

HOSTING A MEETING OF THE SOS/AAPT

**by
James F. Sullivan
January 1, 1992**

This paper has been prepared for those who are about to host a meeting of the Southern Ohio Section of the American Association of Physics Teachers (SOS/AAPT). Hosting an SOS/AAPT meeting can be either an extremely rewarding, or an extremely frustrating, experience primarily depending on the preparation that has taken place. The host of the meeting is the one in charge, of making the major decisions but the host must realize that he/she does not act in a vacuum and must consult with those who are affected by these decisions.

The examples I will be using come from the October 13, 1990 : SOS/AAPT meeting (which I organized) which was hosted by the OMI College of Applied Science of the University of Cincinnati (my institution), I must thank Prof. P. Yaney and his colleagues at the University of Dayton for writing his excellent earlier paper on hosting APS section meetings which helped me avoid many problems and which contained many of the ideas I am reporting here.

A TYPICAL MEETING

The SOS/AAPT usually meets on a Saturday. Registration and displays begin at 8:00 or 8:30 am and the actual meeting usually begins at 9:00 am with contributed papers. In the late morning some invited papers are given followed by lunch. An executive session of the SOS/AAPT officers is held (often during lunch). Several invited talks take place in the early afternoon followed by the business meeting of the SOS/AAPT. Any workshops or campus tours are scheduled after the business meeting and typically end at approximately 5:00pm. Commercial displays are open throughout the day in one room. In the morning doughnuts and coffee and/or juice is available at no additional charge (usually in the area of the commercial displays). Lunch is often available at additional cost to the registrants (if it has been preordered) but persons often choose to purchase lunch at local fast-food restaurants.

JOINT MEETINGS

Often the SOS/AAPT meets in a joint meeting with another group. In this case the host of the SOS/AAPT will have to work very closely with the host of the other group in all stages of the planning to avoid conflicts. For example, the SOS/AAPT has frequently met in joint meetings with the Ohio Section of the American Physical Society (OS/APS). An OS/APS meeting typically takes two days - it begins with an executive committee (officers) meeting on Friday morning, has a series of invited speakers during Friday afternoon, a banquet on Friday evening, contributed papers on Saturday morning, followed by more invited speakers, and ends at mid-day on Saturday. When the SOS/AAPT meets jointly with OS/APS, the SOS/AAPT meeting officially begins with the contributed papers on Saturday morning, shares the OS/APS invited speakers later on Saturday morning then, after lunch, continues with its own speakers, business meeting, workshops, etc. Of course, OS/APS registrants are welcome to attend the SOS/AAPT sessions on Saturday afternoon and SOS/AAPT members are welcome to attend the OS/APS functions on Friday.

The meeting which I organized on October 13, 1990 was a joint meeting with the Tri-State Physics Teachers group (TSPT). The only changes to the normal SOS/AAPT meeting format was that a special mailing was made to the TSPT members before the meeting and a separate session was held for the TSPT during the meeting.

CHOOSING THE DATE

One of the most important initial decisions is the choice of the date for the meeting. This choice should be made as early as possible - more than a year in advance is not out of the question. First, of course, avoid weekends with any religious or social holidays (e.g. Passover, Easter, Memorial Day, Thanksgiving, etc.). Also avoid conflicts with other professional society meetings or events (e.g. national AAPT meetings, regional meetings of the nuclear section of APS, meetings of NSTA, Ohio State Science Fair, Dayton Hamvention, etc.). Check the calendar for your campus to see when appropriate space is available - be certain to avoid days with major sporting events (e.g. football games). Then try to pick a date which might show your campus or region in a favorable light (e.g. when will the fall colors peak?, can the SOS/AAPT members attend the local pumpkin festival before or after the meeting?, etc.). At this point check with as many SOS/AAPT officers as possible (to see if they know of any problems with that date) and then **RESERVE THE SPACE!** Be certain to reserve enough space for the entire meeting - remember you will need rooms for the contributed papers, the invited papers, the (possible) poster session, the business meeting, the executive committee meeting, lunch, special areas (e.g. patios, gardens, etc.), and also (possibly) parking space.

At this point also choose the deadline for receiving abstracts for contributed papers. The idea is to set this date as close as possible to the meeting date (to get the maximum number of contributed papers) but far enough in advance of the meeting to properly organize the abstracts into a format that is readable by those attending the meeting. At SOS/AAPT meetings the abstracts are not usually sent out to the presenters or participants before the meeting, they are passed out to those attending at the registration desk. In the meeting I hosted in the Fall of 1990, the abstract deadline was set at Friday October 5, 1990 - eight (8) days before the actual meeting. This seemed to work well.

Be certain to begin publicizing the dates as far as possible in advance so other groups can avoid conflicting with the SOS/AAPT meeting. At minimum inform the SOS/AAPT President, Secretary, Section Representative, and the Editor of *The Dialog* so that the dates may be announced to all as early as possible. Let all concerned know the name, address, and phone number of the contact person (probably you) for this meeting.

FINANCIAL SUPPORT

Typically the host institution is responsible for financially backing the meeting. Local companies are other possible resources for sponsoring the meeting. National companies which supply textbooks or physics equipment should be contacted. The section has said that it, if financially able, would assist high schools when hosting meetings. When you host a meeting of the SOS/AAPT, you are the one who is in charge of securing the needed money to pay for the meeting.

Keep in mind that the person that you ask for money is going to be asking him/herself "What's in it for me or my organization?". To us many of the answers are obvious - for example : "A professional society meeting on this campus lends much prestige to this institution and helps fulfill the goal of disseminating knowledge.", "There will be seventy-five physics teachers there who may all adopt your textbooks ." or, "It is always beneficial for your company to have a good working relationship with local scientists." The point here is you will probably have to answer this question for each of your prospective sponsors (even if they don't ask it of you) so think about your answer before initiating the contact.

Don't forget to thank them when they agree to help and also (with a letter) after the meeting is over.

BUDGET PROJECTIONS

Physicists are not known to possess the natural ability to accurately estimate the costs involved in a future meeting. Depending on the type and size of the meeting these costs will vary quite a bit and this can prove to be more than a bit frustrating. However when asking for financial support from others this will be one of the first questions which you will have to answer.

The most variable item in the budget is the cost of invited speakers. There may be a speaker's fee for the most prestigious speakers. It is always customary for the group to provide transportation (airfare) and accommodations for invited speakers. If the speaker is a personal friend of a faculty member of the host institution, he/she might be willing to stay at that person's home -thus saving some money. At this point it is important to decide who will/might be invited as an invited speaker in order to get a basic handle on the budget. At times a speaker at a local university can be persuaded to stay over to speak at the Saturday SOS/AAPT meeting. Often much money can be saved by inviting interesting local speakers (the SOS/AAPT is indeed blessed in this way). Also the national AAPT has been known to fly in officers if you would like one of them to speak.

