



Guidelines for Hosting ASIH Meetings

Prepared by the

ASIH Ad Hoc Committee to
Revise the Meeting Guidelines

Third Revised Edition
June 1999

Preface

In 1980, the ASIH Time, Place, and Program Committee prepared a set of guidelines to assist Local Chairpersons in organizing and hosting the annual ASIH meetings and urged its successors to update the materials for future hosts. This original document was revised extensively by the Time, Place, and Program Committee in 1986, and it is the latter version that has been more-or-less used by every Local Committee for the past 15 years. Much has happened over these years to now require extensive revision: meetings are much larger and considerably more complex, everything costs more money, host institutions are increasingly less likely to help financially, and hard-copy communication has gone electronic.

The main section of this document describes the activities and responsibilities that face the Local Committee and offers appropriate advice gained from past experience. The appendix contains a sample "Conference Agreement" (contract), samples of the General Announcement and Call of Papers, budgets, an invitation to exhibitors and vendors, and a sample exhibit and vendor contract.

University conference centers have played an increasing role in the management and supervision of ASIH annual meetings. It is now almost impossible for a Local Committee to handle the complexity of an annual meeting alone. This edition of the guidelines makes the assumption that the Local Committee will utilize the services and facilities of such a center.

Not all of the recommendations and suggestions in these guidelines may be applicable or desirable in particular situations. The success of the meeting will ultimately depend on the resourcefulness, managerial skills, and hard work of the Chairperson and the Local Committee. For more on hosting meetings, see Epple's, (1997) *Organizing Scientific Meetings*, Cambridge University Press, 184 pp. (ISBN-0521-58919-3).

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ASIH *Ad Hoc* Committee to Revise the Meeting Guidelines
March 1999

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I Proposing a Meeting Site

In consultation with local colleagues, the prospective Local Chairperson decides to offer an invitation to ASIH to meet at his/her institution. Normally it is the prospective Local Chairperson that initiates consideration, not the Society, although at times the Society (usually through the chairperson of the ASIH Time, Place, and Program Committee) has encouraged such action. The prospective Local Chairperson discusses the matter with such colleagues as will likely serve on the Local Committee. If the decision is to go ahead, the next step should be to contact the ASIH Time, Place, and Program Committee through its chairperson. Subsequent discussion will involve year (depends upon actions taken by other prospective Local Chairpersons), location (whenever possible, ASIH seeks regional balance in meeting sites), and the desirability of meeting jointly with other societies (may be limited by other commitments, whether joint meetings are rotated with separate meetings, and site restrictions, such as space availability). If a tentative agreement is reached, the Local Committee checks with local institutional administrators concerning such issues as space availability, available dates, institutional support possibilities, etc. This may generate another round of discussion with the Time, Place, and Program Committee.

On the basis of informal agreement among all parties, the Local Committee proceeds to draft a formal proposal, addressing the issues listed above, and such other features of the proposed venue as may be attractive. Concurrently a draft letter is prepared for signature by cognizant institutional administrator(s) formally inviting ASIH to meet at the site on the dates proposed. Both this letter and the proposal document are forwarded to the ASIH Time, Place, and Program Committee, which, after review, forwards the package with its recommendation to the ASIH Secretary. The Secretary places the proposal documents before the Executive Committee for consideration. Another round of discussion may follow. The Executive Committee adds its recommendation and places the proposal before the Board of Governors. The Local Chairperson and the Chairperson of the Time, Place, and Program Committee should be present at the Board meeting to respond to any questions. The Board then votes on whether to accept the invitation. If accepted, the President of the Society responds to the official letter of invitation. Now the real work begins.

II **Local Committee and Conference Center Staff**

A **Local Chairperson**

It is important to realize from the start that the ultimate success of the Annual Meeting rests with the Chairperson (or Chairpersons) of the local planning committee. If something goes wrong, it is always the Chairperson who is blamed. He or she must be prepared to make at least a two-year commitment to this endeavor. Early in the process, the Chairperson should study the present document carefully and become thoroughly familiar with its contents. Prior to and during the planning for a meeting, the Chairperson should attend as many ASIH meetings as possible and take an active role in the deliberations of the ASIH Time, Place, and Program Committee.

B **Structure of the Local Committee**

There is a surprising amount of work to be accomplished in organizing a successful meeting and no small handful of people can do it alone. Delegation of responsibility to a number of trusted colleagues is essential. The designation of subcommittees is a function of the Chairperson of the Local Committee, but the following are suggested as important, if not essential, groups:

- 1 **Society Liaisons:** ASIH usually, if not always, meets with several other societies. It is crucial that a person be designated to act as a go-between for each Society.
- 2 **Publications:** A publications committee may be further broken down into subcommittees as follows: "General Announcement and Call for Papers," "Program and Abstracts," and Printing.
- 3 **Local Subcommittees:** General Oversight, Scientific Scheduling, Internet, Workshops, Posters, Field Trips, Graduate Student Participation, Donations, Social Events, Music, Beverages, Environmental Impact, Transportation, Alternative and Family Activities, Artwork, Audio-Visual, Exhibitors and Vendors, News Media, Live Amphibian and Reptile Display, Auction, T-shirt Sales.

C **Role of a Conference Center**

Annual meetings have become so large and complex in recent years that help from a Conference Center is required. A program director from the Conference Center must operate very closely with the

Chairperson of the Local Committee. The director can coordinate various staff members of the center in handling numerous administrative functions associated with the meeting: registration, housing, printing ("General Announcement and Call for Papers," the "Program and Abstracts," tickets, etc.), mailings, banquet arrangements, food service, and similar operations. Use the expertise of the Conference Center staff to the maximum, and use your colleagues and graduate students to handle the professional aspects of the meeting. Here is an outline of the kinds of services that a Conference Center might provide:

1. Scientific Program Support

- a Receive and process abstracts for papers and posters
- b Computerize abstracts for papers and posters
- c Coordinate selection of abstracts and posters

2 Registration

- a Register participants by mail
- b Set up on-site registration process and area
- c Prepare and distribute registrant name tags
- d Generate attendance roster
- e Prepare and assemble information and registration packets

3 Financial

- a Develop meeting budget
- b Develop direct expenses budget
- c Monitor expenses
- d Process payments, including speaker honoraria
- e Maintain financial records
- f Produce detailed financial statement at meeting close

4 Facilities

- a Program meeting space
- b Book and configure meeting space
- c Provide appropriate signage
- d Book rooms at university residence halls and/or hotels
- e Monitor facilities on-site
- f Coordinate and book exhibit and vendor space
- g Organize poster session set-up
- h Arrange for decorating and drayage of exhibits

- 5 **Transportation**
 - a Negotiate with air carriers and/or travel bureaus for discounted rates
 - b Negotiate with car rental companies
 - c Arrange for shuttle transportation to and from airports

- 6 **Marketing**
 - a Review all promotional materials before publication
 - b Design and mail announcements, promotional materials, and registration form
 - c Design “Program and Abstracts” book

- 7 **Special Events**
 - a Plan catered meals: general reception, graduate student reception, banquet, picnic, etc.
 - b Coordinate off-site tours and other events
 - c Arrange for transportation to/from special events

Of course, all of this will come at a cost. Administrative fees for the above listed services can be enormous, so be careful before you commit yourself. Some Conference Centers will charge a set price based on some maximum number of registrants—if more than the maximum register, an additional fee (\$15-\$20) per participant in excess of the maximum will be assessed. University Conference Centers may charge an overhead fee above and beyond the total of direct meeting expenses and the Conference Center administrative fee.

It is essential that you obtain a detailed written “Conference Agreement” (contract) from the Conference Center indicating precisely what services they will perform and what the cost will be (see Appendix A). The contract should be signed by a representative of the Conference Center, the Chairperson of the Local Committee, a representative of the host institution (e.g., departmental chairperson or dean, or manager of a hotel), and a representative of the ASIH (the president or secretary). As soon as it is available, a signed copy of the contract should be sent to the Chairperson of the ASIH Time, Place, and Program Committee.

III SOCIETY BUSINESS AND COMMITTEE MEETINGS

Adequate accommodations must be provided for all the numerous business and committee meetings of the Society that are held during the week of the Annual Meeting. Meeting times and durations are fairly standard but it is important to coordinate with the Secretary of ASIH for any changes or special needs. For scheduling business and committee meetings of other societies that meet concurrently with ASIH, see Chapter X: “Joint Meetings with Other Societies.”

A **Executive Committee Meeting**

The Executive Committee Meeting is usually held on the morning of the day before the Scientific Program begins. Schedule at least four hours—9:00 a.m. to 1:00 p.m. is the usual requirement. Provide a comfortable boardroom-style conference room to seat at least 12, with coffee, tea, ice water, cups and glasses, and box lunches. Electrical outlets to plug-in laptops, access to the internet, and easy access to photocopying facilities are essential.

B **Board of Governors Meeting**

The Board of Governors’ Meeting is typically held on the afternoon of the day before the Scientific Program begins. It is usually over in two hours, but to be safe, set aside three hours: 4:00 to 7:00 p.m. works well. A theater-style room is best, large enough to seat 150-200, with a table and two chairs at the front of the room, and a chalkboard, podium, and microphone. Provide ice water and glasses for the front table only. This meeting may also require a slide projector, overhead projector, screen(s), and/or a computer projection system. The head table should have access to an electrical outlet. Ask the ASIH Secretary to indicate any special needs.

C **Business Meeting**

The Business Meeting of the Society should be scheduled at least three and preferably four days after the Board of Governors Meeting. This interlude permits officers and members to discuss Society issues and allows the Secretary time to prepare the minutes of the Board of Governors meeting. An auditorium with seating for 500 to 600 people is required. Allow at least two hours: 3:00 to 5:00 works well. Make absolutely certain that the Business Meeting does not conflict with any paper sessions. Provide a table on stage, with four chairs, and a chalkboard, podium, and microphone. Ice water and glasses should be provided for the front table only. Paper ballots are also required for this meeting, but the Secretary of the Society will provide them. Other

equipment needs are likely to be the same as for the Board of Governors Meeting (see above).

D **Meetings of Standing Committees**

Several conference rooms must be available for various formal and informal committee meetings, which are frequently called on very short notice by Chairpersons after their arrival at the meetings. Communication with Chairpersons of standing and ad hoc committees well in advance will minimize the space issues and also allow announcements of committee meetings in the printed program. Meetings of the following committees are standard at most annual meetings:

- 1 **ASIH and Other Society Liaison Committee:** this is a gathering of no more than six or seven individuals who serve as liaisons from other societies meeting with ASIH. It takes place on the evening prior to the official opening of the Annual Meeting. Allow one and half hours: 7:00-8:30 p.m. works best. This is often is a working dinner meeting—if possible, book space for eight at an off-campus eatery.
- 2 **ASIH Editorial Policy Committee:** 10 people, boardroom style setting; provide coffee, tea, ice water, cups and glasses; box lunches if over the noon hour. Allow two hours.
- 3 **ASIH Time, Place, and Program Committee:** 12 people, boardroom style setting; provide coffee, tea, ice water, cups and glasses; box lunches if over the noon hour. Allow one and a half hours.
- 4 **ASIH Long Range Planning and Finance Committee:** 10 people, classroom style setting; provide coffee, tea, ice water, cups and glasses; box lunches if over the noon hour. Allow one and a half hours.
- 5 **ASIH Collections Committee:** 40 people, classroom style setting; provide ice water and glasses for speakers up front only. Allow two hours.
- 6 **ASIH/AFS Committee on Common and Scientific Names of Fishes:** 15 people, classroom style setting; provide coffee,

tea, ice water, cups and glasses; box lunches if over the noon hour. Allow one and a half hours.

- 7 **ASIH Endowment and Finance Committee:** 10 people, classroom style setting; provide coffee, tea, ice water, cups and glasses; box lunches if over the noon hour. Allow one and a half hours.
- 8 **ASIH Environmental Quality and HL Conservation Committees, with Representatives from AES:** 180-200 people. Allow one and a half hours.

E Meetings of Ad Hoc Committees and Special Groups

Time slots and adequate meeting rooms should be reserved for Ad Hoc Committee meetings of the ASIH, socials and receptions for symposium and/or workshop participants, and meetings of affiliated groups, such as the Southeastern Division of ASIH, the Desert Fishes Council, the Southeastern Fishes Council, and similar gatherings. It is the responsibility of people organizing these groups to inform the Local Committee of their needs, but communication often comes late or not at all. The time, date, and place of all such meetings should be given in the program.

Box lunches are always provided for the Equal Participation Committee Luncheon and for the Graduate Student Participation Committee Workshop (assuming both are scheduled). Include check-off boxes on the registration form to assess the number of participants for each. Box lunches are provided for each working committee that meets over the normal lunch break. Box lunches should be simple: sandwich, fruit, chips, cookie, and drink. The cost of box lunches should be built into the registration fee structure.

