

# 2009 Area Chairs' Handbook

Strengthening Physics Education  
Supporting Physics Educators

Updated: 9/2/09

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## INTRODUCTION

On behalf of the members of AAPT, I want to thank you for your service as Chair of one of our 18 Area Committees. As a Committee Chair, you provide the physics content knowledge and experience in teaching necessary to address the topics which are the focus area of your committee. Although one of the main roles of the Area Committees is to provide a mechanism for organizing the intellectual content of our meetings, I would like your committee to take on the additional important role of providing advice and input to the Executive Office and the Executive Board on matters of concern to your committee. For example, your committee could bring a special request for action to the Executive Board that might include a request for funding to support a committee action or initiative. Recently the Committee on Physics in the High School requested and received funding for travel so a sub-committee could rewrite The Roles, Qualifications, and Education of High School Physics Teachers publication.

One of the unique features of AAPT is the interaction between volunteers like you who are committed to physics education with members of the Executive Board and the staff at the Executive Office who are responsible for ensuring that AAPT programs, services and publications are of the highest quality possible. The AAPT Executive Office staff provides logistical support and leadership in specialized areas from developing publications and designing Websites to managing marketing efforts and organizing meetings, topical conferences, and workshops. We are all committed to our Association being successful and you can count on the Executive Office and Executive Board to support you in your efforts and we will work closely with you to fulfill your Committee's goals.

On behalf of the Executive Office and the Executive Board

Warren Hein, Executive  
Officer December 2008

## A SNAPSHOT OF AAPT

AAPT is a professional membership association made up of scientists dedicated to enhancing the understanding and appreciation of physics through teaching. AAPT was established in 1930 with the fundamental goal of ensuring the "dissemination of knowledge of physics, particularly by way of teaching." Today that goal is supported by more than 11,000 members in 30 countries around the world.

National Meetings, held each winter and summer provide opportunities for members, colleagues, and future physicists from around the world to participate in physics workshops; meet and greet other physics educators; form networks nationally and locally; engage exhibitors and learn about the latest physics resources; discuss innovations in teaching methods, and to share the results of research about teaching and learning. In addition, we host or support smaller workshops, conferences and symposia throughout the year to provide opportunities for further professional development.

AAPT provide the following teaching resources: publishes two major peer-reviewed journals, the *American Journal of Physics* and *The Physics Teacher*. These journals provide a medium for sharing methods and research about teaching physics at introductory and advanced levels. Both print and online versions are included with your AAPT Membership. **ComPADRE** (*Communities for Physics and Astronomy Digital Resources in Education*) is a network of well-organized, digital collections of high-quality educational materials in physics and astronomy. **PSRC** (*Physical Sciences Resource Center*) is a web-based databank that provides K-20 teachers links to a wide range of teaching and learning resources in the physical sciences. **PTRA** (*Physics Teaching Resource Agents*) provides sustained professional development to teachers of physics and physical science. **New Faculty Workshops**, conducted in conjunction with the American Astronomical Society (AAS) and the American Physical Society (APS), host new physics and astronomy faculty members each year at the American Center for Physics.

We also participate in, or sponsor many competitions and contests related to the improvement of teaching physics. **U. S. Physics Team** - selection of the U.S. Physics Team for the *International Physics Olympiad* is through a series of exams beginning in December with the Fnet=ma Exam. **AAPT Physics Bowl** - each year thousands of physics students participate in a timed multiple-choice test under the supervision of their school. Certificates and prizes are awarded to participants. **High School Photo Contest** - open to students in grades 9-12, participants can submit photos in the natural or contrived categories. Entries are judged on the quality of the photo and the accuracy of the physics. **TARC** (*Team America Rocketry Challenge*) - middle and high school students are encouraged in math and science as they learn the basics of physics and engineering by designing, building, and flying a model rocket.

We also recognize academic and professional excellence in science through a variety of awards and grants for educators and physics students, including the Klopsteg Memorial Award, Melba Newell Phillips Medal, Oersted Medal, Richtmyer Memorial Award, and Robert A. Millikan Medal. Awards are presented at the Winter and Summer National meetings each year.

Please consult the following link <http://www.aapt.org/aboutaapt/> for more background about us and links to the above resources.

## ROLE OF AREA COMMITTEES

Area committees play a major role in the governance of AAPT. They advise the Executive Board, the Executive Office and the Association at large on issues relating to their particular areas of focus. They are considered the Association's intellectual resource and knowledge base in these areas. They are looked upon to identify related issues and practices of significance, and carry out projects and initiatives that will advance education in physics in general and the mission of AAPT. They are encouraged to take leadership roles in their areas of interest and respond and support the Association's strategic priorities and interests. In short, they serve the Association as both think tanks and work groups in their areas of interest.

## ROLE OF COMMITTEE CHAIRS

As an Area Committee Chair, you play three fundamental roles within AAPT:

1. motivate your committee to fulfill its role as a leading entity and resource in its area of focus and to serve effectively the physics teaching community and the Association,
2. keep members of your committee engaged throughout the year in discussions in areas of interest, and in activities that meet your committee's mission statement, and
3. identify presentations of significance and value within your committee's topic area, as is deemed appropriate and where possible, for inclusion in the National Meeting programs.

This Handbook is designed to provide you with the information you need to perform these functions effectively. Included are details on:

### A) Committee Business

### B) Committee Resources

### C) AAPT Winter & Summer Meeting Information

- I. How to Organize Sessions
- II. Future Meeting Dates & Web Address to Submit Forms

# A) COMMITTEE BUSINESS

## OVERVIEW OF COMMITTEE STRUCTURE

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Each Area Committee is charged with studying needs in the area indicated by the committee name, with proposing projects or programs to satisfy those needs, and, in some cases, with helping to carry out such projects. The AAPT Council, Executive Board, Programs Committee, or Review Board may refer matters to Area Committees for study.

### CURRENT AREA COMMITTEES

- Committee on Apparatus
- Committee on Educational Technologies
- Committee on Graduate Education in Physics
- Committee on the History & Philosophy of Physics
- Committee on the Interest of Senior Physicists
- Committee on International Education
- Committee on Laboratories
- Committee on Minorities in Physics
- Committee on Physics in High Schools
- Committee on Physics in Pre-High School Education
- Committee on Physics in Two-Year Colleges
- Committee on Physics in Undergraduate Education
- Committee on Professional Concerns
- Committee on Research in Physics Education
- Committee on Science Education for the Public
- Committee on Space Science and Astronomy
- Committee on Teacher Preparation
- Committee on Women in Physics

Please see the online Committee Directory <http://www.aapt.org/Directory/> for details of area committees' Mission Statement.

## **COMMITTEE MEMBERS**

Area Committees normally have nine members, including six appointed by the Nominating Committee and three appointed by the President-Elect. Members serve three-year terms and may not succeed themselves (except in some instances the President-Elect may ask a member to remain on a Committee for one additional year to serve as Chair).

Terms of office begin at the end of the Winter Meeting following an appointment and continue through the fourth Winter Meeting following that appointment. For example, if appointed in December 2008, membership starts after the February Meeting in 2009, and concludes at the end of the January 2012 Meeting.

It is not the policy of the Association to support travel for Area Committee members. Therefore, since regular attendance at the semi-annual Committee meetings are deemed crucial to the functioning of the Committee, persons accepting nomination or appointment to Committees should plan to support their own travel. Committee members are expected to attend at least 4 of the 6 meetings held during their term of office. It is suggested that new members attend the Committee Meeting at the Winter Meeting prior to the beginning of their terms of office. If requested, the AAPT Secretary will write letters designed to assist in seeking travel funds from Committee members' home institutions.

If a member resigns before completing the three-year term, the President may appoint a new member to complete the term. All committee members **must** have current membership in AAPT.

The Executive Officer, or designated representative, serves as ex officio (without vote) on each Area Committee.

## **COMMITTEE CHAIRS & VICE CHAIRS**

Each year the President-Elect appoints the Chair and Vice Chair of each Area Committee from among the members of the Committee. The Chair takes office at the end of the 2009 AAPT Winter Meeting, serves a one-year term, and may be reappointed to serve one additional one-year term if there is no appointed Vice Chair.

Newly appointed chairs of area committees are expected to attend the *Area Chairs' Orientation* meeting, which is held at every Winter Meeting. All past Chairs and current Vice Chairs are invited to attend as well. Some financial assistance from AAPT is available to help new Chairs with expenses associated with this extra day of meeting activities if these funds are not provided by your institution or school. Assistance consists of up to two nights stay and meals for the day, purchase of airline tickets are **not** included. Please contact the AAPT Executive Office via email [eo@aapt.org](mailto:eo@aapt.org) or by phone at (301) 209-3311, if you would like to receive this support.

The Chair of each Area Committee is also a member of the Programs Committee. The Programs Committee meets twice during each National Meeting. If the Chair

cannot attend a meeting of the Programs Committee, another member of the Area Committee should be designated to represent the Committee.

*As a Committee Chair, you are expected to do the following:*

- Represent your committee when approached by the Board, Council, or National Office for advice on issues and/or to take action and lead certain initiatives;
- Develop an agenda for each committee meeting, and convene the meeting;
- Work with your committee to identify goals consistent with your committee's mission statement for the year;
- Facilitate online or phone discussions throughout the year among committee members;
- Set up and maintain the committee's listserv (explained explicitly below)
- Maintain the committee archives of minutes, reports, etc.;
- Submit an annual report of your committees' activities to the Review Board, chaired by the AAPT Past President, by **November 1**;
- Present reports or new proposals to the Executive Board upon invitation or as needed;
- Submit lists of committee approved events for National Meetings, and
- Assure compliance with deadlines as outlined by the National Office  
<http://www.aapt.org/Events/calendar.cfm>.

## COMMUNICATION WITHIN THE COMMITTEE

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### COMMITTEE LISTSERV SET-UP

AAPT's listserv (email list) software is used by all Area Committees for communication amongst committee members and friends of the committee. Listservs are a convenient and effective way to make sure that Committee business is carried on throughout the year. It also encourages participation in Committee discussions from people who aren't official members of the Committee. Generally, the chair of the Area Committee serves as the List Administrator and is responsible for adding committee members and others to the list.

### LISTSERV SET-UP AND MAINTENANCE

1. **Name your Listserv:** To setup a committee listserv think of a name which should be a single word (such as "phystalk"), though it can include a hyphen (-), underscore (\_), or number (0-9). Please limit your list name to 15 characters or less, and be sure to choose a name carefully, one that is easily recognizable to current and potential committee members. Also, once the list name is set up, it cannot be changed. (*Please see the current committee listservs following this section.*)
2. **Submit Request:** Email your request to the List Manager at [list-manager@aapt.org](mailto:list-manager@aapt.org). Your request should include your full name and e-mail address, along with the list name you selected. In your request, you may specify certain custom security settings; although most committees find that the default AAPT settings work well.

### Customized Security Settings:

- Although most lists are set up with AAPT default list settings, you have the option to customize the list configuration. You can customize the settings initially by including your requests in your email to the AAPT List Manager. Once the list is set up, you may also decide to change the settings later. At either point, you can specify membership and access criteria such as:
    - Must someone be a member of the list to read messages?
    - Must someone be a member to post messages?
    - Who is eligible for list membership?
    - Will your list be available as a newsgroup?
    - Will your list be Web-accessible?
  - The AAPT default list setting allows for read-only access to non-subscribers to your list. This means that they can read messages that are posted to the list, but cannot post messages themselves. If you wish to close your list to non-subscribers completely, you can do so using the List Administrator menu. AAPT recommends, however, that you **consult with the AAPT List Manager before changing any list settings**. Some of the settings affect the software's ability to process incoming and outgoing messages, so care must be taken when customizing your options. AAPT is currently working on instituting a new online Communities Module that will allow committees to post and review messages on a more real-time basis. The module is schedule to roll out in 2009. More information on this new system to follow.
3. **Administrator Password:** you will receive an email response from the List Manager that will contain the temporary password, as well as further instructions on setting up the list. After you've received the temporary password, you can *sign in* as the Administrator of your group's listserv.
  4. **Setting Up Your Member List.** As you begin setting up your member list, it should first include your current committee members, as well as any friends of the committee you decide to include. Over time, you will receive additional subscription requests to your list from non-committee members, so it is a good idea to bookmark the Member Set-up page.
  5. **Reading and Posting Messages:** You can read and post messages to most of the lists in one of three ways:
    - a. **Via e-mail:** You will receive emails in your inbox, and can read and respond as desired. New messages should be sent to **listname@lists.aapt.org**.
    - b. **Via newsgroup:** Type **news://listname.aapt.org** into your Web browser. This will pull up your default News Browser, usually a program such as Internet Explorer, Google or Firefox. You can read the messages from your list and respond much as you would read and respond to e-mails, without overloading your e-mail inbox.