The next variable is the number of SOS/AAPT members who might attend. This has varied from a high of 125 attendees to a low of 30 when the SOS/AAPT has met alone! A good initial estimate for an SOS/AAPT meeting is 75 persons - but try to allow for the possibility of that record crowd when reserving rooms, etc.! The numbers have varied quite a bit when joint meetings are held - the best initial estimates are probably obtained at an early meeting of the representatives of all the groups.

At this point you will have to set the various fees associated with the meeting (registration, lunch, etc.). In order to minimize the problems associated with making change, I strongly recommend that you set every fee at a dollar amount (e.g. I set the lunch fee at \$5.00 not \$4.50). Meeting registration fees have ranged from \$3 to \$10 - I set it at \$5 for the meeting I hosted. Students and retired members are usually given reduced registration fees - at the meeting I hosted they were admitted free.

If this is a joint meeting with another group, be certain that the charges are the same for both groups. For example, if the meeting registration fee is \$10 for an OS/APS member it should also be \$10 for a member of the SOS/AAPT.

A SAMPLE BUDGET PROJECTION

Appendix A shows three spreadsheet cost projections for the meeting which I hosted on October 13, 1990. The sheet on the left assumes that 150 members register, in the middle there are 100 registrants, and on the right there are 50 registered persons. In each case I assumed that 5 of the registrants are retired and 5 are students (the registration fee is \$0 for each of these categories). If you jump quickly to the bottom lines you will notice that the cost to the college was projected as \$483.62 with 150 registered, \$614.87 with 100 registered, and \$763.37 with 50 registered. The reason that the cost goes up as the attendance goes down is the items of fixed cost - e.g. invited speaker costs, worker costs, mailings, etc. are only partially offset by the registration fees, etc.

Several items are unique to every meeting and this one was no exception. One invited speaker agreed to pay his own transportation to Cincinnati if we would provide him with a room, meals, and local transportation for the two days he was in Cincinnati - I could not pass this up and my initial estimate of this expense was \$300. You should know that I had to purchase all food and refreshments from a company that had a contract with the University of Cincinnati so it was fairly easy to get the costs of the needed items from them although I still had to decide what items were needed!

In order to encourage speakers I decided that the main presenter in a contributed paper would not pay the meeting registration (and then advertised this fact in *The Dialog*) and the main presenter in an invited paper would not pay for registration or lunch. The five workers which I hired for the meeting (four students and one laboratory associate) would also not pay for registration or lunch in addition, each of these would receive a free college tee shirt which would be worn as a uniform on the day of the meeting.

The food was delivered to the appropriate rooms and I had to place the final order on the Wednesday before the Saturday meeting (an estimated order was placed several months in advance). Be certain, (in advance) of the exact dates when these orders must be placed. Coffee was to be available the entire day. Additionally in the morning orange juice and doughnuts were served and in the afternoon punch was available. My assumptions were that each person would eat 1.5 doughnuts and drink the following number of 6 ounce (177 mL) servings of each beverage: coffee - 2, orange juice - 0.2, and punch - 2. The doughnuts cost \$5.25 per dozen, coffee and punch were each \$9.50 per gallon (3.79 L), and orange juice was \$12.00 per gallon (3.79 L). Oh yes one gallon will provide twenty (20) 6 ounce servings - I know, it's really 21.3 but the food service people told me it's best to use 20. There also was a \$25.00 food delivery charge which was absorbed in the miscellaneous item.

The lunches cost \$4.50 and we charged the registrants \$5.00. My advice here is to keep the food choices very simple so as not to create any more confusion than necessary. Each lunch consisted of a sandwich, tossed salad, cookies, a piece of fruit, and a soft drink. The choice of sandwich was roast beef on rye, ham & cheese on white, or turkey on wheat. Believe me, just these three choices provided enough confusion, I shudder at what might have happened if the registrants also had a choice of types of breads, salads and cookies.

If a member requires a special diet try to accommodate that person -talk with the caterer about this possibility early in the discussions and ask such persons to contact you well before the meeting.

Normally in a meeting of the SOS/AAPT there is no mailing charge for sending out The Dialog however, in this meeting I absorbed one mailing in the meeting costs (estimated \$200.00). In a TSPT meeting there is a mailing charge which is customarily paid by the host institution (estimated \$50.00). There will be mailing costs associated with any meeting (e.g. asking for support, inviting commercial exhibitors, requesting clarifications, and most importantly thank you letters) and I would probably initially estimate these charges to be a maximum of \$25.00. One aside here - if you plan to mail anything via bulk mail be certain that the return address of the institution from which it is mailed appears as the return address -contact the editor of The Dialog well in advance.

Don't forget telephone charges. My estimate was \$50.00 for this meeting. You will be calling your invited speakers (e.g. "What is the exact title of your talk", "is 35 minutes sufficient?", etc.), the SOS/AAPT officers (e.g. "is a 15 minute business meeting OK?", etc.). You will often be contacting people in the evening so be certain you can be reimbursed for long-distance calls made from your home.

An important item is change at the registration desk.. An amazing number of people pay with cash. Having \$60.00 available (all single dollar bills) worked well at this meeting. Notice that it had to be included as an expense (to get the money before the meeting) and then as income when turned in after the meeting.

If fees are charged for a workshop they are usually for materials handed out to the participants. Aside from rounding-up problems (remember the even dollars) this is merely passed through to the supplier (often the presenter of the workshop). In this meeting there were no special fees associated with workshops.

The miscellaneous expense item in the projected budgets includes the food delivery charge (already mentioned), tee shirts for the workers, receipt books for the registration desk, name badges and pens, copying charges, film and processing charges, etc.

One last item regarding financial planning is that you may need large sums of money up front (e.g. mailings, telephone, food) and this money will not be repaid until the meeting occurs. Be certain your sponsors (e.g. deans, department heads, principals) understand this in advance.

SOS/AAPT DUES

On the registration form it is customary to leave a line for the meeting registrant to pay the SOS/AAPT dues (currently \$5.00 per year). Much of the section's income is gotten in this manner so it is important that this item not be neglected. This is a strict pass-through item, the meeting chair collects the money (along with the meeting fees) and then pays the SOS/AAPT treasurer after the meeting is over. You'll notice there is no line item in my example budget since there is no profit or loss associated with it.

If the meeting fees are to be deposited in your institution, it is a good idea to check beforehand with your financial officer to be certain that such pass-through funds are possible and that the financial office understands exactly what is going on.

COMMERCIAL VENDORS

Approximately five months in advance of the meeting letters should be sent to possible commercial vendors asking if they would like to (1) set up a display at the meeting, (2) ship a display and have you set it up at the meeting (and then ship it back later?), (3) donate a door prize to be given away at the business meeting, and/or (4) make a donation to help defray the meeting expenses. Be certain that you do not send out your mailing so early that you interfere with the communications from the previous SOS/AAPT meeting.

I wrote to all the advertisers in the current edition of *The Physics Teacher* and the *AAPT Announcer* as well as possibly appropriate advertisers in *The American Journal of Physics*, and *Physics Today*. Frankly, I was a bit late in getting these letters mailed in mid-July for the October 13th meeting. A sample of one of these letters is shown as Appendix B.

