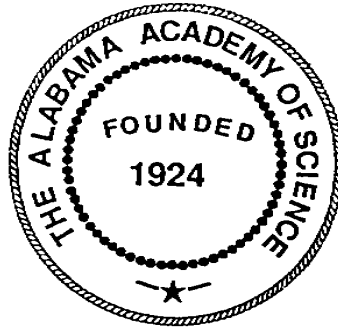


ALABAMA ACADEMY OF SCIENCES



Manual
For
Annual Meeting of the
Alabama Academy of Science
Local Arrangements Committee

By
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University of North Alabama
1979

Revised
1986, 1989, 1992, 2001, 2005, 2008, 2012, 2015, 2019

FOREWORD

Since 1979 this manual has been a valuable aid to Local Arrangements Committees at institutions that serve as hosts to the Academy's Annual Meeting. Its value is, in large part, attributable to the thoroughness and attention to detail given to its preparation by the author, Joseph C. Thomas.

In recent years the formats of the meeting and certain procedures have changes. A few statements in the original text were, therefore, no longer applicable, and a few new items needed to be added. These minor changes have now been made, some editing has been done and an Introduction outlining the background and design of the Annual Meeting has been added.

Assistance in preparing this revised edition was provided by the Chairs of recent Local Arrangements Committees, especially by H. Dean Moberly of Auburn University at Montgomery, the Chair in 1986.

William J. Barrett
Administrative Officer
September 1986

PREFACE

This manual was written at the request of the Vice President and President of the Alabama Academy of Science (AAS). They indicated that the need for this document arose from the fact that many Local Arrangements Committees are appointed by their College President even though appointed members are not fully aware of their duties. Hopefully, this manual will help Local Arrangements Committees in getting started. Any help that it provided will be just that much of a head start.

The author of this manual is not to be considered an expert on planning meetings (especially when one considers the typical definitions of an expert) but rather was called on to perform this task after having served as Chair of the Local Arrangements Committee for the 1979 meeting of the Alabama Academy of Science, which was hosted by the University of North Alabama. The author also served as Chair of the Local Arrangements Committee for the 1965 meeting of the Academy at Florence State College, now the University of North Alabama. The author hopes that through this manual future Local Arrangements Committees will be spared some of the frustrations endured and mistakes made in two attempts to provide arrangements for an Academy meeting.

A final consideration is for you, the reader. Please do not consider (or hope) that the author has included every detail that you will need to tend to as a Local Arrangements Committee. There is no way that a complete listing of every detail can be made. Moreover, every location has its own set of special problems that require different plans. However, the intent here is to present a general timetable of events that are necessary to prepare for the AAS meeting (which you may modify according to local needs), to suggest a composition for the Local Arrangements Committee, and to describe some of the responsibilities of its members.

Through it all, the author wishes you good luck as you plan for an outstanding joint meeting of the Alabama Academy of Science, Alabama Junior Academy of Science, and the Gorgas Scholarship Foundation competition.

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MANUAL FOR LOCAL ARRANGEMENTS COMMITTEE (LAC)

INTRODUCTION

The Bylaws of the Academy establish two committees whose duties are primarily concerned with the Annual Meeting: The Committee on Place and Date of Meetings, which makes recommendations concerning the time and place for holding Annual Meetings; and the Local Arrangements Committee, which is responsible for providing for the physical needs of the Academy at its Annual Meeting. This manual is intended to assist the Local Arrangements Committee (herein referred to as LAC) in planning for the meeting and in handling the multitude of details that must be attended to before, during and after the meeting.

Although every member of the Academy has a share of responsibility for the success of the Annual Meeting, certain elected officers are assigned major responsibilities by the Bylaws. The President, of course, has the primary overall responsibility. The Executive Director of the Academy is obligated by the Bylaws to make a preliminary visit to the meeting site with the President; to work with the Chair of the LAC to draw up the general program of various activities; and to assemble, print, post on the web site, and distribute the final program. The Section Officers have the assigned duty of arranging the scientific programs for the 10 sections and forwarding these electronically to the Executive Director in the specified format. The Counselors of the Junior Academy plan for and supervise the participation of the high school students who belong to science clubs throughout the state.

Three organizations participate officially in the Annual Meeting: the Alabama Academy of Science (AAS); the Junior Academy of Science (AJAS), which is sponsored by the AAS; and the Gorgas Scholarship Foundation, an independent organization that holds its scholarship competition in conjunction with the Academy's Annual Meeting.

The Annual Meeting is usually held anywhere from late February to early April, usually on an Alabama college or university campus. The preliminary announcement is made in a Call for Papers brochure, which is distributed to the membership and other interested persons in the fall and posted on the Academy website (www.alabamaacademyofscience.org). The format of the meeting has changed slightly over the years, but it currently follows this schedule outline:

Wednesday evening	AAS Executive Committee meeting
Thursday morning and afternoon	AAS scientific sessions
Thursday evening	AJAS/Gorgas Sci-Mix and AAS/AJAS banquet
Friday morning and afternoon	AJAS paper competition Gorgas Scholarship competition
Friday late afternoon	Gorgas/AJAS awards reception

This manual gives an approximate schedule or timetable for the essential steps that the LAC must follow from its inception until its responsibilities are discharged at the end of the meeting. It also describes in considerable detail the duties of each member of an appropriately organized committee. It is a kind of checklist of activities that must be performed to ensure a successful Annual Meeting.

