

2012

Area Chairs' Handbook



American Association of Physics Teachers
One Physics Ellipse
College Park, Maryland 20470
301-209-3311

2011 AAPT High School Physics Photo Contest

1st Place - Contrived Category

Title: Purple Rain

Student: Jason Daniel Connell

School: The Walker School

Teacher: Sandra Rhoades

When I set out to take this picture I was looking to illustrate trajectory and how both liquids would hit the ground at the same time. However during my hundreds of attempts to capture this phenomenon I accidentally stumbled upon this picture and thought it was too beautiful to pass up. So my new topic is vector motion. This picture shows two vectors. The red stream is a vertical vector and the blue stream is a horizontal vector. When they make contact, the resulting purple stream is moving in a direction that is a combination of the two vectors which roughly bisects the 90 degree angle created by the two previously existing streams. This suggests that the force of the two streams are similar.

2012 Area Chairs' Handbook

Strengthening Physics Education Supporting Physics Educators

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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 that 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, several Committees have requested and received funding to support writing or rewriting AAPT publications, such as *The Roles, Qualifications, and Education of High School Physics Teachers* publication revised by the Committee on Physics in the High School and the *Guidelines for Two-Year College Physics Programs* written by the Committee on Physics in Two-Year Colleges.

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 have recently improved the online forms for Committee Chairs to submit session and workshop requests for upcoming national meetings to help streamline the process. We are all committed to our Association being successful. You can depend 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,
Beth Cunningham, Executive Officer
January 2012

A Snapshot of AAPT

AAPT is a professional society dedicated to the pursuit of excellence in physical science education. Spanning academia, research and industry, comprised of educators, Nobel Prize winners and students alike, our members bring a wealth of experience and individual recognition. Most importantly, all share the same dedication to physics and the physics education community. The Association was established in 1930 with the fundamental goal of ensuring the "dissemination of knowledge of physics, particularly by way of teaching." Today the goal of enhancing the understanding and appreciation of physics through teaching is supported by more than 10,000 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 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 provides a number teaching resources. The Association 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 available with your AAPT Membership. Further, **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 peer-led 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 to introduce them to innovative strategies for teaching physics and astronomy, discuss the balance of teaching, research (including writing of proposals), and community service, and talk about issues of curricular structure. Finally, the new AAPT eMentoring program is designed to connect new pre-college physics educators in need of additional guidance with experienced pre-college physics educators.

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, Robert A. Millikan Medal, the J.D. Jackson Award for Excellence in Graduate Physics Education, the David Halliday and Robert Resnick Award for Excellence in Undergraduate Physics Teaching, and the Award for Excellence in Pre-College Physics Teaching. 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, including a link to the most up-to-date version of the Area Chairs' Handbook. The version on the AAPT website will be updated as new information emerges, so the version on the web may well differ from the printed version distributed to Area Chairs at the winter meeting.

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 to 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 four fundamental roles within AAPT:

- 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,
- 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,
- Lead the Committee to identify and plan events of significance and value within the Committee's area of focus for inclusion in the programs of AAPT National Meetings and coordinate the planning with possible cosponsoring Committees, and
- Represent the Area Committee on the Programs Committee, which meets twice at each National Meeting and provides both a clearing house for plans for future National Meetings and a venue for discussion of broader and longer-range concerns related to National Meetings.

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 and Summer Meetings
 - I. How to Organize Sessions
 - II. Future Dates and Web Forms

A. Committee Business

Overview of Committee Structure

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 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 and 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 listings of Committee members on pages 20-39 in this handbook or follow the appropriate committee link at the online Committee Directory <http://www.aapt.org/Directory/>. You will also find the mission statement of each Area Committee there. Note that the online directory will reflect changes that occur during the year so it is the more reliable source of membership information.

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). Occasionally, the President or President-Elect may appoint an individual for a partial term to fill the unexpired portion of the term of a member who, for whatever reason is no longer able to serve. All members of Area Committees *must* have current membership in AAPT throughout their terms of office. Further, members of each Area Committee are expected to attend the meetings of the Committee regularly—the guidelines request attendance at a minimum of four of the six meetings occurring during the three-year term of office—and to take an active role in furthering the work of the Committee, not only at each National Meeting but also between National Meetings. Committee business may be conducted between meetings by e-mail communications and teleconferences among Committee members.

Terms of office begin at the end of the Winter Meeting following an appointment and continue through the end of the Winter Meeting three years later.

It is not the policy of the Association to support travel for Area Committee members. Therefore, since fairly regular attendance at the semi-annual Committee meetings is deemed crucial to the functioning of the Committee, persons accepting nomination or appointment to Committees should plan to support their own travel. 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.

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

Committee Chairs

Each fall, the President-Elect appoints a member—normally the vice-chair if one exists —of each Area Committee to a one-year term as chair of that Committee. In exceptional circumstances, the current chair may be appointed to serve one additional one-year term as chair. The new chair takes office at the end of the Winter Meeting following the appointment.

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 their institutions or schools. Assistance consists of up to two nights stay and meals for the day of the *Area Chairs' Orientation* meeting; purchase of airline tickets is *not* included. Please contact the AAPT Executive Office via e-mail to eo@aapt.org or by phone at (301) 209-3311, if you would like to apply for this support.

Area Chairs serve two important roles within AAPT. As an Area Chair, you

- Ensure that your Committee engages in activities and special projects that advance the mission of the Committees. These could be program related, but they could also involve document production, sharing information, fostering communication, and participating in meetings and discussions with other groups.
- Serve as a member of the *Programs Committee*. The Programs Committee usually meets twice during each National Meeting, once toward the beginning of the meeting and again toward the end. At these two meetings each chair is asked to (1) report briefly on the work of his or her Committee during the preceding months and proposed for the months ahead and (2) assist in planning for workshops and sessions to be held during the following meeting of AAPT. If the chair of an Area Committee cannot attend a meeting of the Programs Committee, the vice-chair or another member of the Area Committee must be asked to attend in his or her place. (By policy of the Executive Board, AAPT does not pay expenses of chairs or their representatives attending these meetings.)
- Lead your Committee to plan workshops and sessions that represent your Committee's special interests at our National Meetings.

More specifically, as Chair of an Area Committee, you are expected to

- 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.
- For each Committee meeting, develop an agenda to include at least
 - Brief review of already scheduled sessions and workshops for the National Meeting six months into the future to detect glitches that need to be corrected.
 - Careful and thorough consideration of sessions and workshops for the National Meeting a year into the future, giving particular attention to working out titles, assigning organizers, and identifying potential cosponsoring Committees.
 - Identification of candidates for potential plenary talks at the National Meeting a year hence.
 - Identification of candidates for new Committee members to replace those whose terms will expire at the next Winter Meeting.
 - Discussion of the Area Committee Report, due to the Chair of the Review Board (Past President) by 1 November.
 - Long-range planning of Committee activities.
 - Themes for next several meetings.
- Convene and chair meetings of your Committee.
- Work with your Committee to identify goals for the year consistent with your Committee's mission statement.
- Facilitate online or phone discussions throughout the year among Committee members.

- Set up and maintain your Committee's listserv (see next section titled **Communication within the Committee**).
- Maintain the Committee archives of minutes, reports, etc.
- By 1 *November*, submit an annual report of your Committee's activities and plans (see the later section titled Annual Report to the AAPT Review Board).
- Present reports or new proposals to the Executive Board upon invitation or as needed.
- Submit lists of Committee approved events for National Meetings.
- Coordinate planning of cosponsored events with other Area Chairs, especially to be sure that the two Committees involved agree on title, type, organizer, sponsoring and cosponsoring Committee, etc., about such events.
- Monitor each organizer's progress in the planning of Committee-sponsored events for National Meetings.
- Make sure organizers are aware of and comply with established deadlines (reminding and prodding when necessary).
- Make sure organizers assume responsibility for assuring that invited speakers have submitted abstracts in compliance with established deadlines.
- Maintain communication with the Executive Office and, when appropriate, the Executive Board, a task that is facilitated by including the Executive Officer or designate and, for some Area Committees, a member of the Executive Board as *ex officio* members of each Area Committee and as members of each Committee's listserv.
- Prior to assuming office, attend the Area Chairs' Orientation meeting held at each Winter Meeting, usually in the afternoon on the first day of workshops.
- Attend Programs Meeting I at each National Meeting, usually in the late afternoon on the second day of workshops.
- Attend Programs Meeting II at each National Meeting, usually in the early morning on the third day of sessions.
- Assure compliance with deadlines as outlined by the Executive Office and listed at <http://www.aapt.org/aboutaapt/calendar.cfm>.

Committee Vice-Chairs

In the fall of each year the President-Elect will appoint a Vice-Chair for each Committee. The new Vice-Chair takes office at the end of the Winter Meeting or as soon as appointed, whichever is later, serves throughout the year, becomes Chair of the Committee at the end of the next Winter Meeting, and serves a one year term through the end of the following Winter Meeting.

The Vice-Chair should review the responsibilities of the Chair in the previous section. He/she works closely with the Area Chair, and serves as Chair when the Chair is unavailable. While the “official” orientation for newly appointed Vice-Chairs will not occur until the following Winter Meeting when the Vice-Chair is about to become Chair, Vice-Chairs are nonetheless invited to participate in the *Area Chairs’ Orientation* meeting at the Winter Meeting just before they assume office, and also to attend Programs I and Programs II as a way to become familiar with AAPT’s procedures and expectations of Chairs, Vice-Chairs, and Area Committees.

Communication within the Committee

Committee Listserv Set-up

AAPT’s listserv (e-mail list) software is used by Area Committees for communication among Committee members and friends of the Committee. Listservs provide a convenient and effective way to ensure that Committee business is addressed throughout the year. They also encourage 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

- *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.)
- *Submit Request:* E-mail your request to the List Manager at 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 e-mail to the AAPT List Manager. If you choose to, you may also change the settings after the list is created. 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. 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.

- *Login Access*: You will receive an e-mail response from the List Manager once the new list is ready. The email message will contain further instructions for administering the list and directions to *sign in* as the Administrator
- *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.
- *Reading and Posting Messages*: You can read and post messages to most of the lists in one of three ways:
 - Via e-mail: You will receive e-mails in your inbox, and can read and respond as desired. New messages should be sent to <mailto:listname@mail.aapt.org>.
 - Via newsgroup: Type <news://mail.aapt.org/listname> 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.
 - Via the World Wide Web: Type http://mail.aapt.org/read/?forum=your_list_name to access the list 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/resources/lists.cfm> for the complete set of participation instructions.

Current Area Committee Listservs

Area Chairs (*open to Committee Chairs only*): areachairs-l@mail.aapt.org

Apparatus: app-l@mail.aapt.org

Space Science and Astronomy: cae-l@mail.aapt.org

Educational Technologies: cet-l@mail.aapt.org

Graduate Education: graded@mail.aapt.org

History and Philosophy of Physics: hpphys@mail.aapt.org

International Physics Education: cie-l@mail.aapt.org

Interests of Seniors in Physics: ofc-l@mail.aapt.org

Laboratories: labs-l@mail.aapt.org

Minorities in Physics: aaptmip-l@mail.aapt.org

Physics in High Schools: cphs-l@mail.aapt.org

Physics in Pre-High Schools: prehs-l@mail.aapt.org

Physics in Two-Year Colleges: cptyc-l@mail.aapt.org

Physics in Undergraduate Education: cpue-1@mail.aapt.org

Professional Concerns: aaptcpc-l@mail.aapt.org

Research in Physics Education: cper-l@mail.aapt.org

Science Education for the Public: csep-l@mail.aapt.org

Teacher Preparation: ctp-l@mail.aapt.org

Women in Physics: aaptwip-l@mail.aapt.org

Questions

For “page specific” information within the mail list application click the ‘?’ in the upper-right corner of each page. For questions about listserv administration and participation, please contact the AAPT List Manager at list-manager@aapt.org .

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 e-mail at 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. The cost for each teleconference will be posted as a charge to the Area Committee’s annual budget of \$500. For example, the charge for a one-hour teleconference with ten participants would be about \$48.00 (\$.08 a min, per participant).”

As Chair, you are requested to be restrained in using such calls and resorting to them only when you deem it 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

Annual Report to the AAPT Review Board

The Review Board is a subgroup of the Executive Board composed of the Past President, who chairs the Review Board, the President, the President-Elect, one of the At-Large members of the Executive Board, and the Executive Officer. (The names of these individuals can be found on the AAPT website at a link on the page <http://www.aapt.org/directory>.) This Board is charged by the Executive Board to receive annual reports from the Area Committees and to review these reports, monitor progress, identify areas that might require Board action, and—when warranted—prepare a response to the appropriate Area Chair and Vice-Chair. It is your responsibility as Area Chair to ensure that the report is complete and submitted to the Past President — David Cook (david.m.cook@lawrence.edu) for reports due in 2011 — by the 1 November deadline so that the Review Board can complete its work by the time of the following Winter Meeting. The submitted reports and the responses from the Review Board will be placed on the AAPT website under Governance (though keep in mind that the website undergoes occasional revision).

There is an online form at <http://www.aapt.org/aboutaapt/organization/areacommitteerpt.cfm> to facilitate report submission.