IV SCIENTIFIC PROGRAM

A. Preliminary Announcements

Meeting dates are listed on the inside cover of each issue of *Copeia* and on ASIH and Meeting web-sites. Dates should be determined and transmitted to the ASIH Secretary as early as possible, but certainly no later than 18 months prior to the meeting. A brief description of the Annual Meeting should be published in the “Editorial News and Notes” section of *Copeia* No. 1 (appearing in February of each year) one year before your meeting (e.g., see *Copeia*, 1996(1):238-239). To make this possible, copy must reach the office of the ASIH Managing Editor at least 18 months ahead of your scheduled meeting. For example, if your meeting is scheduled for June 2000, manuscript should be sent in November 1998 to appear in *Copeia*, No. 1, 1999.

Plan to attend at least two ASIH Meetings in the years prior to your meeting, and be prepared to give a brief oral description of your meeting during the report of the ASIH Time, Place, and Program Committee. This report is given at the Board of Governors meeting and repeated at the Annual Business Meeting.

B Web-site

A web-site describing the Annual Meeting is absolutely essential. It should be established at least a year prior to the meeting. Initially, the site might include little more than the text of the preliminary announcement that is published in *Copeia*, but gradually it should grow to include everything that will eventually appear in the (1) meeting registration packet, (2) the “General Announcement and Call for Papers,” and (3) the “Program and Abstracts.” The complete schedule of the Scientific Program, including presentation titles and abstracts, and a search engine that will allow viewers to search by multiple fields should be up and running as early as possible, preferably two weeks prior to opening day of the meeting. For examples, see <http://www.utexas.edu/depts/asih/meetings/meetings.html>, which provides links to sites that describe ASIH Annual Meetings from 1995 through 1999. Submission of papers by e-mail should be encouraged. Registration materials including registration forms should be fully downloadable via the web-site. Be sure to include downloadable maps and driving instructions as well as links to hotels, rental car agencies, etc.

C **“General Announcement and Call for Papers”**

The “General Announcement and Call for Papers” should include information relative to at least the following: the meeting site, how to participate, scientific sessions, student awards, meeting schedule, general information, map of the meeting site, housing, submitting abstracts, housing reservation form, and registration form. Examine some of the many recent examples that are available and take from them whatever best fits your situation (Appendix B). A full table of contents might look like this:

The Meeting Site

City

University or Hotel

Weather

How to Participate

Registration

Accommodations

Paper and Poster Presentations

Symposia, Workshops, and Student Awards

Deadlines

Scientific Sessions

Symposia

Plenary Session

Contributed Papers

Posters

Workshops

Video and web-site presentations

Student Awards

Stoye Awards

Storer Awards

Student Travel Awards

Awards of Societies Meeting Concurrently with ASIH

Equal Participation Mentoring Program

Accommodations

University Residence Halls

Hotels

Bed and Breakfast Options

Student Roommate Matching

Food

Recreation

Banquets, Socials, and Receptions

Field Trips

Scientific Collecting Permits
General Information
 Meeting Site
 How to get there
 Parking
 Alternative and Family Activities
 Public Transportation
 Child Car
 Museum Collections
 In Case of Emergency
 Cancellation and Refund Policy
Submitting Abstracts
Meeting Schedule
Registration Form
Housing Reservation Form
Maps
Local Committee

The announcement should be mailed as early as possible, at least five months before the meeting, but ideally even earlier: for an annual meeting in June, it is not an unreasonable goal to get the announcement mailed out the previous December, well before Christmas. It is best to allow substantially more time than what is reasonably projected.

The Conference Center may be able to assist materially in planning and printing the Announcement, or the Local Committee may choose to do this on its own. The Conference Center may be able to handle the mailing of the Announcement through mailing services on campus or through a commercial mailing service. Contact either a mailing service or the post office to obtain information on bulk rates and requirements for zip-code-order mailing procedures. This information can save you considerable postage if you follow prescribed procedures. Allow one month for delivery of bulk mail.

The “General Announcement and Call for Papers” is usually not mailed to members outside the United States, Canada, and Mexico, unless they request a copy from the Local Committee Chairperson. Foreign members were notified of this procedure through the announcement of the 1986 meeting, which appeared in the August 1985 issue of *Copeia*.

To obtain pre-printed mailing labels (sticky peel-off type) at no cost, direct your request to the Secretary of the Society who will instruct Allen Press to send them to you directly. Request a mailing list from which foreign members and libraries and institutions have been deleted. If these have not been deleted from the list you receive, you will have to remove such labels by hand. Bulk mailing requires sorting by zip code, separation into sorted packets of specified number (labeled with stick-on labels), and other rather complicated requirements. Your campus post office can provide you with a full listing of these requirements. It's a bit cumbersome, but well worthwhile to use bulk mail.

A crucial part of the "General Announcement and Call for Papers" is the instructions for submitting abstracts. Following the successful methods developed in recent years by various Local Chairpersons, abstracts should be processed by an automated electronic procedure. The standards and rules, if followed correctly, allow the Local Committee to more efficiently, correctly, and completely create the program and schedules, and to inform presenters when they are presenting their talks. Abstracts are submitted electronically (by e-mail, preferably, or on diskette sent via regular post) as ASCII text files, stored in a bibliographic database, and the program produced automatically. Consult with former Local Chairpersons for more details.

Be sure to list the eligibility requirements for students entering the competition for ASIH Stoye and Storer Awards. To be eligible, a student must (1) be the sole author and presenter, (2) be a member of ASIH, (3) indicate a desire to be considered when submitting an abstract, and (4) meet the ASIH criteria for "student": "an individual who at the time the paper is given . . . is the equivalent of a full-time student (. . . an individual who is devoting his/her major efforts to a formal program of studies) or who has satisfactorily completed a thesis or dissertation defense during the previous 12 months." Stoye and Storer presentations are judged by the following criteria: introduction; methods; data analysis and interpretation; conclusions; innovation, originality, and scientific significance; presentation; and visual aids or graphic design. The rating scale is 0-10 points: excellent (9-10), very good (8-9), good (4-6), fair (2-3), poor (0-1).

The student competing for a Stoye or Storer Award must also indicate in which of six categories the paper is to be entered: 1.

General Ichthyology includes, but is not limited to, morphological and molecular systematics, techniques in systematics, zoogeography, paleontology, and faunal descriptions; 2. General Herpetology includes, but is not limited to, morphological and molecular systematics, techniques in systematics, zoogeography, paleontology, and faunal descriptions; 3. Genetics, Development, and Morphology includes, but is not limited to, population genetics, mitochondrial DNA analysis, comparative embryology, heterochrony, descriptive and experimental development, comparative and evolutionary morphology, functional morphology, and biomechanics; 4. Ecology and Ethology includes, but is not limited to, population and community ecology, life history strategies, descriptive and experimental ethology, behavioral ecology, neuroethology, and ecomorphology; 5. Physiology and Physiological Ecology includes, but is not limited to, comparative and experimental physiology, biochemistry, sensory and behavioral physiology, and endocrinology; and 6. Conservation Biology, includes, but is not limited to, studies whose primary focus is on the conservation of biodiversity, broadly defined as the identification, protection, preservation, restoration, management, or sustainable use of currently or potentially imperiled taxa or assemblages and their habitats.

D Symposia and Workshops

The number of symposia and workshops at annual meetings has been increasing over the years. It is not uncommon to have more than a dozen symposia and a half-dozen workshops, several often running in concurrent sessions. The Local Chairperson may solicit ideas for symposia and workshops, but more often they come spontaneously from Society members who then take on the responsibility of organizing the speakers and the program of presentation. Participation is by invitation only. To have a paper included in a symposium or workshop, the author should contact the organizer directly. Organizers should allow adequate lead-time (one and one-half to two years) in planning and organizing a symposium or workshop.

E “Program and Abstracts”

The “Program and Abstracts” should include detailed information relative to all aspects of the Annual Meeting. Examine some of the many recent examples that are available and take from them whatever best fits your situation. A full table of contents might look like this:

Society Officers
Local Committee
Acknowledgments
Program Overview (Meetings-at-a-Glance)
Maps of meeting facilities
Map of Campus
General Information
Endowment Fund
Information for Paper and Poster Presenters
Business and Committee Meetings of Participating Societies
Symposia, Workshops, and Special Discussion Groups
Social Events
ASIH Candidate Information
Scientific Program
Oral Sessions
Poster Sessions
Computer and Video Sessions
Abstracts
Author Index

The organization of submitted papers, symposia, workshops, posters, and computer and video presentations into a logical, interesting program requires professional skills and manipulation, while the arrangement of abstracts is a mechanical operation. In recent years, submitted papers have been limited to 15 minutes, 12 minutes for presentation and 3 for questions and discussion. Symposium speakers have the option of 15-, 30-, or even 60-minute presentations. This format (15 min. increment option) promotes a smoothly running program, with no overlap of concurrent sessions.

1 **Arranging the Schedule**

Submitted abstracts should be assigned to a particular category (for example, systematics, zoogeography, morphology, genetics, behavior, sensory physiology, community ecology, conservation, etc.). A schedule of sessions can then be drafted based on the number of submitted papers in the various categories. Organize titles by subject area or discipline (ecology, physiology, morphology, etc.), and within such sessions, divide by taxa where practicable. In systematics, however, division into ichthyological and herpetological sessions is preferred. Historically, the opening session has been a plenary or joint session of ichthyologists and herpetologists and requires an

auditorium with a seating capacity of at least 1,000 or more when ASIH meets jointly with other societies. Make sure that paper sessions do not overlap with the time set aside for the ASIH Business Meeting. Symposia should be interspersed throughout the schedule, preferably with no overlap (but the latter is usually not possible). Workshops are best scheduled early or late in the meeting schedule. Symposia and workshops may be scheduled for evening sessions, but many members feel that evenings should be free time when no formal activities are scheduled.

The number of posters to be presented will determine the number of poster sessions and when they can best be scheduled. In recent years, the number of posters has been large requiring two and sometimes three sessions. Assuming the Annual Meeting begins on a Friday (the usual case), a typical three-session poster presentation is set up as follows: Poster Session 1, Friday, 1:30-5:00, and Saturday, 8:00-4:00; Poster Session 2, Sunday, 8:00-5:00, and Monday, 8:00-12:00; Poster Session 3, Monday, 1:30-5:00, and Tuesday, 8:00-5:00. Presenters are asked to be with their posters to answer questions from 9:00-11:00 a.m. for odd-numbered posters or 2:00-4:00 p.m. for even-numbered posters on Saturday (Session 1), Sunday (Session 2), Tuesday (Session 3). Presenters should be asked to have their posters in place well before the start of their session and to remove them immediately after their time is up.

Student papers and posters should not be clustered in sessions of their own. Although clustering is much more convenient for the purposes of judging for student awards, students complain, often rather bitterly, that they should not be treated differently than professionals. Be careful, however, to avoid overlap in sessions belonging to the same judging category. It's important also to schedule student papers as early as possible in the week so that they are completed early enough in the meeting schedule to give judges ample time to make their deliberations before the banquet.

Computer and video presentations are best scheduled together in the same room and on the same day if possible.

Speakers and poster presenters should be notified of the date, time, and place of their presentation. This is best done by e-mail.

2 **Typing and Printing**

Word processors have greatly simplified the typing of the program, and permit last-minute changes, substitutions, and deletions with a minimum of effort. If special projection equipment is required, it is useful to indicate that information after the titles in the program. If submitted electronically as ASCII text files and stored in a bibliographic database, as suggested above, the abstracts can be easily collated, alphabetized, and indexed.

A specialist in the Conference Center can most likely arrange for the printing of the "Program and Abstracts" (e.g., through a university print shop), a process that likely will require two to three weeks, or the Local Committee may wish to handle the printing directly. Order additional copies (50 to 100 more than projected) for those individuals who wish to purchase a second copy or for those not attending who might wish to order a copy. A reasonable cost can be charged for extra copies (\$12 to \$15 in recent years). Two copies should be sent or given to the Secretary of each participating society for society records, if the society so wishes.

F **Plenary Session**

Traditionally, the Annual Meeting opens with a half-day plenary session chaired by the Chairperson of the Local Committee and consisting of introductions, welcoming remarks, and lectures from distinguished individuals. A typical agenda includes an introduction followed by "welcomes" from a dean, provost, or president of the host institution, and/or a director of the local zoological garden or natural history museum. Central to the program is a 45-60 minute lecture usually but not always given by the immediate past-president of ASIH. In recent years, time has been set aside also for special lectures from representatives of other societies meeting concurrently with ASIH; for example, the immediate past-president of the American Elasmobranch Society and the Herpetologists' League "Distinguished Herpetologist." The Plenary Session is followed immediately by the group photographs.

G **Logistics**

1 **Conference Rooms**

Preferably all meeting rooms should be housed under a single roof or at least in buildings in close proximity to one another. Rooms should have adequate seating, good acoustics, minimal traffic noise, and air-conditioning (if located in a hot climate). Minimal equipment for each room includes microphone, timer with bell, blackboard and chalk, carousel projector, projection screen, extension cord, and a pointer (preferably a laser pointer). A spare projector bulb should also be available in each room. Spare equipment should be near at hand in the event of failure of any type of equipment. Overhead projectors with acetate sheets and pens, movie projectors, power-point display systems, and VCRs should be made available on request.

