American Arachnological Society

AAS Meeting Host Guidelines – August 2018

Contents

Thank you for agreeing to host the annual meeting of the American Arachnological Society! This document is modified from one created by AAS member Rick Vetter. It is meant to assist you with meeting preparation and planning. The President Elect of the society is charged with modifying this document every year and sending it to the next meeting host.

Scheduling Meeting

- It is up to the host to determine the best dates for the meeting. Avoid dates of competing meetings such as Animal Behavior, Evolution, Ecological Society of America.

- Avoid holidays.

- Avoid scheduling the meeting such that it overlaps separate fiscal "years" (some university's fiscal year begins July 1).

- Check and make sure cheap housing options (e.g., dorms) are available during the proposed dates.
- Lock in reservations for cheap housing and meeting rooms once dates are finalized.
- Be aware that if you reserve rooms, housing, catering very early, prices may increase by 10% by the time the meeting is held so take that increased pricing into account when estimating registration fees (see below).

Recruiting Assistants

- Convince students, colleagues, family, friends to help plan and organize sub-committees.

- If you expect a large meeting, create committees to help with:

  - Finding and purchasing give-aways (e.g., tote bags, water bottles, mugs, notebooks).

  - Registration on opening day (2-3 volunteers needed).

  - Accompanying people activities (planning, logistics).

  - Transportation details (from airport, back to airport, to fieldtrip site – recruit drivers or hire drivers).

  - AV needs during meeting (preferably get professionals; but use students if they are good).

- Include contact numbers for responsible helpers/volunteers/students in program along with your contact information in case of emergency situations.

Logo

- Create your logo early.

- Use the logo to promote and advertise the meeting on:

- o The AAS website.
- o The meeting website (if separate).
- o The program.
- o Teeshirts.
- o Other promotional items.
- Consider creating a logo that symbolizes the place and/or your specialty.

Registration Fees

- Create four tiers of registration fees: Non-member fee (highest); AAS non-student member fee (next highest); non-member student fee (next); student AAS member fee (lowest). Be sure the non-member fees are higher than our membership fees so people have an incentive to join the society for the lower registration.

- **Estimate attendance** between 80 – 140 (the more attractive locations will result in higher attendance).

- If you expect large attendance, consider also having events for accompanying people and charge an accompanying people registration fee. This money should cover:
  - o Accompanying people's attendance at the evening social events (including the banquet).
  - o Daytime organized activities for these accompanying people.
  - o Other costs related to these daytime activities such as: transportation costs, entrance fees to parks or museums, lunches for accompanying people.

- Registration fees should cover:
  - o **Transportation costs** from housing (dorms or hotels) to venue (if needed; keep in mind that many attendees are older or otherwise mobility impaired so do not assume they can all walk to the venue if it is more than a mile walk).
  - o All room rentals.
  - o Event Services/AV Assistants fees (if there are any).
  - o Costs for all **coffee breaks** during the meeting and any associated catering costs.
  - o Costs for opening evening social event (room, food, alcohol).
  - o Costs for 1-2 additional evening social events (but see first bullet under Society Support below).
  - o Total costs for all participants of the end-of-meeting banquet*.
  - o Costs of giveaway items for attendees (e.g., bags, pens, notebooks, mugs).
  - o 1 – 2 free drink tickets for opening evening social event.
  - o Name tag kits if you purchase these from an office supply store.

- Professional photographer for the group shot – hire one. Don't use your best buddy who says he is a great photographer.

*At the 2017 AAS Executive Committee meeting, it was decided that the banquet costs should be included in the Registration fees to enable all participants to attend the banquet. This is important since it is during the banquet that student presentation awards are announced.

- Create three tiers of registration fees: early, on time, **late registration fees**.

Hidden Fees and Surprise Costs

- PayPal fees (usually about 3%). The easiest way for attendees to pay is if the host sets up a PayPal account.

- Possible event **insurance costs**. Check into the need to get extra liability insurance; particularly if you plan to serve or sell alcohol. Some venues require that meeting hosts have Event Insurance policies in place for the conference.

- Although AAS is a Federal Tax Exempt organization, often host institutions do not consider the AAS meeting to be associated with that particularly tax exempt university or institution, even if they allow their facilities to be used for the meeting. As a result, the AAS meeting may fall outside the tax-exempt protection of the university and will be taxable at the state level. Hosts need to check on this early. If this is the case then:
  - Hosts can contact the AAS treasurer who may be able to apply for tax exempt status for that particular state.
  - If state taxes have to be included, then all costs will increase by 8 – 15% (depending on that state's tax rate).