In preparing your report, please think in terms of *three* numbered sections, with subsections as indicated in the following outline (as specified on the online form):

- 1) Goals
 - a) Goals for the current year and the extent to which they were achieved
 - b) Goals for the next year
 - c) Long-range goals
- 2) Activities and accomplishments in the year about to end
 - a) Committee meetings and communications
 - Conference-calls and e-mail correspondence
 - Attendance of members at Committee meetings;
 - Involvement by Committee friends
 - b) Sessions and workshops at the Winter and Summer Meetings
 - Approximate attendance
 - Audience involvement (intensity of questions and discussions)
 - Other measures of success (if any)
 - c) Other committee activities and accomplishments
 - d) Notable new ideas generated by the committee
- 3) Recommendations (if any) to the AAPT Executive Board, with rationale

Reports should

- Be no longer than *two* pages, single-spaced in at least 10-point type with normal margins. Longer reports will be returned or edited by the Review Board.
- Be suitable for reading by AAPT's general membership.
- Omit a list of names of Committee members. These names appear on the AAPT website at <http://www.aapt.org/Directory/index.cfm> .
- Omit a list of names of participants in sessions sponsored by your Committee. These names appear in the program for each meeting.

The Chair of the Review Board (the Past President) 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 eNNOUNCER. 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

To maintain communication between the Executive Officer and the Area Committees, either the Executive Officer (EO) or his or her designate (probably the Associate Executive Officer (AEO)) is an *ex officio non-voting* member of each Area Committee. Each area chair is expected to keep this representative well informed about the activities of the Committee, either by using the Committee's listserv (which, in addition to all members of the Committee, includes this representative), by including the representative in appropriate conference calls among members of the Committee, or by other means. In turn, this representative will send to area chairs any information that is of interest to the Committee and stands ready to assist the Committee when necessary and practicable.

Assistance from the Executive Office

When an Area Chair needs information about services that might be provided to the Committee by the AAPT Executive Office or seeks to arrange for such services, the inquiry should be directed to the Executive Assistant to the Executive Officer, currently Ms. Shirley Hyde, at eo@aapt.org. This individual will function as staff liaison to all Area Committees and will direct the inquiry to the appropriate department in the AAPT Executive Office.

Ex Officio Representation from the Executive Board

The At-Large Board member representing four-year colleges and universities is a *non-voting ex officio* member of the Committee on Undergraduate Education in Physics and also of the Committee on Graduate Education in Physics; the At-Large Board member representing two-year colleges is a *non-voting ex officio* member of the Committee on Physics in Two-Year Colleges; and the At-Large Board member representing pre-college education is a *non-voting ex officio* member of the Committee on Physics in High Schools and also of the Committee on Physics in Pre-High School Education. These individuals are included in the online lists of Committee members and on the Committee listserv(s), may attend the meetings of the Committee(s), will

participate when asked in Committee conference calls, and in general will provide a channel of communication between the Board and the Committee(s).

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 Department of Communications.

How to Link Your Committee Homepage to AAPT Website

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 Executive Office at eo@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 Team at webmaster@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.
- 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 Team.

Calendar of Key Deadlines and Activities

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

January

- 23 Invited Speakers' List due from session organizers for Summer Meeting (SM13) in Philadelphia, PA (July 28 – August 1, 2012)
<http://www.aapt.org/Conferences/speakerlist.cfm>
- 30 Go live with **Area Committee Chairs** approved session and workshop list for WM13 in New Orleans, LA
<http://www.aapt.org/conferences/approvedlist.cfm>

February

- 4-8 2012 AAPT Winter Meeting in Ontario, California
22 Abstracts Go Live for SM12 in Philadelphia.

March

- 1 Deadline for **Area Chairs** to submit session and workshop list. **Program Chair** to approve for WM13 in New Orleans.
- 7 Session and Workshop request form (from **organizers**) goes live for WM13 in New Orleans, LA.
Session Request: <http://www.aapt.org/Conferences/sessionrequest.cfm>
Workshop request: <http://www.aapt.org/conferences/wksprequest.cfm>
- 28 Abstract deadline for Summer SM12 in Philadelphia

April

- 4-15 SM12 Paper Sort via email and tele-conference

May

- 16 Session & workshop information forms due (from **session organizers**) for WM13 in New Orleans, LA.
- 30 Invited Speakers' List (from **session organizers**) goes live for WM13 in New Orleans, LA
<http://www.aapt.org/Conferences/speakerlist.cfm>)

June

- 15 Post deadline for SM12 abstracts

July

- 23 Go live with Area Committee Chairs approved session and workshop list for SM13 in Portland, OR
<http://www.aapt.org/conferences/approvedlist.cfm>
- 28 2012 AAPT Summer Meeting, Philadelphia, PA (July 28 – August 1)

August

- 17 Invited Speakers' List due (from **session organizers**) for WM13 in New Orleans, LA
- 29 Abstracts Go Live for WM13 in New Orleans
- 31 Deadline for **Area Chairs** to submit session and workshop list. **Program Chair** to finalize list for SM13 in Portland, OR

October

- 3 WM13 Abstract deadline
- 17-28 WM13 Paper Sort by email and tele-conference

November

- 1 Deadline for committee reports. <http://www.aapt.org/aboutaapt/organization/areacommitteerpt.cfm>
- 7 Session & Workshop Request proposals due (**from organizers**) for SM13 in Portland, OR (July 13-17, 2013)
 - Session Request: <http://www.aapt.org/Conferences/sessionrequest.cfm>
 - Workshop request: <http://www.aapt.org/conferences/wksprequest.cfm>
- 30 Post deadline for WM13 abstracts

December

B. Committee Resources

AAPT Executive Office Directory

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

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

- All Grant related projects
- The International Science and Engineering Fair
- The Presidential Science and 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"

Beth Cunningham, Executive Officer (301) 209-3311

Kristal Burgess, Fund Development Specialist (301) 209-3372

Shirley Hyde, Executive Assistant (301) 209-3304

Matthew Riggsbee, ComPADRE Web Design (301) 209-3319

Communications Department

(301) 209-3322 pubs@aapt.org

The Communications Department oversees the production of journals, magazines, and other 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 Department. In addition, Editorial and 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

David Wolfe, Web Designer (301)209-3627

Programs and Conferences Department

(301)-209-3340 meetings@aapt.org or programs@aapt.org

The Programs and Conferences Department works closely with the 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

Contact this department if you have questions regarding

- Abstract submission,
- Session or workshop request form submission,
- Invited speakers,
- Hosting a Summer Meeting,
- Exhibiting

Tiffany Hayes, Director of Programs and Conferences (301) 209-3302

Cerena Cantrell, Associate Director of Programs and Conferences (301) 209-3305

Janet Lane, Programs Coordinator (301) 209-3340

Pearl Watson Meeting & Registration Coordinator (301) 209-3340

Membership Department

(301) 209-3333 membership@aapt.org

The Membership Department is responsible for the recruitment and retention of AAPT members and 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.

Marilyn Gardner, Director of Membership (301) 206-3306
Rogers Fuller, Assoc. Director of Membership (301) 209-3656
Jean Edwards, Database Administrator (301) 209-3651

Finance and Administration Department **(301) 209-3330 accounting@aapt.org**

The Finance and 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 Department has responsibility for the General Ledger, Accounts Receivable, Accounts Payable, Payroll Processing, Cash Receipts, and Grant Accounting and Budgeting and also 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, Chief Financial Officer (301) 209-3301
Su-hua Huang, Senior Accountant (301) 209-3612
Sylvia Sandiford, Accountant (301) 209-3614

Technology and Information Services **(301) 209-3110 tech@aapt.org**

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

Erwin Campbell, Director of Technology and Information Systems (301) 209-3110

2012 Directory of Area Committee Chairpersons

Committee on Apparatus

David E. Sturm, Committee Chair (2013)
Univ of Maine
Dept of Physics and Astronomy
5709 Bennett Hall
Orono, ME 04469
(207) 581-1241; sturmde@maine.edu

Committee on Educational Technologies

Robert V. Steiner, Committee Chair (2013)
American Museum of Natural History
NCSLET
Central Park West At 79th St
New York, NY 10024
(212) 496-3632; rsteiner@amnh.org

Committee on Graduate Education in Physics

Renee Michelle Goertzen, Committee Chair (2013)
Dept of Physics
Miami, FL 33199
(305) 348-7683; goertzen@gmail.com

Committee on History & Philosophy of Physics

T. B. Greenslade Jr., Committee Chair (2013)
Kenyon College
Dept of Physics
Gambier, OH 43022
(740) 427-5368; greenslade@kenyon.edu

Committee on International Physics Education

Tetyana Antimirova, Committee Chair (2013)
Ryerson University
350 Victoria St
Toronto, ON M5B 2K3
CANADA
(416) 979-5000 ext 7416; antimiro@ryerson.ca

Committee on Laboratories

Timothy Todd Grove, Committee Chair (2013)
Indiana University/Purdue University
2101 E. Coliseum Blvd.
Fort Wayne, IN 46805
(260) 481-6157; grovet@ipfw.edu

Committee on Minorities in Physics

Ntungwa Maasha, Committee Chair (2013)
Coastal Georgia Community College
3700 Altama Ave
Brunswick, GA 31520
(912) 279-5932; nmaasha@ccga.edu

Committee on Physics in High Schools

Martha Lietz, Committee Chair (2013)
Niles West High School
5701 Oakton St
Skokie, IL 60077
(847) 626-2772; marlie@d219.org

Committee on Physics in Pre-High School Education

Kathleen Falconer, Committee Chair (2013)
Buffalo State College
316E Bacon Bldg BSC
1300 Elmwood Ave
Buffalo, NY 14222
(716) 878-4530; falconka@buffalostate.edu

Committee on Physics in Two-Year Colleges

Adrienne R. Battle, Committee Chair (2013)
Green River Comm Coll
12401 SE 320th Street
Auburn, WA 98092
(253)333-4816 ext. 4816; drabattle@gmail.com

Committee on Physics in Undergraduate Education

Gerald Feldman, Committee Chair (2013)
George Washington Univ
Dept of Physics
725 21st St NW
Washington, DC 20052
(202) 994-6489; feldman@gwu.edu

Committee on Research in Physics Education

Warren Christensen, Committee Chair (2013)
North Dakota State Univ
1301 North University Drive
Fargo, ND 58102
warnpeace1414@hotmail.com

Committee on Space Science and Astronomy

Thomas Foster, Committee Chair (2013)
Southern Illinois Univ - Edwardsville
Dept of Physics
Box 1654
Edwardsville, IL 62026
(618) 650-3049; tfoster@siue.edu

Committee on Women in Physics

Stephanie Magleby, Committee Chair (2013)
Brigham Young Univ
283 ESC
Provo, UT 84602
(801) 422-7056; sam25@physics.byu.edu

Committee on Professional Concerns

Dyan McBride, Committee Chair (2013)
Physics Department
501 E. 38th Street
Erie, PA 16546
(814) 824-2535; dmcbride@mercyhurst.edu

Committee on the Interests of Senior Physicists

Gordon P. Ramsey, Committee Chair (2013)
Loyola University - Chicago
6525 N Sheridan
Chicago, IL 60626
(773) 508-3540; gpr@gate.hep.anl.gov

Committee on Teacher Preparation

Stamatis Vokos, Committee Chair (2013)
Seattle Pacific University
Dept of Physics Ste 307
3307 3rd Ave W
Seattle, WA 98119-1957
(206) 281-2385; vokos@spu.edu

David E. Sturm, Committee Chair (2013)

Univ of Maine
Dept of Physics and Astronomy
5709 Bennett Hall
Orono, ME 04469
(207) 581-1241; sturmde@maine.edu

Eric Ayars, Vice Chair (2013)

California State Univ - Chico
Dept of Physics
Campus Box 202
Chico, CA 95929-0202
(530) 898-6967; ayars@mailaps.org

Brian J. Andersson, Committee Member (2015)

Univ of Minnesota
135 Tate Laboratory of Physics
116 Church St SE
Minneapolis, MN 55455
(612) 624-6584; banders@physics.umn.edu

Wayne E. Easterling, Committee Member (2013)

Arizona State Univ
PO Box 871504
Tempe, AZ 85287
(480) 965-8086; wayne.easterling@asu.edu

David Kardelis, Committee Member (2015)

College of Eastern Utah
451 E 400 N
Price, UT 84501
(435) 613-5258; david.kardelis@usu.edu

William W. McNairy, Committee Member (2013)

North Carolina School of Science and Mathematics
PO Box 2418
1219 Broad St
Durham, NC 27715
(919) 416-2799; wmcnairy@bellsouth.net

Raymond A. Polomski, Committee Member (2014)

189 Richard Dr
River Vale, NJ 07675
(551) 427-7321; r7429@optonline.net

Samuel M. Sampere, Committee Member (2015)

Syracuse University
Dept of Physics
201 Physics Bldg
Syracuse, NY 13244
(315) 443-5999; smsamper@syr.edu

Gerald A. Zani, Committee Member (2014)

Brown Univ
Brown University
182 Hope St #1843
Providence, RI 02912
(401) 863-3964; gerald_zani@brown.edu

Beth A. Cunningham, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3310; bcunningham@aapt.org

Shirley Hyde, Staff Liaison (2014)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Educational Technologies

Robert V. Steiner, Committee Chair (2013)

American Museum of Natural History
NCSLET
Central Park West At 79th St
New York, NY 10024
(212) 496-3632; rsteiner@amnh.org

Marcos D. Caballero, Vice Chair (2013)

University of Colorado - Boulder
914 Broadway St
Boulder, CO 80309-0001
(770) 827-3185; marcos.caballero@colorado.edu

Andrew G. Duffy, Committee Member (2015)