- c. **Via the World Wide Web:** Type <http://lists.aapt.org/cgi-bin/lyris.pl?enter=listname> to access the list's messages in your Web browser. This option is especially useful if you are away from your own computer or you don't have e-mail access but you need to participate in the list's discussion.

Please refer to the Listserv Participation Guide at <http://www.aapt.org/Membership/listparticipation.cfm> for the complete set of participation instructions.

### **CURRENT AREA COMMITTEE LISTSERVS**

Area Chairs ( <i>open to Committee Chairs only</i> ):	<a href="mailto:areachairs-l@lists.aapt.org">areachairs-l@lists.aapt.org</a>
Apparatus:	<a href="mailto:app-l@lists.aapt.org">app-l@lists.aapt.org</a>
Space Science and Astronomy:	<a href="mailto:cae-l@lists.aapt.org">cae-l@lists.aapt.org</a>
Educational Technologies:	<a href="mailto:cet-l@lists.aapt.org">cet-l@lists.aapt.org</a>
Graduate Education:	<a href="mailto:graded@lists.aapt.org">graded@lists.aapt.org</a>
History and Philosophy of Physics:	<a href="mailto:hpphys@lists.aapt.org">hpphys@lists.aapt.org</a>
International Physics Education:	<a href="mailto:cie-l@lists.aapt.org">cie-l@lists.aapt.org</a>
Interests of Seniors in Physics:	<a href="mailto:ofc-l@lists.aapt.org">ofc-l@lists.aapt.org</a>
Laboratories:	<a href="mailto:labs-l@lists.aapt.org">labs-l@lists.aapt.org</a>
Minorities in Physics:	<a href="mailto:aaptmip-l@lists.aapt.org">aaptmip-l@lists.aapt.org</a>
Physics in High Schools:	<a href="mailto:cphs-l@lists.aapt.org">cphs-l@lists.aapt.org</a>
Physics in Pre-High Schools:	<a href="mailto:prehs-l@lists.aapt.org">prehs-l@lists.aapt.org</a>
Physics in Two-Year Colleges:	<a href="mailto:cptyc-l@lists.aapt.org">cptyc-l@lists.aapt.org</a>
Physics in Undergraduate Education:	<a href="mailto:cpue-1@lists.aapt.org">cpue-1@lists.aapt.org</a>
Professional Concerns:	<a href="mailto:aaptcpc-l@lists.aapt.org">aaptcpc-l@lists.aapt.org</a>
Research in Physics Education:	<a href="mailto:cper-l@lists.aapt.org">cper-l@lists.aapt.org</a>
Science Education for the Public:	<a href="mailto:csep-l@lists.aapt.org">csep-l@lists.aapt.org</a>
Teacher Preparation:	<a href="mailto:ctp-l@lists.aapt.org">ctp-l@lists.aapt.org</a>
Women in Physics:	<a href="mailto:aaptwip-l@lists.aapt.org">aaptwip-l@lists.aapt.org</a>

## QUESTIONS

For questions about listserv administration and participation, you may refer to the online guides below:

- <http://lists.aapt.org/ListAdminGuide.pdf>
- <http://lists.aapt.org/UsersGuide.pdf>

You may also contact the AAPT List Manager at [list-manager@aapt.org](mailto:list-manager@aapt.org) with any questions.

## COMMITTEE TELECONFERENCING

Area Committees can now schedule teleconference calls to discuss committee business when you deem it important using the AAPT teleconference 800 number. The committee chair **must** contact the Executive Office either via email at [eo@aapt.org](mailto:eo@aapt.org) or by phone at (301) 209-3311 to schedule a time for the call. This **must** be done ahead of time to avoid conflicts with other groups who may be using the teleconferencing services. Once the request is received and time approved, the conference call number and instructions on using the system will be provided.

As Chair, you are requested to be restrained in using such calls and resorting to them when you deem important for the members to be conversing in real time, or when there is urgency in reaching consensus or a decision. You may also consider inviting a member of the Executive Office to be part of the call if services or advice from the Office would be of value.

## COMMUNICATION WITH THE ASSOCIATION

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### REPORTING TO THE ASSOCIATION:

#### Annual Report to the AAPT Review Board

The Review Board is a subgroup of the Executive Board, chaired by the Past President and is charged by the Board to receive annual reports from the Area Committees to monitor progress, identify areas that require board action, review these reports, and prepare a response when warranted. It is your responsibility as Chair to ensure that the report is complete.

The Executive Office is working toward making all reports submissions online and following a clear template:

- Name of Committee
- Date(s) of meeting(s)
- Date of report submission
- Committee's goals for past year
- A summary of the committees' discussions and outcomes
- A list of new ideas and issues to be discussed
- Context and justification for recommendations made
- A list and corresponding rationale for any board action needed
- Committee's goals for upcoming year.

Specifically, in preparing your Area Committee report, you should observe the following guidelines:

- Describe your Committee's work during the past year and indicate plans for the future.
- Include information about the Committee's activities that would be of **general interest to the membership**. Long-range goals and activities provide information about the varied activities of the Association.
- Do **not** include members. These names appear on the AAPT Website at <http://www.aapt.org/Directory/index.cfm> .
- Do **not** list participant names in sessions sponsored by your Committee. These appear in the program for each meeting.
- **Be concise**. Your report should be no longer than two pages, single-spaced in at least ten-point type with normal margins. Your report will be placed online at [www.aapt.org](http://www.aapt.org) by the beginning of the AAPT Winter Meeting.

The Committee reports and the Review Board's response are posted in the Spring on the AAPT member-Website under Governance. *(Please bear in mind that the Website will be undergoing a complete transformation in the near future).* Because the Review Board needs to complete its work by the time of the Winter Meeting, the **reports must be sent to the AAPT Past President no later than November 1** of each year. The response to each Area Committee Report is sent to the appropriate Area Chair and Vice Chair.

The members of the Review Board are the Past President (who serves as chair), the President, the President-Elect, one At-Large Member of the Executive Board, and the Executive Officer. The members assume their positions on the Review Board at the end of the Winter Meeting. Review Board members can be found online at <http://www.aapt.org/Directory/index.cfm>.

The Chair of the Review Board assigns each Review Board member the task of reviewing several Area Committee reports. The Chair drafts a general response to the full set of reports and may draft a specific comment to one or more Area Committees for publication in AAPT News. Often the work of the Review Board can be completed by telephone or e-mail; if needed, the Board may meet at the Winter Meeting to finalize their report.

### **COMMUNICATION WITH THE EXECUTIVE OFFICER**

Area Chairs are asked to keep the Executive Officer well informed on Committee activities. In turn, the Executive Officer will send to Committee Chairs any information that is of interest to the Committee, and stands ready to assist the Committee when necessary and practicable. Area Chairs and the Executive Officer may use the Area Chairs listserv to communicate general information to the larger group.

### **PUBLISHING COMMITTEE INFORMATION**

AAPT will publish information that a Committee deems relevant for publication and of interest to the membership or larger community—to the extent that it is reasonable to do so. When it seems appropriate, the staff will extract information from informal Committee reports for publication to the online **AAPT eNNOUNCER**. You may as Chairs submit a copy exactly as you wish it to appear, although editorial changes may be necessary to make the article conform to fit the respective readership. Deadlines for material to be received in the Executive Office vary and must be checked with the Communications Department.

## HOW TO REQUEST FUNDS

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### AREA COMMITTEE BUDGETS

Each Area Committee has an annual budget of \$200 to cover costs associated with Committee activities, such as charges for photocopies, phone calls, and postage. No prior approval is needed. Receipts and a reimbursement form should be sent to the Executive Office by the Area Chair. This money may not be used to support travel costs or to purchase refreshments for meetings. However, the money can be used for such things as providing audiovisual equipment not being ordered by AAPT for a sponsored invited speaker, or ticket, for a committee sponsored invited speaker who is not a member, to a special event at an AAPT National Meeting.

If travel money is needed for an invited speaker, the committee Chair should contact the Programs Committee Chair with the request. If money is available, the Programs Chair may authorize a fixed amount toward that speaker's travel.

If additional funds are required, Area Committees may submit proposals for support of Committee projects from the AAPT Projects Fund. This Fund is administered by the Review Board, the President, and the Executive Officer. When appropriate, Area Committees may include travel support in such proposals.

Project Funds may be obtained at any time by the following procedures:

#### Project Funds up to \$400

- A. Any committee requiring up to \$400 to support a new project should write a brief proposal describing the project. Any format may be used for the proposal, which **must** include a detailed budget.
- B. The proposal should be submitted to the Executive Officer upon completion. The proposals may be submitted at any time.
- C. The Executive Officer or Secretary will distribute copies of the proposal to members of the Review Board.
- D. Review Board members will study the proposal and collectively decide what funds, if any, should be allocated to the project.
- E. The Executive Officer will promptly notify the Committee Chair of the decision.

#### Project Funds over \$400

The AAPT Executive Board must approve projects that require more than \$400. The Executive Board will review each proposal after the Review Board has screened them as outlined above. These projects will often require a Temporary Committee to complete them.

## HOW TO LINK YOUR COMMITTEE HOMEPAGE TO AAPT WEBSITE

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### COMMITTEE HOMEPAGE LINKING POLICIES

Area Committees are listed in AAPT's online Organizational Directory on the AAPT website. The Committee pages include a directory of Committee Members, the Committee's Mission, links to the most recent Annual Report and Review Board Comments, and a link, if available, to the Committee's own homepage.

In order to ensure that all AAPT committee documents are correctly updated, any updates or corrections to the Committee information on the AAPT website must be submitted to the AAPT Membership Department - [membership@aapt.org](mailto:membership@aapt.org).

All requests to establish a link from the Committee Directory page to the Committee's own website must be sent to the AAPT [Web Services Manager](#) at [pubs@aapt.org](mailto:pubs@aapt.org). In order for a link to be established from the AAPT homepage, the Committee page must include:

- Clear identification of the Committee on the homepage
- A reciprocating link back to the AAPT homepage: [www.aapt.org](http://www.aapt.org).
- A point of contact for Committee information on the homepage
- The URL of the Committee homepage

A committee representative with the Committee Chair's approval must send information about the Committee's homepage to the Web Services Manager.

## CALENDAR OF KEY DEADLINES & ACTIVITIES

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Please check the AAPT Website at <http://www.aapt.org/Events/calendar.cfm> for a complete list of all key deadline and activities.

### JANUARY

- 30 Invited Speakers' List due from session organizers for Summer Meeting (SM09) in Ann Arbor, MI (Submit electronically via [www.aapt.org/events/speakerlist.cfm](http://www.aapt.org/events/speakerlist.cfm))

### FEBRUARY

- 12-16 Joint AAPT/AAAS Winter Meeting (WM09) in Chicago, IL
- 17 New Chairs assume position

### MARCH

- 2 Session and Workshop proposals for joint AAPT/APS Winter Meeting (WM10) in Washington, DC, due from Area Chairs to Vice-President. (Submit electronically via [www.aapt.org/events/approvedlist.cfm](http://www.aapt.org/events/approvedlist.cfm))
- 6 Abstract deadline for Summer Meeting (SM09) in Ann Arbor, MI. (Submit electronically via [www.aapt.org/events/abstractform.cfm](http://www.aapt.org/events/abstractform.cfm))
- 23 Copy for SM09 Ann Arbor, MI meeting due
- 27-29 SM09 Paper Sort at the American Center for Physics

### MAY

- 4 WM10 Washington, DC Session & Workshop Request Forms due from organizers. (Submit electronically via [www.aapt.org/events/sessionrequest.cfm](http://www.aapt.org/events/sessionrequest.cfm) and [www.aapt.org/events/wksprequest.cfm](http://www.aapt.org/events/wksprequest.cfm))
- 25 Deadline for SM09 abstracts to be printed in Onsite Program Guide

### JUNE

- 26-28 New Faculty Workshop
- 26 Shared book donations due for SM09, Ann Arbor, MI

### JULY

- 1 Advanced Pre-registration deadline for SM09, Ann Arbor, MI
- 6 Last day to submit Poster & Contributed Postdeadline Abstracts for SM09, Ann Arbor, MI
- 25-29 Summer Meeting (SM09) at University of Michigan, Ann Arbor, MI

## AUGUST

- 10 Invited Speakers' List due from session organizers for 2010 Joint AAPT/APS in Washington, DC. (Submit electronically via [www.aapt.org/events/speakerlist.cfm](http://www.aapt.org/events/speakerlist.cfm))

## SEPTEMBER

- 8 Committee chair session and workshop proposals to Vice-President for SM10, Hilton Portland, Portland, OR. (Submit electronically via [www.aapt.org/events/approvedlist.cfm](http://www.aapt.org/events/approvedlist.cfm))
- 16 Abstract deadline for AAPT/APS Joint Winter Meeting (WM10), Washington, DC: (Submit electronically via [www.aapt.org/events/abstractform.cfm](http://www.aapt.org/events/abstractform.cfm))