- Rental costs for poster boards to hang posters – if you have a large meeting, you may have to rent more boards than your institution can provide.

- Possible airport shuttle fees or gas costs if host arranges to pick up arrivals.

- 10-20% gratuity for catering staff.

- Catering/building/room cleaning fees.

- 10% increased prices if you get estimates more than 1 year in advance.

Refunds

- Make your refund policy clear on the online registration site.

- Base refund dates (and levels of refund you can provide) on contract requirements (e.g., dorms, room rentals, catering staff).

- Create a cut-off date past which you will not offer refunds or will only honor partial refunds.

Sponsors

- Consider finding sponsors who can provide some level of funding in exchange for an advertisement online, in the program, or in exchange for a table in the registration area.

- Possible sponsors include: Bioquip (www.bioquip.com), local book publishers of natural history books, pet stores dealing in live arachnids.
- Request $300 - $500 from sponsors in exchange for ads, tables, etc. You can negotiate from there.

Society Support

- The AAS treasurer will provide meeting hosts $2,000 to support the meeting. This money should not be used to lower registration fees but to enhance the quality of the meeting by allowing hosts to, for example, have an additional free social event.
- Any funds remaining after the meeting (including unused portion of this $2,000) will be returned to the society treasurer after the meeting. If funds are owed by the host to caterers or outside contractors, then the host should contact the society President and Treasurer to ask the society to cover remaining costs; however, hosts should do their best to ensure that this is not necessary and that all costs are covered by the $2,000 plus monies paid by attendees.
- The AAS Membership Secretary and Webmaster will help the host promote the meeting to membership.
- The AAS Graduate Student Representative will help promote the meeting to students and via Social Media (listserv, Facebook, Twitter, etc.).
- The AAS Secretary is available to answer basic questions about planning and promoting a meeting.
- Past meeting hosts love to give you advice – don't hesitate to reach out to these people as well!

Promote Meeting

- It is up to the host to send out reminders to attendees about deadlines.
- Work with the AAS Webmaster and your own local university/institution to create a website promoting the meeting.
- Create an online registration site.
- Consider sending out regular announcements and reminders about the AAS meeting to: AAS members (of course), International Society of Arachnology members, British Society of Arachnology members, European Society of Arachnology members, Entomological Society of America, Arachnid listserv, AAS Facebook page, (see "Society Support" above for who can help with these promotions). The websites of all these societies should list who the membership secretaries are.

Set Deadlines

- Early registration should begin 1.5 – 2 months prior to the meeting dates.
- Set early, on-time, and late registration deadlines two weeks prior to when you actually need people to register.

- Most people will register on-time or late.

- Consider sending out a "registration extended" message to membership – this makes them feel relieved and grateful. Build this into your time estimate.

- Increase fees as each deadline passes.

- Set your abstract deadline later than your meeting deadline – and you will need to also create a drop-dead deadline for abstract submission. (You need to finalize your program at some point!)

- Create just two deadlines for abstracts: on-time and final abstract submission date.

- Set a drop-dead deadline for your housing (you will probably need to do this anyway).

- Consider a drop-dead deadline for all registration.

- Send out regular reminders (via the AAS membership secretary) to membership each time one of your deadlines is approaching. This keeps up excitement and awareness about the meeting and may boost your attendance.

Housing

- 60 – 80% of attendees stay in cheap housing option so make sure you have one. Dorms are typical.

- Be sure you can accommodate this many attendees in your cheap housing option. Consider reserving more dorm rooms than you think you will need.

- The host will likely be the person to assign attendees to dorm rooms, assign roommates or suite mates since the host knows most attendees and can house people of similar ages/interests. Consider asking attendees when they register for the cheap housing who they want as a roommate/suite mate.

- Arrange reduced rate blocks of rooms at area hotels if you can – that is always appreciated.

- These days, attendees can easily find other housing options via Air bnb and other online sites.

Transportation

- As mentioned above, provide information about transportation to your area, from the airport/train station to the venue on the meeting website.

- Consider offering transportation from the airport to the venue (but don't stress if this is too cumbersome, logistically difficult, or expensive). Attendees are grown-ups and, as long as you provide information about transportation options (cabs, Uber, vans that can be arranged at the airport), they should be able to find their way to the venue!

- Keep in mind (see above) that many AAS members are older or mobility challenged so do not expect them to walk a mile or more from the dorms to the venue – arrange van pickups and build this into your costs.

