

# **Guidelines for A.A.H.M. Annual Meetings**

Revised June 2011

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## **PREAMBLE: THE FUNCTIONS OF THE A.A.H.M. ANNUAL MEETING**

The annual meeting is the principal activity of the Association, highlighting its purposes and goals. It brings together the various members, including historians, librarians, museum curators, nurses, physicians, teachers, independent scholars, and individuals from other disciplines.

Preeminently a scholarly occasion, the meeting provides members with numerous opportunities

- to present papers dealing with their own new findings in the history of medicine and its various specialties
- to meet with and hear the findings of professional and amateur historians;
- to identify and examine new publications -- texts, specialty monographs, journals, and works of general interest;
- to discuss new methods of teaching and research;
- to learn about current problems and trends in medical history, libraries, archives, funding agencies, and bibliographical control;
- to exchange information about sources of financial support and job openings for teachers and graduate students in academia and elsewhere;
- to meet rare book dealers and inspect or purchase copies of the classics or rare items.

At another level, the annual meeting provides members with the opportunity to become acquainted with facilities in the host city, including its libraries, museums, teaching programs (together with collateral facilities in education, science, and culture) and local sites of interest. Conversely, the meeting allows local medical historians to feature their institutions and resources through special exhibits, tours, open-houses, demonstrations, etc.

Finally, the annual meeting is an occasion for a variety of social activities, ranging from dinners and receptions to concerts, dramatic presentations and trips. Not only pleasurable, these activities have aided materially in building cohesiveness among the members of the medical history community.

## **PART I. ROLE OF OFFICERS AND COUNCIL IN ANNUAL MEETINGS**

### **A. BYLAW REQUIREMENTS**

Certain specifications relating to A.A.H.M. annual meetings are provided in the bylaws of the Association.

Article V, Section I prescribes that an annual meeting of the Association, at which officers and members of the Council shall be elected, shall be held at a time and place designated by the Council.

The A.A.H.M. President is broadly charged with arranging the order of business of the annual meeting.

The Secretary of the Association is required by the bylaws (Article V, Section 2) to mail the notice of the annual meeting, together with nominations and any amendments proposed to the bylaws, to each member entitled to vote not less than thirty nor more than fifty days before the meeting.

The Council is also required by the bylaws (Article IV, Section 5) to hold an annual meeting "not more than one week preceding the annual meeting of the Association, at a time and place designated by the President." For many years, the Council meeting has been held on the evening preceding the opening session of the annual meeting. If business is not completed that evening, arrangements for its completion in the following days are made at that time.

The bylaws (Article X, Section 5) also specify that the President and the Vice-President, in consultation with the Secretary, shall appoint one or more committees to arrange the program and other activities for annual meetings for which the Council has designated a place and year. For many years, these committees have been the Program Committee and the Local Arrangements Committee.

Since 1988, the bylaws (Article X, Section 11) have specified that the President shall annually appoint two Regular Members to a standing Committee on Meetings, consisting of a total of six members. The President and Secretary serve as ex officio members, and the President appoints a chair from among the six Regular Members.

## B. THE ROLE OF THE COMMITTEE ON MEETINGS AND COUNCIL

### 1. Committee on Meetings.

The standing Committee on Meetings was created to "screen and discuss" requests to host future meetings and to review operations and policy matters concerning the meetings, such as site, timing, length, special themes, etc. It emerged from several, short-lived precursors of the 1970s and from the Ad Hoc Committee on Meetings, which was established in 1982 and charged with writing the 1985 edition of these Guidelines. Among its other duties, the standing Committee on Meetings was charged with maintaining and revising these Guidelines. Since 1989, however, in response to an ironic effect of the success and growth of the A.A.H.M., the Committee on Meetings limited its activities to finding sites for future meetings.

As the A.A.H.M. annual meetings became larger and more elaborate, interest in hosting them at first accelerated and then declined. By the mid-1990s, invitations were actively solicited through committee-member contacts with A.A.H.M. members located across the continent in cities that are attractive meeting sites. The Chair of the Committee on

Meetings provides information to would-be hosts (including the information in this guide). S/he also acts as a go-between between the President and the Secretary. The committee's work for any given site is complete when the host's written invitation has been accepted in writing by Council.

The 1998-99 Ad Hoc Committee recommends that the Committee on Meetings share the task of reviewing and revising the Guidelines with the Local Arrangements Chair (L.A.C.), the Program Committee Chair (P.C.C.), the Book Exhibit Coordinator (B.E.C.), and the A.A.H.M. Webmaster.

## 2. Selection of Host Cities

Host cities are selected by the Council, normally three or more years prior to the annual meeting. The Council, at present, relies on the help of the Committee on Meetings and invitations from constituent societies and other local groups in determining annual meeting sites.

Criteria for selection of host cities include the following:

### a. Sponsoring Group

- optimally, a strong nucleus of dependable A.A.H.M. members;
- a responsible, experienced, and well-organized person willing to serve as the L.A.C. Ideally that person is also an A.A.H.M. member and has access to sufficient, suitably qualified administrative, clerical and other support staff to assist him/her;
- at least three of the following ready to assume an active role: a medical history or history department, a rare books library, a medical museum, a university, medical school, medical society, local history of medicine society, and hospital, or other comparable bodies.

### b. Facilities

Optimally, the site selected should include:

- suitable, reasonably priced hotel accommodations;
- good transportation, both external and local;
- an agreeable educational and cultural ambience:
- university, libraries, museums, bookstores;
- attractive historical sites, parks and other assets for sightseeing and recreation.

### c. Geographic Considerations

The bylaws require that due regard shall be had to representative geographical distribution in the election of members to the Council. In turn, the Council has some responsibility to the membership to consider the geographic distribution of annual

meetings. About half the annual meetings in the past twenty years have been held in the Northeastern United States. The Association has met intermittently in other areas of the U.S. and Canada. (For the complete list of previous meeting sites, see the A.A.H.M. membership Directory).

1977 Madison  
1978 Kansas City  
1979 Pittsburgh  
1980 Boston  
1981 Toronto  
1982 Bethesda  
1983 Minneapolis  
1984 San Francisco  
1985 Durham/ Chapel Hill  
1986 Rochester  
1987 Philadelphia  
1988 New Orleans  
1989 Birmingham  
1990 Baltimore  
1991 Cleveland  
1992 Seattle  
1993 Louisville  
1994 New York  
1995 Pittsburgh  
1996 Buffalo  
1997 Williamsburg  
1998 Toronto  
1999 New Brunswick  
2000 Bethesda  
2001 Charleston  
2002 Kansas City  
2003 Boston  
2004 Madison  
2005 Birmingham  
2006 Halifax  
2007 Montreal  
2008 Rochester, NY  
2009 Cleveland  
2010 Rochester, MN  
2011 Philadelphia

#### d. Coordination with Other Scholarly Meetings

A tangential consideration which formerly entered into the scheduling of A.A.H.M. annual meetings was the possibility of meeting in conjunction with other scholarly societies of similar or overlapping interests. During the late 1920's and 1930's, the

Association's annual meetings were often held in Atlantic City in early May on the day preceding the Association of American Physicians' annual meeting. For more on past meetings, see Genevieve Miller, "The Missing Seal or Highlights of the First Half Century of the American Association for the History of Medicine," *Bull. Hist. Med.*, 50 (1976): 93-121.

For many years, however, A.A.H.M. annual meetings have been held, in late April or early May, without reference to the schedules of other professional organizations.

In 1972, Dr. Donald Bates surveyed the A.A.H.M. membership about scheduling of annual meetings. 93 percent of the respondents were satisfied with the seasonal and geographic pattern of the annual meetings, but 56 percent indicated a desire to meet "sometimes" or "always" with other groups.

In response, in July 1975, for an A.A.H.M. Ad Hoc Committee on Meetings, Dr. Robert P. Hudson queried 32 medical societies, on their interest in holding a joint meeting with the A.A.H.M. The majority of responses merely acknowledged receipt of the letter and were never heard from again. Only three societies (psychoanalysts, gastroenterologists, and proctologists) expressed genuine interest.

Since then, the Association has grown with consequent expansion and has developed a more multi-disciplinary membership. Some members wished to hold joint meetings with historical societies. The late April to early May timing of A.A.H.M. meetings eliminates full, joint sessions with the American Historical Association and History of Science Society, which do not meet in the spring; however, the timing does not preclude the possibility of the A.A.H.M.'s scheduling special sessions at the other historical meetings.

By 1985, the Ad Hoc Committee on Meetings recommended a new survey on this issue (which seems not to have been done); however, it also advised that the A.A.H.M. annual meeting "be maintained as an entity," scheduled for its own convenience and not "as an appendix to another scholarly society's meeting." It suggested that the option of joint meetings should be kept open when potential host cities meet the other selection criteria and are eager to combine two venues. The 1998 Committee agreed.

Several other societies now choose to hold occasional or regular meetings in conjunction with the A.A.H.M. They include the

- Academy of History of Dentistry
- AIDS History Group
- Alcohol and Temperance History Group
- American Association for the History of Nursing
- American Institute for the History of Pharmacy
- American Osler Society
- American Veterinary History Society
- Anesthesia History Society
- Archivists and Librarians in the History of Health Sciences

- Association for the History of Chiropractic
- East Asian History of Medicine Society
- History of Psychiatry Group
- International Society for the History, Philosophy, and Social Studies of Biology
- Medical Museum Association
- Medical Philately Division of the American Topical Association
- Sigerist Circle
- Society for Ancient Medicine

In 1995, at the annual meeting in Pittsburgh, all seventeen of the above-named societies held an associated meeting or session. In 1998, seven societies met in conjunction with the A.A.H.M. in Toronto. In 2008, four societies met in Rochester (NY) and six met in Cleveland in 2009.

While joint meetings have advantages, the difficulties created by a crowded program at an A.A.H.M. annual meeting are intensified by joint meetings. For example, disappointment resulted in 1997, when the overlapping American Osler Society and A.A.H.M. meetings were located at different poles of the Williamsburg historic site. Members of both societies heard fewer papers than if the two meetings had been held at separate times in separate places.