Boston University
Dept of Physics
590 Commonwealth Ave
Boston, MA 02215
(617) 353-9089; aduffy@bu.edu

Barbara Maria Hoeling, Committee Member (2015)

California State Polytechnic Univ - Pomona
3801 W Temple Ave
Pomona, CA 91768-2557
(909) 869-2374; bmhoeling@csupomona.edu

Frances Ann Mateycik, Committee Member (2014)

Penn State Univ - Altoona
3000 Ivyside Pk
Altoona, PA 16601-3777
(203) 209-3637; fam13@psu.edu

Michael R. Meyer, Committee Member (2014)

Michigan Technological University
Physics Dept, 118 Fisher Hall
1400 Townsend Dr
Houghton, MI 49931
(906) 487-2273; mrmeyer@mtu.edu

Noah Solomon Podolefsky, Committee Member (2015)

Univ of Colorado
Dept of Physics
Campus Box 390
Boulder, CO 80309
(303) 641-8217; noah.podolefsky@colorado.edu

Cindy Schwarz, Committee Member (2013)

Vassar Coll
Box 39
Poughkeepsie, NY 12604
(845) 437-7349; schwarz@vassar.edu

Harold Taylor Stokes, Committee Member (2013)

Brigham Young University
Dept of Physics
Provo, UT 84602
(801) 422-2215; stokesh@byu.edu

Beth A. Cunningham, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3310; bcunningham@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Graduate Education in Physics

Renee Michelle Goertzen, Committee Chair (2013)

Dept of Physics
Miami, FL 33199
(305) 348-7683; goertzen@gmail.com

Sytil K. Murphy, Vice Chair (2013)

Shepherd Univ
PO Box 3210
Shepherdstown, WV 25443-3210
(304) 876-5782; smurphy@shepherd.edu

Elizabeth Gire, Committee Member (2015)

Univ of Memphis
Dept of Physics
Memphis, TN 38152
(785) 532-1824; egire@memphis.edu

Harald W. Griesshammer, Committee Member (2014)

George Washington Univ
725 21st St
Washington, DC 20052-0002
(202) 994-3849; hgrie@gwu.edu

Andrew J. Mason, Committee Member (2014)

Univ of Central Arkansas
201 Donaghey Ave
Conway, AR 72035-0001
(501) 852-0050; ajmason@uca.edu

David E. Meltzer, Committee Member (2014)

Arizona State Univ At the Polytechnic Campus
Mary Lou Fulton Teachers College
Arizona State Univ., Polytechnic Campus
Mesa, AZ 85212
(480) 727-5215; david.meltzer@asu.edu

N. Sanjay Rebello, Committee Member (2013)

Kansas State University
Physics Dept
116 Cardwell Hall
Manhattan, KS 66506-5201
(785) 532-1539; srebello@phys.ksu.edu

Beth Thacker, Committee Member (2015)

Texas Tech Univ
Dept of Physics MS-1051
Box 41051
Lubbock, TX 79409-1051
(806) 742-2996; beth.thacker@ttu.edu

Meghan J. West, Committee Member (2015)

(North Carolina State)
104 Todd St
Apt A
Carrboro, NC 27510-1381
(925) 890-1694; mjwest3@ncsu.edu

Robert C. Hilborn, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; rhilborn@aapt.org

Steven Shropshire, Ex Officio (2013)

Idaho State University
Dept of Physics Box 8106
635 E Dunn
Pocatello, ID 83209
(208) 282-2212; shropshi@athena.physics.isu.edu

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on History & Philosophy of Physics

T. B. Greenslade Jr., Committee Chair (2013)

Kenyon College
Dept of Physics
Gambier, OH 43022
(740) 427-5368; greenslade@kenyon.edu

Shawn Reeves, Vice Chair (2013)

(EnergyTeachers.org)
315 Elmwood Ave
Ithaca, NY 14850-4811
(607) 216-7289; scr3@cornell.edu

Zoltan Berkes, Committee Member (2013)

Concordia University Coll of Alberta
7128 Ada Blvd
Edmonton, AB T5B 4E4
CANADA
(780) 479-9372; zberkes@concordia.ab.ca

Scott C. Beutlich, Committee Member (2015)

Crystal Lake South HS
1200 S McHenry Ave
Crystal Lake, IL 60014
(815) 455-3860 x246; scottbeutlich@rocketmail.com

Genrikh Golin, Committee Member (2014)

Touro Coll
5800 20th Ave
Brooklyn, NY 11204
(718) 256-1346; genrikhgolin@yahoo.com

Gregory A. Good, Committee Member (2015)

American Institute Of Physics
One Physics Ellipse
College Park, MD 20740-3843
(301) 209-3174; ggood@aip.org

Ruth H. Howes, Committee Member (2015)

Ball State Univ
714 Agua Fria Street
Santa Fe, NM 87501
rhowes@bsu.edu

James J. Lincoln, Committee Member (2014)

Tarbut V'Torah
5 Federation Way
Irvine, CA 92603
(949) 285-9546; ihatephysics@gmail.com

Gregory Puskar, Committee Member (2013)

West Virginia Univ
Dept of Physics
PO Box 6315
Morgantown, WV 26506
3042933422 x 1455; gpuskar@wvu.edu

Robert C. Hilborn, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; rhilborn@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

**Committee on International Physics
Education**

Tetyana Antimirova, Committee Chair (2013)

Ryerson University
350 Victoria St
Toronto, ON M5B 2K3
CANADA
(416) 979-5000 ext 7416; antimiro@ryerson.ca

Dean A. Zollman, Vice Chair (2013)

Kansas State University
Dept of Physics
116 Cardwell Hall
Manhattan, KS 66506-2601
785-532-1619; dzollman@phys.ksu.edu

Kenneth W. Cecire, Committee Member (2013)

University of Notre Dame
Physics Dept
225 Nieuwland Science Hall
Notre Dame, IN 46556
(574) 631-3343; kcecire@nd.edu

Donald G. Franklin, Committee Member (2015)

39 W Main St
Hampton, GA 30228
(404) 401-3844; dgfrank1@aol.com

Art Hobson, Committee Member (2014)

University of Arkansas
Dept of Physics
Fayetteville, AR 72701
(479) 575-5918; ahobson@uark.edu

Nathaniel Lasry, Committee Member (2013)

John Abbott College
21-275 Lakeshore
Ste Anne-De-Bellevue, QC H9X 3L9
CANADA
(514) 457-6610; lasry@johnabbott.qc.ca

Dan MacIsaac, Committee Member (2013)

SUNY Coll At Buffalo
222 SCI Bldg BSC
1300 Elmwood Ave
Buffalo, NY 14222
(716) 878-3802; danmacisaac@mac.com

Christos P. Papanikolaou, Committee Member (2014)

Athens Coll
15th Stefanou Delta
Athens, 15410
GREECE
0030 693 2443781; chrpapan@otenet.gr

Robert H. Poel, Committee Member (2015)

Western Michigan University
Ctr. for Science Ed., Western Michigan U
3140 Wood Hall
Kalamazoo, MI 49008-5443
(269) 387-3336; bob.poel@wmich.edu

Chandralekha Singh, Committee Member (2015)

University of Pittsburgh
Department of Physics
3941 Ohara Street
Pittsburgh, PA 15260
(412) 624-9045; clsingh@pitt.edu

Robert C. Hilborn, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; rhilborn@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Laboratories

Timothy Todd Grove, Committee Chair (2013)

Indiana University/Purdue University
2101 E. Coliseum Blvd.
Fort Wayne, IN 46805
(260) 481-6157; grovet@ipfw.edu

Nancy Beverly, Vice Chair (2013)

Mercy College
555 Broadway
Dobbs Ferry, NY 10522
(914) 674-7275; nbeverly@mercy.edu

Richard D. Dietz, Committee Member (2015)

University of Northern Colorado
501 20th St
Dept of Physics
Greeley, CO 80639-6900
(970) 351-2950; rdietz@unco.edu

Enrique J. Galvez, Committee Member (2015)

Colgate Univ
Dept of Physics/Astronomy
13 Oak Dr
Hamilton, NY 13346
(315) 228-7205; egalvez@mail.colgate.edu

Dean Hudek, Committee Member (2013)

Brown University
182 Hope St, #1843
Providence, RI 02912
(401) 863-2062; dean_hudek@brown.edu

Mark F. Masters, Committee Member (2013)

IPFW
2101 Coliseum Blvd E
Fort Wayne, IN 46805
(260) 481-6153; masters@ipfw.edu

Mark E. Reeves, Committee Member (2015)

George Washington Univ
Dept of Physics
725 21st St NW
Washington, DC 20052
(202) 994-6279; reevesme@gwu.edu

Scott Shelley, Committee Member (2014)

Haverford Coll
Dept of Physics
370 Lancaster Ave
Haverford, PA 19041
(610) 896-1310; sshelley@haverford.edu

Beth A. Cunningham, Ex Officio (2014)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3310; bcunningham@aapt.org

Robert C. Hilborn, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; rhilborn@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Minorities in Physics

Ntungwa Maasha, Committee Chair (2013)

Coastal Georgia Community College
3700 Altama Ave
Brunswick, GA 31520
(912) 279-5932; nmaasha@ccga.edu

Geraldine L. Cochran, Vice Chair (2013)

Florida International University - Modesto A. Maidique Campus
College of Education
11200 S.W. 8th St VH165
Miami, FL 33199
moniegeraldine@gmail.com

Patricia E. Allen, Committee Member (2014)

Appalachian State Univ
Dept of Physics and Astronomy
PO Box 32106
Boone, NC 28607
(828) 262-2989; allenpe@appstate.edu

Kimberly Coble, Committee Member (2015)

Chicago State Univ
9501 S King Dr
Dept. of Chemistry and Physics
Chicago, IL 60628-1598
(773) 995-2085; kcoble@csu.edu

Katya Denisova, Committee Member (2013)

Baltimore City Public Schools
St 316, 200 E North Avenue
Baltimore, MD 21202;
kdenisova@gmail.com

Seth Guinals Kupperman, Committee Member (2015)

HS for Math, Science & Engineering
240 Convent Ave
New York, NY 10031
sguinals@schools.nyc.gov

Chuhee Kwon, Committee Member (2015)

California State University - Long Beach
1250 Bellflower Blvd
Dept of Science Education
Long Beach, CA 90840-0119
ckwon@csulb.edu

Victor Migenes, Committee Member (2014)

Brigham Young University
Dept of Physics & Astronomy
ESC-N145
Provo, UT 84602-0002
(801) 422-2233; vmigenes@byu.edu

Daniel M. Smith Jr., Committee Member (2013)

South Carolina State Univ
PO Box 7709
Orangeburg, SC 29117-0001
(803) 536-7162; dsmith@scsu.edu

Beth A. Cunningham, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3310; bcunningham@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Physics in High Schools

Martha Lietz, Committee Chair (2013)

Niles West High School
5701 Oakton St
Skokie, IL 60077
(847) 626-2772; marlie@d219.org

Joseph M. Mosca, Vice Chair (2013)

Embry Riddle Aeronautical Univ
600 S Clyde Morris Blvd
Daytona Beach, FL 32114
(386) 212-6617; moscaj@erau.edu

Dean A. Baird, Committee Member (2013)

Rio Americano HS
4540 American River Dr
Sacramento, CA 95864-6199
(916) 971-7494; dean@physz.org

Paul Dolan, Committee Member (2015)

Northeastern Illinois University
5500 N St Louis Ave
Physics Dept
Chicago, IL 60625
(773) 442-5785; p-dolan@neiu.edu

Lawrence Todd Escalada, Committee Member (2013)

Univ of Northern Iowa
Department of Physics
317 Begeman Hall
Cedar Falls, IA 50614-0150
(319) 273-2431; lawrence.escalada@uni.edu

Karen Nyhus Hibbs, Committee Member (2013)

Wayzata High School
4955 Peony Lane
Plymouth, MN 55446
khibbs@aol.com

Elizabeth C. Holsenbeck, Committee Member (2015)

Alabama State Univ
P.O. Box 271/Science in Motion ASU
Montgomery, AL 36101-0271
(334) 229-4776; eholsenbeck@alasu.edu

Susan M. Johnston, Committee Member (2015)

(Livermore High School)
2288 Buena Vista Avenue
Livermore, CA 94550
sue@acornonsite.com

Brian A. Pyper, Committee Member (2014)

Brigham Young University - Idaho
Dept of Physics
116 ROM
Rexburg, ID 83460-0520
(208) 496-7744; pyperb@byui.edu

Beth A. Cunningham, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3310; bcunningham@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Physics in Pre-High School Education

Kathleen Ann Falconer, Committee Chair (2013)

Buffalo State College
316E Bacon Bldg BSC
1300 Elmwood Ave
Buffalo, NY 14222
(716) 878-4530; falconka@buffalostate.edu

Nina M. Morley Daye, Vice Chair (2013)

Orange HS
500 Orange High School Road
Hillsborough, NC 27278
(919) 732-6133 20402; nina.daye@orange.k12.nc.us

Dale Freeland, Committee Member (2013)

Portage Central HS
8135 S Westnedge
Portage, MI 49002
(269) 323-5232; dfreeland@portageps.org

Jonathan David Hous Gaffney, Committee Member (2015)

University of Kentucky
600 Rose Ave
Dept of Physics and Chemistry
Lexington, KY 40506-0003
(724) 601-5936; jon.gaffney@uky.edu

Michael E. Jabot, Committee Member (2013)