CARE AND FEEDING OF INVITED SPEAKERS / WORKSHOP PRESENTERS

If you are not certain who to invite, bring this up at an earlier SOS/AAPT meeting or SOS/AAPT Executive Committee meeting. National AAPT meetings are also a great place to find good speakers (often from our area). You might be surprised at how many people are willing to give invited papers and/or workshops but do not want to ask you first. Many national workshops and programs require their participants to give a workshop at a section meeting so be prepared for contacts from such persons. At this time you might also ask if anyone would like to preside at one of the sessions in the meeting. Keep these names handy as you will have to contact them shortly before the meeting (when you know how many sessions there will be) - see the "PREMEETING ITEMS" section below. You should be in touch with your invited speakers and workshop presenters personally (at least by telephone) when you first approach them about giving a talk/workshop at your meeting. However, you will have to get the exact title and abstract of their paper/workshop very early so the information may be published in the meeting announcement in The Dialog.

A sample letter which I sent to Prof. Gordon Aubrecht (he presented an invited paper and a workshop) is shown as Appendix C. Similar letters were sent to all invited speakers and workshop presenters. Don't forget to send a thank you letter after the meeting. These letters are all important not only to keep everyone happy but also to provide the documentation which many institutions require speakers to keep to back up their resume entries.

LOCAL EVENTS AND ATTRACTIONS

SOS/AAPT members and their families often go to a meeting without being aware of the exact nature of the host institution or the area in which it is located. Contact the publicity office (admissions office?) of your institution to see if they have any literature or packets which might be distributed to those attending the meeting. A small gift (e.g. a pen with the school name on it, a folder with the school logo, etc.) is often available.

The local chamber of commerce can be an excellent source of materials about the area. While the meeting is going on, the family of the members can visit the local attractions and everyone can see the area after the meeting ends. All of these items are usually put into the registration packet is given to each person on the morning of the meeting.

ADVERTISING - THE DIALOG

The Dialog is published at the pleasure of the SOS/AAPT President and the Editor of The Dialog. If possible a very short announcement of your meeting should appear in the issue of The Dialog immediately before the previous meeting.

Determine (with the President and Editor) how many issues will be published after the previous meeting and before your meeting and to whom each issue will be mailed (the entire mailing list or only paid-up SOS/AAPT members). You are responsible for writing articles describing your upcoming meeting. One article in each issue should DESCRIBE THE MEETING ITSELF and attempt to "hype up" the meeting so the reader doesn't want to miss it. A "CALL FOR PAPERS" article should appear in each of these issues so interested persons know where and when to submit their abstracts. In the final issue also print a PRELIMINARY MEETING SCHEDULE, DIRECTIONS TO THE MEETING LOCATION (with a map?), and an ADVANCED REGISTRATION FORM.

Request that abstracts be submitted in the APS format. This is described in "How to Contribute Your Ideas at Southern Ohio Section Meetings" (Appendix D). You could send copies of Appendix D to interested persons or plan on retyping their abstracts in this format as they arrive.

In the meeting I hosted, only one issue of The Dialog was published before the meeting. Copies of these articles which appeared in this issue are shown in Appendix E.

PREMEETING ITEMS

Keep very careful records of every registrant as the replies arrive. If there is any question about someone's wishes, write or phone that person in advance of the meeting to minimize problems on the meeting day. Of course keep a careful count of the pertinent numbers as the meeting date approaches. I used a spreadsheet for this - the final version is shown as Appendix F. Be certain that all audio visual items are available and working. Have an extra box of chalk available in case there is none available in one of the rooms. Have a couple of erasable overhead pens and some blank acetate available for that forgetful speaker. Have an extra light bulb (in your possession) for every projector that is being used in the meeting - a meeting can be terribly disrupted as the group waits 20 minutes for a maintenance person to replace the bad bulb in an overhead projector. Be certain you will have access to a copying machine on the meeting day. If the rooms are normally locked you should have a key or be absolutely certain that there will be no problem getting in.

Check to see that the reserved rooms will be prepared for the meeting. Will they be clean? Will the arrangement of the chairs, tables, and desks be appropriate for the meeting? Will you be expected to clean up after the meeting?

Buy a roll of black and white film and instruct one of your workers how to use the camera and flash. Instruct the worker to get at least one picture of each speaker and event during the day - the best of these can then be published later in The Dialog.

After the abstracts have all arrived you can determine how many contributed paper sessions will be needed. These sessions are usually put in parallel, that is, different sessions occur at the same time in different rooms. The rooms should be close to each other so listeners can move from room to room as different papers are presented. Each paper is 10 minutes long followed by either 2 or 5 minutes for questions (thus exactly four or five papers will fit into the one hour session). The starting time for each paper is listed above the abstract. If there are multiple sessions, attempt to put similar papers in the same session.

Contact members to ask them to preside at the various sessions in the meeting. A presider introduces the speaker and the topic, alerts the speaker when the allotted time is running out (often two minutes before the end), and also when the time is up. A presider is essential in each contributed paper session and is recommended in each invited paper session (I made a mistake at my meeting by not having someone preside at each invited paper session). No presider is needed at a workshop or poster session. Many institutions will pay the travel expenses of a person who presides at a session so it is a good idea to let the members know well in advance to contact you if they wish to preside at a session.

Put the "MEETING AT A GLANCE" paper together (see Appendix G). This describes the locations and events without giving the actual abstracts and is included in the meeting registration packet.

The complete meeting program includes all of the abstracts both of the invited and the contributed papers as well as other meeting details that are also included in the "Meeting at a Glance" paper. This also should be included in each meeting registration packet. The abstracts for the invited papers and workshops are usually retyped on this program (don't forget, you've had them for quite a while). In the ideal situation, the abstracts for the contributed papers can be simply pasted on the blank program in the proper order, with the session and paper number typed near it, for direct copying. Unfortunately we do not operate in that ideal world and some of these will have to be retyped. In the meeting I hosted, I had to retype all but two of the abstracts.

Name tags are necessary since no one can remember everyone (and their institution) . If possible, have them preprinted for those who preregister and put them in the registration packets.

It is a good idea to give meal tickets to those who have purchased lunch. Of course, be very careful that there are no more tickets than lunches. I color-coded the meal tickets - red was beef, blue was turkey, and yellow was ham. It saves much time if the appropriate meal ticket is placed in the registration packet for those who have preregistered. Also keep a list of who ordered each type of lunch in case there is a problem.

It is a good idea to have admission tickets for all workshops. Again put them in the registration packets for those who preregister and have them available for in-person registrants. Don't make up more tickets than there are places in the workshop. If possible, give a list of those scheduled to attend to the workshop presenter.

The general idea here is to save time and avoid confusion at the registration desk on the day of the meeting. Even with all this preparation, plan to have two of your workers working at the registration desk in the morning, and one worker in the early afternoon.

Don't forget your invited speakers may be arriving in a strange town. Depending on the arrangements you have with them, you might think of having someone meet them at the airport to take them to the hotel. Try to at least phone them to be certain they are OK after they arrive in town.