#### e. Procedure for Consideration of meeting Sites

At least three years in advance, a formal letter of invitation should be sent to the President, specifying the year of interest and detailing the advantages to the Association of a meeting in that location at least three years in the future. The letter should include some specification of the facilities available, items of special interest to the Association membership, specific dates, and the name of the individual proposed as L.A.C. The President, on the advice of members of Council, responds either to acknowledge receipt and explain the approving mechanism, or to request more information. This information is forwarded to the Association's Council for consideration and final decision at the next annual Council meeting.

Since a vote taken in 1985, the meeting schedule was moved from Wednesday to Saturday noon to Thursday evening through Sunday noon, to take advantage of reduced air fares and hotel rates.

### C. THE ROLE OF COUNCIL

Council must receive reports and study recommendations made by all committees of the A.A.H.M. (Optimally, the majority of the reports to be discussed at the Council meeting will have been completed and mailed to Council members well before the meeting.) It is the responsibility of the Local Arrangements Committee to reserve a suitable conference room and to arrange for light refreshments. The President schedules the Council Meeting and, with the Secretary, sets the agenda and collects the materials for presentation.

## D. THE PRESIDENT'S ROLE

As noted in the bylaws, the President appoints a Program Committee and a Local Arrangements Committee.

In practice, the President names the Chair of the Program Committee (P.C.C.) and the membership of the Program Committee, but s/he appoints only the Chair of the Local Arrangements Committee (L.A.C.). The latter then, in consultation with the President, selects the members of his/her committee. The President must have selected the L.A.C. at least three years in advance of a given meeting. The P.C.C. should be chosen eighteen months prior to the meeting.

The President should maintain close liaison with these two Chairpersons, as well as with the Vice-President, the Secretary and Treasurer, throughout the year prior to the meeting, in order to ensure the timely carrying out of necessary preparations. In the past, the task required copying all correspondence in several directions; e-mail has greatly enhanced communication and reduced investments in paper, time, and money.

The President relies heavily upon both the P.C.C. and L.A.C. to take the initiative in planning for the annual meeting. But s/he not infrequently finds it necessary to become personally involved in particular features. In case of doubt or disagreement, the President retains control and makes the final decision over the scheduling and nature of the opening ceremony, the Presidential Address, the Business Meeting, and the Honors and Awards Session. S/he should be consulted by the L.A.C. about plans for the annual banquet (as to format, awards and/or entertainment), or any substitute function.

The President's specific responsibilities before and during the annual meeting are substantial. S/he must

- prepare with the Secretary, agendas for the Council and Business Meetings;
- officially open the annual meeting;
- preside at the Council and Business Meetings;
- preside at the Honors and Awards Session (presentation of the Osler, Shryock and Welch medals, often at the banquet);
- introduce the Garrison Lecturer;
- host a breakfast or reception for new members and guests;
- deliver a Presidential Address in the second year of his/her term;
- ensure that invited guests of the Association (e.g. Award recipients, distinguished lecturers) are welcomed and adequately accommodated;
- organize and chair an informal "post-mortem" session, usually at breakfast or lunch on the final day of the meeting for discussing problems and lessons learned, with a view to improving the next annual meeting. Those invited normally include the Vice-President, the Secretary, the Treasurer, the retiring and incoming L.A.C.'s and P.C.C.'s, and the Chair of the Committee on Meetings.

By tradition, the Local Arrangements Committee provides for a presidential room or suite at the headquarters hotel, which is usually furnished without charge by the hotel as a part of the L.A.C.'s arrangements with the hotel.

#### E. THE SECRETARY'S ROLE

Each year, the Secretary arranges for the publication of an advance notice of the next annual meeting in the June issue of the A.A.H.M. Newsletter. Usually, it appears with the Call for Papers drafted by the P.C.C.

Subsequently, as required by the bylaws, the Secretary must send to the membership the final notice of the annual meeting, together with the nominations for officers and Council members, and any amendments proposed to the bylaws.

Together with the President, s/he is responsible for preparing agendas for the Council and Business Meetings.

The Secretary is also responsible for

- the annual report of the Secretary (at Council and Business meetings);
- the minutes of both the Council and Business Meetings;
- arranging for the production and engraving of medals;
- circulating announcements of prize competitions;
- bringing to the annual meeting supplies of the A.A.H.M. brochure, minutes of past meetings, copies of the bylaws and such other official records or materials;
- preparing a list of members who have died since the last meeting, for acknowledgment by the President during the general Business Meeting;
- finalizing all minutes with the President and Vice-President and arranging for their publication in the Association's official organ;
- receiving and distributing final reports from the P.C.C. and L.A.C. to the Officers, members of Council, and Chair of the Committee on Meetings;\* receiving sample letters and mailing lists from the P.C.C., L.A.C., and B.E.C.;
- providing a copy of these Guidelines to the L.A.C., P.C.C., B.E.C., and new members of Council, as soon as they have been selected or elected.

#### F. THE TREASURER'S ROLE

- making an advance of funds to the L.A.C. sufficient to reserve the hotel and to print and mail the program;
- paying the Association's bills, including expenses of the P.C.C. and other meeting costs such as printing the program and the expenses of the P.C.C.;
- the financial report at Council and Business Meetings
- reimbursing expenses of authorized guests or medal winners, etc.

## **PART II. GUIDELINES FOR THE PROGRAM COMMITTEE**

### **A. DUTIES OF PROGRAM COMMITTEE**

The Program Committee is responsible, under the President, for organizing the principal scholarly elements of the program for the annual meeting. It is not concerned with arrangements for the business, ceremonial, or social elements of the program. Each year, the Program Committee is given a unique opportunity to develop a prospectus, or bill of fare, which will attract, hold, and ultimately unite the membership in a memorable, shared experience. In addition to the luncheon workshops, the Program Committee may also set themes, invite speakers (or commentators), and organize plenary sessions. This policy was established at the 2000 Council meeting and overturned an earlier policy set in 1987 and confirmed in 1999. The original policy was intended to provide speaking opportunities to as many A.A.H.M. members as possible since an invited plenary can result in a dozen or more papers being rejected. The 2000 change was made to reflect actual practice and to provide freedom to the program committee.

### **B. SELECTION OF PROGRAM COMMITTEE MEMBERS**

The development of an attractive and well-organized program requires imagination, coordination, an early start, and a capable, energetic P.C.C. with substantial knowledge of the people in the field. Above all, it needs standards for evaluating prospective papers that are fair and transparent; these standards must be established at the outset and adhered to throughout its task. The details should be worked out at least one year before the meeting being planned. Many of the policies for the Program Committee may be established by e-mail or phone conference ahead of time, but it is valuable for the chair of the Program Committee to convene as many as possible of the committee members during the annual meeting prior to your responsibilities, in order to establish working guidelines and expectations.

The earlier a Program Committee is named the greater potential for success. The President should name the Program Chair by December 1, a year and a half before the annual meeting which his/her committee is to serve. The P.C.C. and President should consult to ensure appropriate subject area and geographic coverage in the final selection of the Program Committee membership. A balanced Program Committee, whose members reflect the heterogeneity of the Association, will usually result in a scholarly program with broad appeal. Sometimes a member of the Local Arrangements Committee serves as a voting or non-voting member of the Program Committee, as a liaison to facilitate communication. Usually, only one face-to-face meeting takes place at the annual meeting preceding the one being organized.

Those who accept the position of Program Chair would benefit from some secretarial assistance. Previously, they would also incur expenses for postage, faxing, stationary, long-distance telephoning, and photocopying. These expenses will be reimbursed by the

Treasurer of the Association, since the program is prepared for the benefit of the entire membership.

In 2009 the Association began to contract with Oxford Abstract for the use of a proprietary online system for handling abstracts.

### C. CALL FOR PAPERS

The Call for Papers should be sent to medical and historical journals by mid-February. If not, it will miss the summer issues of the medical historical journals and medical quarterlies. The Call for Papers should be composed by the P.C.C.; however, the P.C.C. of the previous meeting may remind or offer to help his/her successor, providing that person has been named. If the successor has not yet been named by February, then the P.C.C. of the previous meeting should contact the President and together they should take steps to ensure that the Call appears in the appropriate journals.

In practical terms, while the P.C.C. has the responsibilities as outlined below, the A.A.H.M. secretary traditionally has handled most of these actions. The P.C.C. can add to the list of journals receiving the call for papers.

The P.C.C. is responsible for developing and mailing the call for papers to the A.A.H.M. Newsletter, Bulletin of the History of Dentistry, Bulletin of the History of Medicine, Canadian Bulletin of Medical History, Health and History, Journal of the History of the Behavioral Sciences, Journal of the History of Medicine and Allied Sciences, Isis, Medical History, Pharmacy in History, Social History of Medicine, and to leading journals in medicine, history, and the humanities. The more widely the meeting is advertised in medical periodicals, the greater the possibility of physician participation.

Most journals will not publish the full version of the Call for Papers. A short version of the Call should be composed for distribution to the journals. It should state the meeting site, meeting date, and abstract deadline, and it should also advise would-be participants to contact the P.C.C. by mail, FAX, or email in order to obtain the full instructions for submissions.

The distribution of the Call for Papers to the A.A.H.M. membership is ensured by the P.C.C.'s sending a copy of the "Call" to the Secretary, who arranges for its reproduction and distribution as a loose sheet with the June issue of the A.A.H.M. Newsletter. Another announcement may also appear in the Newsletter.

The Call for Papers may use different wording, but must include the basic information provided in the model below, modified from the 1998 Call.

The Program Committee may decide to omit luncheon and poster sessions from the Call, especially if space is not available at the meeting hotel. But luncheon sessions have been standard fare for more than a decade and a decision to eliminate them will result in disappointment and complaints.

The number of copies of abstracts required may vary, depending on the size of the Program Committee each year.

CALL FOR PAPERS  
AMERICAN ASSOCIATION FOR THE HISTORY OF MEDICINE  
(NUMBER-TH) ANNUAL MEETING  
(PLACE)  
(DATES)

Any subject in the history of medicine is suitable for presentation, but the paper must represent original work not already published or in press. Presentations are limited to 20 minutes. Because the Bulletin of the History of Medicine is the official journal of the A.A.H.M., the Association encourages speakers to make their manuscripts available for consideration by the Bulletin upon request. Abstracts must be typed single-spaced on one sheet of paper, and must not exceed 350 words in length.

The A.A.H.M. uses an online abstract submission system. We warmly encourage all applicants to use this system. The organization's website is: <<http://www.histmed.org/>> The abstract submission is easy to use. If you have any questions, please contact [P.C.C.] at the address below.