SUNY - Inst for Research in Science Teaching
SUNY Fredonia
21 Houghton Hall
Fredonia, NY 14063
(716) 673-3639; jabot@fredonia.edu

Stanley Jones, Committee Member (2014)

Univ of Alabama
Dept of Physics
Box 870324
Tuscaloosa, AL 35487
(205) 348-3791; stjones@bama.ua.edu

Karen Jo Matsler, Committee Member (2015)

(Education, Assessment & Training, Inc)
3743 Hollow Creek
Arlington, TX 76001
(817) 733-2293; kjmatsler@gmail.com

Patricia Sievert, Committee Member (2014)

Northern Illinois University
1425 W. Lincoln Hwy
De Kalb, IL 60115-2825
(815) 753-1201; patsievert@gmail.com

Jing Wang, Committee Member (2015)

Eastern Kentucky Univ
351 Moore Building
521 Lancaster Ave
Richmond, KY 40475
(859) 622-1526; jingwangky@gmail.com

Robert C. Hilborn, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; rhilborn@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Physics in Two-Year Colleges

Adrienne R. Battle, Committee Chair (2013)

Green River Comm Coll
12401 SE 320th Street
Auburn, WA 98092
(253)333-4816 ext. 4816; drabattle@gmail.com

Renee Lathrop, Vice Chair (2013)

Dutchess Community College
53 Pendell Rd
Poughkeepsie, NY 12601
(845) 431-8544; lathrop@sunydutchess.edu

Nawak Benmouna, Committee Member (2014)

(Montgomery College)
16720 CHESTNUT STREET
Gaithersburg, MD 20877
(240) 567-1432; nawal.benmouna@montgomerycollege.edu

Paul D'Alessandris, Committee Member (2013)

Monroe Comm Coll
1000 E Henrietta Rd
Rochester, NY 14623
(716)292-2490; pdAlessandris@monroecc.edu

Robert Hobbs, Committee Member (2014)

Bellevue College
3000 Landerholm Circle SE
L-200
Bellevue, WA 98007
(424) 564-3154; rhobbs@bellevuecollege.edu

Danny Mattern, Committee Member (2015)

Butler Community College
901 S Haverhill
El Dorado, KS 67042
(316) 322-3233; dmattern@butlercc.edu

Sherry L. Savrda, Committee Member (2013)

Seminole State Coll
Physical Science Dept
100 Weldon Blvd
Sanford, FL 32773-6199
(407) 708-2205; savrdas@seminolestate.edu

Kendra J. Sibbersen, Committee Member (2015)

Metropolitan Community College
P.O. Box 3777
Omaha, NE 68103
ksibb@cox.net

William T. Waggoner, Committee Member (2015)

San Antonio College
1300 San Pedro Avenue
San Antonio, TX 78212
drofn10zt@earthlink.net

Robert C. Hilborn, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; rhilborn@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Physics in Undergraduate Education

Gerald Feldman, Committee Chair (2013)

George Washington Univ
Dept of Physics
725 21st St NW
Washington, DC 20052
(202) 994-6489; feldman@gwu.edu

Raluca Elena Teodorescu, Vice Chair (2013)

Massachusetts Institute of Technology
77 Massachusetts Ave
Cambridge, MA 02139-4307
(617) 253-5535; rteodore@mit.edu

Mario J. Belloni, Committee Member (2013)

Davidson College
PO Box 1719
Davidson, NC 28035-6910
(704) 894-2320; mabelloni@davidson.edu

Juan R. Burciaga, Committee Member (2014)

Mount Holyoke College
50 College Street
Dept of Physics
South Hadley, MA 01075-1424
jburciag@mtholyoke.edu

Edgar G. Corpuz, Committee Member (2013)

(Univ of Texas - Pan America)
3519 Amando St
Edinburg, TX 78539-7692
ecorpuz@utpa.edu

Nancy L. Donaldson, Committee Member (2015)

Rockhurst University
1100 Rockhurst Rd
Kansas City, MO 64110
(816) 501-4634; nancy.donaldson@rockhurst.edu

James M. Dugan, Committee Member (2015)

Hastings College
Dept of Physics
7th & Turner
Hastings, NE 68901
(402) 461-7451; jdugan@hastings.edu

Andrew D. Gavrin, Committee Member (2014)

Indiana University - Purdue - University Indianapolis
Dept of Physics
402 N Blackford St
Indianapolis, IN 46202
(317) 274-6909; agavrin@iupui.edu

Patrick Kohl, Committee Member (2015)

Colorado School of Mines
1500 Illinois St
Golden, CO 80401-1843
(303) 384-2303; patkohlcu@gmail.com

Beth A. Cunningham, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3310; bcunningham@aapt.org

Steven Shropshire, Ex Officio (2013)

Idaho State University
Dept of Physics Box 8106
635 E Dunn
Pocatello, ID 83209
(208) 282-2212; shropshi@athena.physics.isu.edu

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Professional Concerns

Dyan McBride, Committee Chair (2013)

Mercyhurst College
Physics Department
501 E. 38th Street
Erie, PA 16546
(814) 824-2535; djones3@mercyhurst.edu

Frances Ann Mateycik, Vice Chair (2013)

Penn State Univ - Altoona
3000 Ivyside Pk
Altoona, PA 16601-3777
(203) 209-3637; fam13@psu.edu

Elaine Gwinn, Committee Member (2013)

Shenandoah HS
7354 West US 36
Middletown, IN 47356
(765) 354-6640; jegwinn@hotmail.com

Vincent H. Kuo, Committee Member (2014)

Colorado School of Mines
Dept of Physics
1523 Illinois St
Golden, CO 80401
(303) 273-3764; hkuo@mines.edu

Laura E. McCullough, Committee Member (2015)

Univ of Wisconsin Stout
Physics Dept
Po Box 790
Menomonie, WI 54751
(715) 232-2536; mcculloughl@uwstout.edu

Monica Pierri-Galvao, Committee Member (2014)

Marywood University
2300 Adams Ave
Scranton, PA 18509
(570) 348-6211; mpierrigalvao@marywood.edu

John L. Roeder, Committee Member (2015)

Calhoun School
433 West End Ave
New York, NY 10024-5799
(212) 497-6500; jlroeder@aol.com

Robert C. Hilborn, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; rhilborn@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

**Committee on Research in Physics
Education**

Warren M. Christensen, Committee Chair (2013)

North Dakota State Univ
1301 North University Drive
Fargo, ND 58102
(701) 235-5278; warren.christensen@ndsu.edu

Mackenzie Stetzer, Vice Chair (2013)

University of Maine
Dept of Physics
120 Bennett Hall
Orono, ME 04469-5709
mackenzie.stetzer@maine.edu

David T. Brookes, Committee Member (2015)

Florida International University - Modesto A. Maidique Campus
11200 SW 8 St
Miami, FL 33199
dtbrookes@gmail.com

Hunter G. Close, Committee Member (2015)

Texas State University - San Marcos
601 University Dr
San Marcos, TX 78666-4615
(512) 245-8103; hgclose@txstate.edu

Daniel M. Crowe, Committee Member (2014)

Loudoun Academy of Science
21326 Augusta Dr
Sterling, VA 20164
(571) 434-4470; dan.crowe@lcps.org

Dennis Gilbert, Committee Member (2014)

Lane Comm Coll
4000 E. 30th Ave.
Eugene, OR 97405
(541) 463-5049; gilbertd@lanecoll.edu

Sarah McKagan, Committee Member (2013)

American Association of Physics Teachers
One Physics Ellipse
College Park, MD 20740-3845
(206) 335-4325; sam.mckagan@gmail.com

Taha Mzoughi, Committee Member (2014)

Kennesaw State University
Dept of Biology and Physics
1000 Chastain Rd, #1202
Kennesaw, GA 30144-5591
(678) 797-2152; tmzoughi@kennesaw.edu

Eleanor C. Sayre, Committee Member (2015)

Kansas State University
Physics Dept
Manhattan, KS 66506
esayre@gmail.com

Robert C. Hilborn, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; rhilborn@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

**Committee on Science Education for the
Public**

William E. Reitz, Committee Chair (2013)

2921 Kent Rd
Silver Lake, OH 44224
wreitz@neo.rr.com

Stephen A. Lindaas, Vice Chair (2013)

Minnesota State Univ - Moorhead
1104 7th Avenue South
Moorhead, MN 56563
(218) 477-4268; lindaas@mnstate.edu

Adam J. Beehler, Committee Member (2013)

Univ of Utah
115 S 1400 E
#201
Salt Lake City, UT 84112-0830
(801) 581-6602; beehler@physics.utah.edu

Brian Jones, Committee Member (2013)

Colorado State University
Dept of Physics
Fort Collins, CO 80523
(970) 491-5131; bjones@lamar.colostate.edu

Jan Landis Mader, Committee Member (2015)

Great Falls High School
1900 2nd Avenue South
Great Falls, MT 59405
(406) 268-6250; jan_mader@gfps.k12.mt.us

Abigail R. Mechtenberg, Committee Member (2014)

University Of Michigan
Physics Department
450 Church
Ann Arbor, MI 48109-1040
(734) 719-0432; amechten@umich.edu

Stanley J. Micklavzina, Committee Member (2015)

University of Oregon
Dept of Physics, Rm 142 Williamette Hall
1274 University of Oregon
Eugene, OR 97403-1226
(541) 346-4801; stanm@uoregon.edu

Paul J. Nienaber, Committee Member (2014)

St Marys Univ of Minnesota
700 Terrace Heights
#32
Winona, MN 55987-1399
(507) 457-1532; pnienabe@smumn.edu

Amber L. Stuver, Committee Member (2015)

Caltech/LIGO Livingston
19100 LIGO Ln
PO Box 940
Livingston, LA 70754
(225) 686-3190; stuver@gmail.com

Beth A. Cunningham, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3310; bcunningham@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Space Science and Astronomy

Thomas Foster, Committee Chair (2013)

Southern Illinois Univ - Edwardsville
Dept of Physics
Box 1654
Edwardsville, IL 62026
(618) 650-3049; tfoster@siue.edu

Paul Heafner, Vice Chair (2013)

Catawba Valley Community College
2550 Highway 70 SE
Hickory, NC 28602
heafnerj@sticksandshadows.com

Spencer L. Buckner, Committee Member (2013)

Austin Peay State University
Dept of Physics and Astronomy
PO Box 4608
Clarksville, TN 37044
(931) 221-6241; buckners@apsu.edu

Beverly T. Cannon, Committee Member (2015)

Highland Park High School
4220 Emerson
Dallas, TX 75205-0000
(214) 780-3700; cannonb@hpsisd.org

Richard Gelderman, Committee Member (2014)

Western Kentucky University
Dept of Physics and Astronomy
1906 College Heights Blvd
Bowling Green, KY 42101-1077
(270) 745-6203; gelderman@wku.edu

Eric G. Hintz, Committee Member (2013)

Brigham Young Univ
BYU Dept of Physics and Astronomy
N480 ESC
Provo, UT 84602
(801) 422-4168; hintz@physics.byu.edu

M. Jeannette Lawler, Committee Member (2014)

Brigham Young University
N283 ESC
Provo, UT 84602
(801) 422-3849; lawler@byu.edu

Robert Dean Moore Jr., Committee Member (2015)

University of West Georgia
1601 Maple St
Dept of Physics
Carrrollton, GA 30118
(678) 839-4096; rmoore@westga.edu

Julia K. Olsen, Committee Member (2015)

(University of Arizona)
5415 N Northridge Dr
Tucson, AZ 85718
(520) 621-5682; jkolsen@u.arizona.edu

Stacy Palen, Committee Member (2013)

Weber State Univ
2508 University Cir
Ogden, UT 84408
(801) 626-7030; spalen@weber.edu

Beth A. Cunningham, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3310; bcunningham@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on Teacher Preparation

Stamatis Vokos, Committee Chair (2013)

Seattle Pacific University
Dept of Physics Ste 307
3307 3rd Ave W
Seattle, WA 98119-1957
(206) 281-2385; vokos@spu.edu

Connie Wells, Vice Chair (2013)

Pembroke Hill School
Physics-Ward Parkway Campus
5121 State Line Road
Kansas City, MO 64112
(816) 936-1466; cwells@pembrokehill.org

Sage K. Andorka, Committee Member (2015)

Air Academy High School
6910 Carlton Drive
U S A F Academy, CO 80840;
sage.katelyn@gmail.com

Paula Heron, Committee Member (2014)

University of Washington
Dept of Physics
Box 351560
Seattle, WA 98195-1560
(206) 543-3894; pheron@phys.washington.edu

Steven J. Maier, Committee Member (2014)

Northwestern Oklahoma State University
709 Oklahoma Blvd
Science Bldg 107-B
Alva, OK 73717-2799
(580) 327-8562; sjmaier@nwsu.edu

Duane Merrell, Committee Member (2013)

Brigham Young University
Eyring Science Center N143
Provo, UT 84602
(801) 798-9228; duane_merrell@byu.edu

Monica Plisch, Committee Member (2013)

American Physical Society
One Physics Ellipse
College Park, MD 20740
(301) 209-3273; plisch@aps.org

David Rosengrant, Committee Member (2015)

Kennesaw State Univ
1000 Chastain Road
MD 1202 LB Bldg 17 Room 240
Kennesaw, GA 30144-5591
(301) 523-5621; drosengr@kennesaw.edu

David G. Schuster, Committee Member (2015)