This manual is to be reviewed periodically and revised as necessary. It will be distributed each year to each member of that year's LAC.

GENERAL TIMETABLE OF EVENTS

This timetable gives the approximate date an event should be completed for the most effective planning. Don't feel that all is lost if you find when you are appointed to the Local Arrangements Committee that some of the deadlines given are already past. It will mean a general speeding up of activities by the committee. Remember, these are optimum conditions that are presented below:

1. **One to four years prior to the year of the meeting.** Soon after the university extends a formal invitation to the Academy to meet on its campus, the President of the institution should appoint a member of the science faculty to be Chair of the Local Arrangements Committee. This person should be a member of the Academy familiar with its organization and programs. The first duty will be to see that a suitable date is established for the Annual Meeting and placed on the university's calendar. Usually, the host institution selects a time when its facilities are most readily available. The Executive Director of the Academy and, more importantly, the Counselor of the Junior Academy should be consulted before the date is finally set. The Annual Meeting is always held in the late February to early April time-frame, with 2nd and 3rd weekends in March being more ideal. In some locations, especially where housing could be a problem, the date should be set well over a year in advance.
2. **March 1st of the year prior to the year of the meeting.** The Chair of the Local Arrangements Committee and the university's administration should select and appoint the various members of the committee. The committee should get itself organized prior to that year's Annual Meeting. That will allow the appointed committee members to go to that year's meeting knowing what they will be responsible for next year. If they have questions about their duties for the next year, they can talk with the person who is currently responsible for the same activity and thus obtain firsthand information on how to accomplish their assigned duties. Things that worked and things that didn't work can be discussed while they are happening; and mistakes for next year's meeting can thus be avoided.
3. **Between March 1st and the date of the year's Annual Meeting.** The committee should meet and make plans for attending that year's meeting. Each member should make a list of questions that need to be answered and should find out who will have the information needed. The Chair should help each committee member in understanding the expected duties and thus, in formulating the lists of questions. The Academy's Executive Director should be present to help provide answers to questions. Also, a top officer of the university should be present to assure the committee of support from the university.
4. **April 15.** Immediately after the Annual Meeting the committee should be extremely active in completing the majority of its plans. It would be difficult, if not impossible, to make any progress during the summer, and waiting until the fall would be likely to create problems, especially in reserving space and scheduling events. In April, the committee should be making plans for the following:
 - a. *The Alabama Academy of Science (AAS):*
 1. A budget. At this time, it is most important to prepare good estimates of expenses, to decide how to account for all direct and indirect costs. Most direct costs should be covered by registration fees, which can be firmly established later in the year, the banquet is a direct cost item that should be paid for by the sale of tickets to the AJAS and to members and others when they register.
 2. Rooms for scientific sessions, AJAS, and Gorgas. This will require 10 to 12 rooms that will accommodate 25 to 75 persons.

3. Plans for dismissing classes in these selected meeting rooms.
 4. Parking areas to be reserved for all attendees.
 5. A motel or hotel or conference center to serve as headquarters for the AAS.
 6. A place where the Executive Committee will hold its annual dinner and Spring Executive Committee meeting on Wednesday evening. Attendance is usually 20 to 30 persons.
 7. A room for a Section Officers' meeting usually held late on Thursday afternoon.
 8. A room for the Annual Business Meeting of the AAS on Thursday evening prior to the banquet. The room should seat about 50 persons. It should be within 10 minutes walking or driving distance from the site of the banquet.
 9. A recent tradition is the Sci-Mix that precedes the banquet; usually one hour in length and starting at 5:45 pm. All Gorgas Scholars and AJAS students are invited to present posters of their research and to be present to meet with guests.
 10. A hall where the joint AAS–AJAS banquet can be held on Thursday evening is needed. This area should seat at least 200 persons.
 11. The banquet (begins at 7 pm) should focus on the presentation of awards – Gardner, FAAS, Carmichael, paper/poster competition – and recognition of the students participating in the AJAS paper reading competition and the Gorgas Scholars. A typical banquet program is attached to this manual. The selection of the banquet speaker is the responsibility of the host institution and should focus on someone who can deliver a **talk of interest to a general audience**. This talk should be of **20 to 30 minutes duration**. From beginning to end, the **banquet should comprise no more than 2 hrs, with 1-1/2 hours being ideal**. Please note there is to be no invocation or prayer offered. This policy was adopted by the Executive Committee of the Academy. The audience is comprised of individuals from a variety of faith and non-faith traditions.
 12. You should consult the prior year's Annual Meeting Program Booklet for the general schedule of all events, typical number of papers and posters presented, etc. The prior year's LAC chair can give you a good estimate of registration levels and banquet attendance.
 13. Work closely with the Executive for the last 8 weeks leading up to the scheduled date of the annual meeting.
- b. *The Alabama Junior Academy of Science (AJAS) (Friday):*
1. A motel or hotel or conference center to serve as headquarters for the AJAS. The AJAS Counselor will determine the number of rooms. Usually about 40 students and their teacher-sponsors will be attending. Students are normally housed four per room and sponsors two per room.
 2. Facilities for AJAS registration, both at the motel and the meeting site. The AJAS Counselors will take care of the actual registration of the students.
 3. Meeting rooms for the AJAS on Friday morning and afternoon. One room seating about 100 persons and five rooms seating 20 to 40 are required. The meeting-site and registration area should be close to these rooms.
 4. Optional: Tours for the AJAS participants on Friday afternoon. These should be in-depth tours showing how a scientist works. Tours may cover university, industrial or community facilities. Transportation plans must be made!
 5. A room for a possible AJAS social, which follows the joint banquet on Thursday night. Check with AJAS to determine if they plan to have a social.

