

DIVISION SERVICES

from APS Headquarters

NO CHARGE TO YOUR DIVISION:

- **Accounting** – APS administers the accounting for your Division. If you are not currently taking advantage of this service, please call for details.
- **Division Webpage on APSnet** – HQ staff posts division officers, meeting dates and links to related activities. Simply provide the detail you wish to include. See www.apsnet.org/members/div/top.asp
- **E-mail lists** - We will provide email lists as needed upon request.
- **Lists of Potential Members** - To increase attendance at your events, request a list of APS members within your geographical area who are not yet members of your Division.
- **Logos** – Logos for each division are available as electronic files for use on all your division materials.
- **Meeting Speakers** – If you wish the APS President and/or a staff member to attend and participate in your division meeting, please send a written invitation by mail or email. Headquarters can provide assistance with travel reservations for these requests.
- **Membership Information (APS)** – APS staff automatically sends copies of the APS membership brochures and applications, as well as the *Careers in Plant Pathology* brochure, the APS Press Plant Science book catalog, and other current items for display at your Division meeting. This is coordinated with the Division Councilor and APS staff.
- **Book Displays** - Provided for sale at Division events; *certain restrictions may apply*. Contact Greg Grahek (ggrahek@scisoc.org) to make arrangements.
- **Publicity** - Present your Division meeting dates, agenda, hotel and registration information on APSnet, and in *Phytopathology News*. Request APS Headquarters to broadcast messages to your division members via e-mail or news capsule.
- **Report** – Include a full report of your division meeting in *Phytopathology News*. Simply submit your article with photos to phytonewseditor@scisoc.org. Materials should be no more than 6 months old when submitted.

ASK FOR A COST ESTIMATE ON THESE SERVICES:

- **Awards** - Headquarters can produce your Division awards. Contact Linda Schmitt (lschmitt@scisoc.org) for more information.
- **Elections** -Headquarters will handle the set up of the online ballot, and printing/mailing of your paper ballots. Fax services can also be provided. The ballots can be returned to Headquarters or to a designated officer.
- **Meeting Support** – New in 2008: APS Headquarters can set up the online abstract submission and meeting registration forms and provide you with registration reports for your division meeting. Other services include: site selection, meeting planning, event promotion, badges, posters, flyers, promotional mailings and more.
- **Newsletters** - Preparation, printing, and mailing of your communications to members. Take advantage of Headquarters' economical, non-profit rates; lower mail rates may apply on 200+ addresses.

Staff Contact Cindy Scheller; E-mail: cscheller@scisoc.org or phone +1.651.994-3808