

8th AAS/AIAA Space Flight Mechanics Meeting

February 9 - 11, 1998

Embassy Suites Hotel

Monterey, CA

CONFERENCE PLANNING CHECKLIST

When	What	Who	Status
ASAP after dates, location, hotel, and conference chairs are identified.	Submit paperwork for obtaining AIAA approval for co-sponsorship of conference - pre-requisite for advertising conference in Aerospace America (i.e., meeting schedule and call for papers).	GC or TC	Done (Approved 5/12/97)
ASAP after Huntsville conference (2/97).	<p>Call Embassy Suites to notify them of committee concurrence on hotel selection and set up date for next planning meeting at hotel.</p> <p>Contact Monterey Bay Aquarium to reserve 2/9/97 date.</p> <p>Request cash advance from AAS.</p> <p>Open checking account after receipt of cash advance from AAS.</p> <p>Establish master billing account with Embassy Suites (i.e., send in credit application for approval).</p>	GC	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>(Approved 4/9/97)</p>
3/97	Prepare call for papers (deadline for submitting abstracts is 9/15/97); send to Carolyn Brown for	TC	Done (Mailed to AAS)

	distribution in general mailing and inclusion in Space Times.		3/7/97)
3/97 - 4/97	Arrange with AIAA to get call for papers published in AIAA Bulletin section of Aerospace America and on AIAA home page; pay page charges (\$250).	GC or TC	Done (Check mailed 5/12/97)
4/97	Send call for papers to Shannon Coffey for listing on AAS TC home page.	TC	Done (4/1/97 5/6/97)
5/97	Execute contract with Monterey Bay Aquarium and pay \$2250 fee for aquarium rental.	GC	Done (Contract and check mailed 5/21/97)
6/97	Send conference information (registration, hotel, banquet, etc.) to Shannon Coffey for listing on AAS TC home page.	GC	Done (5/17/97)
~7/1/97	Prepare and mail second call for papers (deadline for submitting abstracts is 9/15/97); include conference information (registration, hotel, banquet, etc.); request banquet reservations.	TC	Done (Mailed to AAS 6/18/97)
7/97 - 11/97	Call Robert Jacobs to get authors' instructions for preparation of papers and submission of papers for proceedings, and pre-publication cost of conference proceedings.	GC	Done (7/23/97)
<8/1/97	Pay \$1000 deposit to Embassy Suites.	GC	Done (Check mailed 7/18/97)
<8/2/97	Send conference program summary to Shannon Coffey for listing on AAS TC home page.	GC	Done (Sent 7/7/97)
<8/2/97	Send Monterey information to Shannon Coffey for listing	GC	Done

	on AAS TC home page.		(Sent 7/7/97)
8/4/97 - 8/7/97	Solicit for volunteers for session chairs, paper sales, and registration at Astrodynamics Conference.	TC	Done
<8/9/97	Deadline to exercise option with Embassy Suites to cancel fourth day. Decision made to cancel fourth day.	GC	Done (Letter mailed to Embassy Suites 6/19/97)
9/97 - 10/97	Select speaker for plenary session.	GC	Done (Roger Bourke, JPL Mars Program)
10/15/97	First cut at conference program: session schedule, number of concurrent sessions, number of papers per session, session titles, session chairs, papers assigned to each session.	TC	Done (10/22/97)
~10/15/97	Send session information and long abstracts of papers to session chairs; request feedback on eliminating papers.	TC	Done (10/25/97)
11/1/97	Update conference program based on responses from session chairs, withdrawals, etc. Send copy to general chairs.	TC	Done (11/7/97)
11/1/97	Mail letters notifying authors of acceptance of papers. Letter includes: (1) cover letter as per example, (2) session summary (session number/name, session chair, list of papers, etc.), (3) instructions for preparation of papers, (4) instructions for submission of papers for proceedings, and (5) cover page for paper. Cover letter contains allowed presentation time, request	TC	Done (11/10/97)

	for 50 copies of paper, request for short biography for session chair, request for short abstract for technical chairs, statement that overhead transparencies are preferred, and request for any special audiovisual needs.		
11/1/97	Send revised session information and copy of author acceptance letter and instructions to session chairs; request session chairs to make sure authors submit short abstracts on time.	TC	Done (11/14/97)
11/1/97	Prepare material for third mailing: cover letter, conference information, etc. Send to Carolyn Brown for mailing. (Due to AAS by 11/6/97; to be mailed by 11/14/97.)	GC	Done (Mailed to AAS 11/3/97)
11/14/97- 11/15/97	Second site visit by LAD & DVB to Monterey to (1) finalize conference details with Embassy Suites, (2) finalize banquet details with Monterey Bay Aquarium (including menu), (3) investigate motorcoach transportation to/from Monterey Bay Aquarium, and (4) investigate support available from Monterey Convention Bureau.	GC	Done (11/14/97-11/15/97)
12/97	Finalize conference program. No changes allowed beyond this point.	TC	Done
12/97	Send final conference program with short abstracts (FileMaker Pro file) to general chairs.	TC	Done (1/15/98)
12/97	Send final conference program with short abstracts (FileMaker Pro file) to Shannon Coffey for AAS TC web site.	TC	Done (1/22/98)
<1/98	Prepare final conference	GC	Done

