

CHECK LIST FOR NATIONAL MEETINGS

MEETING OVERVIEW - Winter Meeting: Saturday – Tuesday Summer Meeting: Saturday – Wednesday with PERC on Thursday		
YES	NO	Description
		Support of college administration, physics department and staff, along with local AAPT section members. Please provide university names and leadership team.
		Airport: Close proximity to a major airport(s) and availability of transportation between the airport and meeting facilities (also need transportation between college and hotels).
YES	NO	Requirements on Campus
		AAPT Workshops: (Saturday and Sunday only): A minimum of 14 classrooms, seating at least 24 people each, (of these approximately 5 should be lecture classroom seating 25-50 each, and approximately 9 should be usable as computer labs). LCD projectors and wireless internet access are also frequent requests.
		Technical Support: AAPT will need technical support from the department staff, especially the lab coordinator and possible loan of some small equipment for certain workshops and workshop organizers.
		Meals: AAPT does not provide daily meals, so it is important to have access to restaurants and eateries on campus or within walking distance of the campus and hotels. It is important to have a variety of choices with several low-cost options available. Workshop participants will need access to coffee and non-alcoholic beverages.
		Optional Summer Meeting Special Events: Location for special events (such as a picnic), followed by a demo show on Tuesday evening (summer only).
YES	NO	Facility Requirements: (If the college is hosting the entire meeting, all of these apply to the campus, except sleeping rooms.)
		Accommodation: AAPT requires a minimum of 450 sleeping rooms (summer meeting) and 300 sleeping rooms (winter meeting) at the conference hotel. Some attendees stay in low cost hotels in the area. We require some combination of doubles and single rooms. Rooms must be air-conditioned.
		Location: AAPT requires a location that is a vibrant and multicultural city, that has the ability to accept diversity, and that has an array of local attractions. California state employees cannot be funded for travel to Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, and Texas.
		Public Transportation: The facility should be accessible to public transportation and ride-share options
		Diversity & Inclusion: AAPT does not discriminate against a person's race, color, religion, sex, or sexual orientation. We require an inclusive environment for our attendees.
		Meals: Since AAPT does not provide daily meals, it is important to have access to restaurants and eateries in the hotel or within walking distance of the hotels. It is important to have a variety of choices with several low-cost options available.
		Exhibits: Requires one room that is approximately 14,000 square feet with easy access to a loading dock. This exhibit hall set-up could require as many as 50-10x10 booths. Most, if not all exhibitors require electrical and internet access. Preferably this space is not isolated but located near registration or other meeting functions.
		Registration: The registration area (beginning on Friday evening) will require space for four registration booths, information tables and ten poster boards for the summer High School Photo Contest. AAPT will also need an office and storage room located near this area. Internet access is also a requirement.
		AAPT Workshops: (If in hotel, Saturday and Sunday only): a minimum of 14 classrooms seating at least 24 each, (of these approximately 5 should be lecture classroom seating 25-50 each, and approximately 9 should be usable as computer labs). LCD projectors and wireless internet access are also frequent requests.
		Committee Meetings: A minimum of five rooms, which can accommodate 20-30 people conference style, three rooms which can accommodate 50-75 people, and two rooms to accommodate 100 people should be designated for the entire week.
		Invited/Contributed Sessions: A minimum of 14-15 lecture rooms to seat 100 each and 4 lecture rooms to seat 200 each. All rooms should be available Monday through Wednesday (Tuesday in winter) and will require a LCD projector, screen, podium and microphone. Some rooms also require internet access.
		Commercial Workshops: 4 classrooms to seat 50 people should be available Monday through Wednesday (Tuesday in winter). An LCD projector and screen are required.

	<p>Plenary: Theater seating for 500 should be available Monday through Wednesday (Tuesday in winter). This room will also be used for the Ceremonial Session, Meeting of the Members (winter only) and could be used as a site for the summer Demo Show which is generally held on Tuesday evening. The room will require an LCD projector, screen, podium and microphone.</p>
	<p>Poster Sessions: AAPT will host a poster session on Monday and Tuesday evening and Wednesday morning (Tuesday in winter). This space will need to hold 40 poster boards and allow room for participants to maneuver comfortably between both sides of the posters.</p>
	<p>PIRA: The Physics Instructional Resource Agents run a Resource Room during the week of the meeting. This room generally measures about 725 square feet, and requires electrical, and internet access. Preferably this space is not isolated but located near registration or other meeting functions.</p>
	<p>Apparatus Competition: (summer only) this competition is organized by the Apparatus Committee and requires a room measuring about 725 square feet. Preferably this space is not isolated but located near registration or other meeting functions.</p>
	<p>Two Year College (TYC) Resource Room: This room requires 5 poster boards and 20 chairs. This room generally measures about 725 square feet. Preferably this space is not isolated but located near registration or other meeting functions.</p>
	<p>K- 12 Resource Room: The resource room should be at least 800 square feet. Preferably this space is not isolated but located near registration or other meeting functions.</p>
	<p>PERC: On the last day of the AAPT summer meeting, the Physics Education Research (PER) group holds their “mini” conference with a Bridging Session, followed by posters and a poster reception on Wednesday evening, followed by a day-long meeting on Thursday. The poster reception requires space for 400 participants with 100 poster boards that remain up through Thursday. The conference will require a plenary room for 400, six breakout rooms for 65 each and space for continental breakfast, morning and afternoon breaks and lunch. Because the meeting format changes from year to year, the PERC leadership works with the AAPT meetings staff to finalize plans each year</p>
	<p>Special Events: These rooms should be at least 1500 square feet each. They will be used for First Timers Gathering, TYC Breakfast, K-12 Teachers Luncheon, SPS Reception, and Early Career Meetup.</p>
	<p>Additional Potential Campus Requirements: (summer only)</p>
	<p>PTRA: It is possible that, one week before or after the AAPT summer meeting, the Physics Teaching Resource Agents (PTRA) can bring in approximately 125 teachers. For that week, they will require daily: 4-5 lab rooms each holding 25-30 people. They could possibly need dorms for housing needs. All other arrangements are made by the PTRA leaders.</p>
	<p>Other Pre-meeting Workshops: It is possible that, a few days prior to the AAPT summer meeting, every three years, the “Beyond the First Year” Laboratory Conference, sponsored by the Advanced Laboratory Physics Association (ALPhA) can bring approximately 150 people to campus. For approximately 3 days, they will build a great variety of lab experiments, run hands-on workshops, and host speakers. They will require a combination of labs, classrooms, picnic area and dorm space for about 150 people (a combination of singles and doubles) with a meal plan option in the cafeteria. Most arrangements are done by ALPhA leaders, working in conjunction with AAPT meetings staff and regional leaders.</p>
	<p>Other Pre-meeting Workshops: It is possible that, a few days prior to the AAPT summer meeting, which may also overlap the AAPT workshops, a Two-Year College New Faculty, STEP-UP Ambassadors workshop is held for approximately 30-40 people. For approximately 3 days, they will require a classroom for 30-40 people and dorm rooms with a meal plan option in the cafeteria. TYC may also host a one-day Topical Conference, but it is usually held in the conference hotel.</p>
CONTACT INFORMATION	
Name	
Position	
Email	
Phone	