If you are unable to submit your abstract online, you may submit it by sending eight copies of a one-page abstract [350 words maximum] to the Program Committee Chair: [name and addresses]

Abstracts should clearly state findings and conclusions, as well as research questions. They should also provide the following information on the same sheet as the abstract text: name; preferred mailing address, work and home telephone numbers; e-mail address; present institutional affiliation; and academic degrees. Abstracts must be received by [date]. E-mailed or faxed proposals will not be accepted.

Individuals wishing to present a paper must attend the meeting.

Proposals for sessions of 3 papers may be submitted, but each abstract will be judged and accepted on its own merits. As in the past, the program will also include luncheon workshops and may include poster sessions. Those wishing to submit abstracts for any of these formats should follow the instructions given above.

All A.A.H.M. members will automatically receive registration information for this meeting in late winter. Non-members who are interested in receiving this information should contact Local Arrangements Chair (insert name, mailing and e-mail addresses, and phone number).

## D. EVALUATION OF ABSTRACTS

Well before the deadline, the Program Committee should establish standards for evaluating the incoming abstracts. Each Program Committee needs some freedom for experimentation and minor deviations from the practice of a previous year may be acceptable, but the selection process must be clear and fair. It is the Chair's responsibility to ensure the scholarly merit of the final program.

Abstracts usually do not start arriving in large numbers until one or two days before the deadline. Numbers vary from year to year, depending on the accessibility or attractiveness of the meeting site. The 1998 meeting at Toronto received 224 paper proposals; seven luncheon proposals; and four poster proposals. The approximate number of acceptances that can be accommodated can be determined in advance based on the size of the meeting hotel and the general structure of the meeting two years previously (Presidential Addresses are in alternate years). Close coordination with the L.A.C. of the meeting being organized is extremely beneficial. This coordination should occur early in the process to clarify that sufficient rooms are available for the number of simultaneous panels desired by the Program committee. Typically the Program Committee will need three, four, or five simultaneous panels of three papers.

### 1. Procedure for Scoring

The P.C.C. must establish the timetable for the evaluation and final selection of abstracts in relation to the schedule proposed for printing and making the program. The final selection of papers should be made by December 15 or earlier, depending on the timetable required by the L.A.C.

Sample procedures:

- Program Committees have most often used some variation of a scoring system of 1 to 5. The scores are recorded on a standardized grading sheet with space for comments about merits, defects, or connections to other papers.
- To broaden the spread, several Program Committees have weighted the scores more widely, using 0 to 10, or 0, 3, 5, 7 and 10.
- One variant involved a double-mailing system that provided a preliminary evaluation of abstracts. Jerome Bylebyl, P.C.C. for the 1982 meeting in Bethesda, asked each Committee member to write comments on selected groups of abstracts, appropriate to his or her special interests. These "expert" comments were then distributed to the Committee for consideration in the ranking.
- At least one P.C.C. has required Program Committee members to review abstracts "blind," i.e., numbers were assigned to each abstract and identification data were removed, in an effort to rule out any considerations other than scholarly merit. This can be done efficiently by e-mail.

The 1985 Ad Hoc Committee on Meetings believed it to be essential that all information submitted by applicants in response to the call for papers (i.e., both biographical data and abstracts) be made available to all members of the Program Committee for their consideration. A majority of the 1998 Ad Hoc Committee agrees.

## 2. Criteria for Ranking

Scholarly merit should be the cardinal criterion for acceptance of papers. As far as possible, however, the final program should represent the mixed constituency of the Association.

Although each Program Committee in practice has developed its own criteria, standards used for the evaluation of abstracts include the following:

- Members of the Committee must disqualify themselves from judging any proposal in which conflict of interest arises.
- Does the paper give promise of providing new insights to the research area concerned? Does the author indicate in the abstract how this paper contributes to the field?
- Does the research appear to be based on appropriate primary source materials?
- Is the abstract written in a careful, logical, and interesting manner that promises a paper which is likely to be both sound and appealing?
- If the author has published previously, has s/he evidenced sound scholarship?
- Presentation in the previous year might be used as a tie-breaking device, to favor a speaker who had not had the opportunity in the previous year. In 1986, A.A.H.M. Council established a rule against presentation two years in a row; however, the rule was rescinded in 1987 and that decision was upheld by Council in 1998. Those who have presented at the previous A.A.H.M. meetings are invited to submit abstracts. It should be noted that in the years 2002 through 2004, the membership was not clear on this point; many believed the 1986 rule was still in effect.

In 1998, the A.A.H.M. Council overturned a long-standing ruling that those selected to give papers should be members of the A.A.H.M. at the time they present the paper. IN 2010 the Council resolved to ask the Program Committee to encourage membership for all participants in the program. (Invited papers from distinguished speakers, such as the Garrison Lecturer, were always considered exceptions to this rule.) When accepting abstracts, the P.C.C. should ask for membership status of the presenter on the response form in order to prepare a list of non-members who will need to receive the L.A.C's registration information sent to members.

In 1992 at Seattle, several speakers failed to show up without notifying the organizers. This situation was upsetting to registrants whose submissions had been rejected. To ensure a full program with the greatest opportunities for members, two mechanisms were established. First, a signed and dated letter of commitment to read the paper in person to be returned as soon as the speaker is notified of the acceptance and asked for A-V needs.

Second, a waiting list of highly ranked papers from which selections can be made to fill gaps as they emerge. For the 1994 meeting, four of ten wait-listed authors were eventually able to speak; some replacements came early enough that changes could be made in the printed program. These two practices have been used by most P.C.C.s since 1994.

Most communication occurs by email. A presenter's emailed reply to the P.C.C. agreeing to speak now stands for the letter of commitment. The waiting list has been continued. It should be noted that the waiting list is very difficult to manage efficiently. Most speakers who agree to act in that capacity are not clear if they will attend the meeting should they not appear on the program. The P.C.C. must work to find a balance regarding numbers on the wait list and location of the meeting.

#### E. BUILDING THE PROGRAM

The ranking and commenting is done by the entire committee, but the P.C.C. must perform the following tasks alone:

- tally and sift the recommendations of the committee;
- make a cut and final decisions about accepting papers tied at the margin of the vote;
- arrange the papers by topic for presentation in related sessions;
- assign an appropriate title to the sessions;
- in coordination with the L.A.C., assign sessions to appropriate time slots to avoid overlap of similar interests;
- select A.A.H.M. members to chair sessions; contact and persuade the persons so named to serve (by e-mail, phone, FAX
- notify authors of all selected abstracts and request their confirmation, and membership status.
- notify authors of all rejected abstracts;
- establish a waiting list of highly ranked abstracts and notify those authors;
- contact all session chairs and inform them in writing/e-mail of their session, speakers, and duties;
- track down non-responders to the request for confirmation;
- invite appropriated wait-listed speakers to fill in any gaps identified before deadline;
- construct and type the entire scholarly program, and the list of names and affiliation of all speakers and session chairs;
- review the program for accuracy;
- send the program (hard copy [if needed by the L.A.C.] and electronic version) to the L.A.C. by the agreed-upon date with copies to the A.A.H.M. officers;
- invite wait-listed authors to fill gaps that emerge after the program has been printed;
- help proof-read final version of program, if possible;
- send an indexed set of abstracts to the L.A.C. for copying and distribution in the registration package (In the past, these booklets were in alphabetical order by

- author; since 1994, they have been organized by session with two indexes: one by author, the other by session.);
- send list of non-members to the L.A.C.;
  - prepare late corrections to program and additional abstracts for registration package;
  - inform speakers about the standard AV package available in each room and that any additional needs should be addressed to the appropriate member of the L.A.C.: (See Section D below about the standard package.)

The P.C.C. for the 1998 meeting, John Harley Warner, found an advance visit with the L.A.C. of the Toronto hotel to be helpful in planning the program. Future pre-meeting visits could be considered if time and finances permit.

## F. PLENARY SESSIONS AND SYMPOSIA

Plenary, or general, sessions provide an opportunity for those attending an annual meeting to gather as a whole, intensifying the mutuality of the meeting experience. Each meeting will have at least one plenary session in the Garrison Lecture. In alternate years, a second plenary session (sometimes the opening session), will be devoted to the Presidential Address. Neither the Presidential Address nor the Garrison Lecture is the business of the Program Committee.

Plenary sessions have ordinarily been scheduled on the first morning, immediately following the opening ceremonies. They have featured speakers selected from the accepted abstracts whose proposals were the most highly ranked and/or deemed to be of interest to the constituency of the A.A.H.M. Sometimes an opening plenary session might be devoted to papers on the medical history of the region where the annual meeting is being held. Additional plenary sessions diminish the opportunities for proffered papers and the 1998 Ad Hoc Committee advised against them; however, the 2000 Council overturned a policy against them set in 1987 and ratified in 1999 in order to reflect current practice and to allow the program committee the freedom to decide.

## G. PARALLEL OR CONCURRENT SESSIONS

Parallel sessions accommodate the varied scholarly interests of Association members and provide an adequate forum for research. Indeed, many members can attend only if they read papers.

With the 1984 meeting in San Francisco, the Association moved to triple concurrent sessions. By 1998 in Toronto, four concurrent sessions were held for the first time. On both occasions, objections were voiced. For some members, a limited "menu" of papers was one of the most attractive features of Association meetings: the sharing of a uniform experience with others. (An advocate of parallel sessions compared this dissenting view to refusing to eat in a restaurant because one cannot order everything on the menu!) Even

with the parallel sessions, only one person out of three or four applying to speak is successful. Without concurrent sessions, an even larger majority would miss the opportunity to be heard and the interchange of ideas would be sharply limited.

Concurrent sessions are here to stay. A decision about two, three, or four concurrent sessions should be made by the Program Committee Chair in conjunction with the L.A.C., provided the location has a number and configuration of meeting rooms, which will permit easy access and smooth traffic flow.

## H. LUNCHEON WORKSHOPS OR ROUNDTABLES

Luncheon workshops can enliven and diversify the program. They are appropriate when the Program Committee is sufficiently interested to organize them, when the topics are sufficiently attractive to people attending the meeting, and when the L.A.C. and the hotel staff can ensure sufficient space to accommodate them.