## OCTOBER

- 2-4 Paper sort to set WM10 program (alternate date October 9-11)
- 19 Session & Workshop Request forms due from organizers for 2010 AAPT Summer Meeting, Portland, OR: (Submit electronically via [www.aapt.org/events/sessionrequest.cfm](http://www.aapt.org/events/sessionrequest.cfm) and [www.aapt.org/events/wksprequest.cfm](http://www.aapt.org/events/wksprequest.cfm))

## NOVEMBER

- 1 Committee Annual Report due to Past-president
- 12-15 New Faculty Workshop
- 16 Early-bird registration deadline for WM10, Washington, DC

## DECEMBER

- 14 Deadline for abstracts to be printed in Onsite Guide for 2010 (WM10) Joint AAPT/APS in Washington, DC
- 21 Advanced pre-registration deadline for WM10, Washington, DC
- 31 Last day to submit Poster and Contributed postdeadline abstracts for WM10, Washington, DC

## **B) COMMITTEE RESOURCES**

### **COMMITTEES**

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#### **AREA COMMITTEES**

- Committee on Apparatus
- Committee on Educational Technologies
- Committee on Graduate Education in Physics
- Committee on the History & Philosophy of Physics
- Committee on the Interest of Senior Physicists
- Committee on International Education
- Committee on Laboratories
- Committee on Minorities in Physics
- Committee on Physics in High Schools
- Committee on Physics in Pre-High School Education
- Committee on Physics in Two-Year Colleges
- Committee on Physics in Undergraduate Education
- Committee on Professional Concerns
- Committee on Research in Physics Education
- Committee on Science Education for the Public
- Committee on Space Science and Astronomy
- Committee on Teacher Preparation
- Committee on Women in Physics

#### **ADVISORY COMMITTEES**

- Audit
- Finance
- Fredrick and Florence M. Bauder Endowment
- Investment Advisory
- Meetings
- Membership and Benefits
- Programs
- Publications
- Review Board
- SI Units and Metric Education

#### **CONSTITUTIONAL COMMITTEES**

- Awards
- Nominating

#### **OTHER AAPT GROUPS**

- Lotze Scholarship Committee
- Venture Fund Review Committee
- PER Leadership Organizing Council

## AREA COMMITTEE CHAIRPERSONS: 2008 - 2009

2009

2008

### COMMITTEE ON APPARATUS

<p><b>Dale Stille</b> University of Iowa Dept of Physics and Astronomy Van Allen Hall Rm 58-60 Iowa City, IA 52242 Phone: (319) 335-1833 <a href="mailto:dale-stille@uiowa.edu">dale-stille@uiowa.edu</a></p>	<p><b>Samuel M. Sampere</b> Syracuse University Dept of Physics 201 Physics Bldg Syracuse, NY 13244 Phone: (315) 443-5999 <a href="mailto:smsamper@syr.edu">smsamper@syr.edu</a></p>
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### COMMITTEE ON EDUCATIONAL TECHNOLOGIES

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### COMMITTEE ON GRADUATE EDUCATION IN PHYSICS

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### COMMITTEE ON HISTORY AND PHILOSOPHY OF PHYSICS

<p><b>Cheryl P. Schaefer</b> Missouri State University Physics Astronomy and Materials Science 901 S National Ave Springfield, MO 65536 Phone: (417) 836-6852 <a href="mailto:cherylschaefer@missouristate.edu">cherylschaefer@missouristate.edu</a></p>	<p><b>T. B. Greenslade, Jr.</b> Kenyon College Dept of Physics Gambier, OH 43022 Phone: (740) 427-5368 <a href="mailto:greenslade@kenyon.edu">greenslade@kenyon.edu</a></p>
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### COMMITTEE ON INTERNATIONAL EDUCATION

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### COMMITTEE ON LABORATORIES

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**COMMITTEE ON PHYSICS IN HIGH SCHOOLS**

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**COMMITTEE ON PROFESSIONAL CONCERNS**

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**COMMITTEE ON RESEARCH IN PHYSICS EDUCATION**

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**COMMITTEE ON SCIENCE EDUCATION FOR THE PUBLIC**

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**COMMITTEE ON SPACE SCIENCE & ASTRONOMY EDUCATION**

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**COMMITTEE ON THE INTEREST OF SENIOR PHYSICISTS**

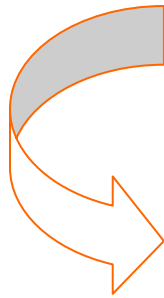
<p><b>John L. Hubisz</b> North Carolina State University Physics Dept Box 8202 Raleigh, NC 27695-8202 Phone: (919) 515-2515 <a href="mailto:hubisz@unity.ncsu.edu">hubisz@unity.ncsu.edu</a></p>	<p><b>Richard W. Peterson</b> Bethel University Dept of Physics 3900 Bethel Dr St Paul, MN 55112 Phone: (651) 638-6465 <a href="mailto:petric@bethel.edu">petric@bethel.edu</a></p>
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**COMMITTEE ON WOMEN IN PHYSICS**

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--	---

**2009**

# **Area Committee Directory**



**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Apparatus***

**Dale Stille, Committee Chair** Feb-2010

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**Annie Atiyeh, Committee Member** Feb-2010

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**Duane Merrell, Committee Member** Jan-2012

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**Keith Warren, Committee Member** Jan-2012

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Mission

— Inform the AAPT membership about current techniques for the construction, maintenance, and utilization of instructional apparatus.  
— Seek new and forgotten techniques for presenting ideas in physics through lecture demonstrations and laboratory exercises.  
— As authorized by the Executive Board, conduct events such as the apparatus competition to recognize, reward, and publicize contributions to physics teaching through lecture demonstrations and laboratory exercises.

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**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Educational  
Technologies***

**Mario J. Belloni, Committee Chair** Feb-2010

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**Rubin H. Landau, Committee Member** Jan-2011

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**Taha Mzoughi, Committee Member** Jan-2011

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**Cathy Mariotti Ezrailson, Committee Member** Jan-2012

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**Todd R. Leif, Committee Member** Jan-2012

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**Scott F. Schultz, Committee Member** Jan-2012

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Mission

- Identify new developments in educational technology and new applications of educational technology to physics teaching and learning;
  - Communicate these new developments and applications to the AAPT membership through a variety of means, including print and electronic publications, workshops, and sessions at national and regional meetings;
  - Conduct competitions, as appropriate, to recognize, promote, and reward worthwhile contributions to the uses of educational technologies for physics education; and
  - Coordinate with other area committees, organizations, and institutions in the development and dissemination of new ideas for the use of various educational technologies in physics education.
-

**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Graduate Education  
in Physics***

**N. Sanjay Rebello, Committee Member** Jan-2010

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**Amber L. Stuver, Committee Member** Jan-2012

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**Mission**

- Provide a forum for consideration of topics relevant to graduate instruction in physics.
  - Through communication with the Committee on Physics in Undergraduate Education and with the AAPT membership, seek ways in which students may be better prepared for the transition from undergraduate school to graduate school, and ways in which students may emerge from graduate school better prepared for undergraduate teaching as well as academic and industrial research.
  - Aid in keeping the AAPT membership and other academic and research physicists aware of effective means of conducting graduate instruction in physics, in classrooms and in research.
  - Provide effective communication, through accepted channels, between AAPT and research oriented scientific and engineering societies with overlapping interests.
-

**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on History & Philosophy  
of Physics***

**Cheryl P. Wrinkle, Committee Chair** Feb-2010

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**Roger H. Stuewer, Committee Member** Jan-2012

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**Mission**

- To promote interest in the history and philosophy of physics among the Association members.
  - To work towards the preservation and deepening of a historical perspective in physics education at all levels.
  - To develop increased sensitivity among members to the need to preserve careful records of current happenings.
  - To cooperate, as appropriate, with AIP's Center for the History of Physics and APS's Forum on the History of Physics.
-

**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on International Physics  
Education***

**Lei Bao, Committee Chair** Feb-2010

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**Robert H. Poel, Vice Chair** Feb-2010

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**Andrew D. Crouse, Committee Member** Jan-2012

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Mission

— Provide a channel of communication between the membership of AAPT and physics teachers and students in other countries.  
— Facilitate active cooperation between AAPT, the International Commission on Physics Education, and other international groups concerned with physics education.

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**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Laboratories***

**Marsha M. Hobbs, Committee Chair** Feb-2010

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**Jeff H. Terry, Committee Member** Jan-2011

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**Roman Ya Kezerashvili, Ph.D., D.Sc., Committee Member** Jan-2012

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**Gabriel C. Spalding, Committee Member** Jan-2012

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**Mission**

— To provide a focal point (forum) for communication and unification of laboratory topics and activities of mutual interest to area committees, to high school teachers, to two-year College teachers and to University teachers. This shall include but not be limited to the dissemination of information about innovative ideas, technology, and techniques pertaining to physics laboratories.

— To promote cooperation, discussion and coordination among pre-high school, high school, two and four-year College, and University teachers as they define the nature and Department of the physics laboratories necessary to build a reasonable foundation for successive levels of student achievement in physics.

— To provide assistance to the Executive Board and AAPT Council in developing policy statements and recommendations A) on the importance and use of the laboratory in physics education and teaching at all levels, and B) on safety issues related to laboratories.

— To stimulate the development of new or improved apparatus and experiments for physics laboratories.

— To provide guidance and support for the professional development of all laboratory personnel, including A) faculty, B) teaching assistants, and C) professional resource managers.

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**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Minorities in Physics***

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**Mission**

— Seek more effective means of recruitment and retention of minority members of society in physics classes and physics related careers.  
— Seek methods of aiding minority physicists to overcome barriers to career development.  
— Communicate to the AAPT membership and to the community at large the findings of the committee, through approved AAPT channels.

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**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Physics in High  
Schools***

**Shannon Mandel, Committee Chair** Feb-2010

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Mission

— Provide a common meeting ground and opportunities for communication for high school teachers of physics and astronomy.  
— Seek ways in which the AAPT can be of assistance to high school teachers, providing a channel of communication between the high school teachers and the Executive Board, Executive Office, Council, and membership of AAPT.

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**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Physics in Pre-High  
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Mission

- Serve the teachers of K-8 students and improve the physics learned in grades K-8.
  - Work with the college teachers whose students are the future teachers of children in grades K-8.
  - Sponsor sessions and workshops on programs and curricular materials for pre-service teachers in grades K-8.
-

**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Physics in Two-Year  
Colleges***

**David K. Weaver, Committee Chair** Feb-2010

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**Mission**

- Provide a common meeting ground and opportunities for communication for two-year college teachers of physics and astronomy.
  - Explore topics of professional concern to two-year college teachers, including the framework of conditions and extra-classroom activities that affect the teacher and educational process.
  - Cooperate with the High School and Professional Concerns Committees on professional topics of mutual concern.
  - Cooperate with the Undergraduate Education Committee on courses and curricula and on matters related to articulation for students transferring between institutions.
  - Make recommendations, through the Review Board and Executive Board, to the AAPT Council and membership, for activities that would be helpful to physics education and physics teachers.
-

**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**

**2008 AREA COMMITTEE DIRECTORY**

***Committee on Physics in  
Undergraduate Education***

**Lili Cui, Committee Chair** Feb-2010

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Mission

- Provide a forum for consideration of topics relevant to undergraduate instruction in physics in two-year colleges, four-year colleges, and universities.
  - In cooperation with the High School, Two-Year College and Graduate Education Committees, seek ways of improving articulation for students progressing from one level to another.
  - Aid in keeping the AAPT membership informed of ways in which the teaching of physics at the undergraduate level may be facilitated.
-

**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Professional  
Concerns***

**Robert Beck Clark, Committee Chair** Feb-2010

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**Thomas L. O'Kuma, Committee Member** Jan-2012

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Mission

— Provide a forum for discussion of topics of professional concern to physics teachers, emphasizing the framework of conditions and extra-classroom activities that affect the teachers and the educational process.

— Cooperate with the High School and Two-Year College Committees on professional issues of mutual concern.

— Make recommendations, through the Review Board and Executive Board, to the AAPT council and membership, for activities that would be helpful to physics education and physics teachers.

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**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Research in Physics***  
***Education***

**Paula Heron, Committee Chair** Feb-2010

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**Mel Sabella, Committee Member** Jan-2012

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Mission

- Encourage and follow research on the teaching and learning of physics and related topics.
  - Help keep the AAPT membership and the broader science teaching community aware of new and current understanding of how and why students learn, and ways of improving instruction, including the appropriate use of new tools and technologies.
  - Encourage both the use of the outcomes of research and the doing of formal and informal research in the physics classroom and laboratory.
  - Encourage recognition of research in physics education as a valid area of inquiry within physics departments.
-

**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Science Education for  
the Public***

**Richard E. Flarend, Committee Chair** Feb-2010

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**Art Hobson, Committee Member** Jan-2011

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**Bob E. Powell, Committee Member** Jan-2011

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**Paul Williams, Committee Member** Jan-2012

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Mission

— Seek ways in which physics concepts and the importance of science instruction can be effectively conveyed to the public, of all ages and persuasions.  
— Aid in keeping the AAPT membership informed of the importance of communicating science and an enthusiasm for science to the public, and of effective means for doing so.