THE MEETING DAY

Be certain the registration desk is in a convenient location. The registration packets for those that preregistered (recall these contained preprinted name badges, and appropriate lunch and/or workshop tickets) should be in alphabetical order on the registration desk. Blank registration forms, blank name tags and pens should be available for those that register on the meeting day. Don't forget to have blank receipts available so your workers can issue receipts to those who need them.

Since there is the possibility of having fairly large sums of cash, try to have a secure area near the registration desk (a lockable file or desk drawer in a nearby room) to store it.

If any signs are needed to direct the persons to the registration desk, put them up early in the morning.

One of your workers should be aware of where and when each food and refreshment delivery will take place and should be directing it.

All of the workers should know where the extra chalk, projector bulbs, sheets of acetate and pens, etc. are located. They should be told that, if there is a problem they should first solve it, then tell you,

In case there is an emergency the workers should all know where the nearest telephones are and how to call for help (e.g. should they dial "911" on your campus?).

Also, if possible, don't plan anything for yourself all day. In the meeting which I hosted I gave a contributed paper from 9:00 to 9:15 am and found that I was not able to hear another paper all day. Nothing major went wrong, but there were a lot of little things that required my attention throughout the day.

AFTER THE MEETING

First take care of the money (be certain it is properly deposited after having been counted and accounted for). Then be certain the invited speakers (and indeed all registrants) are able to depart safely.

Inform the SOS/AAPT treasurer of the names and addresses of all those who paid their SOS/AAPT dues. Send the money along as soon as possible to the treasurer but it is very important that the names and addresses get there quickly - if there is any mailing about to happen we don't want to forget those new members.

Ship any displays back to the appropriate companies or organizations.

Contact the SOS/AAPT Secretary and the SOS/AAPT Editor to be certain that the abstracts of all appropriate papers are published in the next issue of *The Dialog*. If this was a joint meeting the abstracts of contributed papers given by SOS/AAPT members and other persons from the SOS/AAPT geographical area are published. Abstracts of invited papers are published if they were invited by the SOS/AAPT. Use good judgment here - you do not want to hurt the feelings of any speaker, but the size of each issue of The Dialog must be kept down to keep the section solvent.

Write thank-you letters to everyone who sponsored the meeting (school administrators, corporate sponsors, etc.) - these should be rather personal depending on the exact support given. Write thank-you letters to all commercial exhibitors (sample in Appendix H). Write thank-you letters to those who gave invited papers, presented workshops, or presided at sessions (Appendix I) . Write thank-you letters to those who presented contributed papers - this is optional but a sample is shown in Appendix J. A word processor can be very helpful here, many of the letters will contain the same phrases and paragraphs. It is very important that these go out - don't forget these are the people who have been the attractions at the meeting and we want to keep them happy.

THE END OF THE EXAMPLE

The spreadsheet with the final costs for the October 13, 1990 meeting is shown as Appendix K. Notice that the final meeting cost to my college was \$428.30 a bit less than the initial estimates (see Appendix A).

Several items should be explained. First the good news. Notice the invited speaker cost was \$156.64 - about one half of the original \$300.00 estimate. The mailing costs were much less than anticipated mostly because The Dialog and the TSPT mailings were sent out via bulk mail. We paid a price for this in mail efficiency however as some members (including President Dollhopf) did not receive it for three (3) weeks. One of the commercial exhibitors gave me \$300.00 to support the meeting.

Now the bad news (i.e. mistakes I made). I feel that I could have gotten by with two or three less helpers at this meeting - recall that I hired a total of five. Two less helpers would have saved \$104.00 (16 hours, two lunches, plus two shirts). Also, at the last minute, I overpurchased refreshments. Much coffee and punch and many doughnuts were left over at the end of the meeting (the orange juice was about right). You must remember that you do not know how many in-person registrants will appear at the meeting when you have to order the refreshments (in the case of this meeting it was 26). I panicked and raised my estimated servings per person as follows doughnuts: from 1.5 to 2.8, coffee: from 2.0 to 2.5, punch: from 2.0 to 2.5. Unfortunately I did not take an accurate count of the excess at the end of the meeting so I can't report on the actual rates of consumption. Probably my initial estimates were accurate but we don't want to prematurely run out of goodies in future meetings. My recommendation at this time is to assume the following (probably high) consumption rates for the final order for future meetings - doughnuts: 2 per person, coffee: 2 servings per person, orange juice 2 servings per person, and punch 2 servings per person (recall all liquid servings here are assumed to be 6 oz). Possibly in future meeting we could keep track of this. Don't be surprised if Appendices M, N, ... containing those results are attached to this paper by the time you get it.

All things considered, it was worth it. I hope you enjoy hosting a meeting of the SOS/AAPT as much as I did. If I'm able you can count on my presence.

APPENDIX 4
INITIAL COST ESTIMATES
OCTOBER 13, 1956

ESTIMATE OF COSTS FOR THE
CONSTRUCTION OF THE
NEW BRIDGE OVER THE
RIVER AT THE
MILE MARK 1.00

ESTIMATE OF COSTS

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
Excavation	1000	cu yd	1.50	1500.00
Concrete	5000	cu yd	3.00	15000.00
Reinforcing Steel	10000	lb	0.10	1000.00
Formwork	1000	sq ft	0.50	500.00
Foundation	2000	cu yd	2.00	4000.00
Structural Steel	5000	lb	0.15	750.00
Paint	1000	gal	0.50	500.00
Other	1000	sq ft	0.25	250.00
Total				26250.00

ESTIMATE OF COSTS FOR THE
CONSTRUCTION OF THE
NEW BRIDGE OVER THE
RIVER AT THE
MILE MARK 2.00

ESTIMATE OF COSTS

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
Excavation	1200	cu yd	1.50	1800.00
Concrete	6000	cu yd	3.00	18000.00
Reinforcing Steel	12000	lb	0.10	1200.00
Formwork	1200	sq ft	0.50	600.00
Foundation	2500	cu yd	2.00	5000.00
Structural Steel	6000	lb	0.15	900.00
Paint	1200	gal	0.50	600.00
Other	1200	sq ft	0.25	300.00
Total				29400.00

ESTIMATE OF COSTS FOR THE
CONSTRUCTION OF THE
NEW BRIDGE OVER THE
RIVER AT THE
MILE MARK 3.00

ESTIMATE OF COSTS

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
Excavation	1500	cu yd	1.50	2250.00
Concrete	7500	cu yd	3.00	22500.00
Reinforcing Steel	15000	lb	0.10	1500.00
Formwork	1500	sq ft	0.50	750.00
Foundation	3000	cu yd	2.00	6000.00
Structural Steel	7500	lb	0.15	1125.00
Paint	1500	gal	0.50	750.00
Other	1500	sq ft	0.25	375.00
Total				36500.00

Appendix B

University of Cincinnati OMI

College of Applied Science
Department of Mathematics,
Physics, and Computing Technology

2220 Victory Parkway
Cincinnati, Ohio 45206
Phone (513) 556-6565

July 17 , 1990

Physics Academic Software
Box 8202
North Carolina State University
Raleigh, NC. 2769508202

Dear Sirs:

On Saturday, October 13, 1990 my college will host the fall meeting of the Southern Ohio Section of the American Association of Physics Teachers (SOS/AAPT). This will be a full day meeting of teachers from the high school through graduate school levels. In the past these meetings have brought together 50 to 150 members from the southern two-thirds of Ohio - in addition to visitors from Kentucky and Indiana.