Western Michigan Univ
Dept of Physics
1903 W Michigan Ave
Kalamazoo, MI 49008-5252
(269) 387-5844; david.schuster@wmich.edu

Robert C. Hilborn, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; rhilborn@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Committee on the Interests of Senior Physicists

Gordon P. Ramsey, Committee Chair (2013)

Loyola University - Chicago
6525 N Sheridan
Chicago, IL 60626
(773) 508-3540; gpr@gate.hep.anl.gov

Bob Powell, Vice Chair (2014)

University of West Georgia
Dept of Physics
1601 Maple St
Carrollton, GA 30118
(678) 839-4095; bpowell@westga.edu

Ray A. Burnstein, Committee Member (2014)

Illinois Institute of Technology
Research Professor of Physics
3101 S Dearborn LS Rm 106C
Chicago, IL 60616-3793
(312) 567-3379; burnsteinr@iit.edu

Elizabeth B. Chesick, Committee Member (2015)

(Baldwin School)
625 Walnut Ln
Haverford, PA 19041
echesick@aol.com

David M. Cook, Committee Member (2015)

Lawrence University
Dept of Physics
711 E Boldt Way SPC 24
Appleton, WI 54911-5699
(920) 832-6721; david.m.cook@lawrence.edu

John W. Layman, Committee Member (2013)

7500 Sweetbriar Dr
College Park, MD 20740
j.layman2@verizon.net

Dwight E. Neuenschwander, Committee Member (2014)

Southern Nazarene University
Dept of Physics
Bethany, OK 73008
(405) 491-6361; dneuenc@snu.edu

Myra R. West, Committee Member (2015)

Kent State Univ
Physics Dept
212 Smith Hall
Kent, OH 44240
(330) 672-2881; mwest1@kent.edu

Beth A. Cunningham, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3310; bcunningham@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

Committee on Women in Physics

Stephanie Allred Magleby, Committee Chair (2013)

Brigham Young Univ
283 ESC
Provo, UT 84602
(801) 422-7056; sam25@physics.byu.edu

Jennifer Blue, Vice Chair (2013)

Miami Univ - Oxford
Physics Dept
133 Culler Hall
Oxford, OH 45056
(513) 529-1380; bluejm@muohio.edu

Asa Bradley, Committee Member (2014)

Spokane Falls Comm Coll
3410 W Fort George Wright Dr
MS 3180
Spokane, WA 99224-5288
(509) 533-3837; asab@spokanefalls.edu

Laura Casdorff, Committee Member (2015)

Southern Virginia Higher Education Center
820 Bruce Street
South Boston, VA 24592
(804) 673-3700; lauracasdorff@svhed.org

Melissa Dancy, Committee Member (2013)

University of Colorado - Boulder
914 Broadway St
Boulder, CO 80309-0001
(704) 763-0125; melissa.dancy@gmail.com

Dedra N. Demaree, Committee Member (2015)

Oregon State Univ
Physics Dept
301 Weniger Hall
Corvallis, OR 97331
(541) 737-1713; demareed@physics.oregonstate.edu

John P. Ertel, Committee Member (2015)

United States Naval Academy
USNA Physics Dept 9C
572 C Holloway Rd
Annapolis, MD 21402
(410) 293-6657; jpe@usna.edu

Zahra S. Hazari, Committee Member (2014)

Clemson Univ
105 Holtzendorff Hall
Dept of Engineering & Science Ed
Clemson, SC 29634
(864) 656-4317; zahra@clemson.edu

Patricia E. Palko, Committee Member (2013)

University of Denver
Univ Pk
Dept of Biological Sciences
Denver, CO 80208-0001
ppalko@du.edu

Beth A. Cunningham, Ex Officio (2013)

AAPT
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3310; bcunningham@aapt.org

Shirley Hyde, Staff Liaison (2013)

American Association of Physics Teachers
Office of the Executive Officer
One Physics Ellipse
College Park, MD 20740-3845
(301) 209-3311; shyde@aapt.org

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.

Tips From Previous Chairs

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 an AAPT Strategic Framework

Throughout our recent history, AAPT has engaged in planning the future of our organization through retreats in 1981, 1990, and 2000. At the 2005 Summer Meeting, President Richard Peterson and the 2005-2006 Executive Board agreed to undertake strategic planning over the following ten months, culminating with a three day retreat at Belmont Conference Center, Baltimore, MD. These activities were organized to coincide with the planned retirement of Executive Officer B. Khoury (1990-2006). The Executive Board invited former President Karen L. Johnston to facilitate the planning processes and the retreat. Members of the Executive Board prepared a set of white papers on membership, sections, etc. for the retreat. Section Representatives, Area Committee Chairpersons, leaders in PIRA, Executive Office staff, and other groups were invited to provide input to the retreat deliberations. The white papers and record of the retreat is available at (<http://www.aapt.org/sections/docs.cfm>).

The retreat led to the second phase of the planning. President Ken Heller appointed a Planning Advisory Group (PAG), consisting of Dick Peterson, Ruth Chabay, Dwain Desbien, and Alan Gibson, along with Warren Hein to assist new Executive Officer Toufic Hakim in his efforts to develop and refine a set of ambitious leadership goals for the organization. Karen Johnston was commissioned by Hakim to meet with the PAG and offer assistance in organizing the agenda for the PAG meetings. The four meetings of the PAG focused on the following: (1) the vision (where we see ourselves as an organization / the horizon) and values (core beliefs, principles and ideals), (2) the constituency that we represent, (3) the external affect on the physics teaching and education community, (4) membership (whom we serve and whom we should serve; benefits, models of membership), and (5) governance (how to engage the sections and their representatives, how to involve the area committees in driving and supporting our national agenda). At the conclusion of the PAG meetings, the Executive Officer prepared a draft strategic framework to guide AAPT.

In 2007, President Harvey Leff appointed an Ad Hoc Governance Review Committee (GRC), currently chaired by Mary Beth Monroe, to advise the AAPT Executive Board on governance issues and review AAPT governance documents and prepare an organizational chart that briefly describes the purpose of and indicates the connections among the different committees, programs, groups, and outreach efforts sponsored by AAPT. The work of the GRC continues as of October 2009.

With the guidance of a planning team AAPT convened a retreat for Area Committee chairs and Section Representatives (ACC/SR) in May 2007 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. The text of their report is available at (<http://www.aapt.org/sections/docs.cfm>). President Leff appointed a temporary Executive Board Committee on Governance Structure (CoGS), currently chaired by Lila Adair, to study, summarize, and synthesize the following documents: the organizational chart of AAPT structure prepared by the GRC, the models presented by the planning group from the ACC/SR retreat, and other relevant documents. The work of the CoGS continues into 2011.

Changes in leadership within the Executive Office in early 2008 resulted in an interruption of some aspects of the strategic planning process. In April 2009 the Executive Board re-engaged in strategic planning with Karen Johnston facilitating the process. Significant time was dedicated to the

strategic planning effort by the Board at its meetings in July and October 2009 with Johnston's leadership. In parallel, staff members in the national office have been using the Board's strategic planning framework to guide program and financial planning and membership services and recruitment.

A mini-retreat of Section Representatives and Area Committee Chairs was held at the Winter, 2010 meeting in Washington, DC to support the Executive Board's strategic planning efforts and engage the membership in these efforts. Subsequent to that meeting, at its July, 2010 meeting, the Executive Board adopted the Strategic Plan. The document adopted by the Board can be found at <http://aapt.org/aboutaapt/organization/upload/101105-Strategic-Plan-AdoptedJuly-2010-without-strategie.pdf>.

Satellite Meetings

High School Photo Contest

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

PERC

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

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.

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 2010 Summer Meeting (SM10) in Portland OR.

C. AAPT Winter and Summer Meeting Information

Your Seat on the Programs Committee

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 National 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 review (briefly) the meeting about to start, review (again briefly) plans for the next meeting, describe in considerable detail important items to include in the agenda for the upcoming meetings of Area Committees, discuss established deadlines, and address general topics (paper sort, online forms, need for coordination among Committees, meeting themes, ...) having to do with the functioning of the overall procedure.

Programs II

At Programs II, Committee members will assess (briefly) the meeting now ending, identify any adjustments that need to be made in the now nearly completed plans for the next meeting, discuss possible themes for the next several meetings, and lay out at some length plans for the meeting to occur approximately one year after the meeting now ending.

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 plans for the National Meeting

one year in the future. Each Committee Chair in turn will be asked to enumerate proposals from the Committee for sessions and workshops to be mounted at that National Meeting, suggest possible plenary speakers, and raise any other issues with which the Programs Committee should be concerned. Most of the time will be spent on sessions and workshops, making sure that we are planning a well-rounded program and assessing whether we have too many sessions or workshops. *Most importantly, Area Chairs at Programs II must come to agreement on co-sponsorships and titles for co-sponsored events and keep adequate records 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

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 chaired at the time by Randy Peterson 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).

- *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.
- *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.

- *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.
- *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.

WINTER MEETING: Target attendance: 800 full-paying registrants (for the near future) Target month January or February.

Premise– Winter Meetings are normally held at a conference center or hotel but frequently utilize facilities of a nearby University, especially for workshops. From time to time,

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.

- *Nature of Interaction with Partnering Society* – Excellent strategic significance of partnering with selected society. Mission compatibility with society. Nature of working relationship with society.
- *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
- *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.
- *Costs* – Reasonably Affordable
- *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)
- Meal Function: Several breakfasts, luncheons, and receptions during the week in addition to coffees and snacks during the exhibit show.

Thursday	Set up AAPT office (space to be available 24/7 until end of meeting)
Friday	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
Saturday	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
Sunday	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)
Monday Tuesday Wednesday	(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)

Meeting Themes

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

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

- 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 members and friends of the Committee to organize sessions and workshops pertaining to the chosen meeting themes whenever possible.

How to Host a Summer Meeting

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!

- *Airport*: proximity to a major airport(s) and availability of transportation between airport and college campus is important (average attendance 1000-1200).
- *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 rooms in inns or hotels that are on campus or very near (within walking distance) of campus so as to accommodate those of our attendees who prefer more private accommodations.
- *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.
- *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.
- *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 40 10' x 10' booths. 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.

- *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 fast MACs. CD-ROMS, flash drive computer projection systems or LCD projection panels.
- *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.
- *PTRA:* in addition, one week before the AAPT meeting, the Physics Teaching Resource Agents (PTRA) 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.
- *Photo Contest:* The High School Committee runs the AAPT Photo Contest. They need a well-traveled space for the entire meeting to display photos.
- *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

Key Personnel who can Answer Meeting Questions

Jill Marshall
AAPT President 2012
University of Texas-Austin
Science and Mathematics Education
1 University Station –D5705
Austin, Texas 78712-0379
(512) 232-9685
marshall@mail.utexas.edu

Gay B. Stewart
AAPT President-elect, 2012, Program Chair WM12, SM12
Dept of Physics
University of Arkansas in Fayetteville
Fayetteville, AR 72701
(479)572-2408; gstewart@uark.edu

Mary Beth Monroe
AAPT Vice President 2013, Program Chair WM13, SM13
Southwest Texas Junior College - Dept of Physics
2104 Garner Field Road
Uvalde, TX 78801
(830) 591-7224; mbmonroe@swtjc.cc.tx.us

David R. Sokoloff
AAPT Past- President, 2012
Department of Physics
1274 University of Oregon
Eugene, OR 97403-1274
Phone: (541) 346-4755
sokoloff@uoregon.edu

Tiffany Hayes
Director, Programs and Conferences Department
One Physics Ellipse
College Park, MD 20740
Phone: (301) 209-3340; Fax: (301) 209-0845
meetings@aapt.org

I. Types of Events at National Meetings

Area Committees are responsible for planning two broad types of events at AAPT National Meetings: sessions and workshops.

Sessions

In broad terms, sessions provide limited time for each of several presenters representing (nearly) as many different institutions. Each session provides attendees with information about several perspectives by offering presenters an opportunity briefly to describe their activities or thinking on the topic of the session. While sessions may well stimulate attendees to try new approaches, they are not primarily intended to provide attendees with detailed guidance on how to implement any particular approach at their own institutions. The main focus is on informing attendees of the practices of the presenters, not on giving them direct or hands-on guidance for emulating the presenters. Handouts, if any, will be brief. Attendance at sessions is open to all those attending the meeting and, except for the size of the room, attendance at sessions is not limited.

Sessions organized by Area Committees are traditionally scheduled on the third, fourth, and fifth days (usually Monday, Tuesday, and Wednesday) of the meeting. Normally, the two or three time slots set aside each day for sessions are two hours long, and Area Chairs should plan sessions accordingly. Sometimes, however, when the schedule for a meeting is finally assembled, it may prove possible to have a few such time slots that are only one and a half hours long. Occasionally, because of the number of contributed abstracts submitted, it may be prudent to schedule one time slot to be a bit longer than two hours.

Sessions organized by Area Committees assume a variety of forms. Normally, invited speakers are allocated thirty minutes, including time for questions, though occasionally—and especially with panels—a session organizer may request some other allocation of time to invited speakers. Contributed talks are limited to ten minutes, including time for questions. Whenever a session is to include contributed talks or posters, the organizer of the session must supply a brief call for contributed talks or posters that will be posted on the AAPT web site to solicit those contributions. Sessions will fall into one or another of the following categories:

- *Invited sessions*, involve *only* invited talks and must have at least two and no more than four speakers, each of whom supplies an abstract. There are rare exceptions, e.g., one of the two speakers withdraws at the last minute. Then, the invited session would in the end have only one talk. However, no invited session should be planned that way.
- *Invited/contributed sessions*, involve a combination of invited and contributed talks, each of which is described in an abstract. Sessions of this type are normally planned with two invited talks and can therefore accommodate up to six contributed talks before exceeding the standard two-hour time slot. Occasionally, a session of this type will have three invited talks. Rarely, it can have just one invited talk, e.g., if an invited talk is withdrawn at the last moment or if one invited talk is sufficient to set the stage for several *assured* contributed talks. In the event that the number of contributed talks exceeds the capacity of an available time slot, invited/contributed sessions may be divided into two sessions.

