

## Quick Overview of OSAPS Meetings for Current & Potential Hosts

### Schedule

Typically, OSAPS meetings are 2 half days, i.e. they start Friday afternoon and end Saturday early afternoon. Traditionally the Fall meetings have taken place sometime in October, while the Spring meeting have taken place late March or early April. A typical schedule is as follows:

#### Friday

10:00 am – 1:00 pm	- OSAPS Executive Committee Meeting
1:00 pm – 2:00 pm	- Registration
2:00 pm – 2:15 pm	- Welcoming Remarks
2:15 pm – 3:00 pm	- Invited Speaker
3:00 pm – 3:15 pm	- Coffee Break
3:15 pm – 4:00 pm	- Invited Speaker
4:00 pm – 6:00 pm	- Poster Session (some refreshments are served) (a typical number of posters ~ 30); Graduate Program Fair (only Fall meetings)
6:00 pm – 8:00 pm	- Banquet Dinner and After Dinner Invited Speaker (typical attendance is close to 100)

#### Saturday

7:45 am - 8:15 am	- Registration and Coffee
8:15 am – 9:00 am	- Invited Speaker
9:00 am - 9:15 am	- Coffee Break
9:15 am - 11:00 am	- Contributed Talks (~ typically 30 to 40 short 12 minutes talks split between 4 to 6 parallel sessions)
11:00 am - 12:00 pm	- Invited Speaker followed by the Concluding Remarks
12:00 pm	- Post-conference lunch of round table for students to meet with representatives from local industry (only Spring meetings)

#### Notes:

- Depending on the number of contributed talks some meetings were extended to 1:00 pm on Saturday to accommodate all the submissions.
- Some meetings did not follow exactly the above schedule, due to constraints on the availability of rooms. Hosts do have flexibility and control over the exact schedule, but please keep the OSAPS Executive Committee updated.
- If you are hosting a Fall meeting, consider inviting Graduate Programs from the region to have a representative present to staff a table/booth in the poster session venue. The OSAPS Executive Committee can provide contact information. The undergraduate students presenting posters could be a good source of potential graduate students.
- If you are hosting a Spring meeting, consider trying to find representatives from local industries to meet with students to discuss career options. The APS Local Links is a good resource.

- Consider contacting the local AAPT section to hold a joint OSAPS AAPT meeting. Typically the AAPT meeting is held on the Saturday and continues into Saturday afternoon.
- Consider contacting local SPS advisors to advertise the meeting and to possibly host some joint activities.

### **Topic/Invited speakers**

The choice of the topic and invited speakers is the choice of the host organizers. However, one important note is that OSAPS does not expect that all the submitted contributed talks and posters will match the topic. So in that respect the presented contributed work (posters and short talks) will cover the complete spectrum of physics topics.

When choosing the invited speakers the OSAPS Executive Committee encourages hosts to select a roster that is as diverse as possible.

Invited speakers should be informed that the majority of the audience will be students with a significant fraction of undergraduates and that the faculty will have a diverse physics background. Please impress upon them the need to make the talks accessible to a broad audience.

### **Registration**

All the early registration is handled through the APS website, essentially the same portal that is used to register for the APS national meetings. If people register on-site the day of the conference, the registration forms with the payment (check or credit) are sent to APS for processing after conference.

The current schedule of registration fees should be obtained from the OSAPS Treasurer.

### **Financials**

As mentioned above, in the end all the proceeds of the conference are collected by APS and then forwarded to the regional chapter, i.e. OSAPS. Prior to the meeting, OSAPS will give the host an advance check for typically ~ \$3000, in order to have funds to secure the facilities and arrange for the speaker travel. If more is needed, that could be arranged. After the meeting, the OSAPS will generate a check to the host institution for the balance between what it actually costs to run the meeting and the advance received. From the point of view of OSAPS, ideally the costs of the meeting would be recouped from the fees collected. However, in reality that is rarely the case, so the OSAPS covers the difference from the permanent budget. Thus the host institution is always encouraged to be financially responsible.

The typical major expenses will be: facilities rentals; catering for coffee breaks and banquet; and speaker travel (for lodging, flight/car travel, meals, but NO honorarium. As a ball park figure, meeting costs have ranged from ~\$5000 to ~\$9000, which were fully reimbursed to the host institution by OSAPS.

A more detailed document with financial advice and an accompanying spreadsheet showing expenses at recent meetings can be obtained from the OSAPS Treasurer.

### **Website**

The registration and abstract submission is handled through the main APS website. This is the same site that handles registration and abstract submission for national meetings. The APS IT staff would be in touch with the host to keep it posted on the registration numbers and

submissions. All previous hosts had a small local website that they put together with the relevant links and information (parking, lodging advice, meeting program).

The link: <https://www.aps.org/units/osaps/meetings/> provides a listing of past and upcoming OSAPS meetings. Under most of them links to the local physics departments and the information that the host organizers choose to put online, are provided.

## **Student Travel Support**

The section provides travel support for students who are presenting a first authored talk or poster. The meeting website should have a link to the online application form which is hosted by the APS. Contact the OSAPS Treasurer to have the application form set up.

## **Resource Contacts**

- For additional general meeting information please contact the OSAPS Chair-Elect or Vice Chair.
- For the most current financial information and a spreadsheet with expenses and income for recent meetings please contact the OSAPS Treasurer.
- Contact information for current OSAPS officers can be found at: <http://www.aps.org/units/osaps/governance/officers/index.cfm>
- Contact information for the APS staff can be found at: <http://www.aps.org/about/contact/staff.cfm>

## **Additional Resources**

- Checklist.
- Financial Advice/Spreadsheet of Past Meetings