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**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Space Science and  
Astronomy***

**Kevin M. Lee, Committee Chair** Feb-2010

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**Mission**

- To strengthen and maintain contacts with national organizations concerned with space science and astronomy and the teaching thereof.
  - To provide AAPT members with a perspective on current space science and astronomy research through 'Frontiers in Space Science and Astronomy' sessions.
  - To promote excellence in teaching astronomy by:
    - a. Sponsoring hands-on workshops that introduce the latest in computer software and observational techniques taught in labs.
    - b. Holding sessions that provide information on resources for teaching materials; on successful and unsuccessful curricula developments; on research in teaching; and on the interrelationships between astronomy and other disciplines.
    - c. Working with sister committees to promote areas of joint interest.
-

**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on Teacher Preparation***

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Mission

The role of the AAPT Committee on Teacher Preparation is to influence policy and activities within the AAPT that foster improvement of physics teacher preparation based on the research in physics learning and the physics teaching experience of the AAPT membership. The Committee will:

— Provide a forum and support the continued development of a strong and diverse coalition of institutions committed to using inquiry-based, problem-solving, and active-learning strategies in science courses they provide for secondary and elementary teachers of physics.

— Sponsor and co-sponsor sessions, workshops, and other activities to make AAPT members and the broader educational community aware of programs that produce teachers who better understand physics and how to teach it so that ALL students can experience physics as an important, engaging, and exciting activity.

— Offer assistance in the development of program standards and selection of curriculum for teacher preparation programs. Support AAPT sections in regional or state efforts related to certification/licensure, program requirements, and physics content tests for teachers of physics.

— Increase communication, collaboration, cooperation, and joint sponsorship of interactions with other national organizations that have improving teacher preparation as part of their organization's stated mission to share findings and experiences and to exchange constructive critical examination of the physics teacher preparation process.

— Develop a strong, working committee with wide representation from other area AAPT committees and liaisons from other organizations to expand and share the work of the committee in AAPT and beyond.

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**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

***Committee on the Interests of  
Senior Physicists***

**John L. Hubisz, Committee Chair** Feb-2010

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**AMERICAN ASSOCIATION OF PHYSICS TEACHERS**  
**2008 AREA COMMITTEE DIRECTORY**

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**Marina Milner-Bolotin, Committee Member** Jan-2012

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**Jacob Blickenstaff, Committee Member** Feb-2012

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---

Mission

- Seek more effective means of recruitment and retention of women in physics classes and physics-related careers.
  - Seek methods of aiding women in physics in career development.
  - Communicate to the AAPT membership and to the community at large the findings of the Committee, through approved AAPT channels.
-

# AAPT Executive Office Directory

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The AAPT Executive Office works closely with the Executive Board and member volunteers to manage the operations, carry out directives, and create and uphold general association policies. The Executive Office represents the Association at public venues. It provides leadership and services for all AAPT activities and programs. The Executive Office further manages all external grant projects on behalf of AAPT.

Contact the Executive Office if you have questions about any of the Association's programs and services.

## Executive Office

**(301) 209-3311**  
[eo@aapt.org](mailto:eo@aapt.org)

The Executive Office oversees and leads the AAPT operations. Contact the Executive Office about:

- all Grant related projects
- the International Science & Engineering Fair
- the Presidential Science & Mathematics Teaching Awards
- the AAPT Executive Board
- Marketing
- Fund Development
- general questions or concerns about physics education
- questions about AAPT and its role in "improving physics education and supporting physics educators"

[Warren W. Hein](#) Executive Officer (301) 209-3311

[Philip W. Hammer](#) Associate Executive Officer (301) 209-3310

[Kristal Burgess](#) Fund Development Specialist (301) 209-3372

[Shirley Hyde](#) Executive Assistant (301) 209-3304

[Melissa Lapps](#) Marketing Coordinator (301) 209-3626

[Matthew Riggsbee](#) ComPADRE Web Design (301) 209-3319

## Communications Department

(301) 209-3322  
[pubs@aapt.org](mailto:pubs@aapt.org)

The Communications department oversees the production of journals, magazines, and publications. Contact this department if you have questions about:

- the file format of your submission of abstracts to National Meetings,
- purchasing reprints,
- obtaining copyright permission,
- how to include a product in our catalog,
- whether AAPT would be interested in producing your product, or
- press releases.

If you have questions about your subscription, including how to file a claim for missing issues or how to change your name or mailing address, contact the Membership and Stewardship Department. In addition, Editorial & Publishing Services will not be able to answer questions about journal submission. Please contact the Journal Editor directly regarding unpublished articles.

[Marilyn Gardner](#) Director of Communications (301) 209-3306

[Jane Chambers](#) Senior Production Editor (301) 209-3642

[Terrence Hunt](#) Web Developer (301) 209-3644

[Matt Payne](#) Online Graphics Designer (301) 209-3668

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## Programs & Conferences Department

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The Programs & Conferences Department works closely with the Meetings & Program Chair and the Area Committees in planning all aspects of the two AAPT National Meetings. The department also organizes and manages the physics exhibit shows.

The department also coordinates the following programs for the Association:

- [Urban PTRA Program](#)
- [Workshop for New Physics Faculty](#)
- [The United States Physics Team](#)
- [Physics Bowl](#)
- [Barbara Lotze Scholarship](#)

- [High School Grants for Innovative Teaching Programs](#)
- [Topical Conferences](#)

Contact this department regarding the National Conference if you have questions regarding:

- abstract submission,
- session or workshop request form submission,
- invited speakers,
- hosting a summer meeting,
- exhibiting.

<a href="#">Tiffany Hayes</a>	Director of Programs & Conferences	(301) 209-3302
<a href="#">Cerena Cantrell</a>	Associate Director of Programs & Conferences	(301) 209-3305
<a href="#">Janet Lane</a>	Programs Coordinator	(301) 209-3340
<a href="#">Natasha Randall</a>	Meetings Assistant	(301) 209-3340

## Membership Department

**(301) 209-3333**  
[membership@aapt.org](mailto:membership@aapt.org)

The Membership Department is responsible for the recruitment and retention of AAPT members, institutional subscribers to the AJP and TPT journals. This department is also responsible for expanding AAPT's visibility within the scientific community, and assisting the local sections in dissemination of AAPT resources. Product order fulfillment (AAPT Physics Store) and inventory control are also responsibilities of this department.

<a href="#">Marilyn Gardner</a>	Director of Membership	(301) 206-3304
<a href="#">Rogers Fuller</a>	Assoc. Director of Membership	(301) 209-3656
<a href="#">Jean Edwards</a>	Database Administrator	(301) 209-3651
<a href="#">Tabitha Keys</a>	Member Services Coordinator	(301) 209-3663

## Finance & Administration Department

**(301) 209-3330**  
[accounting@aapt.org](mailto:accounting@aapt.org)

The Finance & Administration Department manages the fiscal aspects of the operation, information technology, and human resources. The Department prepares budget reports and all financial statements. Budget reports are provided monthly, showing year to date comparisons of actual expenses to budget by cost center.

In addition, the following services are provided: General Ledger maintenance, Accounts Receivable, Accounts Payable, Payroll Processing, Cash Receipts, Grant Accounting and Budgeting, as well as manages rental income and expenses.

The Department maintains the important papers and records of the Association and monitors the Association's investments. All tax and insurance (except health) issues are handled through the Department.

The annual audit report process to attest to the accuracy of the financial statements and the government grant submissions is a joint effort of the Finance Department and the independent auditors.

Contact this Department with any issues relating to reimbursements and human resources.

[Michael Brosnan](#) CFO (301) 209-3301

[Krystal Board](#) Accounting Clerk (301) 209-3307

[Su-hua Huang](#) Senior Accountant (301) 209-3612

[Sylvia Sandiford](#) Accountant (301) 209-3614

## **Technology & Information Services**

**(301) 209-3110**  
[tech@aapt.org](mailto:tech@aapt.org)

Contact this department with any issues relating to the web, listservs and computer related problems.

[Erwin Campbell](#)

Director of Technology &  
Information Systems

(301) 209-3110

## TIPS FROM PREVIOUS CHAIRS

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The following tips are provided by previous Area Committee Chairpersons for the benefit of new Chairs:

- If your committee sponsors a workshop, visit the workshop. Ask the workshop leader how things are going. Thank the workshop leader for his/her time and effort. —[Nancy Moreau](#)
- Keep an accurate list of committee members' addresses (mail and electronic) and phone numbers. Keep an accurate list of friends of your committee and their addresses. Include them in any mailings to the committee. A committee needs more members than those officially designated to get the work done. —[John Hubisz](#)
- It's great to get minutes out right away, but that is not always possible. Late minutes and time lag between official meetings result in forgetting what went on before. It often wastes the time at the beginning of the meeting reminding people or just bringing those who were absent up-to-date. Use your agenda to send out the minutes. Use one style of print for the agenda items and another style for what took place when acting on or discussing that item. Additional items that came up would just be appended. —[John Hubisz](#)
- If you need help for a particular meeting where a local individual might be invaluable, look in the membership directory under state and city. —[John Hubisz](#)
- New members need to be brought up to speed. Do you have a history of your activities? Paper titles, minutes, brochures, and so on will ensure that each new member and other interested parties will receive a consistent picture of your committee's activities rather than take a chance with an off-the-cuff, fallible, five-minute conversation. —[John Hubisz](#)
- By visiting each workshop sponsored by your committee, you can inquire whether the workshop leader would be interested in offering the workshop at a future meeting. Often workshop leaders who offer a workshop at the winter meeting want to offer it again at the next winter meeting and do not attend the summer meeting. By inquiring early, you could line up your workshops early. —[Nancy Moreau](#)
- Make copies of everything turned into the Executive Office related to your program requests. Have other members fill out session request forms and give them to you with a copy. —[Chuck Robertson](#)
- In committee meetings, hold a brainstorming session to generate ideas for future invited paper sessions. Get names of possible speakers for each topic. For each suggested topic, assign a committee member to organize a session. —[Richard Christman](#)

- Send minutes of committee meetings to committee members and other attendees. During most committee meetings, questions will arise about AAPT procedural matters and ideas will be proposed to impact the running of AAPT. Report these to the appropriate AAPT officers on the disposition in the minutes. —Richard Christman
- Encourage former members of the committee to attend the meetings. Ask their advice. Involve them in the discussion. Assign them tasks. —Thomas B. Greenslade, Jr.
- Find out in advance how many members will be attending the meeting. Don't be in the position of finding out experimentally, as I did, that only one other member of the committee would be attending. —Thomas B. Greenslade, Jr.
- Keep in communication with the members of your committee. Soon after the national meeting, send out the minutes of the meeting so they can start to work on ideas generated during the committee meeting. I have written four or five circular letters to the committee members as chair. Some of these were used to prepare the members for the meeting. Others were used to disseminate information which had become available since the last meeting. I asked the members to comment by letter, phone, and e-mail on the ideas I raised in the letters. In short, try to keep as many members as you can working during the time intervals between meetings. —unattributed

## DEVELOPING AAPT STRATEGIC FRAMEWORK

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In June 2006, members of the Executive Board, leaders from the Executive Office, and select guests including former presidents, section leaders and Executive Office-designates, participated in a three-day retreat, facilitated by former President Karen Johnston to address questions of AAPT membership, governance, and identity with the goal of developing ambitious leadership goals for AAPT. The retreat followed a year of data gathering and analysis, and informal focus groups conducted by Karen Johnston. This was Phase One of the planning process.

The retreat led to the second phase of the planning. A planning action group (PAG) was formed, consisting of Dick Peterson, Ruth Chabay, Dwain Desbien, and Alan Gibson, along with Warren Hein and Toufic Hakim (Convener). Karen Johnston, who served as Senior Physicist Advisor for Planning, joined the Group at the meetings. Karen and Toufic worked closely in organizing the meeting agendas and timelines, gathering the resources and materials necessary. Karen brought a wealth of knowledge about AAPT and, through her previous role as a planning facilitator; she gathered valuable information from many constituencies that proved valuable in our discussions.

The first weekend (October 2006) focused on the vision (where we see ourselves as an organization / the horizon) and values (core beliefs, principles and ideals), and on the constituency that we represent. The Group also evaluated the external conditions and discussed ambitious impact goals affecting the physics teaching and education community, which AAPT should tackle.