6. Meals for AJAS participants and their sponsors. These can be at the motel or at university facilities. They include breakfast and lunch on Friday. A set meal for a set price is preferred so that tickets can be issued to participants.
- c. *The Gorgas Scholarship Foundation (Friday):*
1. A room(s) for the exhibits. Space for about 10 exhibits will be required. It should have benches or tables with available electricity, water, etc.
 2. Ten classrooms, offices, or conference rooms where the judges can interview the Gorgas finalists privately.
5. **July 15 - September 15.** By this time all of the plans suggested in Paragraph 4 above should be in place. Thus the Local Arrangements Committee will be ready for the visit by the AAS President and the Executive Director. According to the Bylaws of the Academy, this on-site visit should be made at least 30 days prior to the Fall Executive Committee Meeting, which is usually held in October. Any agreed upon changes should be made following this visit.
 6. **October – Fall Executive Committee Meeting.** Following the on-site visit and any modification of plans indicated by that visit, the Chair of the Local Arrangements Committee should write a comprehensive report for the Executive Committee indicating all arrangements that have been made in relation to the items in Paragraph 4. This report should be distributed at the Fall Executive Committee Meeting of the Academy. The LAC Chair should attend that meeting and present the report. At that time questions raised by the Executive Committee Members will be addressed. Also at that time, the Executive Committee should make final decisions on menus for their dinner and for the joint banquet. The Chair should be prepared to suggest the pre-registration and on-site registration fees for the Annual Meeting so that they may be discussed and approved by the Executive Committee. It is customary to set registration fees for student members slightly below those for regular members, and to set fees for nonmembers (including nonmember students) slightly higher than for regular members. Pre-registration fees are always lower than on-site fees. Fees are set so that the Academy receives a guaranteed \$10 for each registered regular member and \$5 for each registered student member. Registration is now online with a discounted rate up to one week prior to the meeting and a full registration rate the last week and on-site. On-site registration arrangements should be made to have computers available to access the registration URL and pay using PayPal or a credit card.
 7. **October – December.** During this time, final arrangements relating to facilities and banquets, etc., should be finalized. The design of the meeting web site should be completed and should contain the following or have links to: welcoming statement and invitation to attend the meeting, city map indicating directions to the campus, campus map that clearly indicates buildings to be used and reserved parking areas, listing of motels/hotels with rates, listing of restaurants, pre-registration form, annual meeting schedule, any special directions or instructions, and a link to the Academy web site posting of the complete annual meeting program. The URL for the posted annual meeting program will be provided by the Executive Director. The meeting web site should be active by early-January. The Academy web site will post the Call for Papers for the Annual Meeting, have active electronic submission forms for papers, posters, student competition, and student travel awards available by mid-December. An e-mail blast will be sent to the membership to notify them of the date and place of the annual meeting and provide the URLs for the Academy web site, online registration, and submission of paper/poster titles and abstracts. This e-mail will be initiated by the Executive Director and sent by the Secretary.
 8. **January.** The Chair of the Local Arrangements Committee will need to work with the Executive Director to see that all information needed for the printed program is ready and is

accurate. This will include room assignments for the various section meetings and other events. The previous year's program (available on the web site) should serve as the template. Typically we need 6 rooms (1 with 60+ seating capacity and the others with 20-30 capacity) on Thursday and 3 rooms on Friday (again 1 with 60+ capacity for the Biological Sciences section). All rooms need to be equipped with computers and projectors. Usual meeting attendance is between 150 and 200 (including Junior and Senior Academy and Gorgas students) with roughly 85 - 100 attending the Thursday night banquet. The Junior Academy and Gorgas have all of their activities on Friday and they have their own room needs. The Junior Academy needs 5 small rooms for the paper readings/competitions and Gorgas needs an area for the display of their projects and 6-10 offices where judges can meet individually with the Gorgas Scholar students involved in the competitions. Sometimes they meet in the same building and other times in a separate building from the Senior Academy.