In the late 1950's and 1960's, when the A.A.H.M. membership was small, luncheons were frequently scheduled for those attending annual meetings (often by invitation a local sponsoring institution). At the 1973 Cincinnati meeting, subject-oriented luncheon sessions, attended by pre-registration, appeared on the program for the first time.

Whether or not the Call for Papers specifically invites proposals for luncheon sessions, the Program Committee will likely receive a few abstracts proposing them by people accustomed to their presence at previous meetings. Generally, many fewer luncheon proposals are received than paper presentations. Some P.C.C.s have taken the initiative of drumming up proposals on key topics by lively experts. Occasionally, when a program is especially packed, speakers who had wished to have three or more acceptable papers in a single session are invited to reformulate their presentations as a luncheon panel. All proposals for luncheon workshops--solicited and unsolicited--should be subject to the same peer-review selection process within their own category.

Luncheon workshops usually are led by one or more members of the Association, often involving several brief presentations followed by a question period. Among the best received, were biographical presentations by Drs. Owsei Temkin, George Corner, and Saul Jarcho. Other sessions have addressed the following: book collecting and preservation; "how to" write and teach medical history; oral history; practitioners and medical history; multi-disciplinary approaches; archival and financial resources; and the use of visuals or the Internet.

Among their advantages, luncheon workshops can promote greater social and professional interchange, providing members with the opportunity to meet and converse with a distinguished historian or others having similar interests. They also provide members and visitors with something to do at mid-day other than eating alone in a strange city.

On the downside, luncheon workshops have varied greatly in value. Often they provide little real interaction for interchange between speaker and audience, especially when speakers view the occasion as a mandate to lecture. Frequently oversubscribed, plans, ticket sales, and refunds can increase work for the L.A.C., by involving extra bookkeeping and added demands on registration staff.

To avoid disappointing members eager to attend, the Program Committee may wish to consider holding workshops on very popular topics, such as book collecting, on more than one day. Alternatively, the Program Committee could determine from the L.A.C. if luncheon numbers are restricted because of space, or because of hotel lunch planning; if space is not a problem, the sessions could be opened to those who do not purchase the lunch.

The structure of a luncheon workshop should be left to the workshop organizers. The nature and subject matter of each workshop (as well as the availability of hotel space) determine the number of people attending. Complaints have been voiced by some A.A.H.M. members that a luncheon meeting of 70 people is not a "workshop", while others have objected strongly to any limits on attendance. Organizers of luncheon workshops should have the option of limiting the size, if they have reasons for wishing to do so, and they must communicate with the L.A.C. about the seating capacity of rooms and numbers of lunches needed.

Luncheon sessions have resulted in a new A.A.H.M. conundrum. By 1994, the hotel lunches had become expensive (up to \$30) and all too often--with notable exceptions--the food was uninspired. On rare occasions, the fee was inflated to cover additional costs charged (or threatened) by the hotel for use of extra space. The sessions now appear to be closed to those who can afford (or are forced) to pay an additional admission by having to buy the hotel meal. Ideally, luncheon sessions should be open to all registrants of the annual meeting, including people who choose not to buy the hotel lunch. However, this possibility is rarely made clear (or even offered) in the registration package. Those who understood that the fee was required resent others "crashing" the session and increasing numbers. The Program Committee (in coordination with the L.A.C) shall state in the registration package that registrants should note a) their intention to attend a luncheon session and b) their intention to purchase, or not to purchase, a meal. A mechanism should be in place to allow those who purchase a lunch to get their lunch and be seated before others are admitted. (See the Section C.2.)

## I. SPECIAL SESSIONS: POSTERS, FILMS AND MEMORIALS

### 1. Poster Sessions

Poster sessions with presentations of historical research in progress offer more opportunities for people to present their work than can be accommodated in lecture sessions. Poster sessions can also result in greater discussion time between authors and those interested in the topic.

A few posters were first presented at the 1983 A.A.H.M. meeting held in Minneapolis. A more comprehensive exhibit of posters depicting historical work in progress took place almost yearly, since Durham in 1985. The number and quality of poster proposals have varied over the years. For example, in 1998, only four poster proposals were received, and none was deemed acceptable; however, the 1998 Ad Hoc Committee recommends that poster proposals continue to be included in the Call and that decisions about holding sessions be made by each Program Committee on an annual basis.

The P.C.C. must provide the L.A.C. with a final list of the names, institutions and titles of respective poster sessions, as well as specific dates and time during the annual meeting when the authors exhibiting in poster sessions will be present to discuss their work. If the selection of posters is made early, this information might be included in the formal program. If the selection is deferred until after the choice of speakers, the final information on the poster exhibit can be distributed in the registration packets at the meeting.

The P. C. C. must also coordinate closely with the L.A.C. to ensure that:

1) sufficient space and equipment (standing screens or wallboard) are available at the meeting for the posters selected, and

2) direct and ample lighting is made available to illuminate the posters clearly.

Those who present posters should be advised to utilize large-sized type or lettering in their exhibits to ensure readability --i.e., so the text can be read at a distance of five feet.

## 2. Motion Picture Presentations

The presentation at annual meetings of historical films on medical subjects of broad interest can serve as a supplement to the formal program. The 1985 Durham meeting pioneered the screening of historical motion pictures. Scheduled on two days during the luncheon interval, the films drew sizable and interested audiences.

Since 1985, Hollywood motion pictures, documentaries, and early public health films have often been shown as evening entertainment. They have also been the focus of luncheon workshops and formal paper presentations. The P.C.C. must coordinate the booking and showing of films with the L.A.C. and hotel.

## 3. Memorials

Sessions memorializing colleagues who have recently passed away have occurred in the past. In 2004, the death of two colleagues close to time of the submission deadline engendered intensive communication between P.C.C., the A.A.H.M. President and the L.A.C. chairs in order to help facilitate well-intentioned proposers for a memorial session. Flexibility and cooperation between these three officers can settle most issues.

## J. SELECTION AND ROLE OF THE SESSION CHAIR

With concurrent sessions and a tightly scheduled program, the primary function of Session Chairs is to start and end each session on time. The success of the annual meeting relies heavily on the contributions of A.A.H.M. members who agree to serve in this capacity.

Session Chairs should be selected for their historical competence in the area to be discussed, their familiarity with A.A.H.M. meeting practices, and their personal characteristics.

An invitation to chair a session should be viewed as a mark of respect within the discipline. It can also help to allay costs of attending the meeting, when the Sessions Chair's home institution is willing to contribute to expenses. But Session Chairs must earn these bonuses by carefully performing their prescribed duties, explained fully in writing by the P.C.C. well in advance of the meeting.

A few weeks prior to the meeting, Session Chairs should correspond with all speakers to

- emphasize the twenty minute time limit for each presentation;
- request biographical data and information on their current research interests for a brief introduction;
- request a copy of the complete paper;
- remind speakers of the AV package that will be available and that if any additional equipment is needed he/she must contact the designated member of the L.A.C
- ask those using AV to report to the session a few minutes early to check on the equipment

At the meeting, s/he must

- check the room a half hour prior to the session to ensure that the sign, lights, microphones, slide projectors, overhead and video equipment are in place and working, and that water for speakers has been provided;
- report any problems to L.A.C. and/or Registration Desk;
- post signs if they are missing from door (The prudent Chair will bring paper, pen, and adhesive tape.);
- greet speakers, introduce them to each other, and arrange for their seating at a table or in the front row throughout the session;
- advise speakers again of importance of precise timing;
- briefly introduce each speaker in turn: name, position, and title of the paper. Longer introductions cut into the speaker's precious time;
- enforce time strictly by starting on time and by ensuring that each speaker adheres to the limits;

- preside over the question period, recognizing speakers throughout the room, and closing discussion in a timely manner. S/he might ask a question or make a comment, if few reactions emerge from the audience s/he should be prepared to intervene if responses wander off topic.
- omit the question period if the speaker uses all available time in the presentation;
- close the session by thanking all speakers and the audience.

Policy matters of importance to Session Chairs:

- smoking is not permitted at A.A.H.M. meetings (policy established 1985);
- sessions may not be recorded (sound or video) without prior consent of speakers;
- in the event of cancellation, the Session Chair may be asked to read his/her copy of the paper, at the request of the absent speaker. Sometimes the paper has been made available for members of the audience to read;
- cancellation of a middle paper in a session should not cause a later paper to be read early unless the speaker wishes. A short break is preferable; otherwise, would-be listeners could miss the presentation.

Question periods should not be delayed till the end of the entire session; they must follow each paper. Many members of the audience will attend papers in several different concurrent sessions. Deferring all questions till the end deprives the first speaker of an opportunity for feedback.

In the past, session chairs were required to complete a one-page report-form on their sessions. The forms could be picked up and left at the registration desk. This practice fell by the wayside in recent years, and was officially abolished in 1998. One member of the current Ad Hoc Committee believes that it might profitably be reinstated if Council or future L.A.C. or P.C.C. perceive a useful function for it.

The following is a list of guidelines for accessible presentations. Please direct the speakers to this helpful advice.

- Speak clearly, not too fast, and use the microphone. Make sure your paper is the appropriate length for a 20-minute presentation (about 10 pages, double-spaced, 12-pt font). Do not try to compensate for an overly long paper by speaking faster.
- If you have handouts, don't use a font smaller than 12 points and bring some that are at 16-18 points. Use only white paper with black ink.
- Bring a couple of copies of your paper in case an audience member with a hearing impairment would like to follow along.
- During the Q & A time, the presenter or moderator should repeat questions posed from the audience before answering. If available, use an extra microphone to hand to audience members.

## Additional Guidelines for Presenters Using PowerPoint, Slides, or Film Clips

- Use white or light pastel backgrounds with no patterns and use dark fonts, preferably black. High contrast is key. Preview your *projected* presentation before the conference. A projected presentation can look different from the way it appears on your computer screen.
- Use a minimum font size of 24 points, 36 for headings.
- Describe visual images when talking about them; assume that some of your audience members cannot see them clearly or at all.
- Avoid using overly detailed tables, charts, and graphs that force you to use smaller fonts.
- Ideally, film clips should be captioned. If this is not possible, consider transcribing vocals and have a few copies available for audience members to follow.