	program; send to Les Sackett.		(1/15/98)
<1/98	Print final conference program (250 copies). Printing done at CSDL at no cost.	TC	Done (1/23/98)
<1/98	Arrange with transportation company for one motorcoach for transportation between hotel and Monterey Bay Aquarium for banquet; pay deposit.	GC	Done (11/17/97)
<1/23/98	Return signed event prospectus and banquet sheets along with banquet deposit check to Monterey Bay Aquarium; deposit covers 80% of estimated food and beverage charges (\$4368.68).	GC	Done (Mailed 1/10/98)
<1/29/98	Pay transportation company remainder of fee for one motorcoach for transportation between hotel and Monterey Bay Aquarium for banquet (\$294.76).	GC	Done (Mailed 1/10/98)
2/5/98 12:00	Notify banquet caterer of final number of attendees (5% overage allowed; absolute maximum is 104).	GC	Done (2/3/98)
<2/6/97	Print conference registration form containing attendee information (name, affiliation, address, phone, email address, staying at Embassy Suites?, etc.) and conference information (registration fee paid, banquet tickets bought, proceedings purchased, AAS membership fee paid, etc.).	GC	Done (1/24/98)
<2/6/97	Print copies of receipt form for conference attendees: registration fee, banquet tickets, proceedings, paper sales, AAS membership fee, etc.	GC	Done (1/24/98)
<2/6/97	Print conference banquet admission tickets.	GC	Done

			(1/24/98)
<2/6/97	Print paper number place holders for paper sales room.	GC	Done (1/24/98)
<2/6/97	Print sign-up sheet for motorcoach (capacity 47) for conference banquet.	GC	Done (1/24/98)
<2/6/97	Print volunteer sign-up sheets for registration table and paper sales room. (Get from Les.)	GC	Done (1/24/98)
<2/6/97	Print and mount placards for technical sessions, guest lecture, and reception.	GC DVB	Done (2/2/98)
<2/6/97	Purchase name tag holders and print name tags.	GC DVB	Done (2/2/98)
<2/6/97	Get supplies needed for conference: cash boxes, pads, pencils/pens, rubber bands, paper clips, stapler, envelopes, pointers, etc.	GC DVB	Done (2/2/98)
<2/6/97	Get gift for guest speaker (or at least come up with some ideas).	GC or TC	Done
At conference	Obtain breakfast vouchers (for presenters not staying at Embassy Suites), and hotel manager's reception vouchers (for attendees not staying at Embassy Suites); vouchers to be provided by Embassy Suites.	GC	Done
At conference	Recover packages sent to Embassy Suites from AAS Headquarters, conference organizers, etc.	GC	Done
At conference	Enlist volunteers to staff conference registration table and paper sales room. (Mike Ross is working on this.)	GC	Done
At conference	Determine if any papers have to be withdrawn: i.e., 50 copies of paper are not available and/or the presenter (who is one of the authors) is not at the	TC	Done

	conference.		
At conference	Collect and give to Robert Jacobs: (1) three preprints of each paper, (2) one original of each paper, and (3) 4 copies of conference program (one marked up to show withdrawn papers)	GC DVB	Done (some originals are missing)
After conference	Provide to Robert Jacobs: (1) copies of registration forms for registrants who have paid for proceedings, (2) remittance for money paid at registration for proceedings, (3) complete name/address/telephone/fax list of all authors, (4) names of editors of proceedings (i.e., conference general and technical chairs), and (5) and list of persons to receive free copies of proceedings (GC, TC, R. Bourke, AAS, AIAA).	GC	Done (2/26/98)
After conference	Provide preface for proceedings to Robert Jacobs.	TC LLS	Done (3/20/98)
After conference	Provide front cover illustration for proceedings to Robert Jacobs.	GC LAD	Done (3/8/98)
After conference	Send payment for AAS TC web site to Shannon Coffey.	GC	Done (2/26/98)
After conference	Settle account with Monterey Bay Aquarium.	GC	Done (3/17/98)
After conference	Settle account with Embassy Suites (includes Swank Audiovisual Services).	GC	Done (2/26/98)
After conference	Provide copies of conference registration forms to AAS (Carolyn Brown).	GC	Done (2/26/98)
After conference	Provide copies of conference registration forms to AIAA TC (Sal Alfano).	GC	Done (2/26/98)
After conference	Prepare final budget report.	GC	Done (5/12/98)
After conference	Satisfy AIAA co-sponsorship obligations.	AIAA	TBD

		GC/TC	
		DVB	
		LLS	
After conference	Prepare General Chair final conference report.	GC	TBD
After conference	Send program changes (withdrawn papers, corrections to paper titles, author names, etc.) to Shannon Coffey for AAS TC web site.	TC	Done (4/15/98)
After conference	Send following items to Shannon Coffey: lessons learned list, conference checklist, past meeting information table.	GC	Done (7/19/98)

GC = General Chair, TC = Technical Chair