



2010 APS Annual Meeting Preliminary Special Session Planning Online

Deadline for completion:

Preliminary Details–September 1, 2009

<https://www.multisoftwarevents.com/APS10/Login.aspx>

Login/Username: **E-mail Address**

Password: **Last Name**

Below is the list of information required to complete the preliminary session online planning form.

SESSION INFORMATION

Proposed title of session

Select type of session; field trip, round up, short course, symposium, or workshop. (Select one)

**Note: Field trips, short courses, and workshops are supported through fees paid by registered participants, and outside funding, if secured by the Organizers.*

When will this occur; pre-meeting, meeting, or post-meeting

Provide brief description of session (used for marketing purposes and in the registration brochure). [Limit description to 900 characters.](#)

Subject Matter/Section

APS Sponsoring committee(s)

APS Co-Sponsor(s)

Attendance estimated

Time required (2.5 hrs. maximum) in 15-minute increments, e.g., 1 hr. 15 min. 30 minute breaks will be added to 2.5 hr. session.

Funding Requested from APS (estimate)

Do you anticipate the need for financial assistance from APS? If yes, provide dollar amount and details (e.g., \$500 nonmember travel expenses). Funding is limited and will not be sufficient to cover the expenses of all special session presenters. All funding requests are subject to the approval of the program chair.

Funding is not provided to APS member speakers.

Special requests

ORGANIZER & PRESENTATION INFORMATION

Name of Chairperson of Sponsoring Committee

Name of Session Organizer(s); main and co-organizers

[All correspondence is sent to Organizer's of session.]

Potential Title/Speakers

EDITS

Edits can be made using the link that is included in the Confirmation E-mail you will receive from successful session submission.

If you are unable to make edits please contact rwilkie@scisoc.org

Note: The following components are provided in each session room: theatre-style seating, podium and microphone, head table, LCD projector and screen, timer, water service. **The moderator is responsible for providing a laptop and contacting presenters prior to the meeting to ensure their PowerPoint presentation is loaded and working.**