

SUGGESTED GUIDELINES
FOR
EASTERN SECTION AAPG ANNUAL MEETINGS

Version 5.1.97

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INTRODUCTION

This guide is intended to help those planning an Eastern Section AAPG annual meeting. The actual content, and to some extent the form, of the annual meeting is up to the discretion of the local planning committee. However, the local committee needs to be aware that there are certain events that are considered traditional for these meetings, which are mentioned below. This document also contains planning hints that represent the collective experience of past meeting chairpersons that can be of value when you are planning a meeting for the first time. Additions and comments to this guide are welcome at any time, but especially from the local organizing committee immediately following an annual meeting when their impressions are most fresh.

MEETING HOST SOCIETY AND SPONSORS

The annual meeting is hosted by one of the affiliated societies of the Eastern Section. Co-hosts or additional meeting sponsors such as other societies, universities, or governmental agencies are possible at the option of the host society and local organizing committee.

MEETING PROPOSAL

The first step in planning and hosting an annual meeting is to be selected as the official meeting host. This requires the potential host organization to write and submit a proposal to host the meeting. The Eastern Section Executive Committee needs to have a meeting proposal in writing from the host society or local organizing committee prior to the Section business meeting conducted at the annual meeting two years prior to the proposed annual meeting. At the business meeting the General Chairperson of the proposed meeting or a representative of the host society will present the proposal to the Executive Committee. The proposal will then be voted on by the Eastern Section Council members (Section officers and affiliated society official delegates) that are present. The proposal need only consist of: (1) the name of the host society and any other sponsors, (2) the name of the General Chairperson of the meeting, (3) the city and site for the location of the meeting, if possible, and (4) the suggested dates for the meeting. When planning dates for the meeting, AAPG headquarters should be consulted for possible conflicts with other section and international meetings. This is important so that AAPG officers, officer candidates, and other dignitaries will be able to attend the Eastern Section meeting.

Ideally, a current officer of the Eastern Section should be contacted verbally or in writing prior to the summer Executive Committee meeting of the year the proposal is to be presented. The officer so contacted should explain at that time what is required to be written in the official proposal, and how and when it should be submitted to the Eastern Section AAPG Executive Committee.

MEETING FINANCIAL ARRANGEMENTS

Once the proposal is accepted by the Eastern Section, a Letter of agreement (see attached example) between the host society and the Eastern Section is signed by the current presidents of both organizations. The Eastern Section will agree to assume financial liability for the meeting in return for a share of the meeting profits (usually fifty percent). The Eastern Section does not, as a rule, assume any financial responsibility for pre- and post-meeting events such as short courses, core workshops, field trips, symposia, etc. The host organization(s) for these additional events will need to be financially responsible for them, but also will receive all profits as well. Start-up funds (to be repaid out of meeting income) can be requested from the Eastern Section to cover various advance expenses. This may not be necessary if AAPG Convention Department services are used, as they will cover most advance expenses.

MEETING MANAGEMENT

The local organizing committee is responsible for all aspects of planning and running the annual meeting. Periodic contact with a member of the Eastern Section Executive Committee is required. The current (during the meeting year) Vice President of the Eastern Section is the designated annual meeting contact person for the Executive Committee. However, if another past or present member of the Executive Committee is already in close contact with the organizing committee, they can serve in this capacity. The host society should realize that they will be required to send a representative to all Eastern Section Executive meetings for the next two years to report on their progress and advise the Executive Committee of any anticipated problems, financial or otherwise.

The national AAPG Convention Department can be hired to serve as a meeting manager at the discretion of the local committee. There is a substantial charge for this service, currently in the neighborhood of \$7000 plus expenses, but in turn AAPG will assign a full-time coordinator from their convention department to work with the local committee. They also provide many services as part of their package (see attached example agreement) including: running a tab for all advance expenses, maintaining a meeting budget, providing housing registration, interfacing with hotel and meeting facility management, and the formatting and printing of all announcements and brochures, etc. If interested, contact AAPG for a copy of SERVICES OF THE AAPG CONVENTION DEPARTMENT.