In terms of numbers of individuals for refreshments and lunches, that is usually around 100 on Thursday and 60 on Friday. Of course, that depends upon the programming. Regarding the budget, that is what drives the registration and banquet fees for the meeting, and is set by the host so that there is some "profit" to be forwarded to the AAS Treasurer after the meeting.

9. **February 1.** An e-mail blast is sent to the membership to notify members of all meeting information, pre-registration form, and lodging information on the meeting web site. Members should receive this information in time to make plans to attend the meeting, send in their pre-registration fee, and make motel reservations. The contents of the email should be sent to the Secretary who sends the e-mail "blast" or you can request the addresses and mail yourself.
10. **Just before the Annual Meeting.** Committee members will be busy helping and directing the activities of students and faculty who have volunteered to work on various tasks connected with the meeting.
11. **At the Annual Meeting.** Committee members will be busy helping and directing the activities of students and faculty who have volunteered to work on various tasks connected with the meeting. However, they should attend scientific meetings whenever they can and should attend the banquet, where they can hope to be recognized for their hard work and accomplishments.
12. **Immediately after the Annual Meeting.** The committee should meet once more to congratulate themselves for a job well done. Also, any outstanding bills should be presented to the Academy for immediate payment.
13. **Finally.** The LAC Chair should write a final report for the Executive Committee to summarize the activities of the committee and provide some statistical data on the meeting.

COMPOSITION OF THE LOCAL ARRANGEMENTS COMMITTEE AND DUTIES OF ITS MEMBERS

This section lists the duties of each member of a functioning Local Arrangements Committee. There is no way that all activities of each committee member can be listed, but a representative list will be attempted. Also, each committee member will have to look back at the preceding section, the general timetable of events, to fully understand the dates involved. Different situations may require a somewhat different committee organization; however, the following has been found to work well on a university campus.

1. **Composition:**
 - a. Chair.
 - b. University Liaison Officer
 - c. AAS Program Coordinator.
 - d. AJAS Program Coordinator.
 - e. Gorgas Program Coordinator.
 - f. Registration Coordinator.
 - g. Audio/Visual Equipment and Services Coordinator.
 - h. Parking and Traffic Coordinator.
 - i. Poster Coordinator.
 - j. Publicity/Web Master Coordinator.
 - k. Social affairs; housing; nonmember-spouses program. These assignments may be made to individuals or they may be included with the duties of the first four committee members listed above.
 - l. Most of the committee members would likely belong to the science faculties. Some assignments, registration for example, are best done by the Office or Division of Continuing Education.
 - m. The specific duties of some members of the committee, especially those of the Chair, the University Liaison Officer, and the AAS and AJAS Program Coordinators, may overlap or coincide at points. These duties should be divided among the committee members as circumstances indicate.

2. **Chair:** The Chair is the key person for the committee. For this reason, the Chair should be a member of the AAS who has been active in past meetings of the Academy. The more informed the Chair is about the Academy and the organization of the Annual Meeting the smoother the planning. Some of the activities of the Chair are:
 - a. Call and preside over all committee meetings.
 - b. Be able to point out to each of the other committee members a list of the tasks they will need to perform; this should be done at the first committee meeting.
 - c. Be in, a part of, or aware of the planning being done by each member of the committee. This means that the Chair is responsible for essentially every aspect of the meeting.
 - d. Meet with the Academy President and Executive Director during their on-site visit.
 - e. Solicit funds from business and industry sources for special needs, such as paying expenses of an invited speaker for a special symposium, or for other occasions when outside support is justified.
 - f. Prepare a comprehensive report on local arrangements plans to present to the Fall Executive Committee Meeting.

- g. Supervise and collect the materials that will be posted on the meeting web site and highlighted in the February 1 postcard mailing to the membership:
 - 1. Request the preprinted mailing labels from the AAS Secretary.
 - 2. Write a letter of welcome and invitation to the membership for posting on the web site.
 - 3. On February 1, mail out the information concerning the meeting on February 1.
 - h. Coordinate with the Executive Director in preparing the printed program for the Annual Meeting. You should have the program printed locally.
 - i. Attend the Spring Executive Committee Meeting on Wednesday evening and make a report on final details.
 - j. Ensure that special invited guests, such as an invited banquet speaker, have hotel reservations, transportation, and other appropriate amenities.
 - k. Coordinate with the President of the AAS the invitation to the President of the university to attend the banquet and be a head table guest.
 - l. Provide for any necessary last minute changes in facilities or room assignments.
 - m. Be available during the meeting to clear up any problems that may occur.
 - n. Attend the banquet, usually as a head table guest.
 - o. Supervise and approve all payments made from the special AAS account at the university business office.
 - p. As soon as all bills are paid, close out the special account and send any remaining funds to the Treasurer of the AAS.
 - q. Write a final report for the Executive Committee and send a copy of it to the Executive Director.
 - r. Perform other duties at the request of the President of the AAS.
3. **University Liaison Officer.** In some instances the duties outlined for this position may be carried out by the Chair, but the author sees a distinct need for a separate person to handle the following special details. Due to the nature of these details, the University Liaison Officer should be a member of the administration at the university. The special duties would include the following:
- a. Setting up a special deposit account for the Local Arrangements Committee.
 - b. Making arrangements for reserved parking for AAS and AJAS participants.
 - c. Making arrangements with the administration to dismiss classes in the buildings or rooms being used for the AAS and AJAS programs, if necessary.
 - d. Obtaining any special equipment or renovations needed to host the meeting.
 - e. Opening doors so that audio-visual equipment may be borrowed from departments across the campus.
 - f. Seeing that all items necessary are recorded on the university calendar.
 - g. Making arrangements for any special receptions that the host institution may wish to give for the Academy officers, members, and guest speakers.
 - h. Give official backing to the committee Chair.
4. **AAS Program Coordinator.** This person should also be a member of the Academy and have attended recent annual meetings. The AAS Program Coordinator is responsible for local arrangements to insure the facilities for an outstanding program. This person will have many duties, which will include the following:
- a. In conjunction with the Chair, select the classrooms and facilities that will be used by the

