

## What's Involved in Putting on an APCG Conference Meeting

**1) Find a location.** Student union, meeting-friendly hotel, convention center (rarely used) -- it's fine to have a standalone site, a Red Lion Inn, a vintage hotel, or someplace interested in a sizable gathering. This may sound difficult -- but it really is not. (A Convention or Visitors Authority can be a help). Setting this up would need to start happening a year before the "event."

**2) Put together the requisite committees.** They don't need to have many people. Our "local arrangements" committee can be one person, a faculty member that will occasionally talk to other folks (or the department as a whole) about progress, but it's a once a month or less often event. Local arrangements (involves #1, above, also, and can involve department faculty but also faculty from other institutions), program committee (can certainly include people from the community, emeritus faculty, or colleagues from nearby colleges or universities. The program committee will gather in September or early October (depending on meeting date) to start organizing abstracts and putting together the program.

**3) Find a "field trip" organizer.** This person can be the local arrangements head, or someone else to organize the field trips. Three, four or five fieldtrips is good. Perhaps a walking tour and some can definitely be fun. Some can also be longer.

**4) Set the schedule.** About May or June (for a September/October meeting), start putting together the schedule. There is an example from the Reno 2018 meeting below. It captures the essentials.

**5) Start to assemble conference meeting "bags" and contact vendors.** As meeting date approaches (late summer), hosts (usually local arrangements) will think about bags, "swag" for the bags, contacting potential vendors (a university press, or a college or university that's recruiting grad students, etc.) and get that assembled.

**6) Plan the conference profit and budgets.** There is money. Usually these meetings brings in substantial funds, and, while in some years turn a significant profit for the APCG, they can also zero out the funds and in some cases, they'll actually lose \$\$\$. It's not uncommon for the meetings to bring in \$11,000 - \$16,000 (in total) or more. That gives the host a genuine budget to work with and the APCG bank accounts are relatively robust.

**7) Plan for space, scheduling, etc. for other conference events & luncheons.** It'll be useful to remember the Women's Network Lunch, the Geography Bowl; the Executive Council meeting; the APCG Business meeting; the Awards Committee (more an Executive Council item than a standalone); and the Business Meeting (Friday or Saturday) which will need a space, and, in the case of the Women's Network, a luncheon spot and food.

**8) Plan designated space, time, and logistics for special events.** It's desirable, pretty early on, to consider some of the "special" but expected events. Here are some of them.

a) Opening gathering (typically, Wednesday afternoon/evening after the first folks have arrived; usually includes about one-half of the overall attendees and something to eat and drink after that. Cash bar is just fine.

b) The field trips (Thursday)

c) A formal opening session on Thursday PM -- usually entertaining and a distinguished presenter, with a reception to follow (a social event, in addition to the opening session talk)

d) An informal meal, picnic, or BBQ on Friday evening, after the first full day of papers. This is nice, but that is a pay-as-you-go item, so not all will attend.

e) The banquet. It is also pay-as-you-go, and attendance can vary: Bill and Kathy Bowen have been willing and generous sponsors for student presenters in the past (that may or may not continue).

### **Example Schedule for APCG meeting**

APCG Conference Wed-Sat

Expected Attendance: 175-200

Wednesday

Registration table

Welcome and Opening Presentation

Reception and light refreshments

Thursday

Registration table (by departure location)

Field Trips (five travel trips on average)

Opening Reception

Friday

Executive Committee Meeting (5-10), before sessions start

Registration table

Concurrent Sessions four tracks

(Session times: 8:00-9:40/10:00-11:40/1:00-2:40/3:00-4:40)

Executive Committee Meeting, cont. at lunch

Conference Barbecue

Saturday

Registration table

Concurrent Sessions four tracks

(Session times: 9:00-10:00/10:10-11:50/1:30-2:50/3:00-4:00)

Poster Session (need to accommodate judging)

Women's Network Lunch (15-20)

World Geography Bowl (40-50)

APCG Business Meeting (10-20)

Awards Banquet @ Bell Memorial Union Auditorium