2 **Session Chairpersons**

Session Chairpersons should be identified far in advance of the meeting and assigned to sessions matching their expertise. Several alternates should be available if needed. Information on date, times, and specific schedules, along with general instructions should be sent to Session Chairpersons at least a month ahead of the meeting. This information should also be available at the registration desk, along with other necessary supplies.

3 **Projectionists**

Students are usually available for this task. All must be knowledgeable and experienced with equipment and procedures and should be given a copy of the program for the sessions they serve. Alternates should be available if needed. A training session immediately preceding the meeting is essential for all projectionists. Make certain that projectionists know how to clear jammed slides and replace burned out bulbs. Projectionists must be familiar with the basic operation of the amplification system and lighting in the room(s) to which they are assigned.

4 **Audio-Visual Prep Room**

A room in the vicinity of the meeting rooms should be provided in which authors can load and check their slides (2" x 2" only). A supply of carousel trays, labels, and marking pens should be provided. This room should be marked with a

prominent sign. No other activity of any kind should be scheduled in this room throughout the duration of the scientific program. It is good idea to keep this room open in the evenings—many students in particular like to go over their talks with a projector the night before.

5 Web-site Presentation Room

Presentations of web-sites are becoming more common every year and may soon rival posters as a method whereby registrants convey the results of their research. A separate room equipped with computers and multiple access ports to the internet is required.

6 Messengers and Cell Telephones

A messenger or runner should be present at each session. These individuals can assist the projectionist (switch room lights off and on), seek assistance if equipment malfunctions, notify operations center in the event of medical emergencies, and perform other similar tasks. Undergraduate students can serve in this capacity. It's a good idea also to assign cellular telephones to key personnel.

7 Program Changes

All cancellations, substitutions, or other changes should be posted immediately and prominently in the Registration–Information area, and the appropriate Session Chairperson notified promptly.

8 Student Helpers

Undergraduates and graduate students are a valuable source of person-power to serve as projectionists, messengers, van drivers, assistants at registration, etc. The Local Committee should establish a reward policy and then follow it consistently. Suitable rewards might include reduced registration fees or waivers, picnic or barbecue tickets, T-shirts, or similar inducements.

V **SOCIAL EVENTS**

The success of the Annual Meeting depends as much on the social events as it does on the scientific program. The social events require careful scheduling and planning, and alternative locations and arrangements must be available in the event of forced changes, particularly with respect to outdoor activities. Time, place, transportation, menu, caterers, and, last but not least, budget limitations must all be considered and juggled. Several social functions have become more or less traditional.

A **Informal Social**

On the evening of the day before the meetings begin, attendees should be encouraged to gather at various local restaurants and watering holes. It is a good idea to make contact with the managers of various establishments to warn them to expect larger than usual crowds. In some cases, restaurants, bars, taverns, etc., will do something extra (like offer a special ASIH micro-brew at a bargain price) for attendees if given notice well in advance. It never hurts to ask. A list of cooperating and/or recommended venues should be made available to early registrants (how this should be done will vary somewhat from meeting to meeting).

B **General Reception**

The evening of the first meeting day is get-acquainted time. Liquid and solid refreshments are typically made available in bountiful supply. This event should be free of charge to all registered conference participants—tickets should be included in the registration materials and carefully collected at the door. Often in the past, it has been hosted and paid for by the host institution, but don't expect this to happen—in recent years, it has become more and more difficult to get the host institution to pay the bill for anything.

Special volunteers should be asked to serve during the first 30 to 60 minutes of the reception. Almost everyone will arrive on time, simultaneously, afflicted with great thirst, and will not appreciate long lines. After the initial rush, the volunteers can trade off service with mixing with attendees. It is recommended that starting and ending times be clearly stated and adhered to. If the distances are great (more than half a mile), a shuttle bus from the reception area to the main lodging site(s) would be appropriate.

In addition to food and beverage, this event often includes entertainment of various kinds. Examples include music (a jazz or dance band) or one or more multimedia presentations. Among the latter, often repeated shows, are several old ASIH favorites: “Ichthyologists Past and Present,” “Herpetological Namesakes,” “Amphibians of the Appalachians,” and “Herps of the West” (the latter two first brought to ASIH by SSAR). And then, for a small fee, you can always hire Ray Troll and Russell Wodehouse, the “Rappin’ Ratfish Brothers.”

C Graduate Student Reception

The Graduate Student Reception is usually scheduled on the evening of the second day of the meetings. It should be free of charge to all registered students—tickets should be included in the registration materials and carefully collected at the door. In addition to plenty of food and beverage—students expect this event to supply their evening meal, so plan accordingly. Entertainment is typically provided—a good loud local rock-band works best.

D Picnic or Barbecue

A picnic or barbecue has become a traditional event at annual meetings and is always an extra expense for registrants, tickets at recent meetings costing as much as \$40 for regular participants. Tickets for those who have paid should be included in the registration materials and collected on the spot. Make sure you supply plenty of beer. Early depletion of supplies of food and especially of beverage can sour a meeting and result in oral recrimination from the Resolutions Committee. Avoid this at all costs—any other mistake by the Local Committee is tolerated, but not this one. Plan for it by building it into your registration structure. Depending on the vagaries of the weather at the host locality, it's smart to plan for an alternate site indoors in case of rain.

E Banquet and Awards Ceremony

The end of the Annual Meeting is traditionally marked by a banquet, preceded by a social hour and followed by the bestowing of student paper awards and other special honors. This event is always an extra expense for registrants, tickets at recent meetings costing as much as \$47 for regular participants. Tickets for those who have paid should be included in the registration materials and collected at the door. The pre-banquet social hour is typically “no host,” although most meetings provide free tickets for the first one or two drinks. Provision

of entertainment is much appreciated if the budget will allow. A small quartet ensemble may be appropriate during the pre-banquet social. Provision of somewhat more lively music with dance space, as well as a no-host bar, is especially appreciated after the banquet. Make sure that folks are aware that the party ends at a stated and appropriate time.

The head table should be marked with place cards to include the following individuals: President, President-elect, Secretary, Treasurer, Editor, Toastmaster, Chairperson of the Local Committee, and spouses. Special and distinguished guests may also be included, for example, the president or dean of the university, director(s) of museum-aquarium-zoological garden, foreign guests, and spouses. An articulate toastmaster should be lined up well in advance of the meeting; a back-up person should also be available. You should feel free to plan your own agenda, but here's a sample of what should be included:

Call to order

Acknowledgments of the Local Committee

Introductions of those seated at the head table

Reading of the list of foreign countries represented at the meeting

Recognition of all past presidents

Results of elections held at the Board of Governors' Meeting and Business Meeting

Presentation of Raney Awards by the Chairperson of the Committee who should recognize committee members

Presentation of Gaige Awards by the Chairperson of the Committee who should recognize committee members

Presentation of the Gibbs Award by the Chairperson of the Committee who should recognize committee members

Presentation of the Storer Award in Ichthyology by the Chairperson of the judging panel who should recognize all judges

Presentation of the Stoye Awards by the Chairpersons of the judging panels who should recognize all judges: General Herpetology; General Ichthyology; Genetics, Development, and Morphology; Physiology and Physiological Ecology; Ecology and Ethology, and Conservation

Presentation of awards of other societies

Presentation of any other awards, e.g., Carter Gilbert Bounds of Decency Award
Resolutions by the Chairperson of the Resolutions Committee
Announcement of winners of the Graduate Student Raffle
Invitation to next year's annual meeting
Adjournment

F Group Photographs

A group photograph is essential despite the hassle and small demand—history requires a pictorial record of who was there, but don't expect to sell many copies or to make any money (e.g., at the 1997 Seattle meeting, with attendance at 1,651, only 113 group photos were sold). Photographers usually charge too much, and to avoid complaints from attendees, it is good idea to sell the final product at cost. Color photography is in vogue, although good old black-and-white photos work well and are considerable cheaper. Try to get a commitment from the photographer to supply copies of the photograph as early as possible during the meeting. You don't want to be left with the responsibility of mailing large numbers of photos to participants after the fact. The group photograph is usually scheduled on the opening day of the meetings immediately following the plenary session and just before lunch.

As an alternative to printing the traditional group photograph, you might consider producing it as a tif or jpeg file and making it downloadable from your meeting web-site. If folks wanted a glossy they could order it as we do now, but a high quality graphics download would be appreciated and would probably be used by a broader segment of attendees. This would have to be built into the registration cost, but with the widespread availability of good quality digital cameras, it seems that each Local Committee could work out a cost-effective way to do it.

G Alternative and Family Activities

A variety of activities for accompanying persons and children should be made available. These might include an assortment of arts, entertainment, recreation, shopping, dining, exhibits, and cultural and educational experiences—museums (art, science, and natural history), the local aquarium, the zoo, open-air markets, amusement parks, etc. Most universities will allow visitors access to the campus intramural sports building. Related facilities may include outdoor tennis courts

and the local golf course or driving range. Don't forget to provide written instructions on how to locate things, including bus routes, telephone numbers, etc. The possibility of negotiating special group or conference rates should be investigated.

H Child Care

Families with young children will require child-care facilities, both day and evening. Arrangements should be sought with on-campus centers or private agencies, preferably close to the meeting site. Many if not all cities list child care facilities on consumer information “hot lines.” In the Seattle Community, for example, you can call “QuickTips” at a local number, then enter the code for consumer information on “How to Select,” “Which Activities,” “What Kids Need,” and “What Parents Need.” Information is updated quarterly. This kind of information should be included in the “General Announcement and Call for Papers,” but should also be available on request prior to the meeting.

I Accommodations for Disabilities

Adequate accommodations for registrants with disabilities are essential. Most all universities and hotels have a “Disability Services Office.” Full contact information (voice, TTY, FAX, and e-mail) must be provided in the “General Announcement and Call for Papers,” and should also be available on request well before the meeting.

J Field Trips and Collecting

Post-meeting field trips have long been a memorable adjunct to the Annual Meeting. With respect to the conservation ethic, herpetologists nowadays discourage organized collecting trips, but sometimes provide observation trips. Ichthyologists too are more aware of the need for conservation, but still continue to sponsor collecting trips on a limited scale and nearly always restricted to marine habitats. It is imperative that rules and regulations governing these trips be clearly spelled out.

If there is a museum and/or collections associated with your university, some participants may wish to examine specimens. While this is usually not encouraged, you may wish to provide on your meeting web-site an e-mail link to the curators for individual inquiries—check this out with the curators first!

K Auctions

In the past, auctions have been highly successful. They are not only lots of fun, but they can make a significant amount of money to help off-set the cost of the Annual Meeting as well. The Local Committee should decide whether or not it wishes to sponsor an auction. If so, publicity to solicit materials is required well in advance. Exhibitors and vendors may be asked to provide books or other items for the auction.

L Other Social Events

Depending on circumstances specific to your meeting, a host of additional smaller social events may be in order. These might include: ASIH Equal Participation Committee Mentoring Program Breakfast, accompanying person coffee get-together, accompanying person bus tour of the city, and various receptions and banquets of other societies meeting jointly with ASIH. For more information, consult various general announcements and programs and abstracts of recent annual meetings.

VI ACCOMMODATIONS AND MEALS

The “General Announcement and Call for Papers” should contain detailed information concerning room and board arrangements for the meetings. As wide a choice of accommodations as possible should be offered to Society members. Phone numbers of the registration desk, housing areas, etc., should be provided in the event of emergencies for attendees.

A **On-campus Housing and Meals**

A majority of members prefer the economical housing available in university dormitories. An effort should be made to set aside separate floors or wings for families, as well as to designate other sections as “quiet floors” and non-smoking areas. The Conference Center staff can best handle on-campus housing arrangements. Many participants prefer the option to eat away from dormitory cafeterias at least for some meals during the week, but many universities refuse to de-couple room and board—if you can do this, so much the better. Meal packages at special rates can often be negotiated for dorm or campus cafeterias, but many individuals prefer to pay-when-they-eat.

It’s a good idea to provide information to registrants on the availability of internet access in dorm rooms—many people bring along their lap-tops and expect to work in their room, to connect to e-mail, etc.

B **Off-campus Housing and Restaurants**

Some members prefer motels and hotels, especially those convenient to the meeting site. If possible, make arrangements with several motels and hotels to hold blocks of rooms at discount rates for meeting participants. Be sure to agree on methods for individuals to make reservations (phone numbers, etc.). Many chains do not allow their 800 toll-free numbers to be used for discount rooms. As with dormitory rooms on campus, do your best to provide information to registrants on the availability of internet access in hotel rooms.

Many prefer to stay at “Bed and Breakfast” establishments. Most states and regions have reservation services that can provide complete information. Telephone numbers and other contact information should be included in the “General Announcement and Call for Papers.”

