

## 2010 APS Annual Meeting Program Planning Process (Online Submissions)

Welcome to the APS program planning process for the 2010 annual meeting. This year the proposal process will again be done completely online. Below is an outline of the 2010 program planning process.

### Submission of Session Request – Online Process

- **All session requests must be made online, a link will be sent to you from themultisoftgroup.com to allow you to submit your proposals for 2010.** The site is open for any submissions and will remain open until Tuesday, August 4, at 10:00 a.m. (Pacific Time). Use the following to access the online form: **Login/User Name: E-mail Address** and the **Password: Last Name**. The link can be accessed from any computer by your login. Following the annual meeting the link/site will be open again for submissions/ revisions until September 1, 2009.
- **A hard copy of the Session Request Form is available** on the APS General website (under meetings) for reference of content only for the required online Session submissions. ***Do not submit this form. All requests must be submitted online.***
- **After a session request has been submitted**, you will receive an automatic confirmation e-mail to all Organizers and any revisions and edits can be made by using the link included in the confirmation e-mail. Check both your regular and junk e-mail files for the confirmation incase it is delivered there.

### Special Considerations for 2010 Meeting – Meeting Theme: Creating Possibilities

#### Program Planning Process

- **APS Program Planning Orientation Meeting:** Saturday, August 1, 4:00 – 5:00 p.m. in room F150, Oregon Convention Center (OCC).
- **Committee Meetings:** Following the Saturday Program Planning Orientation Meeting, committees will meet in 1½-hour increments from 5:30 - 10:00 p.m., in the Convention Center. During the committee meeting the vice-chair will lead a discussion with committee members about possible session topics for the 2010 meeting.
- **If your committee has a topic(s) to propose**, the vice-chair completes an online Session Request Form for each proposal. See submission of session request above. ***This must be completed online by Tuesday, August 4 at 10:00 a.m. (Pacific Time) in order to be presented at the Tuesday Program Planning Meeting.***
- **APS Annual Meeting Program Planning Meeting:** Tuesday, August 4 from 1:00 to 3:00 p.m. in room D136, Convention Center. During this meeting each submitted proposal will be projected on screen and the vice-chair/designated representative of each proposed session will present the merits of the proposal. Following the presentations, meeting participants will participate in an advisory vote on the sessions they would most like to see at the meeting. Votes will be noted on each special session request form. While votes do not determine the sessions that are accepted, they do serve as an indicator of session popularity across representatives of the various subject matter sections. The votes assist the Scientific Programs Board (SPB) for subsequent discussion, which determines whether a session is accepted. ***Please note:*** Non-sessions such as field trips and workshops can be voted on during this time.
- **Determination of Sessions:** Following the APS annual meeting, APS headquarters will compile the submitted proposals into a grid and forward to the program chair. The program chair will forward a copy of the grid to all section chairs, who will contact the organizers in their section and provide them with instructions on completing the online preliminary planning form (due September 1, 2009) for their session. Information submitted will be assessed by the SPB in the fall to decide the sessions that will be accepted. Organizers should submit as much information as possible on the preliminary planning form, including prospective speaker names and their affiliations and funding needs (see Funding Notes below), so that the SPB can make an informed decision when deciding the sessions to be accepted and the funding needs of the session. Organizers will be notified of the status of their proposed session in November 2009.

## Funding of Sessions

### Funding Notes (*from the APS Manual of Operations – MoO*)

Organizers must communicate their funding needs clearly on the preliminary form and understand funding guidelines.

### 34.3. APS Symposium Funding

#### 34.3.1. Policies and Procedures on Use of APS Annual Meeting Program Funds

- a) Funding and complimentary registration are restricted to NON-MEMBERS of APS. To qualify as a “non-member”, the participant must not have been an APS member at any time during the 12-month period preceding the current meeting (such as September 1, 2009 – August 31, 2010). Organizers should check the current online member directory to make a preliminary determination of the membership status of a proposed speaker and then confirm this with APS staff.
- b) Funding is restricted to **non-member speakers** only. It cannot be used to support non-member session organizers.
- c) Funds are provided on a per-session, not a per-person, basis. The session organizers (not the sponsoring committee chairs) are responsible for determining how the funds received are distributed and for staying within their budgets.
- d) Funding may be used to defray reasonable costs of transportation, housing (see 1e, below), and meals; and/or to cover publishing costs of proceedings. Meeting program funds cannot be used to pay for items such as honoraria or refreshments.
- e) **Funds used for accommodations cover APS-designated hotels only. The speaker is responsible for making his/her own reservations.**
- f) Budget and reimbursement forms should be submitted promptly (instructions and forms provided by staff); all disbursements will be made within 3 months of the meeting.

#### 34.3.2. Policies and Procedures on Use of External Funds in Support of Special Sessions

- a) Session organizers who wish to raise outside funding are encouraged to do so.
- b) Except as noted below, funds raised externally are not subject to the above restrictions, i.e., they may be used in any appropriate way to support the session, including payment of expenses of APS member or non-member speakers or organizers, or publication of the proceedings.
- c) Organizers should forward a copy of the financial support request letter (provided by APS staff) to the sponsor with the highlighted sections updated. The sponsor must include a copy of the letter when submitting the sponsorship funds, payable to APS, to the appropriate staff. Additionally, the sponsor should send a copy of the completed form to the organizer for their records. The organizer is responsible to communicate this information to the sponsoring committee(s) chair(s) and to indicate on the overall budget sheet for the session how the internal (if any) and external funds will be used.
- d) All funding must be spent within 6 months of the meeting.

Upon acceptance of a session, organizers will be instructed to complete the online final planning form. Information for this session will be due in two stages (late January for registration brochure publicity and mid-March for the program book)