There will be a display area for commercial vendors. If you wish to be present, we welcome you to the meeting. If you will not be in the area, we would be happy to set up a small display and ship it back after the meeting. In either case, we would appreciate a donation to defray our expenses - please contact me if you have any questions.

Also, during the business meeting it is traditional to raffle door prizes to those in attendance. If you wish to donate a door prize, it would really be appreciated. Of course, your company's name will then be announced to the group during this session.

On behalf of the SOS/AAPT and UC's OMI College of Applied Science I would like to express our appreciation of the excellent relationships which have existed in the past and also to convey our desire to continue these relationships into the future. Again, please contact me with any questions or comments - my private line is (513)556-4872.

Sincerely,

James F. Sullivan
Professor of Physics

JFS/psh

OMI-The Ohio Mechanics Institute-Founded 1828
An affirmative action/equal opportunity institution

Appendix C
Letter to an Invited Speaker

University of Cincinnati OMI

College of Applied Science
Department of Mathematics,
Physics, and Computing Technology

2220 Victory Parkway
Cincinnati, Ohio 45206
Phone (513) 556-6565

July 30 , 1990

Dr. Gordon J. Aubrecht II
Department of Physics
The Ohio State University
174 W. 18th Ave.
Columbus, OH 43210
Dear Gordon,

Plans for the October 13th meeting of the Southern Ohio Section of the AAPT are progressing. A tentative schedule of the meeting is enclosed for your perusal.

The Dialog is now scheduled to go to press on August 20th which means I will need the abstracts (and especially the exact titles) for your invited paper and workshop before then. I will also need the registration details for the workshop - e.g., are there any fees or limits to the number of registrants? It would probably be most efficient to send the information to my home:

James F. Sullivan
5435 Cloverleaf Dr.
Cincinnati, OH 45239
Phone: (513) 662-9560.

My private line at the college is (513) 556-4872.

I will be leaving on a short trip (5 days) beginning on Wednesday August 1st, but we could get together after that if you had any questions or comments - just leave a message at the office or on my answering machine. Please contact Ken Metz about the availability of Macintosh computers at the college - office: (513) 556-6580, home: (513) 662-7358.

We are all looking forward to your presentations.

Best Regards,

James F. Sullivan,
Professor of Physics

cc K.Metz

An affirmative action/equal opportunity institution

Appendix D

HOW TO CONTRIBUTE YOUR IDEAS AT SOUTHERN - OHIO SECTION MEETINGS

BY Gordon J. Aubrecht II and James F. Sullivan

As a member of our physics community you may make contributions at meetings in at least two ways.

1. A 10 to 15-minute presentation on your favorite topic during a contributed paper session.
2. A display in a poster session.

HOW TO PREPARE FOR-A CONTRIBUTED PAPER SESSION

The method of preparation depends on whether you are presenting:

- a demonstration or demonstrations
- ideas to stimulate discussion
- a report on educational research
- a physics paper.

For the demonstration presentation, you will want to put the demonstration(s) into context. Why do you do the demo(s)? How does it fit into the curriculum? How do you explain the physics involved? How does this do a better job of clearing up students' misconceptions? With such background, you'll have a success!

If you want to present your ideas, use transparencies to list and emphasize your main points. You could also prepare slides or dittoed handouts if it's more convenient. State your idea. Explain why you favor it. Discuss ramifications of your proposals -- end by restating your main thesis.

For a report on educational research or a physics paper, you will want to spend a lot of effort preparing your ideas: it is especially useful to begin with things everyone knows and agrees on. Then, with this basis, put your development step-by-step on (preferably) transparencies so you can leave them on as you explain your ideas. This gives the viewer something concrete to consider as you speak. Finally, recapitulate your ideas just before you finish.

An overhead projector is normally available for these presentations. If other

audiovisual devices are needed they must be requested in advance. These include video tape playbacksets (specify format), slideprojectors, and even chalkboards. Good luck! Give it a try!

WHAT IS A POSTER SESSION

Do you have a favorite demonstration? Do you save physics-related cartoons? Do you have a favorite lecture technique you'd like to let others know about? Consider the "poster session". Easels are often available. Just put your cartoons, or explanations, or pictures illustrating your ideas on one or several sheets of poster paper. It is helpful to be as complete in your explanations as possible, so you don't have to stand next to your poster the entire session, but can wander around to see others' ideas and exchange thoughts with them. Refreshments are usually available to stimulate this type of discussion.

It is fun and informational -- the more you talk, the more you learn. Plan to bring one or more posters to the next meeting to share with colleagues.

THE ABSTRACT

To enable all participants in the meeting to preview the content of each session, it is necessary that each author submit an abstract of his presentation. Abstracts are necessary both for a morning session and for poster sessions.

Each society has slightly different formats for the abstracts which are submitted depending on the needs and printing methods used. At the Southern Ohio Section meetings, we are using the format of the American Physical Society (APS). Since we hope to hold some future meetings jointly with the Ohio Section of the American Physical Society (OS/APS), we can then have one uniform meeting program prepared so any member of either group can quickly determine the topics being considered.

The meeting program will be prepared using a direct

photoreproduction of the abstracts which are submitted. Because of this, the physical size of your abstract is a very important consideration. The abstract should be typed as one paragraph in a column 120 mm wide (4.75 in) by 105 mm long (4.125 in). Elite or pica type may be used but the space allocated for a single abstract remains the same. This space includes titles, authors and their affiliations. To serve as a guide for the typist an outline of the 120 mm X 105 mm rectangle may be drawn in light blue pencil since this will not be reproduced in the copying process. This allotted space corresponds to about a 200 word abstract for elite. Within this type space you tables, equations, may place line drawings (with lettering at least as large as elite type), etc.

The first 8 spaces are indented for later insertion of the abstract number by the meeting organizers. First print the title, underline this and capitalize each significant word. Next comes the author's name(s) printed in entirely capital letters followed by the author's institution (underlined). Then print a dash followed by the text of the abstract. A sample abstract is printed below to serve as a guide.

You will see in other publications that an abstract fee (often as high as \$100) must be paid by the author (or the author's institution) when an abstract is submitted for a meeting. The main reason for this is the cost of printing the abstract in a national publication for review by those not able to attend in person. For example, the fee is \$25 for an OS/APS member and the abstracts are published after their meetings in the APS Bulletin. The officers of the Southern Ohio Section of the AAPT have decided that no abstract fees will be charged our members.