The choice of using the AAPG Convention Department is up to the local committee. Successful Eastern Section meetings have been run both with and without contracting the full services of the AAPG Convention Department. However, other meetings that have been run by the AAPG Convention Department have lost money for the Eastern Section. Meetings that do not use the AAPG Convention Department have the potential for a greater profit, but also place a heavier burden on the local committee for seeing to all of the details of the logistics of the meeting. The Eastern Section used to recommend that at a minimum the AAPG Convention Exhibitor Services should be used, as they can tap into national exhibitors in a way that the local

committee cannot. However, very few national exhibitors will exhibit at a section meeting that usually draws fewer than 400 registrants. Thus, most of the exhibitors are from within the section, and many of them are repeaters from previous years. Because the local host society can contact regional exhibitors as easily, or easier, than the AAPG Convention Department, and because the separate fee charged by the AAPG Convention Department is quite substantial, it is now recommended that the host society aggressively pursue the recruitment of exhibitors.

An important element for the success of the meeting is to publicize the meeting outside of the Eastern Section. Full advantage should be taken of all meeting calendar listings that are provided at no cost by GSA and by AGI (in Geotimes) as well as by AAPG. These often require considerable lead-time, so as soon as the meeting date and theme are set these and any other appropriate organizations should be contacted. In addition, Eastern Section and each affiliated society of AAPG are allowed one quarter-page ad per year at no cost in the **AAPG Explorer**. These should be utilized, if at all possible to publicize the meeting. Again, a several month lead-time is often necessary.

During recent years the importance of publicizing the meeting to a more diversified audience within the section also has been recognized. The Publicity Chairperson for the annual meeting should send one-page announcements to all affiliated societies within the section, as well as all Independent Oil and Gas Associations, all non-affiliated geological societies, and all sections of the Society of Petroleum Engineers that are within the Eastern Section. In addition, announcements can and should be sent to oil and gas investment groups, including banks that specialize in loans to the oil and gas industry, and all oil and gas land men and independent lease brokers. Inviting all stakeholders to participate will increase attendance, increase diversity of registrants, and lead to a more stimulating meeting.

FUND RAISING

During the past few years, as meeting costs have increased and registration has decreased, it has become obvious that to make money, or at least break even, the meeting committee must do several things. First and foremost is to provide volunteers to plan and implement all aspects of the meeting without hiring any convention staff, AAPG or otherwise. Second, the local organizing committee should avoid, if possible, holding the meeting in an expensive convention center. A better option is to deal with the host hotel to trade meeting space for sleeping rooms, receptions and meals - breakfasts, luncheons and perhaps a banquet. And finally, the host committee must aggressively recruit sponsors, exhibitors and Deal Market participants to increase cash flow and offset expenses.

Several levels of cash donations should be established and provided to potential sponsors, giving them the options of sponsoring technical or poster sessions, workshops, field trips, video theater, or any of the social events, including the icebreaker, evening social, spouse hospitality room and trips, luncheons or breakfasts. Appropriate recognition should be given inside and outside the room as the event occurs, and in the Program and Abstracts by funding levels.

Local host societies should have the contacts necessary to recruit both commercial and non-commercial exhibitors. Lists of exhibitors and key contact people can be obtained from General Chairpersons of previous meetings, and recruitment can be ongoing over a one or two-year period by the Exhibits Chairperson as he or she attends other oil and gas meetings in the section. A simple contract should be written, based on previous examples, and signed with the exhibitors.

The Deal Market was a new feature in 1996 and should grow in popularity in the future. Aggressive recruitment in this area provides cash flow and a service to those who have a deal to sell, and those who wish to buy. Lending institutions also are potential participants.

EASTERN SECTION EVENTS AT THE MEETING

There are at least four, and usually five (depending on options chosen by the local host), specifically Eastern Section events that take place at the annual meeting in addition to the technical presentations and other functions that need to be part of the meeting planning.

Section Council Meeting. This is the official annual business meeting of the Eastern Section Council. It is generally held the first full day of the meeting, usually as a luncheon meeting lasting about one and one-half to two hours. The current Section President is in charge of the Council meeting, and the President's preference concerning the arrangements for the meeting should be sought while the detailed schedule for the meeting is being developed. The Section Secretary is in charge of issuing invitations to the meeting, and is the person to be coordinated with concerning the number of meals to guarantee for the meeting. Meal charges for all attendees - section officers, official society delegates, and invited guests - will be added to the master bill for the meeting and will be legitimate costs of hosting the meeting.