- *Contributed sessions*, involve *only* ten-minute contributed talks, each of which is described in an abstract. A two-hour time slot will accommodate up to twelve such talks. When the schedule for the meeting is finally assembled and the number of contributions for each announced session is known, sessions with more than twelve talks may be divided into two sessions and sessions with very few talks may be merged with other related sessions.
- *Invited/poster sessions*, usually involve two invited talks and several invited or contributed posters, each of which is described in an abstract. The posters will be mounted in or near the room in which the talks are given and will be available only during the time of the session. Typically, after the invited talks, the presenter of each poster is given a few minutes to outline the poster orally before the session adjourns for attendees to view the posters and talk with their authors.
- *General poster sessions*, involve *only* contributed posters. Poster abstracts submitted in response to a call for posters not associated with an invited/poster session will be grouped together and mounted in a general poster session. These posters will normally be available for viewing for an entire day. Further, the schedule for the meeting will allocate something like one and a half hours in which nothing other than the exhibits competes with the posters, and the authors will be asked to be present at their posters for a significant fraction of that unopposed time. In recent years, so as to allow authors of posters to visit with authors of some of the other posters, those whose posters have odd numbers have been asked to be present at their posters for about half of the unopposed time while those whose posters have even numbers have been asked to be present at their posters for the other half of the unopposed time.
- *Panel discussions*, which offer a more flexible format than invited sessions, will usually involve a number (typically at least three, occasionally as many as seven or eight) invited panelists, each of whom will speak for a time determined by the organizer. Following these presentations, the panelists will discuss the topic among themselves and members of the audience will be invited to ask questions or make comments. The organizer has the option of stipulating whether or not individual panelists will be asked to submit abstracts. In all cases, however, the organizer will submit for the meeting program a brief description of the topic on which the panel is to be focused.
- *Crackerbarrels*, which have no invited or contributed talks, are scheduled in 1.5-hour time slots in the early morning, over lunch, or at some other time, none of which overlaps the slots used for any of the other sessions. A crackerbarrel offers an opportunity for attendees to talk informally about the topic announced in a general description provided by the organizer that will appear in the meeting program. While the organizer of a crackerbarrel may well ask specific individuals to be present so as to be sure of a discussion, crackerbarrels do not have explicit presenters nor are there individual abstracts. It is the responsibility of the presider to assure that the discussion does not turn out to be solely a gripe session but that some constructive proposals or actions emerge from the discussion.
- *Other sessions*, which don't fit into any of the above categories (e.g., the Make and Take events often sponsored by the Committee on Physics in High Schools).

Workshops

In broad terms, workshops provide extensive time for only a few presenters who sometimes represent only one institution. In a workshop, the presenters offer detailed, frequently hands-on, instruction designed to train attendees in the use of the tools or techniques that are the subject of the

workshop. In contrast to sessions, workshops *are* intended to provide attendees with detailed guidance on how to implement a particular approach at their own institutions. Typically, extensive handouts, often including CDs with computer software or other materials, are distributed. Attendance at a workshop is limited. Attendees register for workshops, descriptions of which will be posted on the AAPT web site when registration opens for the meeting. In addition to paying the registration fee for the meeting, registrants for a workshop pay a fee that covers not only AAPT's costs for providing the space and needed equipment (and, for off-site workshops, transportation to and from the workshop) but also any expenses the organizers incur for handouts or other distributed materials.

Workshops organized by Area Committees are traditionally scheduled on the first and second days (usually Saturday and Sunday) of the meeting and assume a variety of forms, including

- *(Traditional) workshops*, which may be either half-day (four-hour) or full-day (eight-hour) events. These workshops require several set-ups of needed equipment and provide extensive hands-on experience with the topic of the workshop. Many are computer-related and will involve work with one or another computer-based tool.
- *Tutorials*, which may last for one, two, or three hours, offer guidance in the use of particular tools or techniques but are structured in the main as demonstrations by the organizers, and embody limited hands-on exploration. Needed equipment for tutorials is limited to the set-up required for the presenter.
- *Field Trips*, which provide a half- or full-day opportunity to tour a local site (scientific laboratory, museum, ...) and gain some insight into how those institutions conduct their research or carry out their mission.

Typical Meeting Schedule

Every meeting is different and, especially when the meeting is a joint meeting with another organization, the hour-by-hour schedule may well change significantly from meeting to meeting. At the same time, workshops are (almost) always on the first two days (Saturday and Sunday) and sessions are (almost) always on the third, fourth, and fifth days (Monday, Tuesday, and Wednesday).

In a typical day of workshops, half-day workshops will be scheduled to start at 8:00 AM and end at noon or to start at 1:00 PM and end at 5:00 PM; full-day workshops will be scheduled to start at 8:00 AM and end at 5:00 PM, with the noon to 1:00 PM hour off for lunch; and one-, two-, and three-hour tutorials will be scheduled in these time periods as well, usually not starting as early as 8:00 AM. A variety of other events (Executive Board meetings, meetings of some Executive Board Committees, etc.) will also be scheduled on the two days of workshops. Further, on the second day of workshops, a *few* committee meetings, the High School Share-A-Thon, and the SPS Poster Session will be scheduled in a portion of the three-hour period from 5:00 PM to 8:00 PM. Finally, on the second day of workshops, the period from 8:00 PM to 10:00 PM is usually devoted to an opening reception, which—when possible—occurs in the Exhibit Area, and the exhibits have their grand opening at the same time.

In a typical day of sessions (e.g., Monday or Tuesday), several different time periods will be designated, though the precise allocation of times depends very much on the circumstances of each meeting. The daily schedule will normally include

- Three 1.5-hour periods (4.5 hours total) for breakfasts, luncheons, Area Committee meetings, other Committee meetings, and crackerbarrels,
- Three 1.5- to 2.0-hour periods (5.5 hours total) for invited, invited/contributed, invited/poster, panel, and contributed sessions,
- Two or three 1.0- to 1.5-hour periods (2.5–4.0 hours total) for plenary or award sessions, and
- A total of 1.5 hours for authors to be present at their posters without competition with other scheduled events.

The typical day will thus be 14.0–15.5 hours long and, even without “travel time” between time slots, and will run, for example, from 7:00 AM or 7:30 AM to 9:30 PM or 10:00 PM. Depending on the layout of the meeting location, “travel time” between sessions may be necessary, and meeting attendees have often complained about the lack thereof. This must be considered by the Program Chair.

The last day of the meeting (usually Wednesday) normally ends around 4:30 or 5:00 PM

With this pattern, Area Committee meetings will not overlap the sessions sponsored by those Committees. Further, when adequate space is available, posters are up all day, with at least an hour and a half of unopposed time for attendees to view the posters and talk with the presenters.

The detailed schedule for each meeting is worked out three months or so before the meeting by the Program Chair, the members of the AAPT Department of Programs and Conferences, and those few individuals who assist in the paper sort for the meeting. Every effort is made to respect constraints identified by speakers and Area Committees.

Unfortunately, there exists *no* scheduling solution that satisfies *all* of the constraints. Compromises are inevitable. No individual or group is likely to be consistently happy from meeting to meeting.

Simple Steps to Organize a Session or Workshop for a Future AAPT National Meeting

Timing: Since planning for each meeting begins at the meeting a full year earlier, proposals for events to be included in the program of a given meeting must be submitted to the Chair of the appropriate Area Committee *no later than the beginning of the meeting one year before the meeting* at which you wish to present. Events for a Summer (Winter) Meeting must be proposed prior to the previous Summer (Winter) Meeting.

Reason: Within three weeks following a Summer (Winter) Meeting, the Chair of each Area Committee uses the online form ***approvedlist.cfm*** to submit titles of sessions and workshops approved by the Committee for presentation at the next Summer (Winter) Meeting. The aggregated lists are reviewed by the Program Chair, who checks compliance with quotas and resolves any confusions and inconsistencies. Ultimately, the final titles of events authorized by the Program Chair become the items in a drop-down list in the online forms ***sessionrequest.cfm*** and ***wksprequest.cfm*** used by organizers when submitting their detailed descriptions by the established deadline (usually mid October for Summer Meetings, early May for Winter Meetings).

Reminder: Only those events whose titles appear in the drop-down list will be accessible for organizers to provide detailed descriptions. By the time these drop-down lists are created, it is too

late to propose additional events for the given meeting. Any such events must be submitted for consideration by the appropriate Area Committee at a later meeting.

Proposals for Sessions and Workshops

Two or three years before a given meeting takes place (long before detailed planning for the meeting occurs), AAPT must sign firm contracts for the spaces to be used at the site chosen for the meeting. To facilitate that process, long-standing practice has dictated signing contracts for a specific number of spaces for sessions and workshops organized at National Meetings by Area Committees. So that the subsequent meeting will not overflow the spaces for which AAPT has contracted, the quotas in the table and caption on the next two pages have been established. Any event may be sponsored by a single Committee, in which case it contributes a full unit towards that Committee's quota, or the event may have a lead sponsor and a cosponsor, in which case it contributes half a unit towards the quota of *each* Committee. (While occasionally more than two Committees will share sponsorship of an event, only a lead Committee and a single cosponsoring Committee can share the quota for the event.) In proposing events for a given meeting, Area Committees must respect these quotas. Further, the Program Chair is charged with the responsibility of enforcing them. Thus, events proposed and approved by an Area Committee cannot be regarded as firmly in place until they have been authorized by the Program Chair. Only if some Committees do not fill their quotas does the Program Chair have the flexibility to authorize other Committees to exceed their quotas.

All types of events (sessions or workshops) count in assessing compliance with these quotas except general poster sessions and events scheduled in the PIRA and TYC resource rooms. On those occasions when AAPT meets jointly with another society, events arranged by an AAPT Area Committee and mounted in AAPT spaces may draw co-sponsorship from the other society. Co-sponsorship of such an event by another society is irrelevant in assessing compliance of the AAPT Committee with applicable quotas.

COMMITTEE	SESSIONS	WORKSHOPS
Apparatus (1)	3	3 (winter) 5 (summer)
Educational Technology	8	6
Graduate Education in Physics	2	1
History and Philosophy of Physics	2	1
International Education	2	1
Laboratories (2)	2	2 (winter) 4 (summer)
Minorities in Physics	2	1
Physics in the High Schools	7	6
Physics in Pre-High School Education	3	2

Physics in Two-Year Colleges	5	2
Physics in Undergraduate Education (3)	8	3
Professional Concerns	2	1
Research in Physics Education	8	6
Science Education for the Public	4	3
Space Science and Astronomy	5	3
Teacher Preparation	5	3
Women in Physics	2	1
Interest of Senior Physicists	1	0

Session and Workshop Quotas Applicable to Area Committees. At the October 2009 meeting of the AAPT Executive Board, all previously grandfathered events at AAPT National Meetings were eliminated so as to reduce the likelihood that those events will be inadvertently omitted from the program of the meeting. *Beginning with the Winter Meeting in 2011, all such events will need to be submitted explicitly by the sponsoring Area Committee in the same way that all other events are submitted.* The quotas for the Area Committees involved with those events have been adjusted to accommodate the events that had previously not been tallied against the quotas. In particular, (1) the *summer* workshop quota for the Committee on Apparatus has been increased by 2 to accommodate the two PIRA Lecture Demonstration workshops, (2) the *summer* workshop quota for the Committee on Laboratories has been increased by 2 to accommodate a workshop on Introductory Laboratories and a workshop on Advanced Laboratories, and (3) the session quota for the Committee on Physics in Undergraduate Education has been increased by 1 to accommodate the SPS session of contributed talks on undergraduate research. None of these events may have a cosponsoring Committee. Further, each added allocation can be used *only* for the specified event and will evaporate at any meeting for which the sponsoring Committee decides not to offer the event. Henceforth, following the procedures used for all other events, the Committee on Apparatus is responsible for submitting the two PIRA workshops, the Committee on Laboratories is responsible for submitting the two laboratory workshops, and the Committee on Undergraduate Education is responsible for submitting the SPS session of contributed talks to the Program Chair and the AAPT Meetings Staff. In addition, each of the SPS poster sessions on undergraduate research, the Demo Show, and the High School Share-A-Thon must be submitted by the appropriate sponsoring Committee, though these events do not count in assessing compliance with applicable quotas.

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

- During meetings of Area Committees at National Meeting N, Committees identify the sessions and workshops they wish to propose for National Meeting N+2.
- 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.
- 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.
- After the lists have been finalized and, in any case by the established deadline, each Area Chair

submits the session and workshop proposals for which his/her committee is the primary sponsor on the online form: www.aapt.org/conferences/approvedlist.cfm. The Chairs of proposed co-sponsoring committees will be required to confirm their co-sponsorships after the primary committee chair has submitted the form. Primary committee chairs may submit events up to their quota, including allowance for co-sponsorships, but, must, in the end, conform to those quotas after co-sponsorships have been confirmed. Events beyond the quota can be listed as extra items in a wish list.