A detailed list of local restaurants, bars, taverns, and entertainment establishments (along with addresses and telephone numbers) should be distributed with registration materials.

VII REGISTRATION AND ASSOCIATED FUNCTIONS

The mechanics of pre-registration, registration, and associated money matters are among the most complex functions of hosting a meeting. If the Conference Center staff is qualified and equipped to handle these complexities, it removes a tremendous burden from the Local Committee. However, the Local Committee must carefully check all details of these operations from beginning to end. If the Local Committee assumes all or part of this formidable task, you should consult with one or more past Local Chairpersons who were directly involved with these functions. Whatever procedure is followed, be sure that receipts are given for all payments and purchases.

A **Pre-registration**

Pre-registration forms should be included with the “General Announcement and Call for Papers.” A refund policy with explicit deadlines should be clearly stated for those persons forced to cancel. The pre-registration form should include a place where those requiring disability assistance can note their special needs. Acknowledgments of pre-registration and receipts for fees paid may be handled by the Conference Center. Pre-registration forms, abstract submission forms, housing forms, etc., should be available in fully formatted downloadable state from the web-site. Processing via e-mail submission is well worth exploring if security issues can be dealt with.

B **On-site Registration**

During the first three or four days of the meeting, extra personnel will be needed to carry out the many activities associated with registration. If the Conference Center doesn’t provide for these needs, you can enlist students for these tasks. Duty rosters for volunteers should be drawn up not only for registration but also for projectionists, messengers, van or bus drivers, etc. Extra programs and abstracts, T-shirts, and similar items can be sold during the registration process.

1 **Information Desk**

This desk should be a veritable storehouse of information and should provide multitudinous handouts: campus, local, and state/provincial maps; maps showing bus and subway routes; and photocopied lists of tourist information, including tours, restaurants, banks, post offices, drugstores, taxis, car rentals, emergency medical help, etc. A separate table should handle

field trips and family tours, with maps, itineraries, and sign-up sheets. Local and state tourist offices can often supply a wide assortment of pamphlets, maps, information on tourist attractions, etc.

A message-center bulletin board should be set up and maintained in the vicinity of the Information Desk or Registration Desk. One board should be for individual personal messages only, and one or more boards for changes in program, announcements of job openings, other meetings and conferences, and similar announcements.

2 Membership Table

The membership list of the Society can grow as non-members are signed up and their dues collected. Coordinate this function with the Secretary of the Society prior to the meeting. Membership applications should be available at this table.

3 Group Photograph

Orders can be taken and paid for and the photos picked up later in the week. In case of inclement weather, alternate arrangements should be made for another day, or the photo may possibly be taken indoors, if a field house or similar structure is conveniently located.

4 T-shirt Sales

A unique T-shirt, specifically designed for your meeting, has become an essential hallmark of ASIH Annual Meetings. Sales of T-shirts can be used to raise significant additional funds for the meeting. A place should be provided on the pre-registration form for interested parties to purchase a shirt. Depending on demand during pre-registration, it might be wise to take orders during the first two or three days of the meeting; then the shirts can be picked up on the fourth or fifth day. Order a small supply of extra shirts of various sizes, as some persons always miss the deadline for orders.

A visual display of your T-shirt design on your meeting web-site may increase the number of advance orders. Provision should be made so that T-shirts can be

ordered and paid for in advance, separate from registration, as in many cases individuals may charge most of the reservation costs to institutional accounts, but are not allowed to include items such as T-shirts or perhaps group photos in their travel authorization requests. The ability to order and pay for them personally via the web or by easily downloadable separate forms may enhance sales.

5 **Exhibitors and Vendors**

Exhibits presented by book companies, used book dealers, artists, photographers, and other business enterprises provide an extra dimension to the Annual Meeting (see Appendix C). Exhibitor and vendor fees can help defray the cost of the meetings—establish a fee and make it payable in advance. A contract signed by the exhibitor or vendor is essential (see Appendix D). Individual exhibitors may pay a lower fee than the fee required for commercial exhibitors. A readily accessible exhibit area should be provided as close to the Registration-Information area as possible. Live-animal exhibits with provision for photography are especially appealing to herpetologists.

Aggressive solicitation of publishers, scientific supply houses, used book dealers, crafts-persons, etc., at least one year in advance can increase the numbers of exhibitors. The Time, Place, and Program Committee maintains an electronic file of exhibitors and vendors, including a list of contact persons.

6 **E-mail Room**

Most Society members find it very difficult if not impossible to stay away from e-mail even while relaxing and enjoying the excitement and entertainment of the annual meeting. A sure way to win kudos from participants is to provide a room with plenty of computers linked to the internet. If this cannot be set up on-site for the lack of space or sufficient number of machines, participants might be provided with access to one or more “computer labs” on campus.

7 **Signage**

All stations in the registration area, meeting rooms, and parking areas should be clearly and adequately marked or identified with large legible signs. Directional signs should also be placed at strategic points on campus to direct participants arriving by car to ASIH locations and to various social functions. Wind and rain wreak havoc with exterior signs—they should be made with sturdy stock and waterproof inks.

8 **Coffee Breaks**

Morning and afternoon coffee, tea, water, and snack breaks should be a half hour in length. Most prefer fresh fruit to sticky sweet rolls and donuts, but it's best to have some of both. The cost of supplying refreshments during these breaks should be built into the registration fee.

9 **Name Tags**

Pin-on plastic holders and cards should be obtained early. Name cards should be pre-printed with "ASIH," the Society logo, and the name of the host institution. Preferably the name and institution of the participant should be laser printed in large-font, easily readable at a distance.

VIII TRANSPORTATION

Transportation costs can consume a large portion of the budget, especially if mass transport of all registrants is required to an event at considerable distance from the meeting site. School buses may be a lower-cost option than commercial buses, but both are generally very expensive. Contacts for buses should be made several months in advance. Ideally, meeting rooms should be within easy walking distance of dormitories and hotels. If they are not, a shuttle service should be provided, especially for those individuals who need disability assistance. Free shuttle service between airport and dormitories is a great convenience if the budget will permit: such shuttle service is especially useful on the two primary arrival days (the day before and the day of the plenary session) and the two primary departure days (the day after the banquet and the day after the field trips). Otherwise, try to negotiate reduced fares with the commercial limousine service.

IX HOTEL-BASED MEETINGS

If your university is located in or near a city with a thriving tourism and convention business, such as St. Louis, San Antonio, New Orleans, or Washington, D.C., then you should give serious consideration to utilizing one of the better hotels as a site for the meetings. "Better" is the operative word here because there is no point in seeking second class facilities, such as a place that is inconveniently located in relation to social events or in an unsafe area, in order to save a few bucks. A good hotel in a conveniently located area may be able to provide easy access to tourist attractions and restaurants and as well as prices for registrants that are competitive or lower than those offered by your university. An important lesson for all of us is that our universities are now in the convention business. With the possible exception of university-based conference services, most of our institutions lack the expertise or experience to do nearly as well at meeting customer needs as professionals. In fact, hotels are often more willing and can do a better job catering to our special needs than universities.

The demand for meeting facilities and accommodations in convention cities is high and plans should be made early to secure a suitable location. Two to four years in advance is typical for the time to reserve a good hotel in a city like New Orleans. It is very likely that your convention center will be willing to assist you in locating an appropriate hotel, especially if they have organized larger meetings at off-campus sites. Their payoff will still be the price per head charged for each registrant (\$18-\$30 is the range over the past several years). Plus, even though it is off campus, it will be considered a university activity and will, thereby, be insured. And that is an important consideration. Directors of university convention centers in tourism cities often have extensive experience with local hotels and can provide invaluable advice and negotiation skills that most herpetologists and ichthyologists don't possess.

Since your meeting will be a university affair and if you are at a state supported institution, remember that you will be subject to all sorts of state regulations. Unless you plan ahead, you'll be sending the tee-shirt designs out on bid and you'll never be able to buy alcohol for receptions and other wet affairs. You should make sure that some of the funds from registration go directly into a university foundation account rather than into the general fund. There will be less restrictions, fewer ulcers and far less headaches.

Ideally a hotel for an ASIH meeting should be able to accommodate most of the registrants in their available rooms at a reasonable rate for

single, double, and triple or quad occupancy. The triple and quad bedding may consist of foam mats, but who really sleeps in those kind of rooms during a meeting anyway? If the designated number of room nights is reached, then there should be comp rooms for the local committee. These can be given gratis to the people who contribute major efforts to the meeting's organization and success, presidents of societies, special guests and students that take on major responsibilities. Full occupancy of a hotel by ASIH members provides opportunities for other perks as well. All meeting and conference rooms should be free. Audio-visual equipment is available at a fairly high price, but the choice of operators may be negotiable. Hotel designated projectionists cost a lot more than students. Don't forget to make student projectionists part of the package before the contract is signed. Also, make certain to negotiate all items at the start, before the contract is signed. It is virtually impossible to re-negotiate or bring up a new item after the official contract is set.

If you plan on having exhibitors then be sure that you select a room large enough to accommodate the set-ups and to permit easy flow through by the registrants. It is a good idea to have a break station nearby the room. Exhibitors pay a fairly high price for registration and they appreciate anything the local committee does to put them closer to members. You'll need to hire a security guard(s) at night when the exhibits are shut down. Compare the prices for an off-duty policeman to that of a hotel security guard.

Proximity of restaurants and watering holes is an important consideration for the meeting site hotel. Most members would select bar availability over safety, but as a local host you must have their overall best interests at heart. Morning break food will provide most of the early nourishment required by registrants. It is a trade-off. Which is more important, a breakfast before the papers start, which means nothing but coffee and tea at the mid-morning-break, or continuous availability of hot and cold beverages and sugary treats all day long? That is the local host's dilemma. However, the novice hotel negotiator should heed this warning. The people that give you reasonable hotel room rates, free meeting rooms, great deals on banquets, audio-visual equipment without their own projectionists, and all kinds of other perks, will not surrender one bagel on the price of break food. Coffee is priced around the gold standard. An urn of hot water is equal in value to Microsoft stock. Like restaurants that charge three times market value for a bottle of wine, breaks are how convention hotels make their money. I doubt that anyone will be able to talk a hotel sales manager into a cut rate for breaks. Consider that the most important function of breaks is to provide some sustenance in the morning and caffeine

thereafter. If you seek the reputation of the greatest break food and beverage provider at a hotel-based meeting, you will probably lose a lot of money. A word of advice, keep the coffee flowing and cut the donuts, croissants, and Danishes into thirds.

Most hotels have places, snack bars, bistros, and grills, where inexpensive meals can be purchased. Salads, sandwiches, fruit plates, and the like are usually under \$5.00. However, unless you can convince the hotel representative otherwise, these places usually close down on the weekends. Since our meetings always extend over a weekend, this can be a real problem. Thus another important consideration in selecting a hotel, is food availability within a few blocks of the meeting site.

The meeting hotel can also do a good job in preparing lunches for the smaller committees that the local host is obligated to feed during their own meetings. For the few larger committees that we have agreed to feed, arrangements with fast food chains such as KFC, Popeyes, Subway, may be a better way to provide the volume needed at a reasonable price. Make certain that you have an understanding with the hotel that you can bring in outside food to hotel meeting rooms.

ASIH usually offers two major socials, a graduate student reception and a banquet at its meetings. Other societies, such as The Herpetologists' League and The American Elasmobranch Society, traditionally have their own banquets. The meeting hotel will offer to do every thing. I would recommend the hotel for the opening reception if there is no other site, such as an aquarium, zoological park, beautiful building, or extensive green space, located nearby. The graduate student reception and the ASIH-joint banquet are probably best done at the hotel for various logistical reasons, and this could apply to other society banquets as well. The graduate student reception is paid for out of registration fees. A \$10/ head cost is reasonable, but insist that the food is good and the beer is plentiful. All banquets are an additional expense to the registrants and run between \$35-\$50 per person. The hotel staff will be willing to offer some real options if they know that they will serve 150 shark people and close to 400 ichs and herps at the joint banquet. For other societies or groups seeking a special diner, consider the options of nearby restaurants. Often these places provide more authentic representations of local cuisine at a better price than the hotel. The only limiting factor is the size of the group the restaurant can accommodate.

The opening and graduate receptions should, of course, have plenty of beer. Hotels tend to shy away from draft beer and prefer the easier method

of counting bottles to charge the local committee. An off-hotel site (zoo, aquarium, botanical gardens) may be less fussy and let \$50/hour bartenders do the serving. This and the graduate reception must be paid for from the registration fees. The barbecue or picnic has become the big event at ASIH ever since Dean Hendrickson hired buses to spirit us away to Salt Creek, almost 11,000 miles south of Austin. The good news is that you can charge extra for this event. The bad news is that registrants will complain about the exorbitant fees. Better news is that 95% will pay the fees and remember it as the greatest night of their lives. Most extant members have had at least 10 such nights of their lives, others, such as Bruce Collette, nearly 40! Another thing to consider. I found that managers of potential sites for the barbeque/picnic were not all that enthralled by stories of our alcohol consumption. In fact, most developed a distant look in their eyes and palpable ennui. If you have a cool place in mind, ask the sales representative for good food, relevant music, free beer, free wine, free soft drinks, and a cash bar for at least 4 hours. In most cities registrants can move into other venues if they require additional spirits or music.