Opening or Plenary Session. This Session has traditionally been held on the morning of the first full day of the meeting (usually Monday), but if a crowded technical session is anticipated, the local host could follow the example of the 1993 and 1996 meetings and hold the session on Sunday afternoon immediately preceding the opening of the exhibit area and the icebreaker. The program for the session includes, in this order: welcoming comments from the meeting General Chairperson, who should preside over the session; a short welcome by the Eastern Section President; brief comments by the Presidents of the three AAPG Divisions; a slightly longer address by the AAPG National President; and the John T. Galey Memorial Address, given by the John T. Galey Awardee as the keynote speaker. If the Awards Ceremony is combined with the opening session, this segment of the program should immediately precede the Galey address. The General Chairperson of the meeting should cooperate fully with the Eastern Section President to plan this event. Letters should be sent to all speakers who will be on the program at least a month in advance of the printing date of the final program. This will allow enough time to receive their confirmation of attendance before the program and abstracts are printed.

Honors and Awards Banquet. Eastern Section honors and awards typically have been presented in a ceremony traditionally held as part of a banquet on the evening of the first full day of the meeting. Awards for the best papers at the previous year's meeting as well as special honors such as Honorary Membership, Distinguished Service, and Outstanding Educator are presented. The Chairman of the Eastern Section Honors and Awards Committee is in charge of the ceremony and should be consulted concerning details. The accompanying banquet has been a longstanding tradition of the Section, and is generally expected at the meeting. However, successful, and dignified, Awards Ceremonies have been held in conjunction with the Opening Session where all invited national officers and officer candidates, the AAPG President and Division Presidents, Eastern Section officers and delegates, and other registrants are present. One hour will be required to make the presentations, during which only brief comments should be allowed by citationists and awardees. In this setting not all awards will be presented. Specifically, Certificates of Merit could be given at the Eastern Section Council luncheon, and Division awards should be given at the All-Division luncheon. If the local host society chooses to have an evening banquet, this will be a separate ticketed event. The ticket cost and choice of menu generally are left to the discretion of the local committee. However, it is strongly recommended that the event be financially self-sustaining, and not subsidized by those registrants who choose not to attend.

Icebreaker. A tradition on the first night of the meeting! Should be held in the Exhibits Area to allow the vendors to have two hours to talk with registrants before competition with the technical sessions begins. The cost of hors d'oeuvres and at least the first drink ticket should be covered by the registration fee. Additional drink tickets should be made available for the cash bar. The Social Chairperson must work with the hotel/convention center to set this up.

Officers=Reception. A reception for all past and present Eastern Section officers is a newer tradition at the meeting. Generally, this consists of a short cocktail reception with light hors d'oeuvres. The current Vice President of the Section is charged with coordinating the reception, and should be consulted during the planning. More recently, this reception has been held on Monday evening prior to the Awards Banquet or the evening social event, if held. The cost of the reception is part of the meeting costs.

In addition to the above events that are the responsibility of the Eastern Section, other events have gradually become part of the Eastern Section Annual Meeting tradition.

Chairman, House of Delegates Breakfast. Attendance at this breakfast is by invitation of the Chairman of the House of Delegates only, and the cost of the breakfast is paid by the Chairman for his guests. However, the time and location of the breakfast should be printed in the Program and Abstracts, with a bold notation, BY INVITATION ONLY. The local host committee should work with the Chairman of the House of Delegates to make sure that he plans to host the breakfast, and make him aware of the location and time. He in turn will provide the number of meals to guarantee. All arrangements for the breakfast are to be made by the host society, but the Chairman of the House of Delegates will send all invitations.

All-Division Luncheon. This luncheon was a big success in 1996, and the Presidents of all three AAPG Divisions requested that it become a tradition at each meeting. The event will be a separate ticketed event, and the cost should be set to make the luncheon financially self-sustaining. The General Chairperson will have to work with the Presidents of all three divisions, who should be advised in advance of the time and location. The Eastern Section President should preside at the luncheon, introducing all three Presidents for brief remarks as well as introducing the featured speaker. Division Presidents also should be encouraged to assist the Eastern Section Awards Chairperson during the distribution of the Division awards, if this has not been done at an evening banquet or during the opening session. The local hosts must make all arrangements for the meal, and for all speaker needs, work with the Awards Chairperson and the three Division Presidents, and find a luncheon speaker if requested to do so by the Presidents.

Evening Social Event. Finally, although it is not yet an established tradition, an evening social event can, and has been, successfully substituted for the Monday evening Awards Banquet as an event that is covered by the registration fee. This gives the local host the option of "showing off" a local facility where the event will be held, such as a museum, cultural center, petroleum club, or tourist attraction. If this option is selected, the Awards Ceremony will have to be held as part of the Opening Session.