The second week (December 2006) focused primarily on issues of membership (whom we are serving and whom we should be serving; benefits, models of membership) and governance (how to engage the sections and their representatives, how to involve the area committees in driving and supporting our national agenda). The Group also continued its discussion regarding impact goals.

PAG had two additional extensive meetings in January and March 2007, at the conclusion of which a strategic framework that will guide AAPT and the leadership's decision making for the foreseeable future was developed. Impact goals (external to AAPT) and organization goals (internal goals) that will support the Association's ability to reach those impact goals were recommended. Priorities were chosen. Strategies, loci of responsibility, timelines and financial requisites were specified.

Two external reviewers (Neal Abraham & Don Langenberg) were retained. These individuals reviewed selected materials that PAG shared with them, engaged with the Board in April, reacting to PAG's recommendations, and responding to a series of questions, we placed before them about the new directions for AAPT.

The Board continues to discuss the Strategic Framework and has made several decisions in line with the goals.

In 2007, President Harvey Leff appointed the Governance Review Committee (GRC), currently chaired by Mary Beth Monroe, to advise the AAPT Executive Board on governance issues identified by the Executive Board. The following two issues were identified during 2007 and 2008:

**A) Review of AAPT Governance Documents**

(a) Review and identify inconsistencies and obsolete sections in existing AAPT governance documents, including Policies and Guidelines, the Officers' Handbook, and Primers #1 and #2. The AAPT Constitution and By-laws may also be added to this list at a later time.

(b) Recommend changes needed to achieve an up-to-date Officers' Handbook to supersede the Policies and Guidelines, Primer #1 and Primer #2.

**B) Development of Organizational Chart**

Develop a chart that briefly describes the purpose of and indicates the connections among the different committees, programs, groups, and outreach efforts sponsored by AAPT. These include, but are not limited to, Topical Groups; Area Committees; programs such as PTRA and the New Faculty Workshop; publications including journals, books, web-based communications; the Executive Board; and Sections. The goal is to produce a visual that indicates connections among AAPT related activities that indicate reporting and management responsibilities.

In May 2007, AAPT sponsored a retreat for all area chairs and section representatives at ACP to discuss the current structure and possible restructuring of AAPT. Several models were presented over the two days and the planning team met to summarize and report those models to the Executive Board. President Leff

appointed a temporary Executive Board Committee on Governance Structure (COGS) to work with those plans. They are to study the following:

- a) chart of the current AAPT structure being prepared by the Governance Review Committee
- b) models presented by the Area Chair-Section Representatives Planning Group
- c) all documents and reports from the Executive Board Retreat and from the Area Chair-Section Representative Retreat
- d) other relevant documents

COGS is to present to the Executive Board a summary and synthesis of all documents and make recommendations on how to deal with them, including for each recommendation:

- a) an assessment of its Strengths and Weaknesses, and the Opportunities and Threats (SWOT) associated with it
- b) actions that would be needed for implementation
- c) a timeline for needed actions, leading from the current structure to the recommended structure.

## SATELLITE MEETINGS

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### HIGH SCHOOL PHOTO CONTEST

The High School Committee sponsors the Annual AAPT Photo Contest at the Summer Meeting.

### PERC

Since 1999, those active in Physics Education Research (PER) have held a two-day conference now called (PERC) after each AAPT Summer Meeting. These sessions have been organized by representative of the PER community. Interested individuals can register for the PERC session, at an additional cost, when registering for the AAPT Summer Meeting.

- PERC Organizers (1999-2008):
  - Mel Salbello, Summer 2008
  - Steve Kanim, Michael Loverude and Chandralekha Singh, Summer 2007
  - Michael Loverude, Kastro Hamed, Summer 2006
  - Kastro Hamed, Sanjay Rebello, Summer 2005
  - Sanjay Rebello, Michael Wittmann and Rachel Scherr, Summer 2004
  - Michael Wittmann and Rachel Scherr, Summer 2003
  - Dewey Dykstra, Summer 2002
  - Karen Cummings, Summer 2001
  - Richard Steinberg, Summer 2000
  - David Hammer, Summer 1999

### PIRA

Physics Instructional Resource Association (PIRA) sponsors a Resource Room at the Summer Meeting. This resource room also hosts the annual Apparatus Competition.

### PTRA

For many years the Physics Teacher Resource Associates (PTRA) have held a week-long conference immediately before the AAPT Summer Meeting. These conferences are typically attended by approximately 100 high school teachers.

## **TOPICAL CONFERENCES**

Periodically a two or three day topical conference has been held immediately prior to the AAPT Summer Meeting. A topical conference on the Advanced Laboratory is being planned for the 2009 Summer Meeting (SM09) in Ann Arbor, MI.

## **TYC**

The Two-Year College Committee (TYC) sponsors a Resource Room during the Summer Meeting. The TYC Committee has scheduled a meeting of TYC faculty before the 2009 Summer Meeting (SM09) beginning in Ann Arbor, MI.

## WINTER & SUMMER MEETING INFORMATION

### YOUR SEAT ON THE PROGRAMS COMMITTEE

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#### **PROGRAMS COMMITTEE MEETINGS**

As the chair of an Area Committee, you are automatically a member of the Programs Committee, an AAPT advisory committee. As a member, you will assist the Program Chair in planning the two annual national meetings and ensuring coordination of the work of the Area Committees as it pertains to programs.

During each Winter and Summer Meeting, the Programs Committee meets twice. Programs I is scheduled before any individual Area Committee meets, while Programs II is scheduled after all of the Area Committees have met.

It is imperative that you (or a designated representative) attend both meetings of the Programs Committee at each AAPT National Meeting.

#### **PROGRAMS I**

At Programs I, committee members will discuss ideas or concerns about the current meeting with the Program Chair pointing out some of the highlights or particular events to watch. This is also a time to discuss deadlines for the next two meetings, themes and speakers for future meetings, and any new changes in procedures. The Program Chair (and others) will also bring up items that you may want to discuss during your Area Committee meeting.

#### **PROGRAMS II**

Programs II serves as a review of the current meeting and a planning session for the program at the two annual meetings, one year in the future.

It is very important for future meetings that the Programs Committee receives feedback from the Area Committees concerning the arrangements and program of the current meeting. Questions to consider are:

- Were particular sessions or workshops so successful that they should be considered for repeating at future meetings?
- Were there some sessions or workshops that we've offered a number of times that we should consider dropping for a while?
- Were any changes in the program schedule worth repeating?
- What was the reaction to the plenary sessions and other special events?
- Should we consider returning to this location for a future meeting?

The largest fraction of the time in Programs II is spent discussing the two national meetings, one year in the future. This is the time to finalize the list of plenary

speakers for the next meeting and to propose names for future meetings. It is also a time to discuss the invited and invited/contributed sessions and the workshops to see if we will have a well-rounded program, if we have too many sessions or workshops, and if we can arrange joint sponsorship of sessions and workshops. It is imperative that area chairs come to an agreement on co-sponsorships and titles, and that adequate records be made of these agreements so that confusions and inconsistencies in the information subsequently submitted with various online forms can be minimized if not eliminated altogether.

If there is time remaining, the Program Chair may ask the Committee to do some long-range planning.

## **CRITERIA FOR SELECTING ANNUAL MEETING SITES**

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*Building on Previous Work*– This list of proposed criteria for selecting AAPT annual meeting sites was adopted at the Board October 2006 meeting. It is based upon our review of recommendations of the Section Representatives (Randy Peterson, Chair) and on a document prepared by the Area Chairs Committee on Meetings.

**SUMMER MEETING**– Target attendance: 1,000 full-paying registrants (for near future) Target month: July

*Premise*- Summer meetings are held on and/or in close proximity to a college or university campus. The campus setting maintains a collegial environment for our meetings and taps the educational resources and talent of the hosting physics department. Consideration as to the size, type, or character of host institution (e.g., two-year college, comprehensive university, research-intensive university, HBCU or MSI) will be made strategically and in line with the criteria below.

For selection, a site must, at minimum, meet these four criteria (with the ratings shown).

1. *Facilities* – Excellent

- Adequacy of space and accommodation – Ability to host 1,500 participants (amphitheater/rooms/poster space/banquet hall/etc.)— see table on next pages. Sufficient number of residence halls of acceptable quality and comfort.
- Professional support – Availability of local professional staff equipped with the knowledge, skills, tools and experience to organize and cater large conferences.

2. *Level of Support by Hosting Physics Community* – Excellent
  - Leadership of host department - Formal invitation by the Chair of Department. Presence of a local organizing committee within department of at least three members of department. Level of activity of SPS chapter. Status of institutional subscription to AJP and TPT.
  - Leadership and participation of local section – Level of activity of section in AAPT. Willingness of section to participate in having representation on local organizing committee and regional marketing.
  
3. *Locale*– Very Good
  - Proximity to international airport served by at least one low-cost carrier – Campus within a 30-minute drive from airport. Adequate public transportation.
  - Within an 8-hour-driving radius of a high-density population region (to allow high attendance by pre-college teachers).
  - High density of colleges and universities in region.
  
4. *Costs* – Reasonably Affordable

Meeting sites will be selected from year to year in such a way as to allow for a wide geographic distribution across the country.

The above criteria can be relaxed every four years to accommodate special meeting sites as needed.

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**WINTER MEETING**– Target attendance: 800 full-paying registrants (for the near future) Flexible date

*Premise*– Where possible, winter meetings will be held jointly with sister societies that share an interest and a commitment to science and/or physics education. Joint meetings will reinvigorate attendance at our winter meetings, increase our Association’s visibility among other science and science education practitioners, and generate new joint projects and workshop ideas. The dates for meeting must be flexible (January or February) to allow for the joint venture.

1. *Nature of Interaction with Partnering Society* – Excellent  
Strategic significance of partnering with selected society. Mission compatibility with society. Nature of working relationship with society.
  
2. *Facilities* – Excellent
  - Adequacy of convention space and support – Ability to host 1,000 (For AAPT) and projected attendance by partner society (rooms/poster space/banquet hall/etc.)—see table. Special features
  - Adequacy of hotel space and availability

3. *Locale* – Very Good
  - Proximity to international airport served by at least one low-cost carrier– Site within a 30-minute drive from airport. Adequate public transportation.
  - Within a 5-hour-driving radius of a high-density population region (to allow high attendance by pre-college teachers).
  - High density of colleges and universities in region.
4. *Costs* – Reasonably Affordable
5. *Level of Activity of Local Hosting Group* – Good
  - Leadership and participation of local section –Willingness of section to form and lead local organizing committee and regional marketing.
  - Leadership of host department - Presence of a local organizing committee within department of at least three members of department.

Meeting sites will be selected from year to year in such a way as to allow for a wide geographic distribution across the country.

The above criteria may be relaxed every four years to accommodate a special meeting site as needed.

Efforts will be made to share the sites' proposal with the Council before the Winter meeting and to engage members of the Council during planning stages.

## SPACE NEEDS

### BASED ON 1,500 ATTENDEES AND CURRENT MEETING FORMAT

- Total Square Footage: 38,000
- Exhibit Square Footage: 18,500 (58 10'x10' booths; 120 posters; lounges, food service, and depending on meeting, either a Job Center or an Apparatus Competition and Resource Room – Show to be dismantled late on the day preceding the final day of events.
- Number of Sleeping Rooms (nearby hotel rooms plus campus rooms in summer): 2,025 (Thursday: 25, Friday: 250, Saturday and Sunday: 350, Monday: 400, Tuesday: 350, and Wednesday: 200).
- Number of Meeting/Session Rooms: Variable (see below)

<b>Thursday</b>	Set up AAPT office (space to be available 24/7 until end of meeting)
<b>Friday</b>	AAPT office area 1 room—classroom set for 40 1 room—conference set for 20 Set up registration area Registration area open 2 hrs on Friday evening to distribute pre-registration packets
<b>Saturday</b>	AAPT office area 2 rooms—conference set for 20 1 room—classroom set for 50 8 rooms—classroom set for 24-32 (for workshops) Registration area open all day Exhibit Hall—to be set by decorator
<b>Sunday</b>	AAPT office area 2 rooms—conference set for 20 1 room—conference set for 30 1 room—classroom set for 40 8 rooms—classroom set for 24-32 (for workshops) 1 room—theater set for 150 1 room—theater set for 200 Registration area open all day Exhibit Hall—Exhibitors set up & ready for reception at 6 pm (close to general session/plenary rooms and meeting registration area)
<b>Monday Tuesday Wednesday</b>	(All rooms to be used 7 a.m.-10 p.m. for committee meetings/functions) AAPT office area Registration area open all day 1 room—conference set for 20 1 room—conference set for 10 3 rooms—classroom set for 24 (for workshops) 3 rooms—theater set for 75-100 (every day) 3 rooms—theater set for 100-150 (every day) 3 rooms—theater set for 200-250 (every day) 1 room—theater set for 450-500 (every day)

- Meal Function: Several breakfasts, luncheons, and receptions during the week in addition to coffees and snacks during the exhibit show.

