



# Guidelines for Local Organizers



## for hosting Meetings of the Michigan Section of the American Association of Physics Teachers

Regular Meetings of the Michigan Section of the American Association of Physics Teachers (MIAAPT) take place twice each year. The Fall Meeting usually occurs on a Saturday in early to mid-October, and the Spring Meeting usually occurs on a Saturday in early April. The following guidelines apply when the MIAAPT is not holding a joint meeting with another organization (e.g., the Ohio Section of the American Physical Society).

The typical meeting begins with registration, and then a morning session of contributed talks. This session of contributed talks usually starts at 9 AM and is followed by the morning break, and an invited talk. After the invited talk, there is a lunch break. After lunch, a business meeting usually occurs and then more contributed talks, and possibly breakout sessions/workshops.

To ensure the smooth running of the meeting, the MIAAPT asks the Local Organizer(s) at the Host Institution to do the following:

1. Provide travel directions to the meeting site, and then to the appropriate parking lot. (is parking free on the day of the meeting? If not, then we should have information about how to properly park). Providing easily visible signage on the day of the meeting to guide attendees to the appropriate parking lot(s) is extremely helpful.
2. Provide information about local motels to the Program Chair of the meeting (the First Vice-President of the MIAAPT) because some attendees may wish to arrive on the Friday evening preceding the meeting.
3. Provide easily visible signage on doors and walls so that attendees can easily find their way to the meeting rooms (and workshop rooms, if needed).
4. Provide a table for registration (with access to a wall plug to power a laptop).
5. Make available one main room for the meeting (tiered seating preferred), with the capacity to seat approximately 100 people. An overhead projector and a LCD projector should be available for use.
6. If possible, it is nice to arrange for an administrator to offer some words of welcome to the meeting attendees. In the past, we have had department chairs, college deans, and university provosts provide such a welcome.
7. If breakout sessions/workshops are scheduled, then make one classroom available for each session/workshop. Please check with the session/workshop organizers to determine their audio-visual equipment needs.
8. If a poster session is scheduled, make sure that appropriate display space (e.g., walls, or poster boards) is available. If the poster session will be concurrent with a refreshment break, the poster display space would preferably be adjacent to the refreshments.
9. Arrange to provide food and drink (e.g., donuts, muffins, bagels and coffee, tea, juices, water) at the morning break. Any contribution of the Host Institution toward

the cost of these refreshments is welcomed. MIAAPT will pay the remaining balance of the cost of these refreshments.

10. Make an arrangement to make lunch available for meeting attendees. Typically, an arrangement is made with the local dining commons (e.g., meeting attendees buy a lunch ticket that provides admission to the dining commons) or a modest smorgasbord (i.e., make your own sandwich) spread is made available. MIAAPT will provide an estimate of the number of attendees to the Local Organizer(s) at least two weeks before the date of the meeting.
11. Attend the meeting and be available to assist with audio-visual equipment issues, room availability issues, etc.

Distribution of the Call for Papers, pre-registration of meeting attendees, and on-site registration of meeting attendees will be handled by the Secretary/Treasurer of the MIAAPT.

The collection of abstracts and the construction of the meeting program will be done by the First Vice-President (FVP) of the MIAAPT. The FVP will communicate with the Local Organizers at least two weeks in advance of the meeting to specify whether classrooms will be needed for breakout sessions/workshops.

Thank you in advance for your willingness to host a meeting of the Michigan Section of the American Association of Physics Teachers. Through your efforts, the community of physics teachers becomes stronger and more effective at serving physics students in the State of Michigan.