AAS and later, working with the Executive Director, assign specific AAS sections to specific classrooms.

- b. In conjunction with the Chair, determine the headquarters motel or hotel and then make reservations at the facility as needed.
 - c. Determine and reserve the place for the Spring Executive Committee dinner and meetings and provide information on possible menus.
 - d. Reserve with the headquarters motel a place for early registration.
 - e. Select and reserve the space where AAS registration will take place during the meeting. This location should be close to the Section meeting rooms.
 - f. Make arrangements for the AAS or AAS/AJAS social.
 - g. Make arrangements for the annual joint AAS/AJAS banquet. The banquet hall should seat at least 150 persons
 1. After consultation with the counselor of the AJAS, confirm the menu for the banquet and give a tentative number of banquet dinners needed to the caterer or banquet facility manager.
 2. Design and print tickets for the banquet. This will require working with the AJAS Program Coordinator as you must be able to determine the number of tickets used at the banquet by the AAS and AJAS for billing purposes.
 3. Arrange for flowers or other table decorations at the head table or at all tables.
 4. Arrange for someone to collect tickets at the door.
 - h. Canvass motels and hotels to request special rates. Inform them of the dates and the expected number of people.
 - i. Make out a rate sheet with addresses and phone numbers for recommended motels and hotels recommended. The rates and suggested motels/hotels should be posted on the meeting web site on February 1 or 6 weeks prior to the meeting, whichever is earlier.
 - j. Arrange for sufficient help to carry out these activities. The help may be fellow faculty members or students.
 - k. Arrange for any hospitality that you may wish to have available in the registration area such as coffee, donuts, soft drinks, etc.
 - l. Have a listing of local restaurants and their addresses available on the web site and also in the registration packets.
 - m. Arrange for a place for AAS members to sit and talk, a message board, a map showing where restaurants are located, etc., all of which should be adjacent to the registration area.
 - n. Obtain any useful give-away materials from the Chamber of Commerce, local banks, businesses, etc., that can be given to registrants or provided at the banquet (i.e., key chains, pencils, ballpoint pens, etc.).
5. **AJAS Program Coordinator.** The person who is selected for this position should, if at all possible, be familiar with the workings of the Junior Academy. By all standards this position is the most demanding and the most time consuming, but is probably the most satisfying. Make your selection carefully as this person must be willing to work and also be interested in youth. Some of the specific duties are:
- a. In cooperation with the Committee Chair and the Counselor of the AJAS, select the headquarters motel.
 - b. After approval from the AJAS Executive Committee or the AJAS Counselor, reserve a block of rooms that will be paid for through AJAS participants and sponsors.

- c. Arrange a place for registration on Thursday evening at the headquarters motel. The Junior Academy will handle its own registration, but you provide the place, tables, and other equipment.
- d. Work with local science clubs and their sponsors and with the local Regional AJAS Counselor in arranging for an AJAS social joint with AAS or following the banquet.

- e. Arrange either at the motel, the host institution, or some other restaurant, or a combination of these for places for the AJAS participants and their sponsors to eat breakfast and lunch on Friday and breakfast on Saturday. This should be a “set-price” meal so tickets can be issued to participants and collected as they go through the line. These meals are paid for by the AJAS.
- f. In conjunction with the committee Chair select and reserve rooms for all of the AJAS meetings. These rooms should be close to where the AAS meetings are being held, if possible. One room accommodating at least 40 persons will be needed on Friday morning. Five nearby smaller rooms will be needed on Friday morning only.
- g. Coordinate with the Audio-Visual Equipment and Services Coordinator the A-V/computer needs for the AJAS meeting.
- h. Arrange for registration on Friday morning near the rooms being used for the AJAS meeting.
- i. Arrange for at least four tours for the Friday afternoon portion of the AJAS program. This is optional and not done every year. These tours are in-depth tours and could involve research areas (industrial or university), hospital lab facilities, cultural areas, etc.
- j. If requested by the AJAS Counselor, you may need to arrange the rental of buses for transportation on tours scheduled. In any case you must arrange the transportation needed.
- k. Make arrangements for an AJAS social event following the joint AAS-AJAS banquet on Thursday evening. This is also optional and not done every year. This should be held on campus or at the headquarters motel.
- l. Work with local science clubs or the Local Regional Counselor in providing refreshments at the Thursday night social.
- m. Arrange for meal tickets that have been collected to be returned to the AJAS Counselor.
- n. Obtain any give-away materials from local banks, businesses, etc., that can be given to AJAS participants at registration time (i.e., key rings, pencils, ballpoint pens, etc.).
- o. Be prepared to print meal tickets and other materials at the request of the AJAS Counselor.
- p. Be prepared to attend the Fall Executive Committee Meeting of the AJAS (usually held in October) to explain local arrangements that have been made and to clarify any problem areas.
- q. Be available at all times to assist with any problems that may develop.