In addition, please refer to these helpful websites:

<http://www.historians.org/ANNUAL/2008/AMSupplement/2008amsup15.cfm>

[http://www.mla.org/conv\\_access\\_guide](http://www.mla.org/conv_access_guide)

[http://www.lluk.org/documents/FS -  
\\_Making Powerpoint Presentations Accessible.pdf](http://www.lluk.org/documents/FS_-_Making_Powerpoint_Presentations_Accessible.pdf)

[http://www.aarweb.org/Meetings/Annual\\_Meeting/Current\\_Meeting/Presentation\\_Tips/disability.asp](http://www.aarweb.org/Meetings/Annual_Meeting/Current_Meeting/Presentation_Tips/disability.asp)

## K. CHRONOLOGICAL SUMMARY OF DUTIES OF P.C.C.

Months before meeting (at the latest)

18 mos. (Dec.)	P.C.C. appointed by President.
15 mos. (Feb.)	Prepare and mail the "Call for Papers."
12 mos. (Apr.)	Members of Program Committee appointed by President.
12 mos. (Apr. May)	Meet with members of Program Committee who are attending A.A.H.M. annual meeting. Establish standards and mechanisms. Discuss policy re: plenaries, luncheons, posters, films, etc.
8 mos. (Sep. Oct.)	Acknowledge receipt of each abstract.
7 mos. (Nov.)	Distribute abstracts to committee for evaluation.
6 mos. (Dec.)	Tally rankings and group abstracts in sessions.
5-6 mos. (Dec. Jan.)	Notify authors of ALL abstracts of the outcome, including successful, unsuccessful, and wait-listed authors. Request signed commitment, A-V needs, and membership status from selected speakers.

- 5-6 mos. (Dec. Jan.) Select and communicate with session chairs. Inform speakers of session chair (copy correspondence).
- 5 mos. Prepare typed version of over-all scholarly program together with list of names, titles and institutions of speakers and chairs. Prepare similar list for participants in luncheon workshops and poster sessions. Review scrupulously for accuracy and send to the L.A.C. by the agreed upon date.
- 5 mos. (Jan.) Follow up confirmations and select replacements from waiting list.
- 4 mos. (Feb.) Send an indexed set of selected abstracts to the L.A.C. for copying as a booklet to be included in registration packages.
- 4 mos. (Feb.) Give list of speakers who are non-members to L.A.C to ensure that they receive registration material.
- 4-3 mos. (Feb. Mar.) Prepare preliminary report for A.A.H.M. Council meeting and send to President, Secretary, and (eventually) the next P.C.C.
- 3 mos. (Mar.) Ensure that successor has been named and has prepared and sent the Call for Papers for the following meeting. Provide list of journals and addresses to successor.
- 0 mos. Attend meeting and postmortem to endure kudos, slings, and arrows.
- 0 mos. Finalize report. (There may be no changes to the original.)
- +0-1 mos. (Jun) Review this section (Part II) of these Guidelines and recommend changes if necessary to the Chair of the Committee on Meetings and the Secretary
- +0-1 mos. (Jun) Send sample copies of her/his letters to successor, to the Chair of the Committee on Meetings and to the Secretary to update Appendix II of these guidelines.
- 12 mos. later Recognize or arrange to have recognized the work of successor at the Business Meeting of the following year. Like the rest these guidelines, this task is a custom not a duty; however, minutes reveal that it has been honored more in the practice than in the breach.

***This section updated: 22 May 2005***

## **L. ONLINE ABSTRACT SUBMISSION SOFTWARE**

Updated: January 2011

Modified from a detailed document by Andrew Ruis

For more detailed help with Oxford Abstracts, refer to their online help file at <https://support.oxfordabstracts.com/help/default.htm>. (This site can also be reached from within the system by clicking "Help.") If you run across something you can't figure out, contact 2010 administrator, Andrew Ruis ([andrewruis@gmail.com](mailto:andrewruis@gmail.com)), or the Oxford Abstracts tech support team.

***Before the Call for Papers Goes Out (July)***

1. Log into the g-mail account for the Program Committee. The e-mail address is [aahm.prog.comm@gmail.com](mailto:aahm.prog.comm@gmail.com) and the password is "hippocrates" (case sensitive). Change the password; only the Program Director and his/her assistant should have access to this account. Use this e-mail for all Program Committee business.
2. Contact Geoffrey Campbell ([geoff.campbell@oxfordabstracts.com](mailto:geoff.campbell@oxfordabstracts.com)) to purchase the Oxford Abstracts software.
3. The Secretary is the signatory and the Treasurer arranges payment. Contact them as soon as you hear back from Geoffrey.
4. Geoffrey will send you a link to the website created for the conference. Provide him your e-mail address and ask him to make you an administrator on the site.
5. Click on the link and log-in with the user name and password that Geoffrey gives you. (The Oxford Abstracts software does not work very well on Macs, so it is recommended that you use a PC for administrative duties.)
6. The website automatically opens under the "Event" tab; be sure to select the correct conference year from the drop-down box.
7. Click on "Users," click on your name, and change the temporary password Geoffrey assigned you to whatever you want it to be.
8. Click on "New" and create an account for the Program Chair, who should also be an administrator. *Assign no one else administrator status!*
9. Go back to the "Event" main page. Click on "Settings." Input the following data:  
Date: This is the date that the conference will be held, e.g. "29 April - 1 May 2011."  
Venue: If not yet known, write "TBA."  
Deadline: This is the deadline for abstract submission, e.g. "15 September 2010."  
Notification: Write "the Program Committee."  
E-mail: Write "aahm.prog.comm@gmail.com."  
Website: This is the link to the AAHM annual conference page.  
Make sure the box "Abstract submission" is checked. Click "Save changes" when finished.
10. Click on "E-mails," then click on "Author registration." Read through the e-mail and ensure that the information is up to date. Pay special attention to the conference date and the submission deadline. (Entries surrounded by << >> indicate that data will be inserted from elsewhere, such as the settings inputted in Step 8 or information supplied by the registrant.)
11. When ready, send the link from Step 3 to the website administrator (Secretary's office) to create a link from the AAHM website.
12. Send the Call for Papers to the Secretary's office to be posted on the AAHM website and send it to the H-Sci-Med-Tech list-serv ([H-SCI-MED-TECH@h-net.msu.edu](mailto:H-SCI-MED-TECH@h-net.msu.edu)) (see Appendix for the CFP template).

***Before the Abstract Submission Deadline (August/September)***

1. Read through the Oxford Abstracts help web page (<https://support.oxfordabstracts.com/help/default.htm>) and familiarize yourself with how the software works.

2. Check under “Events” periodically to ensure that abstracts are being submitted. (The help web page contains instructions for submitting a dummy abstract to test the system, should you wish to do so.)
3. Two weeks before the abstract submission deadline, contact the Secretary’s office to post a reminder on the AAHM website, and send a reminder to the H-Sci-Med-Tech list-serv ([H-SCI-MED-TECH@h-net.msu.edu](mailto:H-SCI-MED-TECH@h-net.msu.edu)) about the conference and the submission deadline.

***Before the Referee Process Begins (September/October)***

1. Set-up accounts for each member of the Program Committee. They should be assigned “Referee” status.
2. Assign all of the abstracts to each referee. Click “Assign” under “Grading,” then click on each referee in order to assign them abstracts to evaluate.
3. Be sure that the “Reviewing” box is checked under “Settings.”
4. Send an introductory e-mail and log-in information to each member of the Program Committee (see Appendix for e-mail template).

***Before Sending Acceptance/Rejection E-mails to Authors (October/November)***

1. Download the summary of scores. (Go to <https://aahm.conference-services.net/directory.asp>, then click “Programme committee - abstract list.”)
2. Establish parameters for acceptance/rejection and group the accepted abstracts (at least roughly) into panels. For example, in 2010-11 we accepted virtually all papers with an average score of 3.7 or higher, and selectively accepted papers from the 3.3-3.6 range based upon how well they complemented the higher-ranked abstracts. We accepted a total of 125 papers.
3. In Oxford Abstracts, click on “Abstracts” then click on “Markup.” Select the appropriate category from the drop-down menu (i.e. “Accepted (Oral)” or “Rejected”) then input the submission numbers as appropriate. (If you wish to accept a luncheon workshop, click “Abstracts” then “Codes;” in the drop-down menus next to the luncheon workshops, select “Other” and “Accepted.”) Be sure to save your entries.
4. Under “E-mails,” click “Acceptance (Oral).” *Delete the body of the e-mail and reenter information from the template below.* “Acceptance (Oral)” is the acceptance e-mail for individual abstracts and panels. Do the same for “Acceptance (All Other Types)” (luncheon workshops) and “Rejection” (all rejections).
5. When you are ready to send the e-mails, click on “E-mails” then click on “Send Many.” “Acceptance (Oral)” will notify authors that their papers have been accepted, “Acceptance (All Other Types)” will notify authors that their lunch panels have been accepted, and “Rejection” will notify authors that their papers, panels, or luncheon workshops have *not* been accepted. It is recommended that you check the box “Send test message” first; this will send up to five samples to the Program Committee e-mail address ([aahm.prog.com@gmail.com](mailto:aahm.prog.com@gmail.com)) so that you can evaluate them before you

send “live” ones. When you are ready to send live e-mails, simply uncheck the box “Send test message.”

***After Sending Acceptance/Rejection E-mails to Authors (December/January)***

1. Start a spreadsheet that groups panels into time slots and allows you to track things such as author confirmations, A/V needs, &c. This will help you to create a working draft of the program.
2. Contact potential moderators and assign them to panels.
3. Once the working draft of the program has been approved by the Program Committee, use the template provided in the Appendix to draft a formatted version of the program.

***After Completing the Program (January/February)***

1. Send a draft of the program to the LAC.
2. Send the Faculty Disclosure Form to each participant to be submitted to the CME Office.
3. Assemble a list of abstracts (including author(s), affiliation(s), title, abstract, and three learning objectives) alphabetized by author. (You can download a list of abstracts through Oxford Abstracts, but you’ll have to alphabetize and add the learning objectives one at a time.)
4. Send an e-mail to the moderators (with the program and abstract drafts attached) so that they can get in touch with their panelists (see Appendix for e-mail template).
5. Revise the program and abstract list as necessary, then send both to the LAC.