Website

- Create an online site for registration (note that your university/institution may charge fees for creating and maintaining this site).

- Attendees should be able to go to this one site and register, pay (via PayPal), order everything they want (housing, tee shirts, fieldtrips, other excursions).

- Attendees should also be able to submit their abstracts via this site. Create abstract submission site in such a way that you can just copy and paste abstracts directly into your program.

- Provide detailed instructions about posters – sizes allowed, orientations allowed.

- Figure out a way for people to pay: create a separate bank account and/or PayPal account, or work with your university to create a mechanism for people to pay for the meeting.

- Be aware that if money comes through your institution rather than via a separate PayPal account you set up, the university/institution may take any unspent money. Unspent expenditures need to be returned to the society if at all possible.

- Provide lots of information on your website about the meeting including:

  o What is special about the location?

  o If you can coordinate pick-ups of attendees from the airport, it is a nice thing to offer (but often a hassle and an expense); otherwise post very clear instructions how to get from the airport/train station to the venue.

  o **Map** of the campus and/or the town.

  o A link to registered attendees – knowing who is planning to attend can often drive additional attendance.

  o Clear links/instructions for registering, paying, and submitting abstracts.

  o Information about all housing options (provide links to area hotels/B&Bs).

Meals

- If you are offering dormitory housing with meal plans, make sure the meal plan options are clear (e.g., breakfast only, lunch only, breakfast + lunch).

- If there are area restaurants within walking distance of the venue, then do not offer dinner options as part of the meal package. You won't have many takers and dinners are good times for people to network.

- If you schedule several evening social events, make sure you include tapas, substantial snacks, or light meals and drinks during the socials. Many students (in particular) will take advantage of these light meals to avoid having to pay for a more substantial dinner.

Alcohol

- Find out alcohol rules for the venue (e.g., some universities are dry campuses).

- If your venue is dry, consider holding the opening social in an area hotel meeting room instead (and build this into your costs). Try to be sure that there are "adult" beverages available at the opening social or people will not want to stay long to socialize.

- Some venues do not allow alcohol sales without liquor licenses – find out what the rules are.

- Some venues require bartenders / caterers to serve alcohol.

- Some venues require police / security presence if alcohol is offered / consumed.

- Consider renting a hospitality suite at a nearby hotel where attendees can gather in the evenings to socialize (and can bring their own libations). Be sure this suite is well away from rooms!

Program – what to include

- Provide both a hard-copy and an electronic version of the meeting program. The e-copy should be down-loadable to smart phones and other devices.

- If you expect large attendance (and a large number of abstracts / presentations), get someone to help plan and create the program.

- Include emergency contact numbers for yourself and trusted assistants in the program. And include other emergency numbers (e.g., 9-1-1).

- Include any advertisements or lists of meeting sponsors (see under "Sponsors" above).

- Include a **map** of the venue / the campus / the town in the program if you can.

- Include a general daily schedule indicating when and where the following will take place:
  - Oral presentations.
  - Poster sessions.
  - Special meetings such as: the AAS **Executive Committee** meeting, the AAS Business meeting, the social events, the group photo, the banquet.

- Include detailed list of oral presentations that will be given each day during each time slot.

- Include the names of session **moderators** (and please have the courtesy to contact these people in advance to make sure they are willing to be moderators!).

- Include a list of poster presentation titles and presenters.

- THIS IS REALLY IMPORTANT: Mark with asterisks student oral presenters and poster presenters who are taking part in the **student competition**.
  - Make sure you have a tick-box on the online abstract submission site for students who wish to participate in the competition.
  - Be sure you point students to the AAS online rules of participation.
  - Send this list of student competitors from the program to the AAS President Elect as soon as you have finalized the program.

- The President Elect will find judges, send judges competition criteria, and will contact student competitors to verify their status and eligibility.
- IT IS YOUR RESPONSIBILITY TO SEND A LIST OF STUDENT COMPETITORS TO THE PRESIDENT ELECT. Do not forget this.

- Consider including a list of area bars and restaurants in the program.
- Include a list of attendees alphabetically with names, addresses, and at least contact emails.

Program – things to consider

- It is nice to ask your University Dean, Provost, Department Chair, or some other luminary to welcome attendees prior to beginning the very first session.

- You, as host, should also say a few words of welcome – and use that opportunity to thank your assistants, name them, and ask them to stand.

- Consider inviting 1 – 3 plenary, or keynote speakers. The ICA congresses and the European Congress of Arachnology meetings regularly have keynote or plenary speakers. Such keynote speakers are a great thing to add to the program.