- 6. **Gorgas Program Coordinator:** This job, though very important, could be one of the easier jobs on the total committee and therefore does not need someone with prior experience. In essence, the program consists of demonstrations of science projects by 8 to 10 finalists (high school students), followed by private, individual interviews with judges. The Gorgas Scholarship awards are announced at the joint Gorgas/AJAS awards reception on Thursday

evening. The special duties of the Gorgas Coordinator include the following:

- a. Select and reserve a room for the display of the project exhibits of the finalists. This requires bench space for 8 to 10 exhibits, which may use electricity, water, etc. A laboratory near the AAS and AJAS meeting rooms that has bench or table tops is ideal.
- b. Select and reserve 10 rooms (conference rooms or offices) within one building for judges to use for private interviews with each of the finalists.
- c. Make a copier and computer/printer available to the Gorgas Chair after the competition.
- c. Recruit five judges for judging the competition and forward the names and contact information for these judges to the Chair of Judges for the Gorgas Foundation.
- d. Be available to help direct the Gorgas finalists as they arrive on Friday to set up their exhibits.
- e. Supervise and assist in the removal of the exhibits by the finalists.

7. **Registration Coordinator.** This important function is usually handled by personnel of the host institution's Division of Continuing Education, or Coordinator of Conferences, or a similar administrative group. Special duties include the following:

- a. Set up a system to handle pre-registration:
 1. Development of a pre-registration form to post on the meeting web site by February 1.
 2. Setting aside banquet tickets for those who pre-register and request them and pay for them.
 3. In advance of the meeting prepare packages with badges having names of pre-registered persons already typed on them, with tickets if ordered, and with other materials that are to be routinely distributed to registrants.
 4. Set up a procedure for receiving money and depositing it to the AAS account at the university's business office.
- b. In cooperation with the AAS Program Coordinator, select and reserve space for AAS registration on Wednesday evening at the headquarters motel where the AAS Executive Committee meets. Committee members and others who arrive on Wednesday evening will need badges so that they can be admitted to scientific sessions starting early Thursday morning. (The AAS Bylaws state that registration badges are required for admission to all scientific sessions and other events).
- c. In cooperation with the Chair, select and reserve the area where registration will take place on Thursday morning and afternoon and on Friday until early afternoon.
- d. Obtain the equipment and materials needed to carry out registration:
 1. Tables, chairs, computers, and printers will be needed for the staff and tables will be needed for registrants to use while filling out forms.
 2. Prepare registration forms with spaces for names, complete mailing addresses, e-mail address, affiliations, membership status (active dues-paid member, new member, non-member, student; the Bylaws state that "Members in arrears with their dues as of February 1 shall be dropped from membership."), section preference, tickets desired, and fees paid. This information is usually entered into a data base file at the registration desk.
 3. Obtain nametags or badges for possibly 300 registrants.
 4. Obtain receipt booklets for money received.
 5. Bring a cash box with adequate change to start the registration.
 6. Distribute any free materials or publications that have been made available.
 7. Deposit funds in the AAS deposit account as they accumulate.
 8. Obtain adequate help to carry out the registration. This help may be student or