If the general reception and/or picnic/barbecue and other special events are located at (a) site(s) far away from the hotel, transportation becomes your major problem. Hired buses can be very expensive. Obtain some cost estimates for transport before signing a contract for a site far away from the hotel. If possible, reception and picnic/barbecue sites within walking distance of the hotel are the best option. Then only a relative few will require transportation and that can be accomplished with a few trips in a van.

X **JOINT MEETINGS WITH OTHER SOCIETIES**

In recent years, ASIH has been meeting jointly with other societies, most commonly the Society for the Study of Amphibians and Reptiles (SSAR), the Herpetologists' League (HL), the Early Life History Section of the American Fisheries Society (ELHS), the American Elasmobranch Society (AES), and less often with the Neotropical Ichthyological Association (NIA) and the Canadian Association of Herpetologists (CAH). Such large meetings, with these as well as with other societies, create additional problems for the Local Committee. Whether to attempt a joint meeting is the decision of the Local Committee based on resources available. However, it is to be expected that the approval process outlined in this document will be required (with modification) for each group invited. You are assured of AES participation. Participation by other societies, particularly HL and SSAR, varies from time to time.

A **Invitations and Responses**

At least two years before your meeting, the Chairperson of the Local Committee should send formal written invitations to the appropriate officers (usually the presidents) of other societies that wish to meet with ASIH. This can be rather brief and to the point; for example:

Dear President [name]:

On behalf of the Local Committee, I am pleased to extend an invitation to the [name of society] to hold its [date] annual meeting on the University of [name] campus, in conjunction with the [00th] annual meeting of the American Society of Ichthyologists and Herpetologists and its affiliated societies, scheduled for [date] through [date].

Thank you. I look forward to hearing from you.

Sincerely,

[name], Chairperson

Local Committee, [00th] Annual Meeting, ASIH

A formal response on society letterhead should be in hand before you assume that your offer has been accepted.

B **Scheduling**

Planning schedules need to be lengthened appreciably to accommodate an expanded program. Careful coordination between all participating societies is essential. Symposia and workshops need to

be approved by all appropriate committees of participating societies, as do times and places for business meetings and governing boards, receipt and publication of increased numbers of abstracts and titles, etc.

C Sponsorship

The Local Committee must be especially sensitive to the need to indicate appropriate society sponsorship of various activities, to coordinate all such activities with the persons or committees of the respective societies, and to ensure that such sponsorships appear in all printed material (meeting announcements, program, abstract book, correspondence, etc.). It should be made clear in every instance that your meeting is a combined event with all participating societies having equal credit.

D Society Procedures

Local committees should be aware of (and sensitive to) each participating society's rules, procedures, and customs. All groups should be included in the planning process so that all feel that they have had a part.

E Funding

An early step in planning should include agreements on funding. If the meetings realize a "profit," how will these funds be distributed among the various participating societies? If the meetings create a "deficit," how will the costs be shared? See Surpluses and Deficits, below.

F Program Conflicts

Care should be taken to prevent scheduling conflicts of business meetings, etc., of the participating societies. In many cases, some members will belong to more than one of these groups.

G Social Events

Special care in planning is necessary to accommodate participating groups, especially for awards, recognitions, etc. The best way is to arrange in advance with the presidents of the societies involved and to let them dictate needed program plans. Some participating societies prefer to organize their own social events and may request suggestions for off-campus venues.

H Liaison

Each society has a officer who is responsible for meeting arrangements (ASIH, Secretary; SSAR, Secretary; HL, Vice-President; etc.). Early, close, and continuous information exchange, discussion, and mutual decisions are required between these persons and the Local Committee. Designated liaisons from all societies constitute the ASIH and Other Society Liaison Committee, a group that should plan to meet on the evening prior to the official opening of the Annual Meeting.

I Records

The registration form should have places for attendees to check membership (regular, student, etc.) of the participating societies. Attendance of members is needed for the final meeting report of each society. Consideration should also be given to other items on the registration form that may be needed or useful for future planning.

J Mailing Lists and Address Labels

Mailing address labels of members of the various societies should be merged and duplicates removed to save printing and postage costs. If all the societies involved use Allen Press for their journals (as do ASIH, HL, and SSAR), Allen Press can provide a combined set of sticky mailing labels at nominal cost (ASIH pays this cost, not the Local Committee). Foreign postage, in particular, can be very high, and duplicated names should be removed.

K Membership Tables

Separate tables for each participating group should be made available to the secretaries of the societies for use in soliciting new members, collecting dues, etc. Application forms, brochures, etc., of each society should be available.

L Local Committee Membership

Whenever possible, the Local Committee should include individuals who are active members of each of the participating societies, especially those who have attended annual meetings, etc., and are familiar with the society's customs and procedures.

M Awards

Although each society is responsible for appointment of judges for student papers, etc., the Local Committee should coordinate the schedule to avoid conflicts so that judges can hear all competing

papers. Similarly, plans should be coordinated for presentation of such awards. Presentation usually occurs at the joint banquet but occasionally at the various business meetings.

N **Special Needs of Other Societies**

1 **Society for the Study of Amphibians and Reptiles (SSAR)**

In addition to the items listed in the preceding portions of Chapter X, SSAR requires that the Local Committee designate a member to represent SSAR and that the identity of the SSAR Annual Meeting is asserted in the meeting announcement and printed program(s). In addition, the appropriate times and places for the annual meetings of the SSAR Board of Directors and the General Business Meeting must be incorporated into the printed program and scheduled to begin no later than 10 a.m. Hopefully, the Business Meeting can be scheduled not to conflict with the business meetings of other herpetological societies participating in the joint meeting.

Tables for display and sale of SSAR publications, items donated for the auction, and membership information should be provided near the registration area, exhibits, or other location readily visible to meeting attendees.

Special activities of SSAR include an auction that requires a room capable of holding 300 to 400 people, a time scheduled in the evening near the middle of the week of the meetings (ideally the third evening), and a listing in the "Program and Abstracts" as sponsored by SSAR. Whenever possible, the auction should be accompanied by facilities for serving drinks, either by donated beverages or a cash bar.

Live exhibits at joint meetings are encouraged by SSAR, either as a solely supported activity of SSAR or jointly sponsored with the local committee and other participating societies. The live exhibits have been well received in the past. Opportunities for the large number of photographers attending should be provided to include photographic backgrounds, persons to help with animal handling and security, and terraria and aquaria clearly labeled with species names and locality (when available).

SSAR often schedules multi-media audiovisual shows one evening during the annual meeting open to all attendees. These

events have been very popular and usually attract several hundred persons and need to be scheduled in an appropriate auditorium.

SSAR may also sponsor a herpetological art and photography exhibit that requires an appropriate room for hanging displays. When live exhibits or art and/or photo exhibits are held as part of a joint meeting, designated members on the Local Committee will provide details and support to the Local Chairperson and host institution.

2 **Herpetologists' League (HL)**

a **Board of Trustees Meeting:** The HL Board of Trustees Meeting takes place on the first day of registration. A quiet room with seating for 16 to 18 people at a central table is required. Additional chairs may be placed around the room for extra attendees (but don't expect many). Set aside at least six hours—8:00 a.m. to 2:00 p.m. works best. A catered lunch and coffee breaks in the morning and afternoon are expected.

HL conducts its Board meeting differently than ASIH: issues are discussed and resolved at the Board meeting and results are then presented to the general membership at the Business meeting. The Board meeting is open to all HL members but few attend. The secretary of HL usually enters the minutes of the meeting into a notebook computer on the spot, so a source of electricity to keep batteries running well charged is required.

b **Business Meeting:** The HL Business Meeting usually takes place on the third day of the meetings. A medium to large meeting room, with seating for 50 to 60 people is recommended, although attendance may be as low as 30. A single podium is appreciated but none is required—the President of HL presides and officers and committee chairpersons move to the front to give their reports. A microphone should be available if the room requires it. A blackboard and chalk are nice to have. Water and drinking glasses are also appreciated. Set aside an hour and a half—3:30 to 5:00 p.m. works well.

- c **Distinguished Herpetologist:** The HL "Distinguished Herpetologist," selected each year by the HL President, traditionally presents a 45 to 60 minute talk during the opening plenary session of the meetings. Contact the president for the name of the chosen person and the title of the talk.
- d **Symposia:** HL always sponsors one or more symposia. Contact the HL Symposium Chairperson for titles and related information; let the Chairperson know the deadlines by which this information must be made available.
- e **Student Paper Competition:** The "General Announcement and Call for Papers" must contain a notice to all students that includes the following minimum information:

Student members of the Herpetologists' League are encouraged to submit manuscripts for the Herpetologists' League Award for Graduate Research. The award winner will receive \$500 and ten years of back issues of *Herpetologica*, plus an invitation to submit an expanded, full-length manuscript to *Herpetologica* for publication (subject to the normal review process). If accepted, the paper will appear as a lead article in an issue of the journal, with an editorial preface identifying the paper as the winner of the Herpetologists' League Award for Graduate Research. The award winner will be announced at the HL Business Meeting on [date].

Applicants must (1) submit a manuscript and (2) give an oral presentation at the annual meeting. All oral presentations in this competition will be given during special sessions devoted to student presentations, probably on [date]. Presentations will be 15 minutes in length (12 minutes for the presentation and 3 minutes for questions).

The applicant must be (1) a member of the Herpetologists' League, (2) a registered graduate student or up to fifteen months into a postdoctoral program, and

(3) the first author on the submitted manuscript and oral presentation. The applicant must submit an original and three copies of the manuscript formatted for publication in *Herpetologica* (see back page of current issue for guidelines) to HL President [name and contact information]. Manuscripts must not be more than nine double-spaced pages (including Literature Cited), plus up to four pages of figures and tables.

All student papers in the HL competition should be arranged in one session so that all papers are presented on the same day. The winner(s) is announced at the HL Business Meeting, so the paper session must be scheduled at least a day before. The winner(s) is also announced at the Banquet. Don't forget to boldly label the paper session in the "Program and Abstracts" as "The Herpetologists' League Award for Graduate Research" competition. Finally, make sure you don't schedule the student paper session at the same time as the HL symposium.

f **Other Miscellaneous Committee Meetings:** The HL Long Range Planning and Finance Committee meets informally sometime before the HL Board of Trustees Meeting, usually over supper or coffee/beer. Only four or five people are involved and no special room is required.

The HL Conservation Committee usually meets with the ASIH Environmental Quality Committee, usually over lunch—set aside an hour and a half. The ASIH/HL/SSAR Liaison Committee meets sometime before the HL Board of Trustees Meeting, usually informally over supper or coffee/beer—schedule at least two hours.

3 **Early Life History Section of the American Fisheries Society (ELHS)**

ELHS has two basic requirements: (1) When meeting jointly with ASIH, all efforts must be made to insure that the integrity and identity of the ELHS annual meeting (generally known as the "Annual Larval Fish Conferences") are maintained. This can be accomplished in part by scheduling ELHS paper presentations in a single contained sessions, rather

than dispersing them throughout the sessions of the larger ASIH meeting—ELHS contributions are typically and singularly thematic, so this should not pose a problem. Secondly, the ELHS holds its Annual Executive Committee Meeting and Business Meeting at the their annual meeting—it also holds its own separate banquet. Consequently, the availability of meeting rooms, and placement on the program schedule to accommodate these meetings, should be arranged to avoid conflicts with the broader ASIH program. To foster full communication between ASIH and ELHS in planning joint annual meetings, it is strongly recommended that the Chairperson of the local ELHS Committee be appointed to the ASIH Local Committee.

4 **American Elasmobranch Society (AES)**

The American Elasmobranch Society welcomes the opportunity to meet with ASIH and the affiliated societies. In accordance with the document guidelines, AES societal needs are outlined below.

- a **Liaison:** AES elects a liaison to the ASIH Local Committee to coordinate the role and participation of AES in the Annual Meeting, as well as to assist in the general planning of the meeting. The President and Executive Committee of AES also stand ready to assist ASIH in any matters related to the joint annual meeting.

- b **Space and Facilities:** It is preferable to have all AES sessions scheduled in such a way that a single room can be used on consecutive days for all AES oral presentations. Under ideal conditions, AES posters should be displayed at a site immediately outside this room and scheduled as a normal AES session.

AES generally has at least four scheduled business meetings and one “open session” that require space and facilities:

- 1 The AES Executive Committee Meeting is usually held on the first morning of the meeting, lasts a minimum of two hours, and requires a room to hold approximately 10 persons (but see item 2, below). The room should be provided with refreshments, a box lunch for every member, laptop hookup including e-mail connection, an overhead projector, and a white or black board. During this meeting and throughout the conference, AES should have easy access to copying facilities, one preferably that allows the society to accumulate charges and pay them with a check after the fact.