- Arrange for competent Event Services or AV personnel to handle the inevitable problems with presentations. Do not assume that the session moderator can deal with these problems. Have an Events Services professional who works for the venue on speed dial at the very least.

- If your meeting is on campus and if it begins over the weekend, make sure that the campus folks know that your meeting will be happening so that they do not turn off the air conditioning and that they unlock the doors of the venue!

- Assign a competent student or assistant to pull up the next oral presentation while the previous speaker is answering questions.

- Assign session moderators who are not timid about cutting long-winded speakers short or saying that there is no time for questions – you need to keep things moving and on-schedule!

- Do not assign judges of the student competition as moderators.

- Have both a Mac and a PC available for speakers to use. Make sure you have all possible cords needed to hook up either one to your projector. Pay for a professional AV person to handle problems. Really – you do not want to deal with these yourself and don't make moderators deal with them.

- Try not to start sessions too early. It is okay to begin the first day's session early when people are still fresh; but as the meeting (and social events) progress, consider pushing the start time a bit later.

- Try to end no later than 5 – 5:30 p.m. if possible.

- Schedule at least two ½ hour **coffee breaks** (morning and afternoon).

- Six 15 minute talks per session is pretty typical (sessions are usually 1.5 hours long).

- Lunch break should be 1.5 hours if at all possible. Longer if you can.

- Have your caterers set up two or more break stations so you don't have long lines to get coffee.

- Offer substantial healthy options during the morning break; afternoon break is less critical since people will have had lunch already.

- Coffee is absolutely critical!

- Schedule the **Business Meeting** in such a way that attendees are encouraged to attend – e.g., schedule it prior to the very last talk about next year's meeting. Use guilt to encourage students to attend the business meeting (remind them just how much the society provides students in travel grants, research grants, reduced registration costs).

- Consider including invited symposia – you will have to solicit topics well in advance of the meeting and make sure those colleagues suggesting topics have speakers in mind and can organize the symposium.

- Organize oral presentations by subject areas (e.g., behavioral ecology, agroecosystems, systematics/taxonomy, smaller orders, morphology/physiology).

- Schedule notoriously long-winded or disorganized speakers at the ends of sessions so attendees can just get up and leave for break or lunch and so that person does not throw off the schedule.

- Schedule lively speakers at critical times when attendees need an attention booster!

- Allow attendees, at most, to present one oral and one poster presentation. Do not allow any attendee to present more than one oral or more than one poster unless you are short of presentations.

- If you must have concurrent sessions (rare at annual AAS meetings), do not schedule student competitors in both sessions – this makes it difficult for judges to attend all student competitors' talks).

- Do not schedule student competitors during last session of the meeting – the judges often must meet at that time (prior to the banquet) to decide on winners.

- If you must schedule two poster sessions to accommodate all the posters submitted, it is better to have all posters in place at the same time (1st or 2nd night of the meeting) and just split presenters into two groups. Do this if you have lots of student poster competitors; otherwise judges cannot meet / talk to all of them.

- Posters should be left in place for the entirety of the meeting.

- Number posters in the program and use this same numbering system for the poster boards in the room (i.e., presenters need to find their number and hang their poster THERE – that way attendees can more easily find posters of interest).

- Mark #s of student competition posters with an asterisk so judges can more easily find these posters. Do this both in the program (of course) as well as directly on the poster boards.

- Remember to include promotional presentation by the **next AAS meeting host** as the very last talk.
- Remember to include the following in the schedule and arrange a meeting room for each:
  - AAS **Executive Committee** meeting (should not be during the check-in day; should be the 2nd evening). Make sure you provide food for the EC members – this meeting typically lasts between 2 – 4 hours.
  - **Graduate Student and Early Career social gathering** – coordinate with the AAS Grad student representative and make sure this is scheduled early in the meeting so students can bond.
  - Group photo
  - AAS Business Meeting (see above).
  - Scheduled time and place for the student competition judges to meet prior to the banquet.

Things to provide presenters & to remind presenters

- Provide poster attachment devices – tape, pushpins, Velcro.
- Have some sort of timer available for session **moderators** (in case they do not want to use their phones).
- Have a laser pointer available or make sure moderators know how to use pointers that are part of the slide advance device.
- Have **microphone** and / or lapel microphones available and make sure that all speakers use microphones. Many AAS members have hearing impairments. It is beyond rude for a speaker who thinks he/she has a loud voice to assume he/she does not need a microphone. Every speaker must use a microphone.
- You or the moderators should remind speakers to repeat questions.

