position and functioning of the house light switches. You will be controlling these.
- I. Check the controls on the projector; make sure you know how to take the carousel on and off, and how to rotate it to find a particular slide.

6. WHEN THE SPEAKERS ARRIVE

- A. Ask their names, and check their positions on the schedule. Enquire whether they have slides to be shown. Do not wait for them to tell you -- they may forget until the last minute.
- B. You are NOT responsible for putting slides in the carousels, but you are responsible for making certain that the slides are in the correct speaking order. Hopefully, most speakers will bring their own trays of slides. Others will ask to use ours. We **STRONGLY RECOMMEND** that you ask each speaker to put her/his own slides in the tray to avoid conflicts that inevitably arise when slides are backwards or upside-down. The correct way to load slides is upside-down and the correct way around.
- C. If possible, have each speaker load his/her slides in a different carousel. If more than four speakers need carousels, then load slides for talks 1 and 5 in the first one, and 2 and 6 in the second one, etc., changing the carousels between talks. That way, you will never have to load slides for a talk in a carousel that is already in use.
- D. During the talk, stand by to work the house lights. If you have another person in the room helping you, ask this person to work the lights.

E. The speaker may ask that you advance to the next slide. The speaker should advance and focus her/his own slides from the podium, but should she/he request that you do this, then please do so.

7. IF THE PROJECTOR MALFUNCTIONS

- A. If the projector goes dead (both fan and light), it is probably the plug. Check this.
- B. If the light goes off but the fan is running, the bulb has probably died. Remove the carousel and replace the projector with a spare projector. Take the projector with the burned-out bulb to the Registration Desk and have them replace the bulb. (Either do this at the break or have someone else take the projector there; don't leave the room unattended during a podium session.)
- C. If a slide jams in the projector, attempt to free it with the tweezers. If necessary, remove the carousel by turning the screw in the center of the carousel. If you can not free it or if all of the slides are becoming jammed, then seek help at the Registration Desk.
- D. If the projector breaks down in any other way, seek help at the Registration Desk.