SAMPLE ABSTRACT

The Dialog

September, 1990

A Publication of the Southern Ohio Section of the American Association of Physics Teachers

FALL MEETING IN CINCINNATI

by Jim Sullivan

The fall meeting of the Southern Ohio Section of the AAPT will be held on Saturday, October 13, 1990 on the campus of the OMI College of Applied Science of the University of Cincinnati. The OMI College of Applied Science (OCAS) moved to its "new" Victory Parkway campus-the former campus of the Edgecliff College-in June of 1989 and we really hope to show you this picturesque location. In general, the campus is located on a hill overlooking the Ohio River approximately 3 km east of downtown Cincinnati-specific driving directions appear elsewhere in this edition of The Dialog.

Most will agree that the meeting is packed with interesting items. Letters have been sent to nearly thirty commercial vendors. As of press time (mid-August) many have committed to a presence at the meeting and have offered door prizes.

The agenda should stir the spirit of every red-blooded physics teacher. First, the Tri-State Physics Teachers have agreed to meet with us. You will have an opportunity to see one of their interesting and informative meetings first hand. These are quite informal so if you have a brief demonstration, question, or comment bring it along to share with others.

Our own Gordon Aubrecht will lead off the invited papers with a discussion of the greenhouse effect. We all know Gordon's excellent Energy book (you might ask him to

autograph your copy) but you may not know that he has given invited papers on this topic on two other continents-Europe and Asia-and now will have him all to ourselves for this brief time.

Jim Marquardt of OCAS will give a demonstration of the DERIVE software package. He is a coauthor of a nationally acclaimed workbook which uses DERIVE to teach mathematics and is extremely interested in excellent physics teaching. Jim Everly (OCAS) has spoken on the interplay between the electromagnetic fields of the earth and the sun to groups as diverse as the IEEE and the ARRL. I was surprised to find the many different types of physics which creep into this topic. Dave Blackman will probably get the distance award at this meeting-he is visiting us all the way from the University of California at Berkeley. He gave an extremely well-received talk on right/left brain functions in the physics laboratory at the recent AAPT national meeting in Minneapolis. He plans to take those ideas a step or two further in his presentation to us.

Most of us already know Richard Harris of UC and Kelvin Trefz of OSU-each has a national reputation as a fantastic lecture demonstrator. They have agreed on this occasion to share the stage as they "ooh and awe us with the magic that is physics. Roger Rollins of Ohio University is the author of Chaotic Dynamics Workbench one of the Physics Academic Software packages. Physics Academic Software is a project of the American Institute of Physics (AIP),

in cooperation with the AAPT and APS. We are indeed fortunate that he has agreed to join us for this meeting.

Gordon Aubrecht (OSU) will offer the workshop on computer use in the classroom. Bill Ploughe (OSU) and Kelvin Trefz (OSU) will take measurements from videotapes in their workshop-they will bring some old favorites but many of the tapes will be made that afternoon. Ken Metz will lead the tour of OCAS for those interested in such things as the specialized laboratories and shops in a modern technical college.

Several commercial restaurants are available north of the campus within walking distance (1/2 km). Box lunches will be available for \$5.00 each and will consist of a sandwich (your choice of roast beef, turkey, or ham & cheese), salad, a piece of fruit, cookies, and choice of beverage. These box lunches will have to be ordered from me by Friday, October 5th-don't forget to specify the type of sandwich. If you have special diet requirements please contact me as soon as possible so appropriate arrangements can be made.

Oh yes, plan to give a contributed paper at this meeting-it's fun and easy. The SOS/AAPT is a perfect forum for you and/or your students to present your work. See the call for papers article elsewhere in The Dialog. While exact information is, of course, not available yet, rumor has it that papers dealing with earthquake engineering and the an historical look at boiler explosions are being prepared.

CALL FOR PAPERS

By Jim Sullivan

Be certain you and your students don't miss the chance to give a contributed paper at the October 13th SOS/AAPT meeting. Normal presentation time is 10 minutes followed by a 5 minute question period. Overhead projectors and chalkboards will be available in the rooms but you will have to request and/or provide other AV devices (e.g. slide projectors, computers, etc.). Be certain your abstract in APS format arrives by Friday October 5th. Send it to

James F. Sullivan

OMI College of Applied Science

2220 Victory Parkway

Cincinnati, OH 45206

Phone: (513) 556-4872

If you are not certain of the exact format simply send me the title, your name and institution, and a brief description of the content of your talk and I will be happy to organize it for you. If you are afraid that I will edit the life out of *your* abstract, contact me in advance and I will send you directions on how the abstract should be prepared. All abstracts will be published in a future edition of The Dialog.

NEWS FLASH: Due to the generosity of Fritz Kryman, the Dean of the OMI College of Applied Science, anyone giving a contributed paper at the SOS/AAPT meeting on October 13, 1990 will not have to pay the \$5.00 meeting registration fee. Simply write "ABSTRACT SUBMITTED" in the appropriate blank space on the registration form. Don't forget, your paper does not have to be totally earth-shattering -something you are working on or a technique you use in the classroom can be quite interesting to others. Wow, I only hope that there are enough rooms in the college for all the contributed papers we will now have. Send your abstract in early to take advantage of this offer!

PRELIMINARY SCHEDULE FOR FALL MEETING

SATURDAY OCTOBER 13, 1990

- 8am- 1 pm REGISTRATION
- 8:30 am - 4 pm COMMERCIAL EXHIBITS
- 9 - 10 CONTRIBUTED PAPERS
- 10 - 11 TRI-STATE PHYSICS
TEACHERS SESSION, T.Toepker (XU) presiding
- 11 - 11:45 G.Aubrecht (OSU), Using the
Greenhouse Effect to Teach Physics
- 11:45 - 12:30 PARALLEL TALKS:
J.Marquardt (OCAS) - If You Find That
Mathematics is Drudgery, Try Derive
(TM), A Mathematical Assistant
J.Everly (OCAS) - Sunspots, Solar
Flares, and Geomagnetic Storms
D.Blackman (Berkeley) - Split Brain
Function and Its Implications for
Curriculum Development
- 12:30 - 1:30 LUNCH
- 1:30 - 2:10 LECTURE DEMONSTRATION
SESSION, R.Harris (UC) & K.Trefz (OSU)
- 2:10 - 2:45 R.Rollins (OU), Basic
Chaos: An Introduction with Computer
Simulations
- 2:45 - 3:00 SOS/AAPT MEETING (door
prizes)
- 3:00 - 5:00 PARALLEL SESSIONS
-WORKSHOPS and TOUR:
G. Aubrecht (OSU) - Computers in the
Classroom
W. Ploughe (OSU) and K. Trefz (OSU) -Using
Videotapes in Lectures and Labs
K. Metz (OCAS) - OCAS Tour

ADVANCED REGISTRATION FORM

SOS/AAPT 1990 FALL MEETING
OMI COLLEGE OF APPLIED SCIENCE
of the UNIVERSITY OF CINCINNATI
SATURDAY, OCTOBER 13, 1990

NAME _____

AFFILIATION _____ PHONE(____) _____

ADDRESS _____

_____ ZIP _____

() SOS/AAPT Annual Dues \$5.00 _____

() SOS/AAPT Student Dues \$2.00 _____

() SOS/AAPT Retired Membership No Fee

() Member SOS/AAPT Oct 13th Registration Fee \$5.00 _____

() Student SOS/AAPT Oct 13th Registration Fee No Fee

() Retired SOS/AAPT Oct 13th Registration Fee No Fee

() Box Lunch, specify sandwich choice below \$5 .00 _____

_____ Roast Beef _____ Turkey _____ Ham & Cheese

() Workshop, Computers in the Classroom No Fee

() Workshop, Using Videotape.8 in Lectures and Labs No Fee

TOTAL _____

Please note that there are limits to the number of participants in each of the workshops.
They will be filled on a "first registered –first served" basis.