Foreign Attendees

- Some foreign attendees will ask for a formal letter of invitation. They may need this to get a visa to the U.S.
- Many foreign attendees will expect a Certificate of Attendance at the end of the conference. If they ask for this, it is because their universities require some sort of official document of attendance. It is a good idea to create a template in advance and just have it on hand in case you need it.
- AAS is trying to encourage closer interactions between U.S. scientists and Latin American colleagues. If you have a student fluent in Spanish, it is a nice thing to have that person available during registration to help with translation (if needed). And let attendees know in advance that this service will be available.

Emergency phone #s and contacts

- Have emergency contact numbers in the program for attendees.

- And you, as host, should have emergency contact #s in your phone of: caterers, bartenders, security services, university (or venue) contacts, van drivers, etc.

Keeper of money

- Have a box or bag specifically to store cash. Some attendees will pay cash for tee shirts or social events.

- Have a receipt book – these receipts (or the carbon copy) are a good way to track online payments (see below).

- Have some change on hand for cash transactions during registration.

- The AAS has a credit card reader or you can have attendees who want to pay with credit card do so by logging into the AAS website, going to http://www.americanarachnology.org/donations.html, and clicking on the Donate button. They can then make an online credit card payment. However, please keep track of these: Amount of the transaction; name of purchaser; and what transaction was for so that you can pass this information on to the AAS treasurer.

- Assign a trusted assistant to be in charge of the cash box each day / each evening. Otherwise, there is a risk that the cash box will be left unguarded in the meeting venue overnight.

Socials

- Have socials! Ideally, have some sort of social event every night. Use the $2,000 AAS provides to make your meeting memorable. Socials are important opportunities for attendees to meet one another and network.

- Welcome social during the first evening of the conference:
    o Have it somewhere that allows food and adult beverages.
    o Provide substantial food – many attendees will not have eaten prior to arrival.
    o Include location of social in program.

- Consider social event(s) that highlight something special about your region.

- During 2nd evening of the meeting, coordinate with Graduate Student Representative to schedule the **student / early career social**.

- If you offer a hospitality room for evening gatherings, make sure this room is away from dorm rooms. Not all arachnologists want to be kept up until the wee hours of the morning.

- Be sure you have vegetarian / gluten free options at any social where you serve food.

- Be sure you have a variety of non-alcoholic (and, of course, alcoholic) beverage options for people.

- Consider organizing (or having Grad Student Rep organize) a PhD/postdoc/early career lunch gathering.

- **Casual Evening with Arachnids**: during some meetings the host organizes an evening of casual (non-"sciency") presentations during which attendees can show their cool photos of spectacular arachnids, arachnid sex videos, or other arachnid-related shows. If hosts want to sponsor this Casual Evening With Arachnids, consider doing the following:
    - Have a place online where people can indicate that they have a presentation to give.
    - Limit presentations to 15 minutes.
    - Have a **moderator** to keep the evening moving (make sure the moderator is in good humor as this should be a fun evening!).
    - Consider providing prizes for the best presentation – something fun and low key.
    - Consider promoting this event to the general public or members of the campus community – but if you do so, be sure that speakers know there may be families/kids/others present in the audience.
    - Consider inviting journalists to attend this event.
    - If you open it to the public, consider asking a few colleagues to be available prior to the start of the program to answer arachnid-related questions, show off live specimens, or answer questions about "what spider is this?"
- Banquet: see below.

Banquet

- Include all costs of the banquet in the registration fees. This will encourage/enable all attendees (particularly students) to attend.

- Do not offer a different registration rate for those who must leave prior to the banquet. Explain to those who request this that they are subsidizing attendance of students – otherwise many students could not attend the banquet if it was not folded into the registration fees. If attendees who plan to leave early want to complain about not getting a reduced registration price, tell them to contact the AAS President or Secretary since this mandate is from the AAS Executive Committee.

- Cash bar versus free wine at dinner is up to the host and depends on costs.

- Schedule a time (after people have had dinner) for:
    - The host to thank attendees for coming
    - For the Society President to offer remembrance of arachnologists who have died that past year
    - For the President Elect to introduce judges of student competition and to announce student winners. Remind President Elect to invite student competitors to ask judges for feedback. Awards include $100 - $200 (check with the AAS treasurer) for winners of oral and poster presentations; $50 - $100 for runner ups; and free membership to all winners and runner-ups. Sometimes books or other special gifts are included in the prizes.