**PART III. GUIDELINES FOR LOCAL ARRANGEMENTS COMMITTEES**

**A. GENERAL SCOPE AND RESPONSIBILITIES**

The Local Arrangements Committee (L.A.C.) establishes the atmosphere of each annual meeting through its selection of a headquarters hotel, its arrangements for special events, and its manner of coping with details. Under the general direction of the President, the Committee is responsible for planning, organizing and running virtually all of the on-site elements of the meeting. It provides basic administrative services, including hotel and other facilities, local transport, publicity, printing, registration, financing, etc. It also assists the Association's officers and the Program Committee in implementing the scholarly, ceremonial, and official segments of the program. Finally, as the host body, it establishes the social agenda for the meeting. However, it is important that the President and Secretary be apprised at an early stage of the general nature of all proposed events.

Frequently the person who has proposed the location and dates of an annual meeting, on behalf of the local sponsoring organization is subsequently appointed to serve as Chair of the L.A.C. The Council's acceptance of the invitation establishes the year in which the meeting will be held. The specific date of the meeting then can be determined by the

L.A.C., in consultation with the President and Secretary. Once established, no changes in meeting dates can be made without the written concurrence of the Council.

## B. COMPOSITION OF THE COMMITTEE

Designated by and responsible to the President, the Chair of the L.A.C. should be appointed at least three years before the anticipated date of the meeting. The Chair of the committee must be energetic, resourceful and well-organized and must have available support staff. (Indeed, the complexity of organizing the meeting is considerable enough that the Chair of the L.A.C. should consider budgeting for part- or full-time support, to be paid out of meeting revenues.) Other volunteer members of the L.A.C. should be named by the Chair, with the approval of the President, at least a year in advance of the meeting. It may be necessary or advisable to make quasi-honorary appointments to the committee of people who may facilitate the meeting (medical school deans, university presidents, etc.) The L.A.C. must retain responsibility for all hotel arrangements, bookkeeping, and overseeing the registration desk functions.

The efficient functioning of the L.A.C. requires that the Chair delegate portions of the planning to committee members and meet frequently during the planning phase to share information. Optimally, one committee member may take responsibility for each major function:

- Printed program and abstract book;
- Book exhibit and program advertising (these are linked because most of the advertising typically comes from publishers and antiquarians who will be exhibiting at the meeting) for the printed program;
- Liaison on the Program Committee (appointed by the President);
- Reception and banquet catering;
- C.M.E. accreditation (if any is being offered)
- Registration desk;
- Conference bag manufacture and contents;
- Audiovisual needs of speakers;
- Off-site transportation and local tours.

Committee members should explore the sources of support or services in their areas of responsibility early in the planning phase. Competitive bids are useful, but printing, catering or transportation firms will rarely provide final prices more than six months before the meeting.

## C. HOTEL ARRANGEMENTS

### C.1. Initial arrangements

Preliminary arrangements for a hotel must be made at least three years in advance. All meeting facilities should be accessible to people with disabilities and should accommodate people who use wheelchairs, mobility scooters, crutches, canes, and/or assistance dogs. In recent years, the A.A.H.M. has used a hotel booking agency (Helms Briscoe) to help with hotel selection and booking. The L.A.C. chair and a representative of the booking agency visit hotels and select one that meets the needs of the Annual Meeting (including number of guest rooms, size and number of meeting rooms, location, and cost.

Additional hotels that offer a lower price and one that meets the price range for students may also be chosen. Care should be taken, however, that the guaranteed reservation numbers can be made for each hotel.

*The ease of access and use for people who are wheelchair-bound, or who have other physical disabilities is a critical factor in hotel selection. The hotels might be formally in compliance with A.D.A. requirements, but the L.A.C. must assess provisions made by the hotel to be sure they are adequate.*

**Please see full details on recommendations regarding accessibility to annual meetings in Appendix V**

Location is a major factor because the most miserable meetings are those in which people cannot leave the hotel on foot and find anything more interesting than a generic food court in a generic shopping mall. Other factors being equal the best deals will often be offered by hotels set amidst such dreary offerings. The L.A.C. thus should try to secure a downtown meeting site or other location that has obvious appeal for attendees.

Inadequate soundproofing between rooms is a frequent complaint about meetings. Do not trust anything the hotel claims in this regard. Have them set a standard divider between a couple of rooms and go speak very loudly in one, thus assessing the soundproofing first-hand.

It is also worth checking into the full range of transportation connections to airports and sites of interest. Will attendees have to take cabs from the nearest airport, or does the hotel run its own shuttle? Are there other forms of public transportation within easy reach of the hotel, by means of which people can explore areas of the town not within easy walking distance?

In the past, the L.A.C. has identified a local babysitting agency that individual attendees could contact for child care services. The Cleveland L.A.C. did not offer such a service and felt there was too much liability involved in seeking out an agency about which nothing was known.

The LAC should provide contact information for mobility scooter rental facilities, and sign language interpretation services on the meeting website and in both the pre-

registration and registration packets. Both the hotel and local advocacy organizations should be good sources for this information.

The hotel contract should provide for the following facilities. Assuming a meeting attendance of 350-450 individuals, these must include:

- A meeting space for a maximum of 20 people for the Thursday afternoon Council meeting
- A large room capable of seating up to 400 people in theatre seating, for the Friday morning plenary session and for the Garrison lecture
- A large room capable of seating about 150-200 people in tables of 8 or 10, for the Saturday banquet
- 4 rooms with seating for 40-50 people, for the regular morning and afternoon sessions
- 3 additional rooms with seating for 30-40, for the Friday/Saturday lunch workshops. Rooms other than those used for sessions are desirable for the workshops because otherwise the turnaround time for clearing a room for a subsequent -- or from a preceding -- regular session may be very limited. Moreover, these extra rooms can also be useful for the morning meetings and special breakfasts.
- A large, secure and lockable space for book exhibitors. If at all possible, this space should have two separate entrances, to aid flow in and out, and it should be located where a majority of the attendees can have easy access to the book exhibit. In other words, the book exhibit should not be off on the side or on a separate floor.
- A locked room where books sent in advance can be stored until time to set up the book exhibit
- An appropriate space, located near the session rooms, where attendees will have breakfast and breaks
- A space for the Thursday, Friday, and Saturday evening receptions
- Rooms for affiliated societies' meetings
- Rooms for special breakfasts (President's breakfast for new members, BHM editorial board breakfast, Clinician/Historians breakfast, Women Historians breakfast, Post Mortem)

For a few years, a room was set aside for the A.A.H.M. student group to meet over breakfast brought from the general buffet breakfast. However, the early hour was not conducive to good attendance and the students decided to have a lunch meeting instead, which they planned off-site. In 2009, for the first time, students paid for lunch with their registration. The L.A.C collected the money and paid the bill. In 2010 and 2011 the student head of the Ad Hoc Committee on Student Affairs remained very active in planning and organizing the student lunch session with great success. Students reported that they valued this arrangement. (See Section F on registration for more information.)

Obviously, these requirements are adjustable for possible off-site location of the Garrison lecture. It is important to note that Saturday afternoon, following the end of the second

set of regular parallel sessions, presents a particularly tricky problem. The hotel will want to be setting up its largest space for the upcoming banquet, but the A.A.H.M. will want to be holding its annual business meeting. Typically, a regular session room that seats 40 will be a little too small for the business meeting (especially if something juicy and interesting is anticipated on its agenda). Thus the L.A.C. must be aware of a potential difficulty at that time and plan accordingly.

In planning for the meeting's space requirements, the L.A.C. also has to take account of other functions that typically are held in conjunction with the meeting. These include the Osler Society (which may meet off-site) the Sigerist Circle, the History of Navy Medicine Group, the Medical Museums Association, and the Archivist and Librarians in the History of the Health Sciences. Contact information about those societies can be obtained from the A.A.H.M. President or the Secretary. In many cases, it is easier for the L.A.C. to take charge of arranging space for the meetings of those organizations, rather than for them to make separate agreements with the hotel. In recent years, the rooms used by these groups have been part of the hotel contract and no additional charge for rooms was made to the groups. However, the L.A.C. is not responsible for covering the expenses of those meetings, and arrangements should be made with the affiliated organizations to secure reimbursement of the cost of catering their functions.

Finally, the L.A.C. should plan for the unexpected. Grab an extra room or two in the initial contract, if any are available. It would be a pity to arrive at a point 6 months before the meeting and discover the need for an extra space, only to have the hotel inform you that another organization has already rented desirable additional rooms. Remember that although you will probably be the hotel's primary tenant during the meeting, and therefore will have some leverage with them, their interest lies in generating income from every unoccupied space larger than a broom closet. Better to have something extra in reserve and magnanimously release it back to the hotel if it is not needed, than cope with the frustration that limited options can impose.

In addition to the inclusion of meeting and banquet space in the contract, the hotel should also include a number of complimentary rooms in the offer, the number of which is often tied to the expected occupancy rate promised by the organization. One complimentary room for every 50 rooms is not an unusual ratio, so the L.A. C. should count on having 3 or 4 complimentary rooms. An alternate way of accruing complimentary rooms is according to a schedule of room-nights (i.e., a room occupied for one night. A single room occupied for all three nights of the meeting would yield 3 room nights). In Birmingham (2005), for example, the contract promised a total of 17 room-nights of complimentary space for a minimum booking of 875 room-nights.

The allocation of complimentary rooms varies. In general, first priority should be given to the President and the Garrison Lecturer, and then to the Secretary, to the Treasurer and prize winners who will be attending the meeting. Where it appears that the extra complimentary space will be available (and it often is) members of the L.A.C. should not scruple at using complimentary rooms. It is one of the few compensations that the L.A.C. can receive in compensation for the headaches!

## C.2 Details

Once the initial arrangements are in place, the L.A.C. must tackle the details. These include arranging for all food and beverage service, audio visual equipment, and making sure that all rooms are the appropriate size for the group and set up in the appropriate style.

**Meeting rooms:** Although all meeting rooms will probably be part of the initial contract, it is important to make sure the room size and attendance match. It is a good idea to check with the leader of each affiliated society and of each of the special breakfasts well in advance to get an idea of the expected attendance. Contact information is available from the Secretary. As the time grows closer it is essential to keep track of how many people are registering for each event in order to make adjustments on room assignments, if necessary. Registration can take a dramatic turn from the expected. For example, at the 2009 Cleveland meeting the early projection for the Women Historians breakfast was 35. In fact 75 attended, requiring a change from the originally assigned room.

