

**SUMMARY MINUTES**  
**CONFERENCE CALL OF THE COMMITTEE ON MEETINGS**  
**Tuesday, June 6, 2006 • 11:00am - 12:30pm**

**Committee Members Participating:**

Gregory Boebinger (Chair)  
William Briscoe  
Joanne Hewett  
Jonathan Selinger  
David Hammer  
James McGuire  
Thomas McIlrath  
Judy Franz

**Staff Participating:**

Terri Gaier  
Donald Wise  
Vinaya Sathyasheelappa  
Christine Parvez  
Donna Baudrau

The conference call was convened with welcome and introductions. The minutes from the last meeting were approved, with the notation that the IT report attachment was not included in the packet but subsequently e-mailed to the Committee.

Franz stated that in addition to the Charge to the Committee, the Committee should be sent a copy of those parts of the APS by-laws that deal with meetings.. This will be done in time for the next conference call on June 19.

A discussion ensued about the allocation of invited sessions and how the allocation is determined. Franz explained that the number of invited sessions allocated to the units is a reflection of how many of their members attend the meetings. Staff will prepare a history of invited session allocation to be sent to the Committee in time for the next conference call. It was suggested that the number of simultaneous invited sessions be increased. Franz said that this could be done but many people think that the meeting is already very overwhelming and adding invited sessions might add to this.

Franz continued with a review of the March and April meeting statistics. There was a question about how many new members who join at the meeting do not join a unit. This report will be given to the committee in time for the next conference call. In discussing the tutorials at the March Meeting the committee recommended that we advertise these more in the future to boost attendance. Over all the March Meeting is very healthy and continues to grow each year. There was discussion as to whether it would be worth looking into why the meeting continues to grow. Franz said that the growth is across the board relative to most of the the units' attendance, and it would be difficult to determine why it continues to grow.

The April Meeting is not growing and would have been smaller this year without the participation of the Sherwood Fusion Theory group. Franz stated that the Task Force on the Future of the April Meeting has decided that this meeting should continue, but be designed

around specific themes. The Task Force discussed and is considering the recommendation that the meeting be moved to February, having it in Washington, DC and joining the meeting with the winter meeting of the AAPT, but no decisions have been made.. Staff stated that, as a special experiment, the 2010 meeting will be held in February in Washington, D.C. in 2010.

Next there was a discussion of the registration fees for the March and April meetings. Franz recommended that the early registration fees not be raised significantly. The March Meeting fees for 2006 were raised \$5.00 to cover the cost of APS-sponsored wireless access in the Baltimore Convention Center (\$18,000+). Staff will provide information regarding wireless charges for the 2007 meeting in Denver and Jacksonville. Staff will provide the Committee with proposed fee increases for the next conference call.

**SUMMARY MINUTES**  
**CONFERENCE CALL OF THE COMMITTEE ON MEETINGS**  
**Monday, June 19, 2006 • 11:00am - 12:30pm**

The conference call convened at 11:00am with all committee members present. Discussion began on how to improve the posters. It was recommended that we promote the poster sessions with more signs and include on the signs specific information about poster categories for each poster session for that day.

The Committee recommended that we provide more food outlets. Staff stated that they will see to this. This will include food and coffee available in the public space as well as the exhibit hall.

The Committee reviewed the proposed increases to the registration fees, Franz pointing out that there are no proposed increases to the early registration fees, only the late and on-site fees. There was consensus among the Committee that the proposed increases were reasonable and should be approved.

A discussion ensued about the availability of wireless at the meetings. Baudrau stated that currently there is pay-for-use wireless available at the venues for both the March and April Meetings. The question of whether APS should sponsor this service was discussed. The cost will be approximately \$20,000 for the March Meeting. Baudrau said this is a preliminary quote and that she would work to get more availability at a lower cost.

Franz discussed the proposed charges to units with stand-alone meetings to process their abstracts and produce their programs, either on-line only, or also in print. The costs will vary depending on whether they choose to have a composed version of the program for downloading and printing on their own,

For the March Meeting, we will produce a reduced printed program to include session titles, times, locations, and a list of the abstract to be presented in each session including all the authors' names. The attendees will also receive a CD of the program. The Committee endorsed this idea.

**Summary Minutes**

## **Committee on Meetings Conference Calls**

### **Page 2**

The issue of an author presenting a paper for a colleague who is not in attendance at the meeting was discussed. The sentiment of the committee is that there are two distinct problems: (1) Sometimes one author submits several abstracts with different first authors' names, intending that the single submitting author will present all of the talks. The committee members agreed that this practice is against APS policy, but there is not much we can do about it. In general we do not want to cancel a talk, resulting in 12 minutes of down time in a session. The best solution may be to ask session chairs to explain to the audience that this is against APS policy and to ask speakers not to repeat the practice. Staff is instructed to provide more specific instructions to the session chairs both prior to the meeting and at the meeting as to how to handle this situation. (2) A different problem is that one research group may submit several abstracts on related topics with different speakers. This practice is NOT against APS policy, but it can lead to dull sessions if there are too many talks from the same group. For that reason, we should make the sorters more aware of this situation and recommend that they schedule these abstracts in different sessions.

There being no further business the conference call was adjourned.

Minutes prepared by:

---

Donna Baudrau