TYPICAL MEETING SCHEDULE

The schedule below is typical of most annual meetings, but should be used only as a guide by the local committee. Two models could be presented; one where the meeting begins with the Opening Session on Sunday afternoon, and the other where the meeting begins with the Opening Session on Monday morning. Other options include where to place the Awards Ceremony, and whether or not to include an evening social event as part of the registration fee. The following model is for a Sunday afternoon through Tuesday meeting, with a Monday evening social event, and both pre- and post-meeting field trips and workshops.

SATURDAY

8:00 a.m. Field trips depart

SUNDAY

8:00 a.m. Registration open

8:00 a.m. Workshop #1 begins (half or full day)

8:00 a.m. Field trips depart

1:00 p.m. Workshop #2 begins (half day)

1:00 p.m. Slide Center and Judges' Room open

2:00 p.m. Opening Session and Awards Ceremony

5:30 p.m. Exhibit Area open

6:00 p.m. Icebreaker

8:00 p.m. Exhibit Area closes

MONDAY

- 7:00 a.m. Speakers, Poster Presenters and Judges Breakfast
- 7:00 a.m. House of Delegates Breakfast (by invitation only)
- 7:30 a.m. Slide Center/Judges' Room open
- 7:30 a.m. Registration open
- 8:00 a.m. Deal Room open
- 8:00 a.m. Exhibit Area open
- 8:00 a.m. Technical Sessions 1 & 2 (concurrent)
- 8:00 a.m. Poster Session 1 (all day)
- 8:00 a.m. Spouse Hospitality Room open; tour leaves later
- 11:30 a.m. ES Council Annual Business Luncheon (by invitation)
- 1:00 p.m. Technical Sessions 3 & 4 (one could be an EMD session)
- 5:30 p.m. ES Officers' Reception (usually not advertised in P&A)
- 6:00 p.m. Evening Social Event (could substitute Awards banquet)

TUESDAY

- 7:00 a.m. AIPG breakfast (optional; arrange with AIPG Executive Director)
- 7:00 a.m. Speakers, Poster Presenters and Judges Breakfast (optional)
- 7:30 a.m. Slide Center/Judges' room open
- 7:30 a.m. Registration open
- 8:00 a.m. Deal Room open
- 8:00 a.m. Exhibit Area open
- 8:00 a.m. Technical Sessions 5 & 6 (one could be an EMD session)
- 8:00 a.m. Poster Session 2 (all day; include EMD/DEG)
- 8:00 a.m. Spouse Hospitality Room open; tour leaves later
- 12:00 All-Division Luncheon and Awards (ticketed event)
- 1:30 p.m. Technical Sessions 7 & 8 (one could be DEG session)

WEDNESDAY

- 8:00 a.m. Field trip departs
- 8:00 a.m. Workshop #3

GENERAL TIMETABLE FOR EASTERN SECTION MEETINGS

(Adapted from AAPG Convention Department)

Months

Prior Event

- 24+ Sponsoring society prepares proposal for Eastern Section. General Chairperson and tentative meeting dates selected. Decision on meeting site and use of AAPG Convention Department should also be made, if possible. Current President of Eastern Section should be contacted.