- 2 The AES Board of Governors' Meeting is usually held for at least two hours on the afternoon of the first day of the meeting. It is preferable to have this meeting in the same room as the AES Executive Committee Meeting. The room should be large enough to seat approximately 30 persons. The room should be provided with liquid refreshments, laptop hookup including e-mail connection, an overhead projector, and a white or black board.

- 3 The AES General Business Meeting is held three or four days after the Board of Governors' Meeting in order to provide the Board and Executive committees time to prepare minutes and resolutions. An auditorium that seats approximately 200-300 people is required for at least two hours, generally in the afternoon from 3:00 to 5:00 p.m. In the past, it has been convenient to have this meeting in the same auditorium as the AES oral presentations. The room should have a table on stage with five chairs, podium, microphone for the head table, overhead projector and black/white board, and if possible e-mail hookup, although the latter is not essential.

- 4 The AES Student Business Meeting normally falls on the third day and requires a room to seat approximately 40 people. The meeting may

be scheduled over the lunch hour from approximately noon to 2:00 p.m., but should not conflict with a normal AES paper session. The room should be equipped with a podium, head table, overhead projector, and a black or white board.

5 The AES Open Session is an informal gathering to view video and still pictures of elasmobranch research and for scientists to present works in progress. This session is usually held at night during the latter part of the meeting, usually the afternoon prior to the AES Banquet, from approximately 6:00 to 9:00 p.m. We require an auditorium that seats at least 100 people. A podium, slide and overhead projectors, video playback equipment, including a large monitor and ½ VHS player, and microphone for the podium are essential.

c **Scientific program and abstracts:** As soon as possible following the deadline for submission of abstracts, the AES Editor will require electronic copies of the AES meeting schedule for printing in AES publication and posting of the AES web-site. The schedule should include a full list of sessions, authors, titles, and abstracts.

d **Registration:** The officers and staff of AES require two tables and four chairs in the general registration or display hall. One table is for registration and membership solicitation, the second is used to sell AES merchandise, banquet tickets, etc. For the first day or two the tables should be in the general registration area, then on the second day they should be moved to the area immediately adjacent to the scheduled AES oral presentations. At the latter location, the tables are used to post minutes of the annual meeting, post by-law changes, sell AES merchandise, and solicit new members. At these tables we require electrical power, and easels or poster display boards.

- e **Banquet:** Beginning in 1998 and for the immediate future, AES wishes to organize and host its own banquet at off-campus restaurants. AES advertises this banquet through our newsletter and independently takes care of all arrangements.

- f **Cash-box and Storage Room:** Proceeds raised through our sales and auction require that we have a safe and convenient cash-box to store money at the end of each day. The cash-box should be accessible within a short walking distance of the registration area, should be secure, and available throughout the day and night. AES also needs a secure room or closet to store our merchandise at the end of each day.

XI GREENING THE MEETINGS

At the 1997 meetings in Seattle, it was decided that the ASIH Environmental Quality Committee¹ would develop recommendations to minimize the environmental impact of the Society's activities. The following is a list of possible actions relating to the annual meeting that can be implemented with minimal inconvenience to the organizing committee and to the membership at large. Many of these suggested actions are dependent on a decision by the Society as to whether and how much members are willing to trade-off convenience or cost in the process of reducing environmental impacts (fortunately, many proposed actions are actually money-savers). Our objective in these "greening" efforts is to fulfill the general mission of the annual meeting in the most efficient, environmentally sound, and economic manner possible.

A Pre-registration

Rather than an add-on responsibility assigned to several subcommittees, the Local Committee should appoint an Environmental Impact Chairperson, one member specifically charged with environmental impact reduction. It should not be difficult to find a committed volunteer to work with all other groups and persons. This person's activities should carry through all stages of the meeting.

The "General Announcement and Call for Papers" should be printed on recycled paper with post-consumer content maximized. Use water-based soy ink in printing if possible. For all printed documents associated with the meeting, encourage two-sided printing, small print, single spacing, and minimal margins to conserve paper.

The "General Announcement and Call for Papers" should include a description of the Local Committee's and host institution's efforts to minimize environmental impacts, as a means of encouraging attendees to participate in these efforts. It should note also which lodging facilities offer environmentally friendly maid service. Remind attendees that they can reduce energy consumption by requesting less-than-daily replacement of towels and linens.

¹ This section based on recommendations prepared by the ASIH Environmental Quality Committee, G.S. Helfman, Chair.

Encourage electronic communication wherever possible.

Encourage attendees to bring their own cups (include a statement in the "General Announcement and Call for Papers" and in the registration receipt letter). At all social events, encourage use of personal cups and provide recycling bins for refuse.

Encourage the host facility and other suppliers to use recycled and recyclable products wherever possible, as well as organically grown, unprocessed, and minimally packaged food and drinks. All contracts with suppliers should include a 15% penalty to be assessed if agreed upon "green" and recycled items are not provided and used. Suppliers will commonly promise to use "green" products when contracts are being drawn up, then conveniently fail to locate such items, using instead more conveniently available items.

The Board of Governors report should be made available on-line well before the meeting, allowing governors and other Society members to download and print selectively. A small number of printed reports should be available at the meeting for discussion and clarification, but these can be shared. If this suggestion is considered unduly burdensome, a paper recycling bin should be provided at the Board of Governors Meeting. The Society should attempt to use recycled paper in all communications with members whenever electronic correspondence is impossible.

B Registration

The "Program and Abstracts" should be printed on recyclable paper using water base inks. Keep the number of publicity documents (e.g., Chamber of Commerce brochures and other "throw-aways") to a minimum and make them voluntary, rather than including them in the registration packet. Have a paper recycling bin at registration. Inform registrants that name badges can be deposited in a box for later reuse (purchase badge types that can be easily re-used). Use green cotton in producing T-shirts, tote bags, etc.

C During the Meetings

Attendees may not require that their towels, sheets, and pillowcases be changed and washed daily. Some hotels provide a room placard with instructions, e.g., towels in the tub should be exchanged for clean ones, towels hung over racks, chairs, etc., should be retained

for another day. A placard on the bed or pillow indicates that sheets and pillowcases do not require changing.

Avoid Styrofoam and non-reusable cups during coffee breaks (provide travel mugs at registration; the extra cost might be defrayed through advertising by local vendors). Use shade produced ("green") coffee—sun produced "technified" coffee leads to a 95% reduction in bird diversity and often involves clear-cutting of canopy forest, heavy fertilizer, and pesticide application, with attendant run-off and pollution problems. Note that the U.S. buys a third of the world's coffee (Seattle Audubon Society, 206-523-4483).

Make recycling bins available, abundant, and conspicuous if canned and/or bottled drinks are provided during breaks. Bulk beverage dispensers are preferable to individually packaged cans or bottles; reusable cups, etc., are preferable to disposable or recyclable cups, plates, and flatware. Recycle name badges (send to next year's Local Committee).

At the banquet(s), encourage the host to purchase "green" products if possible (this requires both education and effort, as it is not the path of least resistance). Offer vegetarian options whenever possible.

Solicit comments for future improvement from Society members to assess the impact of "greening" efforts. These comments should be compiled by the Environmental Impact Chairperson and forwarded to the ASIH Environmental Quality Committee. The Environmental Quality Committee is responsible for assessing comments and modifying actions of the Society. Flexibility should be a crucial component in all these actions. Reinforce positive actions, i.e., recognize efforts on part of local committee pointing out successes.

D Future Goals

The efforts summarized here are being coordinated with several other scientific societies (e.g., the Ecological Society of America, American Fisheries Society, Society of Conservation Biology, Evolution, Ecology, and Ethology of Fishes). No society alone can expect to have a major effect on the hospitality industry, but scientific meetings in the aggregate are a significant component of the convention market. Universities as host venues should be especially

sensitive to social and environmental issues and hence more receptive to our efforts.

Eventually, the above recommendations should become standard criteria to be incorporated into proposals submitted by candidate Local Chairpersons, and passed on to potential conference or convention centers when plans and bids are being drawn up. We and other participating societies will develop industry-acceptable "green" specifications that would be included in standard bid specifications for potential meeting sites.

XII BUDGET AND FINANCES

A Preliminary Budget and Revisions

A preliminary budget should be drafted at an early date and revised frequently as estimates of costs or revenues change. It is important that you stay within budget—a well-planned meeting pays for itself. Don't expect the Society to pick up the tab for various events, social or otherwise. Be forewarned also that it is more dangerous to underestimate than to overestimate various expenses. You should strongly consider building into the registration fee, and perhaps into other fees as well, a "surcharge" of perhaps 5-10% above estimate, depending on your total cost and on how "tight" your budget is, to cover unanticipated expenses that always occur in hosting any meeting. It may be also a good idea to budget for a smaller number of attendees than expected, but plan for larger numbers than expected. Examples of budgets from recent meetings are found in Appendix E.

B Sources of Funds

The largest single source of revenue is registration fees. Rising costs due to inflation and human greed have resulted in steadily rising registration fees. Other sources include banquet and picnic tickets, auctions, T-shirt sales, and exhibitor and vendor fees. The host institution may be willing to pay for a reception or contribute in some other way—make a plea to your department chairperson, graduate school and college dean, and associated departments for a commitment of funds. Local breweries or beer distributors may supply free beer. Other businesses or companies may supply vinyl cases, pens, etc., for advertising purposes.

C Start-up Funds from ASIH

If needed, the Society will provide "start up" money in support of the Annual Meeting, generally at the \$5,000 level or less. Don't forget, however, that up-front monies must be reimbursed after the fact.

D Surpluses and Deficits

ASIH hardly ever meets by itself those days, but if it does, surpluses and deficits are no problem: if the meeting generates a profit, the surplus is returned to the Society; if a deficit results, the Society will come to your aid (but do avoid the latter embarrassing situation at all costs). When meeting jointly with other societies, however, surpluses and deficits can cause great difficulties if you are not prepared. Make sure you have a written set of guidelines with

which authorized representatives of all societies agree. These guidelines should include a detailed plan of disbursement of excess revenues and a precise plan to share the pain of deficits.

XIII PLANNING TASKS AND TIMELINE

The following list of tasks and dates is based on the assumption that a Conference Center is playing a major role in planning the meeting, that the host institution is a university, and that the meeting begins on a Thursday and ends on a Wednesday in June. Dates should be updated and revised as planning progresses:

24 Months Ahead: June, determine general schedule of conference

- | | |
|---|------------------------|
| 1. ASIH Executive Committee Meeting | Thursday morning |
| 2. Editorial Policy Committee Meeting | Thursday afternoon |
| 3. ASIH Board of Governors' Meeting | Thursday afternoon |
| 4. Plenary session (speakers TBA) | Friday morning |
| 5. General sessions (oral presentations) | Friday through Tuesday |
| 6. Symposia (various topics TBA) | Friday through Tuesday |
| 7. Poster sessions (three, day-and-a-half sessions) | Friday through Tuesday |
| 8. Workshops (topics TBA) | Friday through Tuesday |
| 9. General reception | Friday |
| 10. Graduate student reception | Saturday |
| 11. Picnic/barbecue (location on campus) | Sunday |
| 12. ASIH Business Meeting | Monday afternoon |
| 13. ASIH banquet | Tuesday |
| 14. Field trips (3-4 trips, destinations TBA) | Wednesday |

June, preliminary announcement and invitations:

1. Attend annual ASIH meeting to discuss arrangements at the Time, Place, and Program Committee meeting; present preliminary announcement at Business Meeting; staff an information table advertising your meeting.
2. Send letters of invitation to representatives of other societies that you hope will meet jointly with your meeting.

June, develop preliminary conference planning timeline:

- | | |
|---|------------|
| 1. Mailing date for Call for Papers | 1 December |
| 2. Deadline for abstracts | 15 March |
| 3. Deadline for pre-registration | 15 March |
| 4. Refund deadline | 30 April |
| 5. Housing deadline | 30 May |
| 6. Publication date for "Program and Abstracts" | 1 June |

**June, begin developing a “Conference Agreement”
with Conference Center:**

1. Complete draft of services described in the Conference Agreement based on information and budgets prepared by Conference Center and Local Chairperson.
2. Conference Center to deliver draft of Conference Agreement to Local Chairperson by 15 July.
3. Identify general program outline and space needs for each day of the meeting (needed to assist in booking rooms).
4. Quantify housing needs, both on and off campus; assess the relative proportion of double versus single rooms.

July, reserve space:

1. Select dates and requirements for meeting rooms on campus.
2. Make site inspection of prospective facilities on campus.
3. Negotiate for space rental fee.
4. Make site inspection of prospective facilities at university housing.
5. Negotiate and contract for guestroom rates with university housing.

