Quick Overview of APS EGLS Meetings for Current & Potential Hosts

Schedule

Typically, APS EGLS meetings are 2 half days, i.e. they start Friday afternoon and end Saturday early afternoon. Traditionally the Fall meetings have taken place sometime in October, while the Spring meeting have taken place late March or early April. A typical schedule is as follows:

**Friday**

10:00 am – 1:00 pm - APS EGLS Executive Committee Meeting
1:00 pm – 2:00 pm - Registration
2:00 pm – 2:15 pm - Welcoming Remarks
2:15 pm – 3:00 pm - Invited Speaker
3:00 pm – 3:15 pm - Coffee Break
3:15 pm – 4:00 pm - Invited Speaker
4:00 pm – 6:00 pm - Poster Session (some refreshments are served) (a typical number of posters ~ 30); Graduate Program Fair (only Fall meetings)
6:00 pm – 8:00 pm - Banquet Dinner and After Dinner Invited Speaker (typical attendance is close to 100)

**Saturday**

7:45 am - 8:15 am - Registration and Coffee
8:15 am – 9:00 am - Invited Speaker
9:00 am - 9:15 am - Coffee Break
9:15 am - 11:00 am - Contributed Talks (~ typically 30 to 40 short 12 minutes talks split between 4 to 6 parallel sessions)
11:00 am - 12:00 pm - Invited Speaker followed by the Concluding Remarks
12:00 pm - Post-conference lunch of round table for students to meet with representatives from local industry (only Spring meetings)

**Notes:**

- Depending on the number of contributed talks some meetings were extended to 1:00 pm on Saturday to accommodate all the submissions.
- Some meetings did not follow exactly the above schedule, due to constraints on the availability of rooms. Hosts do have flexibility and control over the exact schedule, but please keep the APS EGLS Executive Committee updated.
- If you are hosting a Fall meeting, consider inviting Graduate Programs from the region to have a representative present to staff a table/booth in the poster session venue. The APS EGLS Executive Committee can provide contact information. The undergraduate students presenting posters could be a good source of potential graduate students.
- If you are hosting a Spring meeting, consider trying to find representatives from local industries to meet with students to discuss career options. The APS Local Links is a good resource.
• Consider contacting the local AAPT section to hold a joint APS EGLS AAPT meeting. Typically the AAPT meeting is held on the Saturday and continues into Saturday afternoon.
• Consider contacting local SPS advisors to advertise the meeting and to possible host some joint activities.

**Topic/Invited speakers**

The choice of the topic and invited speakers is the choice of the host organizers. However, one important note is that APS EGLS does not expect that all the submitted contributed talks and posters will match the topic. So in that respect the presented contributed work (posters and short talks) will cover the complete spectrum of physics topics.

When choosing the invited speakers the APS EGLS Executive Committee encourages hosts to select a roster that is as diverse as possible.

Invited speakers should be informed that the majority of the audience will be students with a significant fraction of undergraduates and that the faculty will have a diverse physics background. Please impress upon them the need to make the talks accessible to a broad audience.

**Registration**

All the early registration is handled through the APS website, essentially the same portal that is used to register for the APS national meetings. If people register on-site the day of the conference, the registration forms with the payment (check or credit) are sent to APS for processing after conference.

The current schedule of registration fees should be obtained from the APS EGLS Treasurer.

**Financials**

As mentioned above, in the end all the proceeds of the conference are collected by APS and then forwarded to the regional chapter, i.e. APS EGLS. Prior to the meeting, APS EGLS will give the host an advance check for $5000, in order to have funds to secure the facilities and arrange for the speaker travel. After the meeting, APS EGLS will reimburse the host institution for the balance between the actual costs of the meeting and the advance received. From the point of view of APS EGLS, ideally the costs of the meeting would be recouped from the fees collected. However, in reality that is rarely the case, so APS EGLS covers the difference from its permanent budget. Thus the host institution is always encouraged to be financially responsible. Local hosts should get in touch with the APS EGLS Treasurer by email to initiate both the initial payment of $5000 as well as any balance payment after the meeting.

The typical major expenses will be: facilities rentals; catering for coffee breaks and banquet; and speaker travel (for lodging, flight/car travel, meals, but NO honorarium. As a ball park figure, meeting costs have ranged from ~$5000 to ~$9000, which were fully reimbursed to the host institution by APS EGLS.

A more detailed document with financial advice and an accompanying spreadsheet showing expenses at recent meetings can be obtained from the APS EGLS Treasurer.

**Website**

Meeting registration and abstract submission is handled through the main APS website. This is the same site that handles registration and abstract submission for national meetings. The APS EGLS
Chair, program committee, and APS IT staff will help the host institution obtain information on registration numbers and submissions. All previous hosts had a small local website that they put together with the relevant links and information (parking, lodging advice, meeting program). A list of past and upcoming APS EGLS meetings can be found on the APS EGLS Webpage.

**Student Travel Support**

APS EGLS provides travel support for students who are presenting a first authored talk or poster. The meeting website should have a link to the online application form. Please contact the Section Chair to have an application form set up.

**Resource Contacts**

- For additional general meeting information please contact the APS EGLS Chair, or the Program Committee Members (Chair-Elect and Vice Chair).
- For the most current financial information and a spreadsheet with expenses and income for recent meetings please contact the APS EGLS Treasurer.
- Contact information for executive committee members can be found on the APS EGLS Executive Committee Webpage.
- Contact information for APS can be found on the APS’s Contact Us Webpage.

**Additional Resources**

- Checklist.
- Financial Advice/Spreadsheet of Past Meetings