Room set-up preference should also be checked. The hotel will want to know whether a room is to be set up theater (or classroom) style, conference style or set-up with round tables for a meal. (Note: if you request a particular set-up and change it at the last minute, the hotel may charge you a fee).

**Food and beverage:** The L.A.C. must plan each of the events that include food and/or beverage. These include: the opening reception, continental breakfasts and breaks each day, the annual banquet and reception, the President's breakfast for new members, the Clinician/Historians breakfast, the Post Mortem breakfast, the Garrison Lecture reception, lunch workshops, the BHM editorial board, and possibly the Thursday Council meeting. The Women Historians group takes breakfast from the general buffet breakfast. Since each of these except the daily breakfasts and breaks require registration, you will know how many are expected.

### Special breakfasts:

- The Friday morning meeting of the **Editorial Board of the Bulletin of the History of Medicine**. In the past, this meeting has included a catered breakfast paid for by the Bulletin. However, sometimes this group has chosen to bring breakfast in from the general buffet rather than have a special breakfast. Plan for 15-20 people.
- The Saturday morning **Women Historians'** Breakfast. Those attending bring breakfast from the breakfast buffet. Since the meeting has grown large (ca. 70+), a large room should be set aside for them.

- The Saturday morning **Clinician Historians'** breakfast. This is a sit-down or in-room buffet breakfast, for which those who wish to attend have signed up and paid for separately, in the manner of signing up for the banquet or box lunch. In Madison in 2004, 29 people signed up for this breakfast; in 2009 the attendance was 39.
- The Sunday morning "**post-mortem**" meeting: This is a sit-down or in-room buffet breakfast for a maximum of 20 people.

### Buffet breakfast and breaks

Somewhere lost in the mists of time, it became a standard practice for the L.A.C. to provide a buffet breakfast for attendees and those people accompanying them, offering breakfast on Friday, Saturday, and Sunday mornings. At a minimum this has come to include juices, sweet rolls, coffee and tea, but sometimes includes a selection of fruits as well. The price of making this meal available is considerable, and every effort should be made **not** to enter into a competition with past or future meetings.

Estimating attendance at this buffet is particularly difficult and depends essentially on how easily attendees will be able to find other breakfast options in the vicinity. The best attendance will be on Friday morning, and decline thereafter. Few people will be eager for the Sunday morning buffet. If possible, the food should be continuously available through to the end of the morning coffee break.

To control costs, ask the hotel to separate all the breakfasts and breaks so that you can guarantee different attendance at each. Ask for two different menus to choose from.

### The Annual Banquet

Ask for two different menus at different prices. Ask that the prices include the service fee so that you will have a clear idea of cost. Do not hesitate to tell the hotel what kind of prices you are looking for. The L.A.C. may be faced with something of a dilemma concerning the banquet cost. Food prices at hotels are on the increase and it is probably not often, if ever, possible to secure a banquet meal for the \$50 or \$60 once enjoyed. Banquet attendance has dropped, possibly because of increased costs. The L.A.C. may have to decide to charge the hotel's high price, which will probably lower attendance, or raise enough money to underwrite the cost and keep the price at a modest increase over the previous year.

### Lunch workshops

As noted under the guidelines for the Program Committee, who can attend the lunches has been a problem. At the Post-Mortem breakfast following the 2009

meeting, it was strongly suggested that those who pay for the lunch should have some evidence of having paid and be admitted first. However, this process should be left up to the discretion of the L.A.C.

### Receptions

- The First-Night Reception: In recent years, almost all Local Arrangements Committees have organized some kind of reception on Thursday evening, prior to the start of the scholarly program on the following morning. Scheduling of the reception should be arranged so that the members of Council will be able to attend and still have time for the Council meeting. The room should be sufficiently large to accommodate all anticipated registrants and guests. Frequently, the opening reception has a cash bar (with nonalcoholic options), while the Local Arrangements Committee provides hors d'oeuvres, budgeted into the registration fee.
- The Garrison Reception: For two decades or more, a reception has been held in connection with Garrison Lecture. It is financed from registration fees or special donation, and is often as nice or almost as nice as the Thursday reception.

Hotels can generally increase the guaranteed count you give them for each event up to a certain time, but after that time, the hotel may attach a surcharge. Check their policy in advance to avoid surprises.

### To Ticket or Not to Ticket

In the past, it has been customary to issues tickets to workshop lunches and the annual dinner. The problem with tickets is that people forget to bring them. The Cleveland L.A.C (2009) suggested indicating on the back of registrants' name badges each event for which they are registered. If this method is used, those attending the meeting should be encouraged to wear their name badges at all times. The entre selected for the Annual Banquet or the workshop lunch should be noted in some way since people often forget what they ordered.

### D. AUDIO VISUAL EQUIPMENT

The hotel may be able to provide AV equipment or there may be an independent company that works with the hotel's clients, or you may wish to seek bids from two or more companies. Speakers' needs over the last few years have changed (and become more expensive.) Slide projectors are nearly obsolete; overhead projectors are seldom used. Instead, speakers give Power Point presentations and want laptops and LCD projectors. Recently, these, along with screen, podium and microphone were provided in every session room, in the luncheon workshops, for any of the special breakfasts on request, and for the Garrison lecture. (Of the special breakfasts, only the

Clinician/Historians group requested this package in 2009.) Be sure to check the hotel contract. It may provide a free podium and/or microphone or screen.

The L.A.C. should provide information on the standard package to the P.C.C. who will inform speakers. To avoid unnecessary problems, determine whether the laptop will be loaded with PowerPoint 2003 or 2007 and notify speakers accordingly. If session speakers require anything else, h/she will be directed to contact the L.A.C. The L.A.C. may wish to charge for this “non standard” equipment.

The Plenary session and business meeting will probably require standing microphones or tables with two or three microphones for several speakers, as well as a podium or two. The Annual Banquet will require a podium and microphone and possibly a small table for the awards. Check with the leaders in each case.

The L.A.C. must insure that persons knowledgeable in the operation of A-V equipment will attend each session, or can be located quickly should emergencies arise.

## E. FINANCIAL RESPONSIBILITIES

### E.1. Responsibilities

It is the responsibility of the L.A.C. to

- Estimate meeting expenses
- Establish the registration fees
- Arrange for a local bank account, if needed
- Manage an initial advance from the Treasurer of the A.A.H.M. of \$4,000
- Keep track of receipts and expenses
- Make appropriate use of the A.A.H.M.'s non-profit federal tax status. The tax number is available from the Secretary; Depending on the state, the hotel, audio visual company, and other vendors may require a state certificate of tax exemption which should be available on the state's web page.
- Pay interim and final bills
- Provide a detailed attendance and financial report to the Secretary

### E.2 Setting the Registration fees

The principal source of income for the meeting will be registration fees, which must defray the costs of

- running online registration
- office supplies, postage, printing tickets, if used, and signs for individual sessions;
- meeting rooms, if not included in the hotel contract;
- hotel room for the President (if not included in the contract)
- compensation for any Registration Desk staff who are not volunteers;

- rental of equipment, tables for the book display, etc.
- food and beverages for the Council meeting on Thursday
- catering for receptions, the buffet breakfasts, and the Sunday morning post-mortem meeting
- printing of the program and abstract book
- bus transportation to off-site venues (if any)

In recent years, the following registration categories have become standard for A.A.H.M. meetings, which are here listed as approximate percentages of a standard registration fee. A (100%) firm cut-off date for the reimbursement of the registration fee to those who cannot attend the meeting should be noted on the registration form.

- Non-Member (125%)
- Retired/Graduate Student/Medical Student/Independent Scholar (50-67%)
- Spouse/Partner (50%)
- Late Registration surcharge, applied to all of the above categories (15-20%)

The Spouse/Partner category was created to account for the likelihood that people who accompany attendees will go to the receptions and perhaps the general breakfast buffet, thereby adding to overall catering costs. However, since the A.A.H.M. does not require people to wear badges or other ID when attending these functions, compliance with this category is essentially voluntary. People who register as a spouse or partner are routinely provided a printed program and a name tag (and a bag!), but not an abstract book.

The registration deadline (after which time all registrations become late registrations) can be set by the L.A.C. as it chooses, but it commonly falls about 4 weeks before the meeting date. All walk-in registrations at the meeting will be charged as late registrations. In general, the A.A.H.M. expects its meetings to break even or to turn a small profit. The Association does not, however, intend to fund its regular activities from meeting receipts. To set the registration fee, the L.A.C. should list all possible costs, estimate them on the high side, add 10% and divide by the lowest possible estimate of attendees. The principal portion of the expenses should be covered by the registration fees, advertising receipts, book exhibit fees, payments for tickets to luncheons, the annual banquet, or local donations.

### E.3. Donations

It often happens that host institutions or local medical societies have contributed to annual meetings by funding receptions or, occasionally, by making cash donations. The 1985 Committee on Meetings discussed circumstances which might prevent the acceptance of such subsidies. The Committee concluded that it was appropriate to accept donations to assist with meeting expenses, if no conditions were tied to such gifts other than acknowledgment in the program. In many cases, a university, medical school, or corporate logo can be "sold" for a donation for space in one side of the meeting bag, as was done with the Madison meeting of 2004. When accepting corporate contributions, however, the L.A.C. must be extremely careful not to accept contributions from any

company that might later cause the A.A.H.M. embarrassment through a perceived connection to the company's products or advertising. Clearly the scope of potential donations, along with the L.A.C.'s willingness to solicit them, will vary considerably.

## F. REGISTRATION

### F.1. Online registration

The emergence of online registration as the preferred method for the large majority of A.A.H.M. members has been of great help. A company called BlueSkyz handled online registration for several years. But in 2010 and 2011 the meetings service groups at the Mayo Clinic and the University of Pennsylvania respectively managed online registration as part of a package of services. All of these groups have also handled refunds, provided on site registration, and offered a continuous update on hotel registration and numbers registered for special events.