- professional secretarial help. They must be proficient in typing or operating a computer terminal. The busiest time is likely to be from 8:00 to 10:00 on Friday morning.
9. Students who are enrolled at the host institution must register but may request the Local Arrangements Committee to waive the registration fee.
 10. Return all equipment to its source.
- e. Provide a table and chairs for the AAS Secretary in the registration area. The Secretary will receive membership applications, collect dues payments, issue receipts, and transact other Academy business as necessary. Registrants inquiring about membership or dues should be referred to the Secretary.
 - f. At the end of the registration make a report to the Chair including the following information:
 1. Number of pre-registrants and amount of money deposited.
 2. Number of on-site registrants and amount of money deposited.
 3. Number of banquet tickets sold and amount of money deposited.
 4. This information will usually be shown on a computer printout that also lists the names, complete addresses, affiliations, membership status, etc., of each registrant.
 - g. Send a copy of the computer printout of registration data to the Executive Director,.
8. **Audio/Visual Equipment and Services Coordinator.** The person holding this position does the most physical labor. Little thanks is given when the job is done right but great furor is heard when it is not done! The following is a list of special duties:
 - a. Determine what A/V services will be needed in each meeting room. The Section Chair will have that information. Most scientific sessions will need a computer with CD/DVD player and USB port, LCD projector, a screen, and a chalkboard.
 - b. Recruit help for all of the leg work as one person will not be able to do it all.
 - c. Obtain a couple of spare computers and LCD projectors as backup.
 - e. Provide the A/V services needed for the AJAS programs.
 - f. Provide the A/V services needed for the banquet on Thursday night
 - g. Return all borrowed or rented equipment at the end of the meeting.
 9. **Parking and Traffic Coordinator.** Because all university campuses have parking problems, this position becomes extremely important to the attitude of the AAS members attending the meeting. Special duties of this position include the following:
 - a. In cooperation with the Committee Chair, determine the area and number of parking places that will be needed for the AAS and AJAS participants.
 - b. Working with the University Liaison Officer proceed to reserve those areas for all day Thursday and Friday.
 - c. Make out special parking stickers or cards that will admit the AAS or AJAS participant into the parking area. If possible, this permit should be available by downloading from the meeting web site. Otherwise, it should be in the registration packet.
 - d. Arrange for campus police to supervise the entrances to the reserved areas on Thursday and Friday.
 - e. Make arrangements with campus security for parking of buses if they are used.
 - f. Obtain the URL for the campus maps with marked parking areas and buildings being used during the meeting and forward this information to the Web Master. These should be posted on the web site by February 1.
 - g. Obtain the URL for a map of the city in which the meeting is being held and forward this to the Web Master. Also provide direction information to the campus for posting on the web

- site. This information should be on the web site by February 1.
- h. Make signs to post at entrance of campus to direct participants to parking areas and also to the registration area. This will require several small signs.
10. **Poster Coordinator.** The principal duties of the Poster Coordinator will be to provide space, facilities, and materials for mounting and displaying the posters, and to assist the authors as needed during the meeting, as follows:
- a. Arrange for an appropriate area to simultaneously mount and display 20 to 25 posters. If possible, the posters should be in the area where they will be seen by the greatest number of members, usually near the area where the registration desk is located.
 - b. The posters may be mounted on walls, if space is available and suitable, or on display stands in open areas. Notify the Publicity/Web Master by mid-January of the method being used to display posters and physical requirements for posters so presenters can be informed on the web site. Preferred poster size is 4'(wide)x3'(height).
 - c. The Poster Coordinator should examine the printed program to determine what posters are being submitted and should assign a display location for each scheduled poster.
 - d. The Coordinator should be available on Thursday morning and afternoon and on Friday afternoon to assist the authors in setting up their posters at the designated location. The printed program will require that posters be displayed for designated periods of time on Thursday and Friday.
 - e. Each member of the AAS who submits a title for a poster will receive instructions on the web site that will specify the physical requirements for posters (size, material, etc.). The Poster Coordinator will need to obtain and provide the materials, such as poster boards, adhesive-backed tape, thumbtacks, etc., that are suggested by the poster instructions and needed by the authors.
11. **Publicity/Web Mater Coordinator.** News of the Academy's activities, and especially the activities of the Junior academy, is of interest to the general public, and publication of news stories about the programs and accomplishments of their members is valuable to the academies. Thus, the Publicity/Web Master Coordinator has an important, if sometimes frustrating, task. Publicizing the Annual Meeting involves some or all of the following activities;
- a. Coordinating with the Chairs of the Academy's Public Relations Committee and with the Counselor of the Junior Academy.
 - b. Maintaining a meeting web site, also linked to the Academy's Official Web site (<http://www.alabamaacademyofscience.org>), that contains all Annual Meeting Information (housing, registration, site map, city map, poster instructions etc.). This web site should be active February 1 or 6 weeks prior to the date of the meeting, whichever occurs earlier.
 - b. Providing information and assistance to the university's Public Relations Office. That office will most likely be the main contact with all of the news media.
 - c. Preparation of press releases before, during and after the meeting. The topics may involve information about awards and prizes, the content of important scientific papers and addresses, human interest stories, etc.
 - d. Arranging for the news conferences, interviews, photographs, etc., during the meeting, and assisting newspaper, television, and radio reporters in gaining access to sources of stories that they want to report.

CONCLUSION

Finally, be of good cheer as your reward is to observe a smooth-operating well-planned, and outstanding meeting of the AAS, AJAS, and Gorgas Foundation take place at your institution and to know that you had a part in it.

Good luck!