- 24 Proposal presented to Eastern Section Council at annual meeting. If proposal is accepted, Eastern Section sponsorship form and (if appropriate) AAPG Convention Department management agreement should be signed (see example agreements). Meeting/hotel site needs to be selected and preliminary contract signed to guarantee dates.
- 18-15 Select Technical Chairperson. Decide on logo and theme for meeting.
- 15-13 Prepare Call-for-Papers (refer to previous years for examples) to be printed for inclusion in registrants= packets at current year=s meeting. Prepare slides with meeting logo for use at current year technical sessions. Written request for start-up funds (if necessary) should be made to Eastern Section. Set up separate bank account for the meeting using good-faith start-up funds from the host society.
- 15 Select committee chairpersons and distribute job descriptions (see attached examples). Print and distribute meeting stationery (if decide to use). Hold planning meeting with all committee chairmen (and AAPG Convention Department, if used). Walk through meeting site to assign meeting function rooms. Hotel/meeting room rates should be agreed upon. Exhibit decorator and AV personnel assignments should be made and necessary contracts signed. If local committee is to do all mailings, then appropriate post office mailing permit should be obtained.
- 12 Mail Call-for-Papers first class with address corrections requested to Eastern Section members. (AAPG Membership Department can provide mailing list for a fee; should request peel and stick labels.) Distribute with registration material at annual meeting. Submit possible ad copy to AAPG EXPLORER.
- 10 Committee chairpersons should finalize plans and submit budgets to General Chairperson And Treasurer (and AAPG, if involved). Tentative registration fee should be set based on budget and estimated attendance. Liability insurance for the meeting and other events such as trips needs to be obtained if AAPG is not being used, and it is not supplied by sponsor.
- 8 Abstract deadline. Receipt-of-abstract notification should be sent to authors as abstracts received. Evaluation of abstracts for acceptance/rejection begins by Technical Program Committee.
- 7 Acceptance/rejection letters sent out to authors. Speaker/poster kits need to be updated for information specific to the arrangements for the meeting. Work on technical program.
- 6 Finalize copy for meeting announcement (includes: welcome, special events, technical program, spouse events, short courses, field trips, and all general information). May also want to include call for judges in announcement. Send copy to AAPG if they are handling printing. Approve final budget and set registration fees accordingly. Exhibitor contracts and floor plans should be mailed to AAPG if their Conventions Department is used.

- 5 EXPLORER article on meeting due, if being submitted. Deadline for abstracts to be published in AAPG BULLETIN.
- 5 Invitations and meeting schedule sent to all National Officers, officer candidates, Division Presidents, Chairman of the House of Delegates and AAPG Executive Director. Need to receive their confirmation of attendance and participation before printing final Program and Abstracts.
- 4 Meeting announcement mailed out along with speaker/poster kits for authors. Need to be sure that AAPG national officers, officer candidates, and staff all receive copies. Pocket program copy should be assembled. Detailed checklist should be developed and discussed at meeting of organizing committee.
- 3 Final copy for pocket program. Speaker and attendee favors should be ordered. Detailed plans for events at meeting should be set. Check on meeting insurance to make sure it covers all events.
- 2 Pocket program sent to printer. Plans for all events should be finalized by this time.
- 1 Abstracts should appear in BULLETIN AAPG's option). Deadline for advanced registration. Student projectionists recruited.

GENERAL MEETING JOB DESCRIPTIONS

These descriptions are only general outlines. Please refer to AAPG Convention Department Services for more detail on specific positions. For specific meetings, not all positions may be necessary and the responsibility for some positions may be combined.

General Chairperson - Has overall responsibility for all aspects of the meeting. Appoints all the other chairmen. Reports to the ES Executive Committee. Coordinates with AAPG Convention Department. Is in charge of the opening or plenary session. If Co-hosts are involved, could have Co-General Chairpersons. Calls and chairs meetings of organizing committee at closely spaced, regular intervals. Must work closely with the ES President to plan business functions.

Technical Program Chairperson - Reports to the General Chairperson and is responsible for all aspects of the technical program, including posters. Assists General Chairperson in selection of other chairpersons involved with any aspect of technical program. In charge of abstract selection process and works with General Chairperson on Call-for-Papers, Meeting Announcement, and Pocket Program and Abstracts. Presides at Speaker/Poster Breakfast. Works with Sponsor Chairperson to provide Programs and Sponsor names on poster board outside each session. Should assign Printing tasks, design and set up of Speaker Ready Room and Poster Sessions to his/her committee members. Recruits Session Chairpersons and projectionists, or hires professional A/V vendor.

Finance Chairperson/Treasurer - Reports to General Chairperson and is responsible for compiling the budget for the meeting. Works with various committees on individual budgets. Works with Sponsorship Chairperson who coordinates and solicits contributions of cash and/or items for meeting. Approves requests for payments and takes care of checking account, if being handled locally.

Publicity Chairperson - Reports to General Chairperson and is responsible for all publicity related to meeting. Responsible for early one-page announcements being sent to all oil and gas related newsletters in the section, as well as Explorer ads.

Registration Chairperson - Will coordinate with AAPG Convention Department (if they are involved) on registration details including: personnel requirements, registration badges, registration packets, AAPG membership list and ribbons. This position will bear much greater responsibility if AAPG Convention Services are not used. Involves both pre-registration and on-site registration functions and team coordination. Works with ES Nominations Committee Chairperson to provide ballots to AAPG members at registration desk. Provides pre-registration lists to workshop and field trip leaders; provides registration numbers required to make pre-meeting go or no go decisions on individual events.