Auctions: silent and live.

- By tradition, AAS holds a silent and a live auction during the banquet.

- Meeting hosts should send reminder to attendees (or should ask AAS membership secretary to send msg to members) asking them to bring items for the auction.

- Auction items should be available for viewing prior to the banquet – set them up in the registration area on the last day or at least have them set up as people enter area where banquet is being held.

- Have a box for auction items during registration. People will bring items with them to include in the auction.

- Provide auctioneers pre-printed bid sheets for the silent auction items and make sure there is a spreadsheet with all silent and live auction items listed so that prices can be recorded, winners' names can be recorded, and a record can be kept of payments made and payments due.

- During the banquet the host or a proxy should encourage people to bid on the silent auction items and to view the live auction items.

- Make a big deal as the end of the silent auction approaches (time to be determined by the host or auctioneers).

- Make a 10 second count down to the end of the silent auction and have assistants prepared to pick up bid sheets.

- Announce winners and totals of silent auction items. Pre-arrange with the society Treasurer to be ready for the onslaught of winners who want to pay. The Treasurer will typically recruit an assistant to help collect payments but, if not, you recruit an assistant.

- Payments can be made via the AAS credit card reader or via the AAS donation page (see above).

- Live auction: find auctioneers ahead of time. People who have done this in the past include George Uetz, Al Cady, Rick Vetter, Paula Cushing, Brian Patrick. Leave it up to the auctioneers to decide what items to include in the live auction.

- Live auction can begin when people are having desert. Auctioneers should promote (NOT downplay) items, encourage bidding, and keep the live auction moving. Auctioneers should keep "inside" lab jokes (understood only by a fraction of attendees) to a minimum. Auctioneers should focus attention on the items and on the bidders. Make sure there are two auctioneers – one to show items to prospective bidders and one to play up the bidding amongst attendees.

- The auctions are a good way to raise money for student research funds. But long-time members of the AAS find long auctions really tedious and annoying. Keep things moving and if you have arranged alternative entertainment (e.g., a live band, open evening access to a museum or other facility where the banquet is held) then you can forego the live auction and just have the silent auction.

- If at all possible, include a DJ or live band that people can dance to after the auction is finished.

Group photo

- Hire a professional photographer who knows how to set up a group shot.

- Take the group photo early in the meeting (e.g., before lunch on the first day).

- Rick Vetter can send you a file of giant numbers that can be used when taking the group photo to facilitate identifying faces.

- Post the photo on the meeting website, send it to the AAS Webmaster, and send it to Lenny Vincent (AAS Archivist).

- Offer to send the file to all attendees or have a way for them to download it after the meeting.

- Do not forget the group photo.

- Do not let your photographer buddy take it; hire a pro.

Host Bell

- The use of a small meeting bell to announce the end of breaks/beginning of sessions was first used in 1996 at the Tucson meeting.

- A larger bell was purchased for the society by Matt Persons for his meeting and has been used ever since. This bell is traditionally passed from one host to the next during the promotional talk advertising the next meeting.

Reprint / Free Stuff Table

- At recent meetings a table is typically set up in the registration area where people can bring old reprints to give away.

- People can also leave other promotional fliers or other free items on this table.

- Be sure the free-stuff table is set distinctly apart from the table where auction items are being displayed.

- Be aware that you (the host) will end up with stacks of useless reprints that have not been taken (since most papers are now easily accessible online).

Field Trip

- A post-meeting field trip is typically offered to attendees. Occasionally, at larger meetings a mid-meeting excursion instead or in addition to a post-meeting excursion is included as an optional outing.

- Some attendees will want to collect at the fieldtrip site so be sure to arrange collecting permits if necessary.

- Provide the coordinates for the fieldtrip site to those planning on collecting.

- Have phone numbers at hand for bus/van drivers in case they do not show up on time. Have a back-up plan for transportation to the site.

- Make sure every van/bus driver has directions to the field site.

- Arrange for water and lunches for all attendees.

- Carry a first aid kit and make sure you have assistants traveling with each bus load who can deal with emergency situations, can call for help, can take head counts and make sure that all people who arrived on that bus/van depart in that bus/van.

- Print out a dozen sets of driving directions to the field site for those attendees who want to drive themselves.

Post-Meeting Tasks

- Be sure the next host has received the meeting bell.

- Return any remaining funds to the society.

- Send out meeting group photo and make it available on the AAS website.

- Send abstracts to website manager to post on the AAS website.

- Take a spa vacation!