Payment must be received by Friday Oct 5 for all lunch orders.

Checks should be made payable to "UNIVERSITY OF CINCINNATI" and returned with this form to

James F. Sullivan
OMI College of Applied Science
2220 Victory Parkway
Cincinnati, OH 45206

ROUTE 201 2020N 2020N Bldg:

Follow 201-2020N south. Stop at 201-2020N south after crossing the State Street. Proceed along parking directions. Turn left. Take the Columbia Parkway from 201-2020N south. Follow Columbia Parkway approximately 1 mile to the State Street Light Tunnel. Turn left onto State and follow 2020N to the building entrance.

Follow 2020N south. Immediately after crossing the State Street, take the Columbia Parkway from 2020N south. Follow Columbia Parkway approximately 1 mile to the State Street Light Tunnel. Turn left onto State and follow 2020N to the building entrance.

ROUTE 201 2020S

Follow 201-2020S south. Follow the directions for 2020N from 201-2020S south.

ROUTE 201 2020E 2020E Bldg:

From 201-2020E south take the only two 201-2020E northbound lanes and take about 1 mile north of the State Street. Shortly after passing the Columbia Parkway, take the Columbia Parkway west 201-2020E south. Follow Columbia Parkway approximately 1 mile to the State Street Light Tunnel. Turn left onto State and follow 2020E through the building.

ROUTE 201 2020W 2020W Bldg:

Follow Columbia Parkway westbound to the State Street Light Tunnel and follow 2020W through the building.

ROUTE 201 2020N 2020N Bldg:

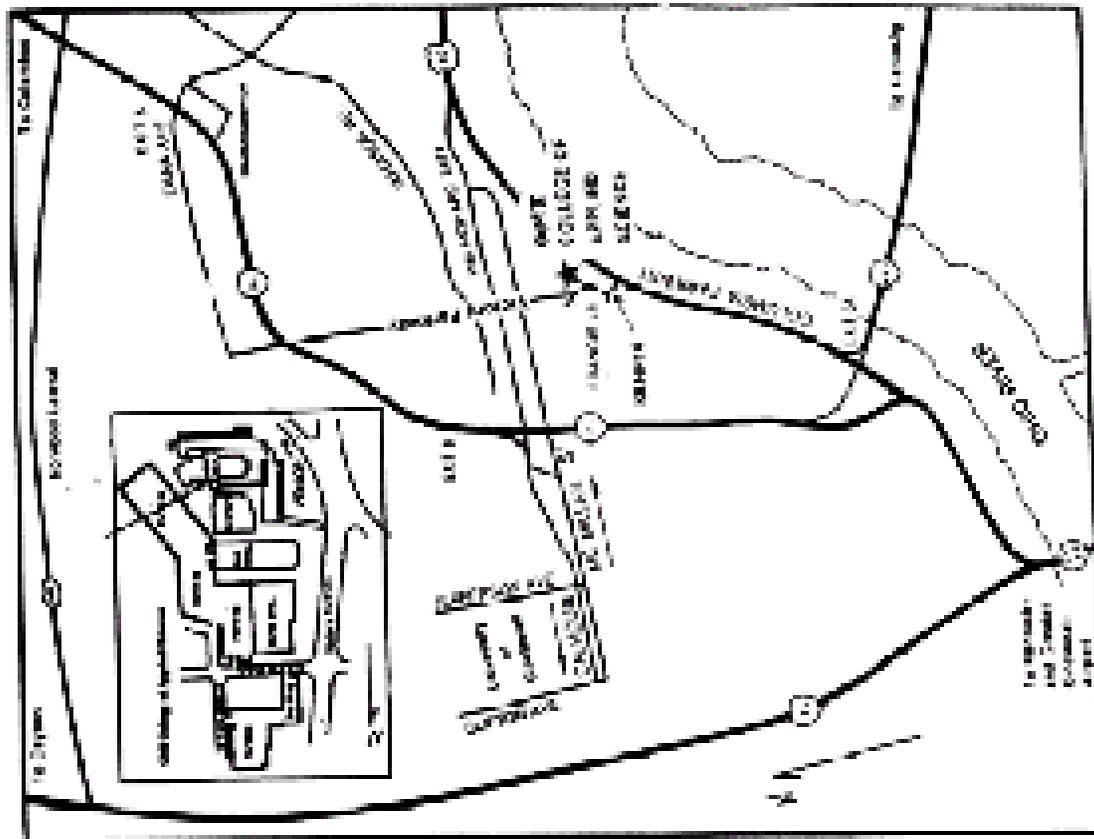
Take 201-2020N south from 201-2020N south. Follow 201-2020N southbound lanes and cross the State Street. Take the Columbia Parkway from 201-2020N south. Follow Columbia Parkway approximately 1 mile to the State Street Light Tunnel. Turn left onto State and follow 2020N through the building.

ROUTE 201 2020E 2020E Bldg:

Turn right at the second entrance to the building. At the first intersection take a County right - this is the main road. Follow Columbia Parkway to the left in the way sign on the right side. At the first intersection follow the Columbia Parkway to the left in the way sign. If you don't take a parking space, go to the State Street parking lot, continue on County Parkway and turn right on the State Street - this is the State Street Light Tunnel. Turn left onto State from the State Street Light Tunnel and follow 2020E through the building.

ROUTE 201 2020S 2020S Bldg:

Take 201-2020S south from 201-2020S south. Turn left on State Street to the State Street Light Tunnel. Turn right on State Street. Turn left on State Street and follow 2020S through the building.



