

TAAPT President's Duties

Briefly: Arrange everything for next year's meeting, including meeting places, food, drinks, snacks, continental breakfast, lunch (optional), a guest speaker or activity for Friday night, all AV equipment needed, prepare meeting programs (including names of presenters and abstracts of papers) & preside over the meeting, including timing the contributed paper speakers. Tours of your facility or laboratories, or other facilities are possible. Your institution is responsible for providing snacks and drinks for social hour, continental breakfast for Saturday, snacks for Saturday's meeting, speaker's travel expenses (excluding one night's hotel). Door prizes are a nice extra for meeting attendees, if you can get these donated.

Timeline

What to do

During prior meeting

Suggest dates for your meeting, to be approved at business meeting. Be sure to bring a calendar showing holidays (*Easter!*).

Immediately following prior meeting

Make reservations at your institution (or other location) for the Friday dinner and for the Saturday program. This may involve having to arrange for security to be present at the meeting location.

Reserve the caterer for the dinner on Friday, and the lunch on Saturday (if you plan on this event being catered). The Saturday lunch is entirely optional, although many people seem to enjoy the social aspect of the lunch. It has been done at local restaurants, catered by institutional food service, or take-out food carried in. The number of people interested in the lunch on Saturday will not be determined accurately until Saturday morning. Try to negotiate a reasonable price (under \$20) for dinner. The menu can be arranged to fit the price people will pay.

Prior to October

Arrange for a speaker or activity for the Friday night meeting. Try to find someone who is interesting to a variety of audiences as there are often non-physics people at the dinner. We are not currently paying an honorarium from our Section account, so if one is to be paid, you will need to arrange for funds from another source (either your department, or possibly a speaker's program at your institution if the speaker can present a talk that will be open to the general population—not just TAAPT-affiliated people). We have traditionally paid for dinner for the speaker and his/her guest. Any other travel expenses must be covered by your institution or outside funding such as publishers or equipment suppliers. Also contact local hotels to see if special rates for meeting participants from out-of-town can be arranged. In addition, contact possible vendors and try to arrange for door prizes. The Secretary / Treasurer has a list of prior vendors with email addresses. This is specific to Middle Tennessee so far, but these people will know who to contact, if you do not. Be sure

to send any additional contact information to the Secretary / Treasurer.

By Dec 15

Send all appropriate information for the first meeting announcement to the Secretary/Treasurer (currently: Kathy Daniel 4501 Lascassas Pike Murfreesboro, TN 37130 ; email: kcdohs@comcast.net). The secretary/Treasurer will send the first announcement via email only. Information must include times and places of all activities including meals, costs for meals, Friday night's speaker and title of presentation or an alternate Friday night activity, abstract-submission deadline and the mailing address and email address of the person to whom the abstracts must be sent, (the president; a phone number is optional), lodging information of nearby hotels (including phone numbers, addresses, and any special rate information), local travel directions, a map of your institution showing the places involved in the meeting and parking possibilities. Any additional useful information could be included, particularly information regarding the Society of Physics Students if you would like to include an SPS meeting along with ours. If you would like to type up your own meeting announcement, feel free. Be sure to use an old meeting announcement as a guide. Don't worry about trying to get our TAAPT circle symbol onto your announcement. The secretary/treasurer will proofread your announcement and add the circle symbol (or will type it up using your information). The secretary/treasurer will print and mail your announcement by mid-January. Your institution should try to locate a recipient for outstanding high school physics teacher.

When considering the abstract-submission deadline, keep in mind that most of us are procrastinators and will not send you their abstracts until a week or more PAST your deadline. You might even have to twist a few arms to get the abstracts! The abstracts may be sent via hard copy or email, or as a Microsoft Word attachment.

By February 15

Send any additional meeting announcement information or any changes of information to the Secretary/Treasurer as above. The second (and last) meeting announcement will be printed and mailed by the Sec/Treas. by the end of February. The second meeting announcement should include the TAAPT web site URL along with the date by which the details of the meeting schedule (including specific talk titles, speakers, and times) will be listed (this is usually a couple of weeks prior to the meeting—see below).

One month prior to meeting

Arrange for the appropriate person (department chair, college dean,...) to give a short welcoming address, either Friday night or Saturday. Confirm dinner/lunch menus, confirm meeting and

eating places, order/confirm snacks and drinks for Friday social hour and Saturday continental breakfast and snacks.

Two weeks prior to meeting

Confirm all food arrangements, confirm AV requirements of speakers and make these arrangements. Most speakers are using PowerPoint presentations on diskette or CD fed into a projection device, or the overhead projector. Both types of projector should be available. Tabletops and possibly access to water may be needed for demonstrations.

If there is an award winner for the Outstanding High School teacher, contact the Secretary/Treasurer so that a plaque can be made. Contact the high school teacher and arrange for him/her to attend the dinner and/or meeting to receive his/her plaque. Notify the Secretary / Treasurer that a check is needed & to whom it should be made.

Prepare and print meeting programs (including a meeting schedule, times and abstracts for papers, and a campus map or directions if needed) 50 copies will be minimal, with 75 copies being a good number assuring that people can get a program copy Friday night and a new one Saturday if they are forgetful.

Email a copy of the program to Randy Peterson (rpeterso@sewanee.edu), and he will put the program information on the TAAAPT website, which is linked to AAPT, OR you can create your own website.

Get a curriculum vitae or some information from the speaker to use for his/her introduction.

Day before meeting

Check on everything that might possibly go wrong (Murphy's Law is alive and well!!)

Friday of meeting

Be sure meeting places are setup like you want them. We will need to have a table and chair for registration on Friday night and also on Saturday morning. Programs need to be out to be picked up on Friday. All registration supplies (including name tags) will be provided by the Sec/Treas., although if your institution would like to print name tags, that would be great!

Friday meeting

Set up or arrange for setup of social hour snacks and drinks, arrange for someone or yourself to welcome everyone to the meeting prior to dinner, and introduce the speaker after dinner.

Saturday meeting

Get to the meeting REALLY, REALLY early to be sure the coffee/tea and continental breakfast are ready by registration time. Set up anything that you could not set up on Friday. A table and chair should be set up for continuing registration and programs. If you do not already have a final count for lunch (and

it is not too late), be sure to announce deadline time to sign up (& pay) for lunch. Arrange for or set up the snacks for meeting breaks.

Preside over welcome and introductory remarks, introduce and time speakers of contributed papers, and preside over the business meeting. I believe the order of meeting is as follows: Chair opens meeting, Secretary/Treasurer's report, Section Rep's report, Old Business, New Business, Election of next year's officers (Section Rep, Secretary/Treasurer, President-Elect), discussion of next year's meeting date and place (to be determined primarily by next year's Chairperson), & adjournment of meeting.

Do whatever you need to do about lunch according to your arrangements, if applicable.

Be sure to cleanup and put away items for which you are responsible.