Wright A. Gardner Award:

The Wright A. Gardner Award was established in 1984 to honor individuals whose work during residence in Alabama has been outstanding. This is the highest honor bestowed by the Academy. Wright A. Gardner, a very progressive scientist and educator, was the principal founder and first President of the Alabama Academy of Science (two terms, 1924-26). Persons nominated for this award have included researchers, teachers, industrialists, clinicians, scholars, active members and office bearers of the Academy. Nomination information is available on the Academy website. The 2015 recipient of the award is

Shaik Jeelani, Vice President, Research and Sponsored Programs; Director, Center for Advanced Materials; Chair, Department of Materials Science & Engineering; Tuskegee University

Emmett B. Carmichael Award:

The Emmett B. Carmichael Award recognizes the authors of the outstanding paper published in *The Journal of the Alabama Academy of Science* in the previous year. Dr. Carmichael was a distinguished biochemist, who served as the editor of the Academy journal from 1942-1948. He also served on numerous editorial advisory boards and regularly contributed articles to scientific journals. He was instrumental in establishing the Alabama Academy of Honor in 1965. The 2014-15 awardees are:

Holly J. Landrum, and Lori R. Tolley-Jordan (JSU), The Influence of Substrate Heterogeneity On Benthic Macroinvertebrate Diversity in Choccolocco Creek, Alabama, *Journal of the Alabama Academy of Science*, 84, 167-182.

Fellows of the Alabama Academy of Science:

The Academy recognizes individuals for their contributions in science in the State of Alabama and for their service to the Academy. In 2015, we recognize:

David Brian Thompson (University of North Alabama) and Mickie Powell (University of Alabama at Birmingham)

William H. Mason Science Teacher Fellowship:

This annual \$1,000 tuition fellowship honors the late William Mason's dedication and leadership in the Academy and is awarded to college graduates with backgrounds in the sciences that are returning to college to prepare for a career in teaching.

Alabama Academy of Science Undergraduate Research Competition

In 2012, a new phase to the Undergraduate Research Competition was added through the efforts of the Science and Technology Honors Program at UAB. A student project inaugurated a program to encourage student participation in undergraduate research and to further recognize their accomplishments through awarding books to those who are competition winners. Sponsors and program booklet advertisement revenues support this program.

PROGRAM**Welcome:**

Brian Toone
1st Vice President AAS

Rohan Palanki
President, AJAS

Dinner**Introduction:**

John McCall, President, Alabama Academy of Science

Welcome to The University of West Alabama:

Tim Edwards, Provost, The University of West Alabama

Banquet Speaker:

John Hall, Director of the Black Belt Museum and Special Guest
"William Bartram and Alabama"

Presentation of Alabama Academy of Science Awards:

Wright A. Gardner Award:

Presenter: Prakash Sharma

Alabama Academy of Science Fellow Awards:

Presenter: Prakash Sharma

Paper /Poster Competition Awards:

Presenters: Aaron Stuber, Vashini Venkatesan,
Lamario Williams

Presentation of Gorgas Competition Finalists:

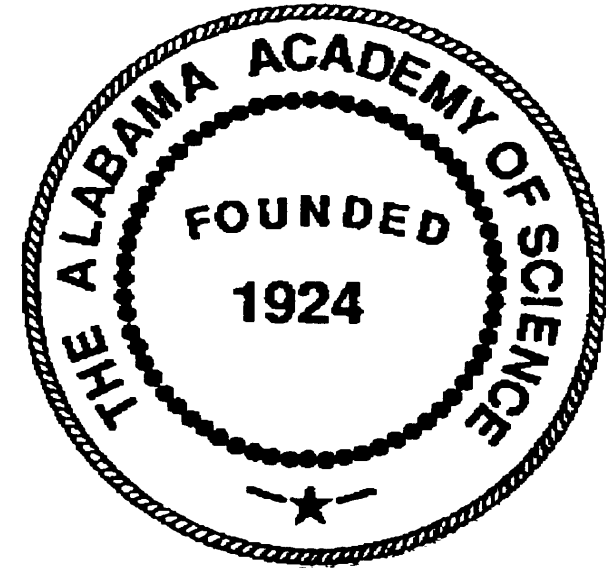
Ellen Buckner

Resolutions: John McCall**Incoming Alabama Academy of Science President:** Brian Toone**Adjourn**

*Finalists in the 2015 Alabama Science Scholar Search and
Gorgas Scholarship Program*

<i>Joshua Abreo*</i>	<i>James Clemens High School, Madison</i>
<i>Ferdinand Amanor</i>	<i>Murphy High School, Mobile</i>
<i>Sean Benson</i>	<i>Satsuma High School, Satsuma</i>
<i>Katelynne Herron</i>	<i>Jefferson County International Baccalaureate, Birmingham</i>
<i>Venkata Macha*</i>	<i>Loveless Academic Magnet Program High School, Montgomery</i>
<i>Rohan Palanki</i>	<i>W.P. Davidson High School, Mobile</i>
<i>William Pannell</i>	<i>The Altamont School, Birmingham</i>
<i>Darshil Patel</i>	<i>W.P. Davidson High School, Mobile</i>
<i>Hunter Phillips</i>	<i>Covenant Christian Academy, Huntsville</i>
<i>Shivani Rangari</i>	<i>Auburn High School, Auburn</i>
<i>Ruchir Rastogi*</i>	<i>Loveless Academic Magnet Program High School, Montgomery</i>
<i>Emily Ryan</i>	<i>Wetumpka High School, Wetumpka</i>

* Intel National Science Talent Search Semi-Finalists



*Banquet and Awards Ceremony
March 12, 2015
The 92nd Annual Meeting
The Alabama Academy of
Science
At
The University of West Alabama*