## MEETING THEMES

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Themes can help define the focus of a meeting, and there are many ways in which a theme can be chosen:

1. Through the specific location of a meeting.
  - a. A special campus such as Boise State University, with its surrounding geothermal environment, lends itself to the "Energy" theme.
  - b. A special convention center such as the Monona Terrace, designed by Frank Lloyd Wright, lends itself to a "Physics in Form and Function" theme.
2. Through a specific city.
  - a. Austin, TX, because it is close to NASA, lends itself to "Physics in Space."
  - b. Rochester, NY lends itself to "Optics."
3. Through specific topical issues.
  - a. Physics First
  - b. Cross-over Teachers
  - c. National Standards

In order to maximize its effectiveness though, a theme must be chosen well in advance of a meeting – at least twelve to eighteen months beforehand. This amount of time provides organizers with knowledge far enough in advance to enable them to both plan and request sessions and workshops around a chosen topic.

Themes also start everyone thinking about plenary speakers who would make excellent presenters for a particular meeting. The advance warning provides enough time to contact them before their schedules are set.

Marketing a meeting is much more effective when speakers and topics are identified early enough to mention in the marketing material. Listing specific speakers and topics helps to build interest in the meeting. This, in turn, increases attendance at AAPT meetings and thus helps to build AAPT membership.

It is requested that Area Committees discuss viable themes for the future meeting sites and present their ideas at the Programs Committee Meeting. Area committees are then requested to encourage friends of the committee to organize sessions and workshops pertaining to the chosen meeting themes whenever possible.

## HOW TO HOST A SUMMER MEETING

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The following information lists the criteria that AAPT looks for in a host institution for the annual Summer Meeting. Review the guidelines, and if you think your institution can meet our needs...we'd love to hear from you!

- 1) Airport: proximity to a major airport(s) and availability of transportation between airport and college campus is important (average attendance 1000-1200).
- 2) Sleeping Rooms: dorm availability needs to be cleared with the campus housing office. Prefer some combination of 250 beds be available, doubles and singles. Other considerations include: are these rooms air-conditioned, do they include private or "shared" bathrooms; and most importantly, the costs of such facilities. We also use about 250 on-campus inns/hotels (or very close-to-campus...within walking distance) are also popular with some of our attendees who prefer more private accommodations.
- 3) Meals: different options have been offered for on-campus meals: daily 2 or 3 meal plans (excluding the night of our picnic...usually on Tuesday evening), or meal-by-meal plans. Also the ability to purchase "at the door" is important, and the ability to purchase individual meals from delis or cafeterias that are available in the student unions.
- 4) Special Events: an annual picnic is held at the summer meeting, usually on Tuesday evening, and is the most popular social activity of the meeting...usually attracting about 500 participants. In addition to the picnic, we also have various food functions throughout the meeting.
- 5) Exhibits: need a room that is approximately 14,000 square feet with easy access to a loading dock. This table top exhibit set up could require as many as 75-8' tables. Most, if not all, exhibitors require electrical access. Although the exhibit show displays Sunday evening through Tuesday the room set-up begins on Saturday (exhibitors set up all day Sunday) so that the room(s) must be available all five days (breakdown can extend to Wednesday). Also needed for exhibits is a storage area large enough to hold many large boxes.
- 6) TYPES OF ROOM NEEDS for AAPT-Workshops (Saturday and Sunday only): a minimum of 10 LAB rooms seating at least 24 each, a minimum of 8 CLASSROOMS seating at least 24 each, and a number of (8-10) COMPUTER CLUSTERS are needed. While most prefer IBM (or PC-compatible); some request high-end or power MACs. CD-ROMS, flash drive computer projection systems or LCD projection panels, and VCRs are also frequent requests.

**Committee Meetings:** a minimum of 5 rooms which can accommodate 30-40 people conference style, 3 rooms which can accommodate 50-75 people, and 1 room to accommodate 200 people should be designated for the entire week.

**Invited Sessions:** a minimum of 6 lecture rooms to seat about 200 each should be available Monday morning through Wednesday.

**Contributed Sessions:** a minimum of 4 lecture rooms to seat about 75-100 each should be available Monday through Wednesday, and 2 rooms to seat about 45-60.

**Commercial Workshops:** 4 classrooms to seat 30-50 people should be available Monday through Wednesday.

**Plenary:** theater seating for 500 should be available Sunday through Wednesday. This room will also be used for the Ceremonial Session and could be used as a site for the Demo Show which is generally held Tuesday evening after the picnic.

**PIRA:** the Physics Instructional Resource Agents have been running a Resource Room during the week of the summer meeting. This room generally measures about 725 sq.ft., electrical, and Internet access.

**Apparatus Competition:** this competition is organized by the Apparatus Committee and requires a room measuring about 725 sq.ft.

- 7) PTRAs: in addition, one week before the AAPT meeting, the Physics Teaching Resource Agents (PTRAs) bring in approximately 125 teachers. For that week, they will require on a daily basis: 4-5 lab rooms each holding 25-30 people, 1 lecture hall to hold 125 used for 1.5 hours either in the morning or the evening, a room to be used by three Directors as an office, dorm space (about 60 double rooms and 5 singles), and a 3-meal/day dining plan.
- 8) Photo Contest: The High School Committee runs the AAPT Photo Contest. They need a well-traveled space for the entire meeting to display photos.
- 9) TYC – The TYC Committee needs a Resource Room during the meeting. The room should measure around 725 sq. ft. Poster boards are needed in this room. Before the meeting the TYC needs a classroom or laboratory for a TYC faculty meeting to be held Friday and Saturday.

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To receive a detailed booklet titled "Guidelines On Hosting an AAPT Summer Meeting," contact:

**Programs & Conferences Department**  
**One Physics Ellipse**  
**College Park, MD 20740**  
phone: 301-209-3340 • fax: 301-209-0845  
E-mail: [meetings@aapt.org](mailto:meetings@aapt.org)

## KEY PERSONNEL WHO CAN ANSWER MEETING QUESTIONS

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### PROGRAM COMMITTEE CHAIRS

The President-Elect is the Program Chair through the Summer Meeting at which time the Vice-President becomes Program Chair. Program Chairs for 2009 and 2010 are listed below:

#### **David Cook**

*President-elect, 2009: Program Chair, WM09 - SM09*  
Lawrence University  
Department of Physics  
Box 599  
Appleton, WI 54912  
Phone: (920) 832-6721  
[david.m.cook@lawrence.edu](mailto:david.m.cook@lawrence.edu)

#### **David R. Sokoloff**

*Vice President, 2009: Program Chair, WM10 – SM10*  
University of Oregon  
Department of Physics  
1274 University of Oregon  
Eugene, OR 97403-1274  
Phone: (541) 346-4755  
[sokoloff@uoregon.edu](mailto:sokoloff@uoregon.edu)

#### **Alex Dickison**

*AAPT President, 2009: Review Board Chair, 2010*  
Seminole Community College  
Division of Physical Science  
100 Weldon Blvd  
Sanford, FL 32773  
Phone: (407) 328-2202  
[dickisoa@scc-fl.edu](mailto:dickisoa@scc-fl.edu)

#### **Tiffany Hayes**

Director  
**Programs & Conferences Department**  
One Physics Ellipse  
College Park, MD 20740  
Phone: (301) 209-3340; Fax: (301) 209-0845  
[meetings@aapt.org](mailto:meetings@aapt.org)

## I. HOW TO ORGANIZE EVENTS

Area Committees are responsible for planning two broad types of events at AAPT meetings: Sessions (which include not only events with invited talks and/or posters, but also panel discussions and cracker-barrels); and Workshops (which include the traditional half-and-full-day workshops, but also 2, 3 and 4 hour tutorials and field trips to local laboratories and other destinations). Workshops are scheduled during the first and second days of the normal AAPT Meeting; sessions are scheduled during the third, fourth, and fifth days.

The difference between workshops and sessions lies in the extent to which the attendees are given individual training in the specified subject of the event. In sessions, the presenters report on their individual activities and may induce others to try similar things. However, the main focus is on informing attendees of the practices of the presenters, not on giving them direct guidance in doing it themselves. In traditional workshops and tutorials, the object is to train attendees in the use of tools or techniques and focus on instructing attendees. Traditional workshops require several set-ups of the requisite apparatus and include extensive hands-on activities for the attendees. In contrast tutorials require equipment only for the presenter and involve minimal, if any, hands-on activities for the attendees.

Sessions typically involve a large number of individuals representing as many different institutions, each of whom delivers a half-hour Invited Talk or a ten-minute Contributed Talk. Workshops and tutorials are presented by a small number of individuals, sometimes from the same institution, who are able to utilize the full time for their event. Typically, workshops and tutorials will provide extensive materials for attendees while speakers in sessions provide only brief handouts, if any.

### **SIMPLE STEPS TO ORGANIZE A SESSION OR WORKSHOP FOR A FUTURE AAPT NATIONAL MEETING**

#### Summer Meetings

**TIMING:** Contact the appropriate Area Committee Chair with proposed idea **no later than the meeting one year before the meeting** at which you wish to present.

**EXAMPLE:** To present a session or workshop at the 2007 summer meeting; contact the committee chair no later than the 2006 summer meeting so the committee can approve it.

**REASON:** Within three weeks following a summer meeting, the Area Committee Chairs submit titles of sessions and workshops that have been approved by their committees for presentation at the following summer meeting. That list is then posted online in a drop-down box from which organizers can choose when **submitting their official program request by the October 15 deadline**.

**REMINDER:** No forms can be submitted without prior approval by a committee as the form will not allow new session or workshop titles not on the list to be entered.

If the title is not on the approved list, it is too late at that point to get approval by a committee, and you will need to wait until a future summer meeting.

### Winter Meetings

**TIMING:** Contact the appropriate Area Committee Chair with proposed idea **no later than the meeting one year before the meeting** at which you wish to present.

**EXAMPLE:** To present a session or workshop at the 2008 winter meeting; contact the committee chair no later than the 2007 winter meeting so the committee can approve it.

**REASON:** Within three weeks following a winter meeting, the Area Committee Chairs submit titles of sessions and workshops that have been approved by their committees for presentation at the following winter meeting. That list is then posted online in a drop-down box from which organizers can choose when **submitting their official program request by the May 1 deadline.**

**REMINDER:** No forms can be submitted without prior approval by a committee as the form will not allow new session or workshop titles not on the list to be entered. **If the title is not on the approved list, it is too late at that point to get approval by a committee, and you will need to wait until a future winter meeting.**

## PROPOSALS FOR SESSIONS AND WORKSHOPS

Due to limitations of space at national meetings, AAPT has adopted quotas for the number of sessions and workshops that each committee may sponsor. Any session or workshop may have one co-sponsor which counts as half an event for each Committee. Each quota is based on attendance data from previous sessions and workshops sponsored by each Committee. The quotas are a determined factor in negotiations of facilities at meeting sites. The following table of current quotas allows for 70 planned Committee Sessions and 45 planned Committee Workshops.

Committee on Apparatus	3 sessions 3 workshops
Committee of Educational Technology	8 sessions 6 workshops
Committee in Graduate Education in Physics	2 sessions 1 workshop
Committee on History and Philosophy of Physics	2 sessions 1 workshops
Committee on International Education	2 sessions 1 workshop
Committee on Laboratories	2 sessions 2 workshops
Committee on Minorities in Physics	2 sessions 1 workshop
Committee on Physics in the High Schools	7 sessions 6 workshops
Committee on Physics in Pre-High School Education	3 sessions 2 workshops
Committee on Physics in Two-Year Colleges	5 sessions 2 workshops
Committee on Physics in Undergraduate Education	7 sessions 3 workshops
Committee on Professional Concerns	2 sessions 1 workshop
Committee on Research in Physics Education	8 sessions 6 workshops
Committee on Science Education for the Public	4 sessions 3 workshops

Committee on Space Science and Astronomy	5 sessions 3 workshops
Committee on Teacher Preparation	5 sessions 3 workshop
Committee on Women in Physics	2 sessions 1 workshop
Committee on the Interest of Senior Physicists	1 sessions 0 workshop

Setting components for a National Meeting begins a full year before that meeting. The component steps are as follows:

- a. During meetings of Area Committees at National Meeting N, Committees identify the sessions and workshops they wish to propose for National Meeting N+2.
- b. During Programs II at meeting N, the Area Chairs present the recommendations of their Committees for meeting N+2, seek and agree to co-sponsorships, and take careful notes so that later web-based submissions can be accurate and free of confusions and inconsistencies.
- c. Within two weeks to one month after meeting N (exact dates are supplied at each meeting) , Area Chairs finalize titles, organizers, presiders (if possible) and co-sponsors for all sessions and workshops for meeting N+2.
- d. After the lists have been finalized and, in any case by the established deadline, each Area Chair submits the session and workshop proposals from that Committee to the on-line form [www.aapt.org/events/approvedlist.cfm](http://www.aapt.org/events/approvedlist.cfm). Chairs may submit events up to their quota, though in the present versions of the form some events may have to be listed as additional cosponsored events (and each should be clearly identified as a session or a workshop). Events beyond the quota can be listed as extra items in a wish list. Please note a co-sponsored event must be entered *with the same title* by *both* Committees. Final approval of co-sponsored events by the Program Chair will be delayed if the event is not submitted by both committees or if the two submissions give the event different titles.
- e. Once the deadline has passed, the Program Chair reviews the submissions, resolves any remaining inconsistencies, assesses compliance with applicable quotas, gives final approval to all proposals within the quotas, and adds extra items from wish lists as space is available.
- f. Within approximately two weeks, the final lists assembled by the Program Chair are sent to the Area Chairs for verification.
- g. Once that process is complete, the approved list of titles will be entered on the AAPT website. At that time, Area Chairs will be notified and must notify all organizers of the AAPT deadline for submission of the next round of (more detailed) information about approved sessions and workshops, which will include calls for papers (if the session involves contributed components),

abstracts for workshops, and tentative lists of any speakers to be invited. One or the other of the on-line forms [www.aapt.org/events/sessionrequest.cfm](http://www.aapt.org/events/sessionrequest.cfm) or [www.aapt.org/events/wksprequest.cfm](http://www.aapt.org/events/wksprequest.cfm) should be used for this purpose. Organizers should be sure to have the title of the event and the sponsoring committee(s) correct, though the forms do provide a space for entering a revised title.

