

Want to Organize a Session or Workshop for a Future AAPT National Meeting?

If so, here's what you need to do.

Summer Meetings

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

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

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

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

Winter Meetings

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

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

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

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