18 Months Ahead: December

1. Form Local Committee: a least two or three committed individuals willing to assume major responsibility are enough at this point.
2. Determine themes of symposia and workshops to create a day-to-day hourly schedule of events.
3. Determine the schedule of the plenary session—don't forget to consider the needs of other participating societies.
4. Book plenary session speakers and determine travel and per diem costs for all invited individuals.
5. Prepare and submit an announcement to the Managing Editor of *Copeia* for inclusion in “Editorial News and Notes.”

12 Months Ahead: June

1. Create a conference tracking number for registrations and budgets to be monitored in the Conference Center registration system.
2. Review conference specifications including selection of reception and banquet menus and confirm final conference budget.
3. Review and revise budgets and attendance estimates for final determination of conference registration fees.
4. Identify exposition and drayage company and negotiate fees.
5. Book venues for special events and activities: general reception, graduate student reception, barbecue/picnic, banquet, etc.
6. Identify and book musicians.

7. Compare audio-visual equipment rental rates and select a vendor.
8. Compare poster-board and stand rates and select a vendor.
9. Send meeting announcements to appropriate journals.

9 Months Ahead: September

1. Design layout and prepare text for the “General Announcement and Call for Papers.”
2. Identify artwork to decorate the “General Announcement and Call for Papers.”
3. Arrange field-trip logistics.
4. Request sticky address labels from Allen Press through the ASIH Secretary.
5. Request sticky address labels from representatives of other societies, if not available from Allen Press.

7 Months Ahead: November

1. Deliver all programmatic and scheduling information to Conference Center for incorporation into the “General Announcement and Call for Papers.”
2. Carefully proofread the “General Announcement and Call for Papers.”

6 Months Ahead: December

1. Print and mail “General Announcement and Call for Papers.”
2. Begin accepting registrations, housing requests, and abstracts from delegates.
3. Arrange ground transportation needs for special events.
4. Review program with university space coordinator.
5. Establish full Local Committee and provide final list of subcommittee responsibilities.

5 Months Ahead: January

1. Establish communication systems, order cell telephones, etc.
2. Identify special disability accommodations (if necessary).
3. Order supplies for on-site activities, including items for registrations packets (i.e., note pad holders, name tags, pens, etc.).
4. Confirm responsibilities of those outside of the Local Committee, e.g., invited speakers, musicians, master of ceremonies for the banquet, etc.
5. Finalize field and family trip sites and arrange for permissions, etc.

3 Months Ahead: March

1. Deadline for abstract submission.
2. Sort and copy submitted abstracts for review for Local Committee.

3. Conference Center delivers abstracts to Local Committee for review and scheduling.
4. Solicit session chairpersons.
5. Reconfirm transportation requirements.

2 Months Ahead: April

1. Compile and assign oral presentations to a scheduled session.
2. Compile and assign poster presentations to a scheduled poster session.
3. Send compiled program of oral and poster presentations to the Conference Center for incorporation into the "Program and Abstracts."
4. Compile speaker audio-visual equipment requirements.
5. Finalize list of exhibitors and vendors.

1 Month Ahead: May

1. Deliver final text of the "Program and Abstracts" to the Conference Center.
2. Send final program schedule to university space coordinator.
3. Submit final catering orders.
4. Finalize exhibitor signs and drayage.
5. Create and duplicate necessary signs.

3 Weeks Ahead: June 1

1. Send copy for "Program and Abstracts" to the press.
2. Duplicate handouts.
3. Sort name tags and tickets.
4. Assemble registration packets including tickets, campus map, list of restaurants, tour information, etc.

2 Weeks Ahead: June 8

1. Finalize meeting program with university space coordinator.
2. Finalize room setup needs.
3. Finalize catering requirements.
4. Finalize audio-visual needs.
5. Gather on-site materials and supplies at Conference Center.
6. Finalize staffing schedule for on-site volunteer help: on-site information-registration booth (at least two people each day of conference); audio-visual operators for each meeting room during the conference.
7. Purchase alcohol permits for on-campus alcohol consumption (if required).

1 Week Ahead: June 15

1. Prepare additional name tags.
2. Prepare and send news releases.
3. Review registration procedures with on-site staff.

4. Pack up all on-site registration materials including cash boxes, spare name tags, etc.
5. Have a pre-conference meeting with Local Committee and key Conference Center staff.

3 Days Ahead: June 23

1. Truck conference supplies to meeting registration site.

1 Day Ahead: June 25

1. Set up headquarters on-site and move in.
2. Inspect registration counter and information desk area.
3. Set-up poster-board stands for poster sessions.
4. Walk through the program at meeting site with on-site staff.
5. Brief on-site registration staff on the registration process.
6. Print out participant roster and registration list.
7. Arrange for a security cash-box at the facility for safe storage of registration fees and make these available to other participating societies as well.
8. Make audio-visual needs adjustment with audio-visual vendor.
9. Review exhibit and vendor arrangements and floor plan.
10. Make last minute signs.
11. Make final adjustments to catered meal counts.
12. Make last-minute add-on registrants name-tags.
13. Check availability of poster-boards stands.
14. Set up message board near registration desk for use by registrants.
15. Ensure installment of communication system.

After the Meeting: July

1. Write "thank you" letters to deserving persons.
2. Close out all financial transactions, pay bills.
3. Prepare final budget report for ASIH Time, Place, and Program Committee; send copy to the Local Chairperson of next year's meeting
4. Rest

XIV STATISTICS DESCRIBING RECENT MEETINGS

In planning for an annual meeting, it's helpful to have data from previous meetings. Here are data from the last seven meetings:

Description	Austin 1993	Los Angeles 1994	Alberta 1995	New Orleans 1996	Seattle 1997	Guelph 1998	Penn State 1999
Cost of Registration							
Regular	\$90	\$90	\$90	\$90	\$120	\$120	
Late Regular	125	125	120	125	145	155	
Graduate Student	30	35	45	30	60	60	
Late Graduate Student	40	50	60	40	75	90	
Partner	40	40	25	40	60	60	
Late Partner	50	50	35	50	75	90	
Number of Registrants							
Regular					491		
Late Regular					336		
Student					446		
Late Student					243		
Partner					54		
Late Partner					28		
Complimentary					53		
Total					1,651		
On-site Registrations							
Regular					114		
Student					85		
Partner					8		
Interest							
Ichthyologists					729		
Herpetologists					496		
Both					91		
Not Indicated					335		
Membership							
ASIH					789		
SSAR					404		
HL					286		
ELF-AFS					107		
AES					143		

Description	Austin 1993	Los Angeles 1994	Alberta 1995	New Orleans 1996	Seattle 1997	Guelph 1998	Penn State 1999
Abstracts Received							
Oral Presentation					863		
Poster					201		
Video Presentations					5		
Web-site Presentations					2		
Estimated Attendance							
General Reception					1,530		
Student Reception					650		
Tickets Sold							
Picnic/Barbecue					654		
Banquet					530		
Field Trips							
Trip 1					30		
Trip 2					30		
Trip 3					26		
Trip 4					45		
Trip 5					58		
Bus Tour of City					10		
Total					199		
On-campus Housing							
Single Rooms							
Double Rooms							
Vendors							
New Books					9		
Used Books					1		
Arts, Crafts, T-shirts					5		
Other					4		
Number Sold							
T-shirts					1,579		
Group Photos					113		
Extra Copies of Program					64		

XV APPENDIX

A “Conference Agreement”:

Date: [dates]

Organization: The American Society of Ichthyologists and Herpetologists

Conference Title: Annual Meeting of the American Society of Ichthyologists and Herpetologists

Meeting Dates: [dates]

Anticipated Number of Registrants: [number]

Organization Representative: [name]

Local Representative: [name]

Conference Center Coordinator: [name]

Responsibilities of the American Society of Ichthyologists and Herpetologists:

1. Grant Conference Center exclusive authority and responsibility to order, charge, and purchase materials and service on behalf of the meeting in accordance with the attached budget.
2. Follow budgetary guidelines described in this Conference Agreement and inform the Conference Center coordinator about any change that might affect the overall meeting budget.
3. Provide point-of contact name, phone number, and e-mail address for the Conference Center to direct inquiries to for providing information and answering questions on the scientific program of the meeting from participants and the media.
4. Develop the programmatic content of oral and poster sessions, symposia and workshops; prepare a detailed program schedule for each day of the meeting; and provide the Conference Center coordinator with the schedule and the estimated attendance for each meeting session by [date].

5. Provide copy for all the necessary information to be included in the “General Announcement and Call for Papers” to the Conference Center coordinator by [date].
6. Finish review of the final proof of the “General Announcement and Call for Papers” and return to the Conference Center coordinator by [date]. Inclusion of corrections and/or additions submitted after this date cannot be guaranteed.
7. Provide adhesive mailing labels for the promotional “General Announcement and Call for Papers” mailing, not to exceed 4,000 addresses, to the Conference Center coordinator by [date].
8. Provide a list of vendors and exhibitors, addresses, and contact information, along with their specific exhibit table requirements to the Conference Center by [date]. The total number of exhibitors shall not exceed 20 for the meeting.
9. Implement an efficient review, editorial, and scheduling cycle that will process and return all accepted abstracts with a program schedule, including both oral and poster presentation schedules, to the Conference Center coordinator by [date]. ASIH will assume all costs incurred for the abstract review process.
10. Provide the Conference Center with specific final instructions as to the physical arrangement of chairs, tables, lecterns, audio-visual equipment, and speaker systems required for each session's meeting room during the meeting by [date].
11. Provide the Conference Center with all final meeting information and custom artwork for inclusion in the final draft of the “Program and Abstracts” by [date]. Inclusion of material submitted after this date cannot be guaranteed.
12. Designate an editor to receive the final draft copy of the “Program and Abstracts” for review on [date].
13. Finish review of the final proof of the “Program and Abstracts” and return to the Conference Center coordinator by [date]. No additions or corrections will be permitted after the final draft copy has been reviewed and returned to Conference Center.
14. Provide at least two volunteers to staff the on-site information center staffing during the hours of the meeting for each day that the meeting is convened.

15. Provide volunteers sufficient to cover all projectionist requirements in meeting rooms.
16. Provide volunteers sufficient to set up and take down all signs necessary for directing delegates to meeting sessions in various campus buildings.
17. Provide volunteers at the on-site registration center sufficient to deliver and distribute T-shirts to delegates who have ordered them with their registration.
18. Delegates presenting poster sessions will be responsible for providing all of materials (i.e., tape, tacks, pushpins) and electronic requirements necessary for putting up and taking down their posters. Freestanding poster display boards, approximately 4' x 6' in dimension, suitable for installing posters will be provided for each poster session.

Responsibilities of the Conference Center – Financial Activities:

1. ASIH grants the Conference Center exclusive authority and responsibility to order, charge, and purchase materials and services on behalf of the meeting, in accordance with the attached budget.
2. Assist the Local Chairperson in developing and implementing an overall meeting budget.
3. Assist the Local Chairperson in developing and monitoring the direct expense budget (for expenses to be covered by the meeting registration fee) to be maintained in a permanent database at the Conference Center.
4. Create a meeting number to record and monitor meeting revenues: registration fees, sponsor contributions, vendor and exhibitor fees.
5. Collect registration monies from registrants (MasterCard, VISA, checks, money orders, cash and purchase orders) and post them to the Conference Center meeting account number. There will be no invoicing.
6. Arrange and pay for services available from the university, including rental of on-campus meeting space, vans, audio-visual equipment, university residence halls, printing, trucking, and mailing.
7. Contract with off-campus vendors to purchase or rent necessary supplies and services.

8. Prepare Purchase Requisition and issue purchase order numbers as necessary.
9. Maintain financial records according to [name] State accounting procedures, and produce financial reports on a regular basis.
10. Close accounts and prepare a financial statement for ASIH.
11. Arrange for the transfer of any remaining balance to ASIH within 60 days of meeting close.

Program Support:

1. Receive abstracts submitted by participants in electronic format (ASCII, MAC, or PC-MSWord or WordPerfect format).
2. Send an acknowledgment of the receipt of an abstract to the primary author via electronic mail for electronic submissions or with a letter for abstracts submitted on diskette by regular mail.
3. Sort and store abstracts in permanent computer database at the Conference Center.
4. Provide a list of abstract titles sorted by the primary author's name and an electronic copy of all submitted abstracts to the Local Chairperson by [date] for content and editorial review by the ASIH.
5. Receive the edited and sorted abstracts from ASIH along with the detailed program schedule by [date].
6. Print and mail notification to primary authors indicating acceptance of their abstract, the format (oral or poster) and the schedule of their presentations. In this mailing, authors will also be notified that available audio-visual equipment is limited to 35-mm slide projectors and overhead projectors; additional audio-visual requirements will be the responsibility of the author.

Marketing, Publicity, and Publications:

1. Design the "General Announcement and Call for Papers" based on programmatic information supplied by ASIH. The "General Announcement and Call for Papers" will not exceed 16 pages plus covers (20 pages total) and these pages will include the meeting registration form, housing reservation form, and instructions on abstract submission.