- 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.
- No later than about two weeks after the deadline, the final lists assembled by the Program Chair are sent to the Area Chairs for verification.
- 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), and abstracts for workshops. One or the other of the online forms www.aapt.org/conferences/sessionsrequest.cfm or www.aapt.org/conferences/wksprequest.cfm should be used for this purpose. Only the sessions and workshops submitted by Area Chairs and then approved by the Program Chair will be available on the drop-down menus on these forms.
- 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.
- 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 and panel sessions. The form www.aapt.org/conferences/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/conferences/invitedabstractform.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 the form www.aapt.org/conferences/contributedabstractform.cfm.
- Very shortly after the deadline for submission of abstracts, a few individuals, usually Area Chairs selected by the Program Chair, will meet in person or electronically 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 currently being reviewed and instructions may change periodically.

Meeting submission forms are described on the last few pages of this handbook. The forms themselves can be accessed at the URLs in that description.

Audiovisual Equipment Requests

Microphones: Each oral session room will be equipped with a podium and lapel microphone.

Laptops: Laptops *will not* be provided in the oral session rooms. If you are not able to bring your own laptop, please check with the session organizer to make other arrangements. It is important to arrive

to the session room at least 10 minutes in advance to either load your presentation onto another presenter's computer or test the hookup of your own.

LCD Projectors: LCD projectors will be provided in every oral session room.

PowerPoint Presentation Dos and Don'ts

- Choose a background color that is simple, easy on the eye and a good contrast with the font color.
- Use fonts that are common to every computer, since not all computers have the same fonts installed. Sans serif fonts (Arial, Tahoma and Verdana) are recommended for titles and headers, while serif fonts for bullets or body of text (Times New Roman, Garamond, Goudy, Palatino, etc.).
- Don't use all capital letters since they are hard to read and may appear as though you are screaming.
- Don't use anything smaller than an 18 point font – and preferably a 24 to 30 point as the minimum size.
- Never put too much text on one page. Less is always more.
- Use bullets to make your point. Long paragraphs are often hard to read.

For more information go to: www.iasted.org/conferences/formatting/Presentations-Tips.ppt

Contact AAPT Programs and Conferences Department to discuss any special requests or concerns at least four weeks before your scheduled talk. (301) 209-3340 AAPT-MEET@AAPT.ACP.ORG

Plenary Sessions

The plenary sessions are the centerpiece of our national 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 such 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 item that might normally be scheduled at the same time is 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 Chair 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 (Members and Nonmembers):

- 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 by using the online form at <http://www.aapt.org/conferences/suggestplenary.cfm>.

APS-Organized Plenary at AAPT Summer Meetings

In conjunction with a selected Unit of the American Physical Society (APS), the Forum on Education (FEd) of the APS has planned a symposium for each of several recent meetings of the American Association of Physics Teachers (AAPT). These symposia have been arranged at Portland (Summer, 2010: DLS), Ann Arbor (Summer, 2009; DPP), Baltimore (Winter, 2008; DPF), Syracuse (Summer, 2006; DNP), Salt Lake City (Summer, 2005; DAMOP), and Sacramento (Summer, 2004; DPB). These symposia were formalized by the AAPT Executive Board and also by the APS/Fed Executive Committee at their separate meetings during the AAPT/APS Joint Meeting in Washington, DC, in February 2010.

Accordingly:

- AAPT will allocate a 1.5-hour time slot at each summer meeting for a plenary session to be organized by the FEd in conjunction with one of the APS Units;
- The APS Unit to participate, the individual speakers to be involved, and the topics of their talks will be subject to approval by the AAPT Program Chair;
- The session will involve two or three outstanding invited speakers on topics addressing exciting contemporary research in the subarea of physics on which the involved Unit focuses;
- Each year the FEd and participating Unit will agree on how to fund the travel, meals, and housing for the invited speakers, plus any additional expenses associated with the session;
- AAPT will provide complimentary registration for the full AAPT meeting to the invited speakers of this session who are not AAPT members; and
- The invited speakers will be identified to the AAPT Program Chair by the end of December of the year before the year of the meeting so that the AAPT office can send out formal invitations, and titles and abstracts can be submitted by the AAPT deadline (which is usually in late February or early March).

While the organizing of the session is to be carried out by the FEd and the associated APS Unit, the organizer of the session will consult frequently with and seek input regularly from the AAPT Program Chair as the session takes shape.

Sessions Organized by Area Committees

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

Policies

In planning sessions for a given meeting, Area Chairs and Committees must be mindful not only of the applicable quotas but also of several policies established by the Executive Board. While there is no limit on the number of posters that a single individual may present in the general poster sessions at any single meeting,

- No individual may deliver more than one invited talk, including panel presentations, and one contributed talk at any single national meeting. (This change from previous policies was adopted by the AAPT Executive Board in October, 2009.)
- No individual may preside at a session in which he or she also delivers a talk of whatever type (invited, contributed, panel).
- Sessions with special designations at National Meetings fall into several categories and require various levels of advanced approval before they can be authorized:

Dedicated Sessions at a National Meeting are scheduled in the time slots for concurrent sessions at a meeting. Such sessions are planned by an Area Committee and proposed through Programs II. The session would offer a collection of invited and/or contributed papers/posters on a topic of particular interest to the one to whom the session is dedicated. This person may be living or deceased. Dedicated Sessions must be approved by the Program Chair for final inclusion in the meeting.

Memorial Sessions at a National Meeting are scheduled in one of the time slots for concurrent sessions at a meeting. Such sessions are planned by an Area Committee and may or may not be proposed through Programs II. The session would offer a collection of invited and/or contributed papers/posters with the primary focus being about the person/group being memorialized. Memorial sessions would recognize a person or group who has died. Memorial Sessions must be approved by the Executive Board.

Named Sessions at a National Meeting are unopposed or plenary sessions at a meeting. Such sessions are designed to honor an individual or group. The content of a Named Session does not need to deal directly with the honored group or individual. Therefore, these sessions could be used for recognizing benefactors (individual or corporate) or others of note, either living or deceased. Named Sessions must be approved by the Executive Board.

Ceremonial Sessions are unopposed or plenary sessions at a meeting. Such sessions deal with awards or special presentations. The Program Chair, based on input from the AAPT Awards Committee, schedules sessions for AAPT Awards. Other awards that might be given must be approved by the Program Chair for inclusion in a Ceremonial Session.

This policy was adopted by the Executive Board at its meeting in October, 2009.

- AAPT does not provide travel or other expenses for an invited non-plenary speaker or panelist but will offer a complimentary registration for the full meeting to any invited speaker or panelist

who is not a member of AAPT. (The Program Chair has *very* limited funds to respond to special requests for additional support in unusual cases. Any requests for such support must be approved by the Program Chair *before* an invitation is extended.) This policy was approved by vote of the Executive Board in July 2010.

- Area Committees are urged to be aggressive in seeking invited speakers who are AAPT members. Further, insofar as non-member invited speakers are engaged, Area Committees should strive to take advantage of those who make their homes in the immediate area of the meeting, which may result in those speakers staying for the entire meeting because both transportation and housing costs are minimal.
- Posters submitted to an announced *poster only* session will be mounted in a general poster session and the event does *not* count against the Area Committee's quota for sessions.
- 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).
- Abstracts for contributed papers or posters from individuals who are not members of AAPT will be accepted only if sponsored by an AAPT member.
- With the exception of the SPS Poster Reception and the High School Share-A-Thon, all sessions of whatever type will be scheduled only on session days, normally the third, fourth, and fifth days of the meeting.

Occasional review—and perhaps revision—of these policies should, of course, occur.

Committees occasionally wish to mount an event structured with a format that does not match any of the established formats. Any Committee proposing a new format must seek approval of the format from the Program Chair, who may want to discuss the format with others (e.g., past Program Chairs, selected members of the Programs Committee, members of the Executive Board) before authorizing a trial. Once approved, a new format will be implemented for a single trial by a single Committee at a single meeting. The character of the format and conditions imposed, including in particular a condition that the new format impose little if any additional load on the AAPT office staff and a stipulation of how the event will tally in assessing compliance with quotas, should be laid out in writing. After the event, the responsible Area Committee will be expected to submit a detailed report on the success of the format, and the Program Chair, probably with input from experienced others, may authorize addition of the format to the official categories, thereby making it available to all Committees, or may decide that the format does not merit continuation.

Contributed Sessions

- When an Area Committee wants to solicit 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 and Events). The Area Chair is also responsible for identifying a presider for the session.
- A call for papers must be included on the Session Request Form at the time of submission. This will be broadcast online at www.aapt.org to inform members of the solicitation of contributed papers on this topic.

- Contributed talks are allowed ten minutes, including about two minutes for questions.

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 and a four-speaker maximum per invited session.
- Invited sessions are sponsored or co-sponsored by Area Committees. One member is designated as the Session Organizer and usually acts as the session presider. (If the Organizer will not also preside, then the Organizer is responsible for identifying a 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 and 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.
- The Area Chair is responsible for informing the Session Organizer of the procedures for inviting speakers and for making sure that the Organizer communicates to each such speaker the applicable policy regarding the limited financial support provided by AAPT.
- The Area Chair is also responsible for verifying that all Session Organizers have submitted their request forms for the meeting by the applicable deadlines.
- On behalf of the Area Committee, the Session Organizer identifies all speakers, confirms their willingness to participate, and alerts each to the allotted time for the presentations.
- By the specified deadline, the Session Organizer must provide the AAPT Director of Programs and Conferences with a list of speakers in the order they will present. (See the seventh bullet on pages 57-58 for more information on this submission.) This list must contain complete contact information (telephone number, e-mail address, and postal address) for each speaker. Over the signature of the Program Chair, the Department of Programs and Conferences will then send a formal invitation to each invited speaker and include instructions for submitting a suitable abstract
- Abstracts for invited speakers should be submitted via as specified in the seventh bullet on pages 57-58.
- An Invited Session with fewer than three invited speakers may be converted to an Invited/Contributed session at the discretion of the Program Chair. Normally no invited session will be held with only one invited speaker. (See the last bullet on page 51.)
- Organizers of invited 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/contributed sessions may not invite themselves to give an invited talk. (*Adopted by the Executive Board, January 1998*).

Panels

- When an Area Committee wishes to give several individuals an opportunity to speak briefly about some topic but also wishes to encourage extended discussion among the panelists and between panelists and the audience, it may sponsor a panel discussion. One member of the Area Committee is designated as the Panel Organizer and usually also serves as the presider. (If the Organizer will not also preside, then the Organizer is responsible for identifying a presider.) Other members may act as co-organizers. The Panel Organizer is responsible for submitting the Session Request Form for both Winter and Summer Meetings by the appropriate deadline: (see *Calendar of Key Deadlines and Events*). In particular, the Panel Organizer must provide a general description of the topic of the panel and indicate whether individual abstracts are or are not to be requested of panelists.
- A panel should have at least three but may have as many as seven or eight panelists. The Organizer determines how much time each panelist has for his or her formal presentation but must allow ample time for discussion after the formal presentations have been delivered.
- The Area Chair is responsible for informing the Panel Organizer of the procedures for inviting panelists and for making sure that the Organizer communicates to each panelist the applicable policy regarding the limited financial support provided by AAPT.
- The Area Chair is also responsible for verifying that all Panel Organizers have submitted their request forms for the meeting by the applicable deadlines.
- On behalf of the Area Committee, the Panel Organizer identifies all panelists, confirms their willingness to participate, indicates to each whether an individual abstract is desired, and alerts each to the allotted time for the presentations. Over the signature of the Program Chair, the Department of Programs and Conferences will then send a formal invitation to each invited speaker and, if abstracts are to be requested, include instructions for submitting a suitable abstract.
- By the specified deadline, the Panel Organizer must provide the AAPT Director of Programs and Conferences with a list of panelists in the order they will present. (See the seventh bullet on pages 57-58 for more information on this submission.) This list must contain complete contact information (telephone number, e-mail address, and postal address) for each speaker. If they are

requested, abstracts for panel presentations should be submitted via the usual channels by the applicable deadlines.

- Neither the organizers of a panel nor the presider may themselves be panelists.

Crackerbarrels

- When an Area Committee wishes to offer attendees at the meeting an opportunity for informal group discussion of some topic, it may sponsor a crackerbarrel. One member of the Area Committee is designated as the Crackerbarrel Organizer and usually also serves as the presider. (If the Organizer will not also preside, then the Organizer is responsible for identifying a presider.) Other members may act as co-organizers. The Organizer is responsible for submitting the Session Request Form for both Winter and Summer Meetings by the appropriate deadline: (*see Calendar of Key Deadlines and Events*). In particular, the Organizer must provide a general description of the topic of the Crackerbarrel.
- While the Organizer may wish to obtain informal commitments from selected individuals to attend the crackerbarrel to assure discussion, formal presentations with abstracts are not part of a crackerbarrel, no speakers will be formally invited, and only the general description of the topic will appear in the OnSite Guide for the meeting.
- Crackerbarrels are scheduled in 1.5-hour time slots that do not overlap the time slots used for other sessions but may coincide with other events (commercial workshops, meetings of other Area Committees, special lunches or breakfasts, ...). A crackerbarrel sponsored by a given Area Committee will not be scheduled on top of the meeting of that Committee.