Appendix G

MEETING-AT-A-GLANCE SOUTHERN OHIO SECTION / AMERICAN ASSOCIATION OF PHYSICS TEACHERS SATURDAY OCTOBER 13, 1990 MEETING OMI COLLEGE OF APPLIED SCIENCE OF THE UNIVERSITY OF CINCINNATI

- 8 am - 1 pm REGISTRATION, Room S-108.
- 8:30 am - 4 pm COMMERCIAL EXHIBITS & REFRESHMENTS, Room S-110.
- 9 - 10 am CONTRIBUTED PAPERS
SESSION A, Room S-116 SESSION B, Room S-115.
- 10:00 - 11 am TRI-STATE PHYSICS TEACHERS SESSION,
T.Toepker (XU) presiding, Room S-420,
- 11:02 - 11:45 am G. Aubrecht (OSU), USING THE GREENHOUSE EFFECT TO
TEACH PHYSICS, Room S-313.
- 11:47 - 12:30 pm PARALLEL TALKS:
J.Marquardt (OCAS) - IF YOU FIND THAT MATHEMATICS IS DRUDGERY,
TRY DERIVE (TM), A MATHEMATICAL ASSISTANT, Room S-115.
J.Everly (OCAS) - SUNSPOTS, SOLAR FLARES, AND GEOMAGNETIC
STORMS, Room S-209.
D.Blackman (U. Cal, Berkeley) - SPLIT BRAIN FUNCTION AND ITS
IMPLICATIONS FOR CURRICULUM DEVELOPMENT, Room S-420.
- 12:30 - 1:30 pm LUNCH, Pre-ordered box lunches may be picked up in
Room A-111. Lunches may be eaten in the lunch room (Room
A-112) or in the outside garden or patio areas (weather
permitting).
- 12:35 - 1:30 pm EXECUTIVE SESSION OF SOS/AAPT OFFICERS. Table at
south end of lunch room (Room A-112). W.Dollhopf (Wittenberg)
presiding.
- 1:30 - 2:10 LECTURE DEMONSTRATION SESSION, R.Harris (UC) &
K.Trefz (OSU), Room S-313.
- 2:12 - 2:45 R.Rollins (OU), BASIC CHAOS: AN INTRODUCTION WITH
COMPUTER SIMULATIONS, Room S-115.
- 2:47 - 3:00 SOS/AAPT MEETING (door prizes), Room A-204.
- 3:02 - 5:00 PARALLEL SESSIONS - WORKSHOPS and TOUR:
G. Aubrecht (OSU) - COMPUTERS IN THE CLASSROOM, Room A-802,
Registration is Required.
W. Ploughe (OSU) and K. Trefz (OSU) - USING VIDEOTAPES IN
LECTURES AND LABS, Room S-115, Registration is Required.
K. Metz (OCAS) - TOUR OF OMI COLLEGE OF APPLIED SCIENCE, meet
in Room A-204, Registration is NOT Required.

Buildings: "A" - Administration Bldg., "S" - Science Bldg.

Appendix H

University of Cincinnati OMI College of Applied Science
Department of
Physics and
Mathematics,
Computing Technology

2220 Victory Parkway
Cincinnati, Ohio 45206
Phone (513) 556-6565

October 17, 1990

Kim McKanna
Central Scientific Company
11222 Melrose Avenue
Franklin Park, IL 60131-1364

Dear Ms. McKanna,

By all reports, last Saturday's meeting of the Southern Ohio Section of the American Association of Physics Teachers (SOS/AAPT) was a big success. My preliminary count shows that sixty-five persons attended representing thirty-nine institutions from four states. This, of course, was due in part to your participation.

Your display was set up and proved quite popular. I must say that the screwdrivers disappeared especially fast - that was a very good idea.

The \$100 gift certificate was won by Prof. Jack Wells of Thomas More College in Crestview Hills, Kentucky. He really appreciated it.

On behalf of my college and the SOS/AAPT, please accept my thanks for all of the support which you have shown for this meeting.

Sincerely,

James F. Sullivan
Professor

OMI-The Ohio Mechanics Institute-Founded 1828
An affirmative action/equal opportunity institution

Appendix I

University of Cincinnati OMI College of Applied Science
Department of Mathematics,
Physics, and Computing Technology

2220 Victory Parkway
Cincinnati, Ohio 45206
Phone (513) 556-6565

November 1, 1990

Professor William D. Ploughe
Department of Physics
The Ohio State University
174 West 18th Ave.
Columbus, OH 43210

Dear Bill,

By all reports, the meeting of the Southern Ohio Section of the American Association of Physics Teachers (SOS/AAPT) on Saturday October 13, 1990 was a big success. My preliminary count shows that sixty-five persons attended representing thirty-nine institutions from four states. This, of course, was due in part to persons like you who contributed their time and effort.

Let me personally thank you for presenting your workshop Using Videotapes in Lectures and Labs at this meeting. As you already know, it was very well received by those in attendance.

Also, on behalf of the college and the SOS/AAT, please accept thanks for all of your efforts. We all hope you will consider presenting papers and workshops to us in the future.

Sincerely,

James F. Sullivan
Professor
Meeting Chair

OMI --The Ohio Mechanics Institute--Founded 1828
An affirmative action/equal opportunity institution

Appendix J

Thank You Letter to presenter
of a contributed paper. The letter
was printed on college stationery
before mailing.

March 1, 1991

Dear Colleague,

Just a short note to thank you again for your presentation at the Southern Ohio Section of the American Association of Physics Teachers (SOS/AAPT) meeting on October 13, 1990. The abstract of your presentation has been published in the current edition of The Dialog. A copy is enclosed for your perusal.

Best Regards,

J. F. Sullivan
Professor of Physics

APPENDIX L
SOS/AAPT MEETING CHECKLIST

PREMEETING ITEMS

(If a Joint Meeting) Contact Persons from Other Group(s): _____
Meeting Date: ___/___/___ Contributed Abstract Due Date: ___/___/___
Send These Dates to SOS/AAPT Officers:
 President _____ Secretary _____ Editor _____ Section Rep _____
Determine Deadline(s) for Future Issues of The Dialog: _____
Contact Possible Invited Speakers: _____
Initially Contact Food and Refreshment Providers Regarding Costs and
 Final Ordering Dates _____.
Estimate Costs of the Meeting:
 50 Persons \$ _____ 75 Persons \$ _____ 125 Persons \$ _____
Set Meeting Charges: Registration _____ Lunch _____ Workshops _____
Contact Possible Sponsors for Financial Support _____
Contact Possible Commercial Vendors . _____
Send Appropriate Articles to The Dialog: _____
Order Items for Registration Packets _____
Hire Workers for the Meeting Day _____
Set Up Record-Keeping System for Registrations _____

IMMEDIATE PREMEETING ITEMS

Contact Presiders for the Sessions _____
Be Certain Rooms Will be Ready _____
Secure Spare Chalk, Overhead Pens, Acetate, and Light Bulbs _____
Buy Film and Be Certain Camera is Available _____
Get Change for Registration Desk . _____
Prepare Items for Registration Packets and Registration Desk:
 "Meeting-At-A-Glance", -Meeting Program, Name Tags, Meal Tickets,
 Workshop Tickets, Blank Registration Forms, Receipts, Pens _____

MEETING DAY ITEMS:

Set Up Registration Desk: _____
Inform Workers of Emergency Phone Numbers: _____
Assign Worker Tasks: _____

POST MEETING ITEMS

Inform SOS/AAPT Treasurer of Dues Payers: _____
Send Dues Paid to SOS/AAPT Treasurer: _____
Be Certain Appropriate Abstracts are Sent To The Dialog: _____
Write Thank-You Letters: _____