- h. During Programs I at meeting N+1, the (presumably final) plans for sessions and workshops for meeting N+2 will be reviewed and tweaked as necessary.
- i. Shortly after meeting N+1 (see official list for the actual deadline), organizers must submit a final list of the speakers to be invited for all invited sessions. The form [www.aapt.org/events/speakerlist.cfm](http://www.aapt.org/events/speakerlist.cfm), which asks not only for the names but also for full contact information and the order in which the speakers are to appear in the session itself, should be used to supply this information. Submission of this form will trigger the sending of a formal letter of invitation to each invited speaker, which letter will contain a request that the speaker submit an abstract using the form [www.aapt.org/events/abstractform.cfm](http://www.aapt.org/events/abstractform.cfm) and will provide the deadline for receipt of that abstract. In the meantime, individuals who wish to submit abstracts for contributed papers and posters will use this same form.
- j. Very shortly after the deadline for submission of abstracts, a few individuals will meet to sort the abstracts into sessions and determine the hour-by-hour schedule of meeting N+2.

As a note, please pay careful attention to the instructions on forms submitted as these forms are constantly being reviewed and instructions may change periodically.

(Meeting submission forms are on the last page of this handbook, or click on [www.aapt.org](http://www.aapt.org) for updated copies)

## AUDIOVISUAL EQUIPMENT REQUESTS

Audiovisual equipment **MUST** be ordered at least 24 hours prior to your presentation or personally handed to the AV technician in the speaker ready room.

- **VCRs/Monitors:** Must be ordered and cost \$85 each. (cost may vary by location) Payment may be made with registration and must be paid for by the start of the meeting.
- **LCD Projectors and Laptops:** Will be provided in every oral session room, free of charge. YOU MAY NOT USE YOUR OWN. You do not need to place an order to use the LCD projector, but the following requirements must be strictly adhered to:

- **PRESENTATION:** PowerPoint or Adobe Acrobat is the required formats. Your PowerPoint presentation must be compatible with Office XP (2003) for the PC. The computers in the session rooms will be loaded with Windows XP Professional with Office XP. (\*\*See Apple note below)
- **MOVIES:** Make movie files linked to your presentation rather than embedded inside it like a picture or drawing. When a presentation has linked files, you **MUST** copy the linked files as well as the presentation. **QuickTime Movie files (.mov) or uncompressed Tiff files do not work as linked movies in the PC version of PowerPoint.** Please convert these files into MPEG (.mpg, .mpeg) or AVI (.avi) formats if you wish to include them in your PowerPoint file.
- **LABEL:** The file must be labeled with the session letters, including speaker number, and your last name (i.e. AC 02\_smith). Please check the file name before dropping off your file.
- **DROP OFF:** At least one day in advance of your session, bring your presentation on a CD-ROM or USB Flash Disk, PC formatted, to the speaker ready room.
- **SPEAKER READY ROOM:** If a Speaker Ready Room is available at the conference, the computers in the breakout session will match the equipment used in the speaker ready room. If your presentation looks good in the speaker ready room, it will look good in the session. Whenever possible someone will be in the Speaker Ready Room all day to assist you. (hours vary by location) Do not hesitate to drop by and ask questions.
- **IN THE SESSION:** You will control your presentation on the computer in the session room. There will be a laptop for you to use. Please do not load your presentation on the computer in the session room yourself as it may be deleted remotely.

**\*\*\*Special Arrangements for Mac Users:** People wishing to use Apple computers may bring their own for use in the session, but you **MUST** notify the speaker ready room, if available, of your intention.

(Please note that these arrangements will change according to meeting location/venue.)

## **PLENARY SESSIONS**

The plenary sessions are the centerpiece of our annual meetings. In plenary sessions, great physics and great speakers converge to deliver a high quality program to the membership. The focus is on interesting physics topics as opposed to political or social topics. The presentation is intended to be at a level that all members attending the conference can understand and appreciate most of the material. To encourage the use of multimedia, AAPT will provide the speakers with a reasonable array of audiovisual equipment.

Plenary sessions are scheduled so that they do not conflict with other scheduled sessions to make sure all participants have the opportunity to attend. The only program items that might normally be scheduled at the same time are commercial workshops and the exhibit show.

**Plenary sessions are sponsored or co-sponsored by Area Committees and/or the Program Chair.**

After the speakers have been identified, the Program Committee may authorize an Area Chair to contact the potential speaker to see if he or she is available and would like to give a plenary address. The Executive Office over the signature of the Program Chair will send the formal invitation once the speaker has agreed and the contact information has been approved.

AAPT provides the following for plenary speakers:

- round-trip coach transportation and ground transportation
- hotel accommodations
- meals (at the discretion of the Program Chair)
- Complimentary meeting registration

Members of the Programs Committee are encouraged to propose future Plenary Speakers via the online form. Please check the list of past plenary speakers online before submitting your proposal.

Please submit suggestions at <http://www.aapt.org/Events/suggestplenary.cfm>

## PAPER SESSIONS

The following guidelines are provided to assist Area Chairs with organizing sessions at AAPT National Meetings:

### CONTRIBUTED SESSIONS

- When an Area Committee wants to submit contributed papers on a specific topic, it may sponsor or co-sponsor a Contributed Session. The Area Committee Chair is responsible for submitting the Session Request Form for both Winter and Summer Meetings by the appropriate deadline: **(see Calendar of Key Deadlines & Events)**.
- A call for papers must be included on the Session Request Form at the time of submission. This will be broadcasted online at [www.aapt.org](http://www.aapt.org) to inform members of the solicitation of contributed papers on this topic.
- Each presenter may give a maximum of one invited or one oral contributed talk. All other papers need to be presented in poster format.
- When papers include multiple authors, the name of the presenter(s) will be listed first for all oral and poster presentations (*Adopted by the Executive Board, January 1998*).

### INVITED SESSIONS

- Invited sessions identify the major themes in physics and physics education at our national meetings. Speakers for these sessions should be nationally recognized authorities. There is a two-speaker minimum per invited session.
- Invited sessions are sponsored or co-sponsored by Area Committees and one member is designated as the Session Organizer, and usually acts as the session presider. Other members may act as co-organizers. The Session Organizer is responsible for submitting the Session Request Form for both Winter and Summer Meetings by the appropriate deadline: **(see Calendar of Key Deadlines & Events)**.
- Invited papers are generally scheduled to last 30 minutes, including questions. Speakers should allow approximately five minutes at the end of their talks for questions. Shorter time limits can be allotted. The Program Chair sets the time length of each session.
- A speaker may give only one invited talk per year unless granted an exemption by a majority vote of the Program Committee. (*Adopted by the Executive Board, January 1999*).
- The Area Chair is responsible for informing the Session Organizer of the procedures for inviting speakers. It should be made clear that AAPT does not provide travel or other expenses for an invited speaker. The Program Chair must approve any special requests for travel or other funds prior to issuing an invitation. AAPT extends the courtesy of complimentary

meeting registrations to those invited speakers who are not members of AAPT.

- It is the responsibility of the Area Chair to verify that all session organizers have submitted their request forms for the meeting and to give them the appropriate deadline dates that information is due to the Programs & Conferences Department.
- The Session Organizer is responsible for identifying (if this has not been done by the Committee) a list of potential speakers for the invited session. The Session Organizer contacts each potential speaker on behalf of the Area Committee to see if he or she is willing to give the talk. Formal invitations will be sent to all confirmed speakers by the Programs & Conferences Department over the signature of the Program Chair after the program has been completed.
- No later than three weeks before the deadline for abstract submission, the Session Organizer must provide the AAPT Director of Programs & Conferences with a list of speakers in the order they will present. This list must contain complete contact information (telephone number, e-mail address, and postal address) for each speaker. Abstracts for invited speakers should be submitted via the usual channels before the deadline.
- Invited Sessions with fewer than three invited speakers may be converted to an Invited/Contributed session at the discretion of the Program Chair, and no invited session will be held with only one invited speaker.
- Organizers of invited and invited/contributed sessions may not invite themselves to give an invited talk. (*Adopted by the Executive Board, January 1998*).

#### **INVITED/CONTRIBUTED COMBINED SESSIONS**

- Invited/Contributed Sessions are intended to focus attention on a particular topic, but not to the extent of holding an Invited Session.
- There are to be at least two invited papers in invited/contributed sessions. (*Adopted by the Programs Committee, August 1998*).
- Please let the Program Chair know if your session would work in reverse; that is, if the contributed papers could go first to be followed by the invited papers. This reduces the potential conflicts for members who selectively choose to attend invited papers. Also, certain topics lend themselves to alternating invited and contributed papers.
- The guidelines for both the invited sessions and the contributed sessions apply to invited/contributed sessions.
- Organizers of invited and invited/contributed sessions may not invite themselves to give an invited talk. (*Adopted by the Executive Board, January 1998*).

## SPONSORED POSTER SESSIONS & GUIDELINES

### SPONSORED POSTER SESSIONS

- When an Area Committee wants to encourage the submission of poster papers on a specific topic, it may sponsor or co-sponsor a Poster Session. The Area Committee Chair is responsible for submitting the Session Request Form for both Winter and Summer Meetings by the appropriate deadline: **(see Calendar of Key Deadlines & Events)**.
- A call for papers must be included on the Session Request Form at the time of submission. This will be listed on the AAPT website to inform members of the solicitation of poster papers on this topic. The posters will then be displayed collectively at one of the regularly scheduled AAPT Poster Sessions during the meeting.
- There is no limit to the number of poster papers one presenter may give but nonmembers do require sponsorship by an AAPT member in good standing.
- Poster contributors must attend the meeting in order to present in poster format. A poster may not be submitted for display without the author in attendance. *(Adopted by the Executive Board, January 1998)*

### POSTER SESSION GUIDELINES

Each poster session author will be provided with a 4' x 4' poster board area and a 3' x 15" table beneath it to hold handouts or a laptop. The board will indicate the poster number in upper right or left corner. Authors are responsible for mounting their own material at least one hour prior to the opening of the general poster session and for removing it at the end of the day. Posters left up past that time will be discarded.

- All illustrations, charts, etc., to be posted should be prepared in advance as materials for these purposes will not be available at the meeting site. AAPT will provide a reasonable supply of push pins, but we suggest authors provide their own if possible.
- Each poster must include text in a large enough font (~20 point font) to be read easily by attendees from a distance of 4 to 5 feet or more. Lettering on illustrations should be large and legible. Photographs should be a minimum of 5 x 7 inches. Material should be displayed in logical sequence (introduction, development, conclusion) and each sheet should be numbered.
- The effectiveness of a poster presentation will be enhanced by using techniques such as mounting the sheets on colored construction paper, etc., to improve the graphic impact. Please note, however, that simplicity, ease of reading, etc., are more important than artistic flair. Illustrations should not be mounted on heavy stock as this could make them difficult to mount on poster boards.

- Avoid overcrowding figures and cramming too many numbers into tables. Legends and titles should accompany all figures, tables, photographs, etc. in order to allow their immediate identification.
- No commercial activities or any advertising may be displayed on the posters. Non-compliance with this rule will result in the poster being removed.
- Requests for extra space to accommodate models or equipment should be made at the time of abstract submission in the "Conflicts/Comments" box on the abstract form and are subject to approval.
- Authors may wish to bring extra copies of their data and conclusions. No duplication facilities will be available through AAPT. Authors may also wish to provide sign-up sheets for attendees who may wish additional information, reprints, etc.
- Posters will be arranged by topic on one of three meeting days (Monday, Tuesday, or Wednesday) and remain up the full day. Approximately two hours each of those days is set aside for poster presentations when no other sessions are scheduled. The authors need not be present the entire time but if not, should post the hours when they will be at their poster.