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 and 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 together 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*)

Invited/Poster Combined Sessions

- When an Area Committee wishes to combine invited talks with posters, it may sponsor an invited/poster session. One member of the Area Committee is designated as the Session Organizer and usually also serves as the presider. (If the Organizer will not also preside, then the Organizer is responsible for identifying a presider.) Other members may act as co-organizers. The Organizer is responsible for submitting the Session Request Form for both Winter and Summer Meetings by the appropriate deadline: (*see Calendar of Key Deadlines and Events*).

- The typical format for an invited/poster session involves two invited talks followed by one- or two-minute summaries of posters followed by adjournment for attendees to view posters and talk with their authors. Posters will be mounted during the time of the session in or near the room in which the session is held and will be available for viewing only during the time of the session.
- The guidelines for both the invited sessions and the sponsored poster sessions apply to invited/poster sessions, except that the contributed abstracts will be for posters rather than for talks.
- Neither the organizers of an invited/poster session nor the presider may themselves be invited speakers.

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 the three meeting days (Monday, Tuesday, or Wednesday) and remain up for the full day. Approximately one and a half hours on each of

those days is set aside for poster presentations when no other sessions are scheduled. At recent meetings, authors of posters with odd numbers have been expected to be present during about half of the unopposed time and authors of posters with even numbers have been expected to be present during the other half of the unopposed time.

Workshops, Tutorials and Field Trips Organized by Area Committees

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

Policies

In planning workshops, tutorials, and field trips for a given meeting, Area Chairs and Committees must be mindful not only of the applicable quotas but also of a few policies established by the Executive Board.

- Workshops, tutorials, and field trips may be offered only on designated workshop days, usually the first two days (Saturday and Sunday) of the National Meetings.
- Barring unusual circumstances, workshops drawing fewer than five registrants by the time off-site registration is closed for a national meeting will be cancelled; the disposition of workshops drawing at that time five or more registrants but fewer registrants than the organizer-declared minimum will be decided only after seeking input from the organizer of the workshop.

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 Request Form <http://www.aapt.org/conferences/wksprequest.cfm> for both Winter and Summer Meetings by the appropriate deadline: (see Calendar of Key Deadlines and Events).
- Workshops are "hands-on" activities and require pre-registration and prepayment.
- The Director of Programs and Conferences at the National Office will work with Workshop Leaders and Local Hosts to accommodate equipment requests according to the preset fee structure. (See page 69.) In cases where equipment is unavailable or too expensive, the Director of Programs and Conferences or the Program Chair may suggest postponing the Workshop until a future meeting.
- Workshops can be as short as four 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 Programs and Conferences due to room size or equipment limitations (especially for computer-based workshops).
- Workshop fees are based on several factors:
 - 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.

- The base administrative fee. This is set by the AAPT National Office and covers such costs as registration, printing, and the Programs and Conferences staff time.
 - Audio-visual equipment fees. These cover the costs of providing audio-visual equipment and computers.
- Please contact the AAPT Programs and Conferences Department at meetings@aapt.org for the most updated guidelines for setting workshop fees.

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 Request Form <http://www.aapt.org/conferences/wksprequest.cfm> for both Winter and Summer Meetings by the appropriate deadline: (see Calendar of Key Deadlines and Events).
- 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.

Field Trips

- Field trips offer an opportunity for attendees at the meeting to participate in a guided tour of a nearby laboratory (Fermilab, Cyclotron Laboratory at Michigan State, ...), a guided exposure to the strategies and mission of a local science-related museum, or an organized session at some local scientifically significant site. Self-guided tours of local sites do not qualify as field trips.
- All field trips must be approved and sponsored by an Area Committee or the Program Chair. The Field Trip Organizer and the Area Committee Chair are responsible for submitting the Workshop request form <http://www.aapt.org/conferences/wksprequest.cfm> for both Winter and Summer Meetings by the appropriate deadline: (see Calendar of Key Deadlines and Events).
- Field trips may last for either a full or half day, depending on the distance to and magnitude of the site to be visited.
- Field trips require pre-registration and pre-payment of the fee to cover the administrative costs of arranging the trip, admission fees if any, and the costs of providing transportation to and from the site to be visited. On-site registration can be accommodated only if space is available.

AAPT WORKSHOP FEE GUIDELINES

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

Mandatory Administrative Fees	
Tutorial or Half Day (2-4 Hours)	\$50
Full Day (6-8 Hours)	\$70
Audio Visual Support	\$10
Transportation	\$10
Workshop Leader budgets will be added to the above fees.	

Other Possible Charges Include	
Nonmember Fees	\$25

Example

A typical half day workshop with a submitted budget of \$7 per person could cost:

Base Fee: \$50

Audio Visual Support: \$10

Transportation Fee: \$10

Workshop Leaders Budget: \$7

Total: \$77

AAPT Planned Sessions at the April APS Meeting

When the April meeting ceased to be a joint meeting between the American Physical Society (APS) and AAPT, it was decided that two of the invited sessions organized by the APS Forum on Education (FEEd) at the APS April meeting would be organized by AAPT. Both the AAPT and the FEEd wish this practice to become a regular component of the April APS meeting. To that end, the AAPT Executive Board and the APS/FEEd Executive Committee have proposed that, starting with the April APS meeting in 2011 and annually thereafter when the April meeting is not joint between APS and AAPT,

- The FEEd will allocate two of its allowed sessions at the April APS meeting for sessions to be organized by selected AAPT Area Committees;
- The AAPT Area Committees to participate, the topics of the sessions, the individual speakers to be involved, and the topics of their talks will be subject to approval by the Program Chair of the FEEd;
- Each session will involve outstanding invited speakers on topics of concern to the Area Committee involved;
- AAPT has no funds to support this activity, but participation in this session and other non-technical sessions at the APS meeting does not require a registration fee. AAPT invited speakers who are not APS members may request to have their registration fee paid by the FEEd if they wish to attend technical sessions. Partial travel allowances and support for other expenses associated with the session may also be requested of the FEEd. Such requests should be made to the FEEd Program Chair.
- The FEEd and AAPT Program Chairs will begin to work together before the AAPT Summer meeting, and the participating AAPT Area Committees will be determined at the AAPT Summer Meeting. The FEEd Program Chair will communicate the various deadlines for organizing sessions to the AAPT Program Chair and the participating AAPT Area Committees; and
- The APS office will send out formal invitations, including instructions for submitting titles and abstracts for inclusion in the program of the meeting.

While the organizing of the sessions is to be carried out by the organizers representing the involved AAPT Area Committees, the participating Area Committees and the AAPT Program Chair for the meeting will consult frequently with and seek input regularly from the Program Chair of the FEEd as the sessions take shape. This statement was adopted by the AAPT Executive Board and also by the APS/FEEd Executive Committee at their separate meetings during the AAPT/APS Joint Meeting in Washington, DC in February 2010. Because of this decision, two AAPT Area Committees will be chosen each year to organize sessions for the April APS meeting. The AAPT Program Chair will solicit interest from the Area Committees and support the planning of those sessions.

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.

- *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)."
- *Payment:* There is no fee for abstracts.
- *Deadlines:* Abstracts that do not arrive by the submission *deadline* will be placed in a postdeadline session.
- *Multiple papers:* You may present one invited talk, including panel presentations, and one contributed talk at any single national meeting.
- *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 45 minutes presentation for presenters to be at the poster but, whenever possible, the posters themselves will be on display for a longer time.
- *Length of Abstracts:* Abstracts, including footnotes, must be 150 words or fewer. 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.
- *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."
- *Audiovisual equipment :* An LCD projector will be automatically provided at no cost in all session rooms. Additional equipment requests must be sent to AAPT meetings at least four weeks in advance. Speakers may be asked to pay for additional equipment.
- *Laptops:* Laptops *will not* be provided in the oral session rooms. If you are not able to bring your own laptop, please check with the session organizer to make other arrangements. It is important to arrive to the session room at least 10 minutes in advance to either load your presentation onto another presenter's computer or hookup your own.
- *Scheduling:* Please check the AAPT website approximately three months before the meeting for the scheduled date and time of your presentation.
- *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.

- *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:

- *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 45 minutes 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.
- *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.

II. Future Dates and Web Forms

Future Dates

- Summer 2012 (SM12) July 28-August 1, Philadelphia, Pennsylvania
- Winter 2013 (WM13) January 5-9, New Orleans, Louisiana
- Summer 2013 (SM13) July 13-17, Portland, Oregon

Web Forms Used in Planning a National Meeting

The several online forms that play a role in the planning of a National Meeting are described briefly in this section. You are referred to the forms themselves for more detail on the information required to fill them out. The forms are described in the order in which they would be used as the planning of a particular National Meeting evolves.

<http://www.aapt.org/conferences/suggestplenary.cfm> This form can be submitted by anyone at any time to suggest a possible plenary speaker for a National Meeting.

<http://www.aapt.org/conferences/approvedlist.cfm> This form is submitted by each Area Chair to identify events (sessions and workshops) approved by the Area Committee for inclusion in a particular National Meeting.

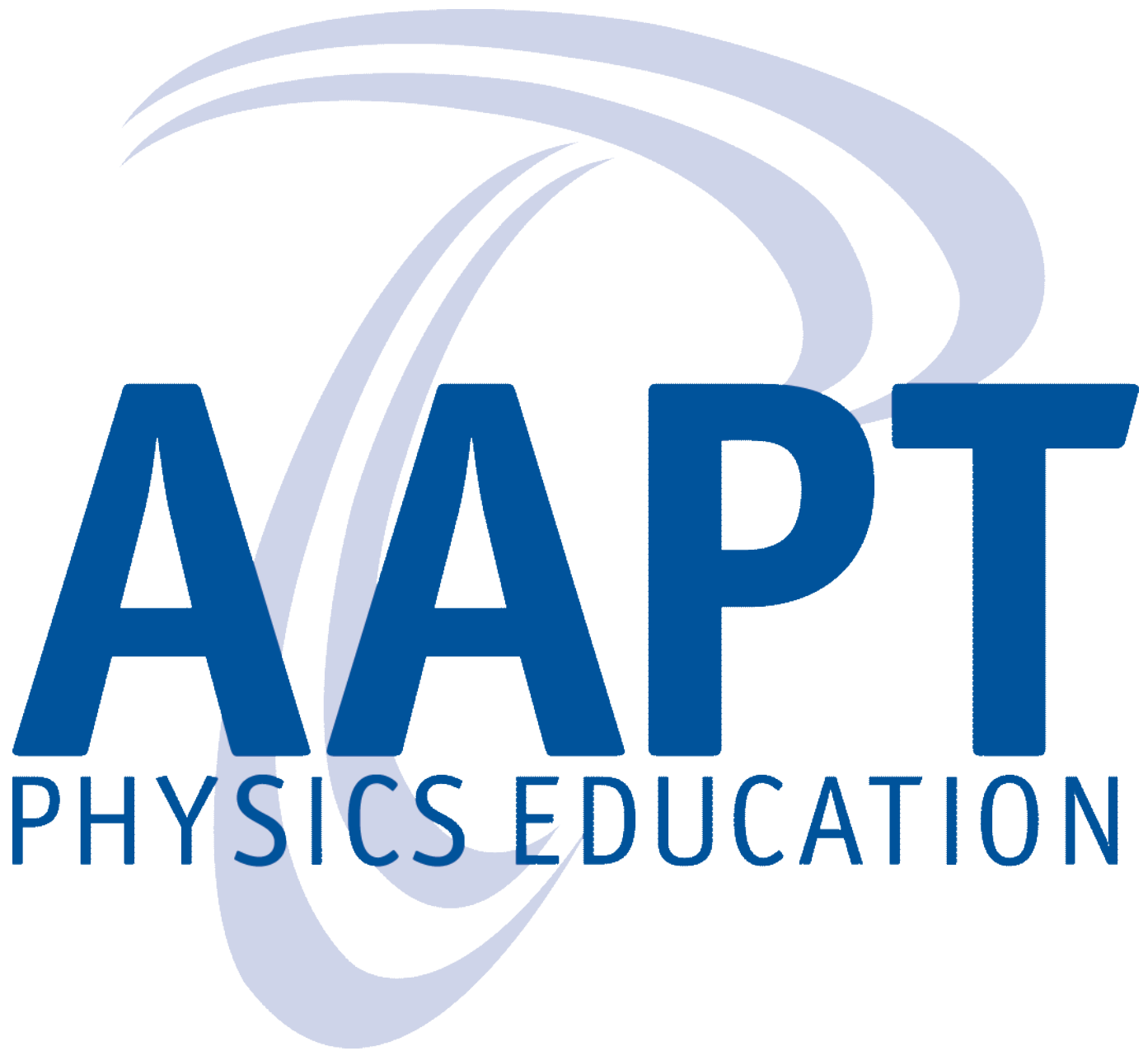
<http://www.aapt.org/conferences/sessionrequest.cfm> This form is submitted by the organizer of each session (invited, invited/contributed, invited/posters, contributed only, posters only, panel, crackerbarrel, other).

<http://www.aapt.org/conferences/wksprequest.cfm> This form is submitted by the organizer of each workshop (traditional workshop, tutorial, field trip).

<http://www.aapt.org/conferences/speakerlist.cfm> This form is submitted by the organizer of any event having invited speakers.

<http://www.aapt.org/conferences/abstractform.cfm> This form is submitted by the presenter of contributed talks and posters.

<http://www.aapt.org/conferences/abstractforminvited.cfm> This form is submitted by the presenter of an invited talk.



The American Association of Physics Teachers | eo@aapt.org | 301-209-3311 | One Physics Ellipse, College Park, MD 20740-3845