Awards Chairperson - Chairperson of a Standing Eastern Section Awards Committee who reports to the ES President but must work closely with the General Chairperson and Judging Chairperson. Chairs the committee that makes recommendations for ES awards to the Executive Committee at their summer meeting. With approval of Executive Committee, notifies all Awardees and requests their choice for Citationist. Gets short and long citation from Citationists. Makes sure Awards Booklet is printed and delivered to meeting. Orders awards, brings to meeting, and presides at Awards Ceremony. May have to attend separate Awards Ceremonies, depending on local choice (see above).

Judging Chairperson - Reports to General Chairperson and is responsible for all aspects of judging at appropriate sessions which includes: finding appropriate number of volunteer judges (working with Registration Chairperson), presiding at Judges= Breakfast (maybe as co-host with Technical Chairperson in combined breakfast), and ordering forms and materials for judging. Assigns Judges to each session. Receives and tabulates all Judges' forms. Sends names of all Presentation Awardees to ES President and Awards Chairperson immediately after the annual meeting.

Field Trips Chairperson - Reports to General Chairman and is responsible for overall planning of field trip(s) and coordinates with field trip leaders concerning guidebooks, transportation, registration, meals, insurance, etc. Prepares separate budget for each field trip, which must be individually self-supporting unless underwritten by a sponsor.

Short Course/Workshop Chairperson - Reports to General Chairperson. Duties and responsibilities will vary depending upon whether AAPG Short Course or an independent course is offered, but may be responsible for equipment, room setup, registrant check-in, coffee breaks, etc. May have to decide on themes and recruit instructors.

Video Theater - Works with Technical Program Chairperson to provide room, necessary equipment, videos and schedule for program. Responsible for Program on poster board outside the theater; must include sponsor name.

Entertainment Chairperson - Responsibility will depend on events offered, but will be responsible for budget, tickets, facilities, catering, etc for Icebreaker and Monday evening social event, if offered. Selects all food and beverage with caterer. Provides different colored drink tickets for separate events.

Spouse Entertainment Chairperson - Reports to General Chairperson, and depending upon number of spouse activities and involvement of AAPG Convention Service, may need committee. Responsible for all spouse-related events, which may include any or all of the following: hospitality center and catering, registration, luncheon, gift packets, and tours. May need to work with Transportation Chairperson in event of tour.

Transportation Chairperson - Reports to General Chairperson and is responsible for coordinating and obtaining transportation services as needed for all aspects of meeting including: shuttle services, field trips, and spouse tours. Will need to develop transportation budget for the other chairpersons including negotiating with, and getting contracts from, carriers.

Deal Market Chairperson - Reports to General Chairperson and is responsible for recruiting all Deal Market participants. Works with Exhibits Chairperson to set up Exhibit Area and Deal Market (Room) area within it.

Exhibits Chairperson - Reports to General Chairperson and is responsible for recruiting all exhibitors, commercial and non-commercial. Works with Convention Center or hotel to design Exhibit Area, Deal Market Area, and Poster Area (if space allows). Hires pipe and drape contractors; provides exhibitor signs for booths; provides table, chairs, and other needs. Responsible for security. Works closely with Finance Chairperson/Treasurer on budget. Responsible for coffee and coffee area in Exhibits Area. Works with Social Chairperson for Icebreaker event.

Sponsorship Chairperson - Reports to General Chairperson and is responsible for soliciting sponsors for all events, including all technical sessions, poster sessions, workshops, field trips, video theater, icebreaker, spouse hospitality room, combined breakfast, and any other social events. Makes sure appropriate signs are placed outside rooms, and slides with sponsor names are given to Technical Program Chairperson for each technical session.

Liaison with Hotels/Convention Center - A new position added in 1996 that proved to be a big success. Used a local person close to the headquarters hotel and convention center to handle day-to-day contacts and small details. Became the Point Person for all contact with both facilities. Worked closely with the Technical Chairperson, Exhibits Chairperson and Social Chairperson to make sure their needs at both facilities were pre-arranged.

ATTACHMENTS

Example of a Letter of Agreement

Services Provided by the AAPG Conventions Department

AAPG Convention Department Management Agreement

Call for Papers

Job Descriptions

Sample Exhibit Agreement

Hotel Negotiation Guidelines and Sample Contract