2. Select binding type, paper, and cover stock for reproduction of the “General Announcement and Call for Papers” so that the cost of reproduction does not exceed the publication budget.
3. Produce a draft copy of the “General Announcement and Call for Papers” by [date] for review by ASIH.
4. Submit the “General Announcement and Call for Papers” for printing, binding and delivery to Conference Center by [date].
5. Attach mailing labels, not to exceed 4000, to the “General Announcement and Call for Papers.” The mailing labels will be provided to the Conference Center by ASIH by [date].
6. Sort the “General Announcement and Call for Papers” for bulk mailing by [date].
7. Design the “Program and Abstracts” book. All final meeting information and custom artwork will be provided to the Conference Center by ASIH by [date]. Inclusion of material submitted after this date cannot be guaranteed.
8. Select binding type, paper, and cover stock for reproduction of the “Program and Abstracts” book so that the cost of reproduction does not to exceed the publication budget.
9. Provide a final draft of the “Program and Abstracts” book to ASIH for final review by [date].
10. Receive the edited final draft from ASIH by [date] and make final editorial corrections to the “Program and Abstracts” book.
11. Notify the printers of the intention to produce [number] copies of the “Program and Abstracts” in time to reserve a printing run to begin no later than [date].
12. Submit camera-ready copy (or digital equivalent) to printers for printing and delivery to the Conference Center by [date].

Registration

1. Create a meeting registration number for tracking of all meeting-related registration activity.

2. Receive meeting registrations through mail and by phone and fax.
3. Send registration confirmation letters to registrants.
4. Provide meeting registrant rosters.
5. Process registration cancellations and refunds.

Housing:

1. Arrange with campus housing for reservation of 800 double occupancy rooms at university residential halls on campus for registrants for [dates].
2. Negotiate with campus housing for a housing package that provides room options (single, double) and rates that the registrants can select from.
3. Negotiate with campus housing for a meal package that registrants can select from.
4. Provide a housing form with the “General Announcement and Call for Papers” that will allow delegates to select their housing and meal options. Registrants will be required to pay for the costs of their individual housing and meal choices in addition to their meeting registration.

Meeting Rooms:

1. Assist in identifying and reserving meeting space on campus for meeting sessions based on the meeting schedule and attendance estimates provided by ASIH.
2. Assist in reserving a large auditorium for the plenary session on [date].
3. Work with campus meeting facilities personnel to arrange meeting room setup for the meeting sessions (seating arrangements; location of audio-visual equipment; arrangement of head table, lectern, speaker system; location of water stations, etc.).
4. Contract with university classroom support services to provide the following audio-visual equipment for each meeting room as necessary: slide projector, overhead projector, public-address speaker system.

On-site Arrangements and Assistance

1. Produce individual registration packets for each delegate at a cost not to exceed the registration packet budget (not including the cost of the “Program and Abstracts” book). Registration packets will include the “Program and Abstracts” book, note pad holder, campus map, pen, pad of paper, name tag, handouts (maximum ten sheets).
2. Set up and provide appropriate registration staff for an on-site registration booth for [dates].
3. Collect on-site registration fees.
4. Provide and distribute registration packets to individual registrants when they check-in or register on [dates].
5. Ensure appropriate on-site signage for meeting sessions. ASIH volunteers will distribute and post signs as appropriate.
6. Contract with room services on campus to provide for the rental of [number] freestanding poster-display boards at a cost not to exceed the poster-display board budget. Boards will be approximately 4' x 6' per board and have foam surfaces for tacking/push-pinning posters for display. Each poster presented will be provided with one board for their poster display.
7. Set up message board at the on-site registration booth for registrants.

Catering:

1. Assist in planning and contracting for food and beverage for breaks during the meeting, at a cost not to exceed the budget, on the following dates and times:
 - Coffee breaks on the mornings of [dates], with a menu of coffee, tea, soft-drinks, water, donuts, and fresh fruit.
 - Coffee breaks on the afternoons of [dates], with a menu of coffee, tea, soft-drinks, water, cookies, and fresh fruit.
2. Identify the caterer, select the menu, negotiate space rental rates, and order food and beverage in appropriate quantities for:
 - General Reception for [number] people on [date], to be held at a location yet to be determined, with food, beverage, activity permit, corkage fee, and room rental costs not to exceed budget.

Graduate Student Reception for [number] people on [date], to be held at a location yet to be determined, with food, beverage, activity permit, corkage fee, and room rental costs not to exceed budget.

Picnic/Barbecue for [number] people on [date], to be held at a location yet to be determined, with food, beverage, activity permit, corkage fee, and room rental costs to be paid as a direct cost to be covered by individual registrants who have signed up and paid for the picnic/barbecue with their registration.

Banquet for [number] people on [date], to be held at a location yet to be determined, with food, beverage, activity permit, corkage fee, and room rental costs to be paid as a direct cost to be covered by individual registrants who have signed up and paid for the banquet with their registration.

3. Arrange to obtain permits to serve alcohol on campus for the general reception, graduate student reception, picnic/barbecue, and banquet as appropriate.
4. Work with the on-site catering managers to finalize the number of guests and to sign for food and beverage order forms upon delivery.

Exhibits:

1. Arrange for necessary room rental and furniture to set-up and provide tables for exhibitors and vendors (no more than 20 exhibitors). Information on the names, addresses, and contact information, along with their specific exhibit table requirements must be given to Conference Center by [date].
2. Collect exhibit and vendor fees from all exhibitors designated by ASIH; fees must be submitted to the Conference Center by [date].

Field Trips and Other Items:

1. The Conference Center will coordinate the transportation required for five off-site field trips.
2. The Conference Center will collect orders and payment with the registration form for a photographer to provide a group photograph to interested participants. The cost of the photograph, as charged to registrants, will include printing and mailing service if necessary.

3. The Conference Center will collect orders and payment with the registration form for T-shirts. The cost of the T-shirt, as charged to registrants, will include the cost of production, delivery, and distribution.

Conference Center Fee²:

The Conference Center administrative fee for the above listed services will be a flat rate of [amount], based on a maximum of 1,000 people registering. If more than 1,000 people register, an additional fee of [amount] per participant in excess of 1,000 will be assessed.

Direct Expenses:

All expenses for materials, services, and other charges incurred on behalf of the meeting will be billed directly to the meeting. A [percentage] university overhead fee will be charged on the total of the gross revenues collected by Conference Center. The university overhead is separate from Conference Center's administrative fee.

Americans with Disabilities Act of 1990:

In compliance with the Americans with Disabilities Act of 1990, the meeting will provide special accommodations upon request to qualified individuals with disabilities attending this meeting and pay for the costs. The Conference Center will not be held responsible for any service costs resulting from this compliance. The costs will be included as a direct expense on the financial statement and are the responsibility of The American Society of Ichthyologists and Herpetologists.

Cancellation:

If the meeting or this Agreement is canceled at any time, The American Society of Ichthyologists and Herpetologists will pay all direct costs, including space cancellation fees, accumulated through the cancellation date. In addition, should the meeting be canceled on or before June [date], The American Society of Ichthyologists and Herpetologists will pay an administrative fee of \$3,000; if canceled after June 1 [date], but before December 1 [date], the fee will increase to \$5,000; if canceled after December 1 [date], but before March 15 [date], the fee will increase to \$ 10,000; if canceled after March 15 [date], but before June 1 [date], the fee will increase to \$20,000; and if canceled on or after June 1 [date], the fee will increase to \$25,000.

² Specifics of the material remaining in this section derive from the agreement with the Conference Center of the University of Washington for the 1997 meetings in Seattle. This may need to be modified to meet local practices and requirements.

Payment of Registration Fees:

All payments by registrants must be made in advance by check, money order, credit card or through an institutional purchase order or letter of authorization to bill. Telephone, FAX or electronic mail can place credit card registrations if designated as an optional form of payment. The university will not bill private individuals.

Registrant Cancellation Fees:

A [amount] handling fee will be charged to each registrant who cancels his/her registration. Extension will retain all registrant cancellation fees.

Conference Closing:

The Conference Center will financially close the meeting within two months of the end of the meeting. Conference closing date may be delayed should there be uncollected registration fees or unpaid bills. As part of the meeting closing, the American Society of Ichthyologists and Herpetologists will be provided with a detailed financial statement. In the event that the direct expenses (including university overhead) and the administrative fee exceed the amount already paid by The American Society of Ichthyologists and Herpetologists, an invoice in the amount of the deficit will be issued to The American Society of Ichthyologists and Herpetologists along with the financial statement. The invoice will be due 30 days from the date of issuance. If the amount already paid by The American Society of Ichthyologists and Herpetologists exceeds direct expenses and the administrative fee, the balance will be returned to the Treasurer of The American Society of Ichthyologists and Herpetologists within 60 days of the meeting closing.

Indemnification:

The American Society of Ichthyologists and Herpetologists agrees to protect, indemnify, and hold the university, its officers, agents, or employees harmless from and against any damage or cost of liability for any or all injuries to persons or property arising from acts or omissions by The American Society of Ichthyologists and Herpetologists, its employees, participants, or subcontractors, howsoever caused.

The university is self-insured for liabilities arising from acts and omissions of its employees under RCW 28.0.20. The Conference Center agrees to act as an agent for The American Society of Ichthyologists and Herpetologists in the signing of contracts related to items listed above. The Conference Center will not be held responsible for contracts that are signed, broken, or modified by The American Society of Ichthyologists and Herpetologists.

The undersigned parties have reviewed the terms and conditions of this letter and show their agreement by their signatures. Please sign and return this agreement by [date].

Name Head Conference Center	Date
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Name President American Society of Ichthyologists and Herpetologists	Date
---	------

Name Local Chairperson (date) Annual Meeting American Society of Ichthyologists and Herpetologists	Date
--	------

B “General Announcement and Call for Papers”:

See <http://www.utexas.edu/depts/asih/meetings/meetings.html> for listings for the six most recent meetings (1999 - University Park, PA; 1998 - Guelph, Ontario; 1997 - Seattle, WA; 1996 - New Orleans, LA; 1995 - Edmonton, Alberta).

C Invitations to Vendors:

[name]
Local Chairperson: ASIH-[date]
American Society of Ichthyologists and Herpetologists
[address]
[city, state, zip code]

[date]

Dear Prospective Vendor:

The [00th] annual meeting of the American Society of Ichthyologists and Herpetologists, the [00th] annual meeting of the Herpetologists' League, the [00th] annual meeting of the Society for the Study of Amphibians and Reptiles, the [00th] annual meeting of the Early Life History Section of the American Fisheries Society, and the [00th] annual meeting of the American Elasmobranch Society are all being held together in Seattle, on the campus of the [name], from [dates].

The local committee is reserving spaces for vendors adjacent to the conference registration and coffee break areas in the [name] Building. We have space for only 20 vendors and have specifically selected you as a potential exhibitor because we believe your product will be of particular interest to the conference attendees. Your attendance at this meeting will provide a rare opportunity for scientists from around the world to view your products and services (all 50 states and 26 countries were represented at our June [date] joint meeting in [city]!). We expect more than [number] attendees during the week long conference. If you are interested in signing up for an exhibit area, please fill out the enclosed form and send it back to us with payment by [date].

In addition, ASIH is providing vendors with a variety of other advertising opportunities. If you are interested in making a donation or sponsoring an event, such as a coffee break, we would be most grateful for your help. Please contact us at the above address or phone number; correspondence by e-mail would be especially appreciated. We hope you will be able to join us next year!

Sincerely,

[name], Local Chairperson
ASIH Local Committee, [date]

D Exhibit and Vendor Contract:

Vendor and Exhibit Space Contract
ASIH / HL / SSAR / ELHS-AFS / AES ANNUAL MEETINGS:
[date]

Please use the address of the person who will attend the conference. All correspondence concerning conference exhibits will be sent to the person and address listed below:

Company Name: _____

Mailing Address: _____

City, State, Zip, Country: _____

Telephone: (____) _____ - _____ FAX: (____) _____ - _____ E-mail Address: _____

Name of Person in Charge of Exhibit: _____

2nd Representative: _____

3rd Representative: _____

Exhibit space for each vendor will consists of one, two, or three, 6' x 30" tables, at a rental fee of [amount] per table. Tables may be arranged longitudinally or in an L-shape or U-shape configuration. The exhibit area will be situated [area] on the [number] floor of the [name] building, where most events of the joint meetings will take place. Refreshments will be made available at regular intervals. Please indicate your needs below.

I require _____ table(s) at [amount] per table, for a total rental fee of \$ _____.

Description of Display

My exhibit will consist of: _____

Type of business: _____

Name of person signing the contract: _____

Signature: _____ Date: _____

Please return the completed form and payment by [date]. Please make checks payable to the [name]. If payment is not received by [date], we will extend invitations to vendors from our alternate list.

Mail exhibit contract and fees to:
[name and address]

E. Budgets of Recent Meetings:

This information is being sought from the Local Committee Chairpersons of the six most recent meetings. This page will be added as the information becomes available and updated on an annual basis by the Time, Place and Program Committee (TPPC).