Meeting Checklist

Four - Two Years in Advance of the Meeting
☐ Schedule the meeting (contact persons at OSAPS: Chair, Chair-Elect, or Vice-Chair)

18 Months - 1 Year In Advance
☐ Appoint local meeting chairperson
☐ Reserve meeting rooms/arrange for catering for banquet/breakfast/coffee breaks
☐ Get an estimate for the meeting costs and inform to the OSAPS Treasurer

One Year - Six Months In Advance
☐ Confirm invited speakers and refine meeting topic. Diversity should be an important consideration when selecting speakers.
☐ Announcement published in the APS bulletin (send meeting details to OSAPS Chair; APS Contact: Meetings Manager)
☐ Create local website with basic information about the meeting (dates, topics, invited speakers). Make sure the link is posted on the OSAPS Meetings website.
☐ Prepare a flyer to distribute at the OSAPS meeting preceding yours.
☐ Send a representative to the OSAPS Executive Committee meeting preceding your meeting.

Six Months To Three Months In Advance
☐ Update the local website for the meeting to include travel, registration, lodging and other information as it becomes available.
☐ Request Student Travel Form from OSAPS Treasurer and advertise on website
☐ Open registration (Send request to OSAPS Chair; APS Contact: Senior Meetings Registrar)
☐ Open abstract submission (Send request to OSAPS Chair; APS Contact: Scientific Programs Coordinator)
☐ Fall Meetings – if considering a Graduate Fair during the poster/social hour contact the Graduate Programs from the region (Contact the OSAPS Chair – Elect for the Graduate Program Contact List)
☐ Spring Meetings – if considering a Session with Professionals from Industry Contact the APS Local Links from you area.

Two Months In Advance
☐ Send Call for Contributed Presentations (Send Request to OSAPS Chair; APS Contact: Units Coordinator)
One Month In Advance

☐ Work with the APS Scientific Programs Coordinator to sort the abstracts. Request deadline extension for the abstracts, if necessary.

☐ Post the final meeting schedule on the meeting website

☐ Fall Meetings - contact programs that confirmed participation in the Graduate Fair with arrangements

☐ Spring Meetings – contact professionals from industry that have confirmed availability to meet with students and make arrangements

After the Meeting

☐ Submit data on Abstracts and Papers

☐ Submit financial report to OSAPS Treasurer and request final check

☐ Submit final report to OSAPS Chair for inclusion in the next OSAPS Newsletter

☐ If Possible Present the Report at the next Executive Committee Meeting

- Contact information for current OSAPS officers can be found at:
  http://www.aps.org/units/osaps/governance/officers/index.cfm

- Contact information for APS staff:
  http://www.aps.org/about/contact/staff.cfm