### **SESSION LOG**

For a complete listing of each Committee Session Log for the current year, please visit our website at <http://www.aapt.org/sessionlog/logs.cfm>.

## WORKSHOPS AND TUTORIALS

The following guidelines are provided to assist Area Chairs with organizing AAPT-sponsored workshops and tutorials at AAPT National Meetings:

### WORKSHOPS

- All AAPT Sponsored Workshops must be approved and sponsored by an AAPT Area Committee or the Program Chair. The Workshop Leader and the Area Chair are responsible for submitting the Workshop/Tutorial Request Form <http://www.aapt.org/Events/wksprequest.cfm> for both Winter and Summer Meetings by the appropriate deadline: (see **Calendar of Key Deadlines & Events**).
- Workshops may only be offered on designated workshop days. This has customarily been the first two days of the National Meetings.
- Workshops are "hands-on" activities and require pre-registration and prepayment.
- The Director of Programs & Conferences at the National Office will work with Workshop Leaders and Local Hosts to accommodate equipment requests according to the preset fee structure. In cases where equipment is unavailable or too expensive, the Director of Programs & Conferences or the Program Chair may suggest postponing the Workshop until a future meeting.
- Workshops can be as short as four(4) hours and as long as a full day.
- Although the Workshop Leader lists a maximum number of participants, a smaller maximum number may be set by the Director of Program & Conferences due to room size or equipment limitations (especially for computer-based workshops).
- Workshop fees are based on several factors:
  - a. **The Workshop Leader's budget.** This includes estimated costs for duplicating or purchasing handouts, purchasing workshop materials, and shipping expenses. No travel costs are allowed. The budget is then listed as a "per person" cost for the Workshop. Workshop Leaders are encouraged to keep their budgets as low as possible, possibly using grant or departmental money to fund or partially fund these expenses.
  - b. **The base administrative fee.** This is set by the AAPT National Office and covers such costs as registration, printing, and the Programs & Conferences staff time.
  - c. **Audio-visual equipment fees.** These cover the costs of providing audio-visual equipment and computers.
- Please contact the AAPT Programs & Conferences Department at [meetings@aapt.org](mailto:meetings@aapt.org) for the most updated guidelines for setting workshop fees. This information is also included in the materials that Chairs receive at Programs I.

## TUTORIALS

- All tutorials must be approved and sponsored by an Area Committee or the Program Chair. The Tutorial Organizer and the Area Committee Chair are responsible for submitting the Workshop/Tutorial Request Form <http://www.aapt.org/Events/wksprequest.cfm> for both Winter and Summer Meetings by the appropriate deadline: (see **Calendar of Key Deadlines & Events**).
- Tutorials may only be offered on designated workshop days. This has customarily been the first two days of the national meetings.
- Tutorials are not designed to include "hands-on" activities and are usually scheduled in large lecture rooms to accommodate large audiences.
- Tutorials may be as short as one hour or as long as three hours.
- There is no leader budget for tutorials but equipment such as a computer projector may be ordered.
- Participants may register for tutorials in advance or on-site. There is a \$20 minimum registration fee, depending on equipment ordered.

## AAPT WORKSHOP FEE GUIDELINES

AAPT uses the following guidelines to determine what the cost of a proposed workshop will be per participant.

<b>TYPE OF WORKSHOP</b>	<b>FEES</b>
<i>One-Half Day (3-4 hours)</i>	
- Base fee	\$20
- With Computers	Add \$10
- Other Equipment (LCD panel, VCRs, etc.)	Add \$ 5/pc equipment
<i>One Full Day (6-8 hours)</i>	
- Base fee	\$40
- With Computers	Add \$20
- Other Equipment (LCD panel, VCRs, etc.)	Add \$ 5/pc equipment
- Tutorial	\$20 minimum
Workshop leader budgets will be added to the above fees.	

### **OTHER POSSIBLE CHARGES INCLUDE:**

- Buses for off-site workshops	Add \$ 10/person
- Nonmember fees	Add \$25
- On-site workshop registration fees	Add \$10

### **FOR EXAMPLE**

A typical 1/2 day workshop requiring an LCD panel (workshop leader will supply their own portable computer) with a submitted budget of \$7 per person would cost:

Base Fee	\$20
Workshop leader budget	\$7
LCD Panel	\$5
<b>Total cost per person for workshop</b>	<b>\$32</b>

### **QUESTIONS - CONTACT:**

#### **Programs & Conferences Department**

One Physics Ellipse  
College Park, MD 20740-3845  
Phone: (301) 209-3340  
Fax: (301) 209-0845  
E-mail: [meetings@aapt.org](mailto:meetings@aapt.org)

## ABSTRACT PREPARATION AND SUBMISSION GUIDELINES

Submit your abstract online. Alternate submission methods will result in only the author's name and abstract title being published in the meeting program.

**NOTE:** See below for new Rules and Preparation Guideline (effective Summer 2006)

**A. Who may submit an abstract** — The privilege of contributing papers is restricted to:

- AAPT members in good standing;
- Nonmembers whose completed membership applications and payments for the first year's dues are submitted before the appropriate deadline;
- Nonmembers whose abstracts are sponsored by members. These abstracts must include a footnote with the statement: "Sponsored by (member's name)."

**B. Payment** — There is no fee for abstracts.

**C. Deadlines** — Abstracts that do not arrive by the submission deadline will be placed in a postdeadline session.

**D. Multiple papers** — You may present one oral invited paper per year. A speaker may present either one oral or one invited paper (but not both) per meeting.

**E. Length of Presentations** — Invited papers are assigned 25 minutes plus a 5 minute question period. Contributed papers are assigned 8 minutes with a 2 minute question period at the end. Posters are usually assigned a minimum of one hour presentation for presenters to be at the poster but, whenever possible, the posters themselves will be on display for a longer time.

**F. Length of Abstracts** — Abstracts, including footnotes, must be 150 words or less. The Program Chair and the Communications Department Editor reserve the right to edit abstracts, if necessary, for clarity, grammar, style, and length. Abstract titles must be limited to ten words or fewer. Titles exceeding the limit will be edited. Keep footnotes to a minimum; if needed, they should pertain only to published works, such as journal articles, studies, etc. Do not reference unpublished materials or past presentations for which papers are not easily obtained.

**G. General poster session** — Authors may present any paper for the Winter or Summer meeting in poster format rather than the usual speaking format. If you wish to present a poster paper, under "Session Type," check "Poster."

**H. Audiovisual equipment** — A speaker ready room may be used and all presentations must be provided ahead of time. Instructions will be provided by:

Programs & Conferences Department  
American Association of Physics Teachers  
One Physics Ellipse  
College Park, MD 20740-3845  
Fax: (301) 209-0845

Speakers may be asked to pay for additional equipment.

**I. Scheduling** — As soon as the program is set, AAPT will notify authors of their session time(s). This information will also be searchable on the web. Please do not make travel arrangements until you receive this notification.

**J. Policy** — In accordance with the AAPT Constitution and policy, authors are requested to be sensitive to, and show respect for, ethnic, cultural, religious, and

gender diversity. For example, you should not use language that suggests that physicists are exclusively male. Additionally, AAPT's official measurement system is the International System of Units (SI). We recommend that our members and those writing for our publications make every effort to use the SI system exclusively.

**K. Websites** – Often, meeting presenters have websites that accompany their papers. If you would like attendees to refer to a particular website prior to the meeting, please include the website's URL as a footnote to your abstract.

## **ABSTRACT GUIDELINES**

**EFFECTIVE SUMMER 2006**

In response to requests to make national meetings more fruitful experiences, beginning with the Summer 2006 meeting in Syracuse, AAPT will elevate the status of contributed posters at its national meetings. Poster presentations offer a better way to communicate ideas. They give presenters more time to interact with interested parties, offer participants more time for questions and comments, and generally increase visibility of the presenter's work. Poster sessions allow participants to scan many posters and to then spend quality time studying posters of greatest interest to them. The changes outlined here will affect only contributed presentations and will not affect the lengths or number of invited talks at national meetings.

There are two options when planning to contribute a title and abstract for an AAPT National Meeting:

### **1. You can contribute a poster (preferred mode of presentation).**

- Poster sessions will have plenary status; they will be unopposed by other sessions or committee meetings.
- Poster presenters will have a minimum of one hour of time to present their work.
- Poster sessions will be scheduled at “prime” times and will remain available (without presenters) for an extended period of time enabling people to view them at their convenience.
- Poster sessions will be organized by topic, to help participants identify posters of most interest to them.
- Poster sessions will enable one-on-one discussions with the people who are most interested in your poster.
- Poster sessions will enable presenters to distribute handouts efficiently.
- Poster sessions will allow the possibility for presenters to give demonstrations using small equipment and/or computers.
- Posters that answer a call for papers may be publicized in a contributed oral presentation by the same author.

## 2. You can contribute an oral presentation.

- Oral presentations will be scheduled in (typically many) competing parallel sessions.
- Contributed oral presentations that answer a call for papers may be used to summarize a more detailed poster by the same author on the same topic.

### **ABSTRACT DEADLINES FOR SUMMER 2009 (SM09) & WINTER 2010 (WM10):**

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#### **2009 SUMMER MEETING (SM09), ANN ARBOR, MICHIGAN**

January 30	Invited Speakers' List due from session organizers: (Submit electronically via <a href="http://www.aapt.org/events/speakerlist.cfm">www.aapt.org/events/speakerlist.cfm</a> )
March 6	Abstract Deadline: (Submit electronically via <a href="http://www.aapt.org/events/abstractform.cfm">www.aapt.org/events/abstractform.cfm</a> )
March 23	Copy due for inclusion in meeting program
March 27-29	Summer Meeting Paper Sort
May 25	Deadline for SM09 abstracts to be printed in Onsite Program Guide

#### **2010 WINTER MEETING (WM10) AAPT/APS, WASHINGTON, DC**

March 2	Session and Workshop proposals due: (Submit electronically via <a href="http://www.aapt.org/events/approvedlist.cfm">www.aapt.org/events/approvedlist.cfm</a> )
May 4	Session & Workshop Request Forms due from organizers. (Submit electronically via <a href="http://www.aapt.org/events/sessionrequest.cfm">www.aapt.org/events/sessionrequest.cfm</a> and <a href="http://www.aapt.org/events/wksprequest.cfm">www.aapt.org/events/wksprequest.cfm</a> )
August 10	Invited Speakers' List due from session organizers: (Submit electronically via <a href="http://www.aapt.org/events/speakerlist.cfm">www.aapt.org/events/speakerlist.cfm</a> )
September 16	Abstract deadline: (Submit electronically via <a href="http://www.aapt.org/events/abstractform.cfm">www.aapt.org/events/abstractform.cfm</a> )
October 2-4	Paper Sort for WM10 Program (alternate date October 9-11)

## II. FUTURE DATES & WEB ADDRESS TO SUBMIT FORMS

### FUTURE MEETING DATES

Joint 2009 Winter Meeting (SM09)  
AAPT/AAAS  
February 12-16, 2009  
Chicago, IL

2009 Summer Meeting (WM09)  
University of Michigan  
July 25-29, 2009  
Ann Arbor, MI

2010 Joint Winter Meeting (WM10)  
AAPT/APS  
February 13-16, 2010  
Washington, DC

2010 Summer Meeting (SM10)  
July 17-21, 2010  
Portland, OR

2011 Winter Meeting (WM11)  
January 8-12, 2011  
Jacksonville, FL

### WEB ADDRESS TO SUBMIT FORMS

The following forms can be found on AAPT's website [www.aapt.org](http://www.aapt.org):

All requests must be approved by the sponsoring committee(s) before they are submitted to AAPT. For committee chair contact information, please visit: <http://www.aapt.org/Directory/> for the most updated mailing addresses and telephone numbers:

- ❑ AAPT Abstract Submission Form  
<http://www.aapt.org/Events/abstractForm.cfm>
- ❑ AAPT Invited Speakers Form  
<http://www.aapt.org/Events/speakerlist.cfm>
- ❑ Proposed Plenary Speaker Form  
<http://www.aapt.org/Events/suggestplenary.cfm>
- ❑ Session Request Form  
<http://www.aapt.org/Events/sessionrequest.cfm>
- ❑ AAPT Workshop/Tutorial Request Form  
<http://www.aapt.org/Events/wksprequest.cfm>
- ❑ Area Committee Chairs Approved Session & Workshop List  
<http://www.aapt.org/Events/approvedlist.cfm>