Although such online services are expensive ((between \$15 and \$20 per person), the benefits seem worth it. In spite of an online service, the L.A.C. must do the following:

- before signing a contract with a service to run registration, the L.A.C. needs to make certain that the software package used by the office allows for the registration categories typically used by the A.A.H.M. The L.A.C. should show the service a sample paper registration form and get them to explain how the categories on that form will be transferable to the software's database fields. As far as possible the L.A.C. needs to insure that the service's software is sufficiently flexible for the A.A.H.M.'s and L.A.C.'s requirements.
- work closely with the company handling registration, providing all the basic registration information that is then put in templates developed by the online company, including one for general member registration, one for vendors (developed with the B.E.C.), and one for students (developed with the students' representative). The registration page for vendors reflects their one free meeting registration and reduced rate for additional registrations, and it provides registration for the number of tables wanted. The student form reflects the reduced registration rate for students and the choice of a lower priced hotel booked with students in mind. For the first time in 2009, the page included a "Buddy Page" to match newcomers to the meeting with "old hands." This page was also accessible from the regular members' page and the vendors' page. Students could also register for their lunch on the registration page. The lunch was off-site (usually organized by the students), and the L.A.C. collected the money and paid the lunch bill.
- make sure the registration page(s) contain a clear statement of the registration deadline (usually about 4 weeks before the meeting) and late fees charged after that deadline

- make it clear to registrants that all technical problems that occur during the registration process should be addressed to the company providing the online registration service. The L.A.C. will answer meeting related questions.
- make sure there is a clearly defined policy on refunds for registration and ticket fees at the outset of preparation for the meeting and that it is specified at the bottom of the registration forms with a notification deadline, e.g., at least two weeks before the start of the meeting. Some refunds will also be necessary at the meeting.

Even before a registration service has been chosen and the online form has been prepared, the L.A.C. should think about creating a meeting website that is linked to the main A.A.H.M. home page. A meeting web page gives the L.A.C. a chance to put up other useful information about transportation, things to do in the area, a restaurant guide, and so on. In general, online services do not want web pages to have a link to the hotel for reservations, preferring that reservations go through them.

For an annual meeting to be held in late April, it will probably be sufficient to open up registration near the beginning of February, with the (early) registration deadline in late March. It matters little when one sets the deadline: the greatest flood of registrations will come in just before it!

## F.2. Pre-Registration packets

By January, the L.A.C. should arrange for the printing of registration forms, and travel information and special events or tour notices to be sent to members. The mailing of this packet should take place during the first week of February. Pre-registration packets should include:

- hosts' invitation, welcome, and description of meeting, information about host institution
- registration form
- travel advice
- special event/tour notices, restaurant information, local maps

Mailings to members living in the U.S. and Canada must be sent by first class mail. Airmail must be used for those living elsewhere. In some cases, the L.A.C. will be able to make use of their university's mail service to obtain a discount. Be sure to check into that possibility. In preparation for the mailing, the Secretary will authorize a set of computer printout labels of the membership by December, or earlier For the L.A.C. to do this mailing "by hand" is unnecessarily tedious. There are many mail services in most cities that can take all the material, stuff the envelopes, apply postage and addresses, and mail. It is worth the modest expense!

## F.3 Planning, staffing and operating the registration desk

The Registration Desk distributes conference materials and it is a source of information about the hotel, the program, and the community (restaurants, bookstores, local libraries, other hotels, museums, transportation, etc.). Signs for sessions can be stored there. It will also function as an informal lost-and-found desk, rendezvous site, and message center.

#### F.4 Registration Packets received at the hotel

It has become standard practice at annual meetings for registrants to be given a bag containing meeting information (program, abstracts, etc.) and the specific details of the individual's registration. The complete package should include:

- a copy of the registration form, which should include how much was paid, and which serves as a registrant's receipt
- printed program
- name badge and plastic holder
- abstracts book
- tickets to separately priced functions (banquet, luncheons, tours, etc.) See "Tickets" in Section C.2 for an alternative to tickets)
- refund slips, if any
- local restaurant guide
- local map
- list of antiquarian bookstores in area
- alphabetical list of pre-registrants with their addresses
- notice of errata and last minute program changes

A separate packet of information should be available for those who request C.M.E. credit (See Section H)

The design of the bags is highly variable, and no attempt will be made here to prescribe a standard. Some bags have been canvas tote-bags with handles, others have offered fancy briefcase-type designs, and still others have been cheap and forgettable. In many instances, one will put the A.A.H.M.'s logo on one side of the bag with perhaps a local "meeting logo" or sponsor's logo on the other side, but here, too there is no set rule. receipts, refunds, distribution of conference materials and it is a source of information about the hotel, the program, and the community (restaurants, bookstores, local libraries, other hotels, museums, transportation, etc.). Signs for sessions can be stored there. It will also function as an informal lost-and-found desk, rendezvous site, and message center.

#### F.5. Registration staff

In many cases, the meetings service or office that the L.A.C. has used to handle online registration for the meeting will also provide registration at the meeting as well, either as part of the standard service package or for an additional fee. The L.A.C. would be well advised to use this service if it is available. Staffing a registration desk with local volunteers (such as students who agree to work at the desk in return for free registration) can save money, but this approach can also cause problems with misplaced receipts and mishandled money. The L.A.C. needs to understand that things get extremely hectic on

Thursday afternoon and Friday morning, when the majority of meeting attendees will be arriving, and the people working at the Registration Desk need to be fully informed about the proper procedures for use in refunds, payments, and so forth. Registration staff should be knowledgeable about the program, the hotel, and the community.

An orientation session for registration desk staff should be held at the hotel, prior to the opening day to explain the registration forms and categories, the events, and the policies regarding refunds and late ticket purchases, etc. The desk staff must also have toured the hotel to locate the respective meeting rooms, book exhibit rooms, lavatories, hotel tour desk, etc., so they can provide answers as needed.

At least four to five persons (including a member of the L.A.C.) should staff the Registration Desk on Thursday afternoon and evening, and a minimum of four persons on Friday morning. It is advisable that the desk be opened by mid-afternoon on Thursday, and that this be arranged with the hotel far in advance of the meeting date. By mid-day Friday the crush of registrants will have slowed to a trickle, but the desk should remain staffed by one or two people who are in contact with a representative of the L.A.C., to answer questions and solve problems as they arise.

#### F.6 Equipping the registration desk

The hotel may have a formal registration desk for your use, but if not it will provide several long tables with drapes and chairs for the registration staff. The hotel should also be asked to furnish several message boards on easels, and a board and easel for the annual banquet seating chart. There will likely be a charge for these.

Signs may be kept or stored at the registration desk or in a room provided by the hotel for the L.A.C. Three or four weeks before the meeting, the L.A.C. should order signs that clearly identify

- the A.A.H.M. registration desk;
- book exhibit: one large sign for directions; another for the door specifying hours;
- each scholarly session (number and title of session, speakers, and if possible paper titles). These should be placed outside the doors of meeting rooms.

It is important to have copies of the Association's brochure (which contains an application form) set out prominently and conveniently on or near the registration table for any individuals wishing to apply for membership. The Secretary is responsible for sending or bringing to the L.A.C. a supply of these brochures (75 or 100 should probably be adequate).

One of the more vexing difficulties of handling onsite registrations is the question of processing credit card payments. In some cases, the meeting service will be able to set telephone credit-card certification at the Registration Desk or process payments online, but in other cases if a registration service is not available the numbers may have to be written down and later entered for payment. In the latter case, extreme care must be taken

to insure that those numbers not be lost or stolen. They represent arguably the most valuable personal information a person has, and the loss of those numbers could be serious for the individual and deeply embarrassing for the L.A.C.

Among the most useful things to have at the Registration Desk are:

- blank name tags, for those who lose their badges;
- a first aid kit and bandages;
- a cash box for disbursing acceptable refunds, if no online service is on hand;
- heavy scissors and packing tape for boxing the desk materials and book exhibit at the close of the meeting;
- rolls of masking tape, for the use of Session Chairs who may have to post last-minute changes, on the doors of their meeting rooms.

The hotel should be asked to supply four or five pitchers of ice water, to be refilled twice a day, and an ample supply of cups at the Registration Desk. A table to hold various types of advertising material, not included in the registration packet, is also desirable.

#### F.7 Who should register?

In principal, everyone attending the meeting should be required to register and pay a registration fee, with the exception of invited guests and speakers (Garrison Lecturer, if not a member, banquet speaker, etc.), and people who have agreed to perform particular kinds of work for the meeting in return for free registration. In those cases, the L.A.C. should arrange for the preparation of registration badges/packets without a fee. In some circumstances it may be appropriate to consider a graduated registration fee structure (including group rates) to attract local college or high school students for special sessions, etc.

The delicate question of whether members of the L.A.C. should receive free registration has often been decided in favor of agreeing that the L.A.C. should pay along with other participants. Needless to say, the collective conscience of the L.A.C. must rule here.

The L.A.C. will be confronted by local attendees who wish to attend only for a day or "just one paper." Some large professional societies have daily registration fees, but for a small society, one-day registration fees make financial planning difficult. Therefore, in practice people will be able to walk in and out of the meeting pretty much at will. Some attempt should be made to police attendance at the more expensive receptions, but for normal session sit is probably not worth the effort to prevent anyone from just walking into a session. In fact, an open door policy has the benefit of permitting those unfamiliar with our discipline to learn something about it.

Occasionally, the parents (or spouse) of a person receiving an award may wish to attend the banquet. In 2009, the L.A.C. decided that they only had to pay for the dinner and not for registration.

## G. COORDINATION WITH THE PROGRAM COMMITTEE AND A.A.H.M. OFFICERS

The President, Secretary, Treasurer, Local Arrangements Committee Chair and Program Committee Chair must establish early and continuing coordination. The President will advise the L.A.C. as to his/her wishes and needs in connection with scheduling and conducting

- the Council meeting;
- the general Business meeting;
- the opening ceremony;
- the honors and awards session;
- the Presidential Address, and any other official events.

The Chair of the L.A.C., in turn, should keep the President apprised of the general nature of plans for receptions, tours, banquet, and other special events. S/he must inform the President and Secretary promptly of any major problems or crises, and should keep them up to date on such matters as advance registrations.

The Treasurer will advance funds to the Local Arrangements Committee, should any be needed; while the Secretary will furnish supplies of the A.A.H.M. brochure for the registration desk, and provide information and other back-up assistance.

The L.A.C. must plan well in advance to establish good communications with the Program Committee. Because the hotel contract has to be finalized well before the Program Committee has even been created ex nihilo by the President, the L.A.C. should communicate to the Program Committee any relevant information about the particular requirements and limitations of the meeting space. In turn, while the Program Committee has ultimate responsibility for the content of the meeting program, including luncheon sessions and special sessions, it must give the L.A.C. sufficient opportunity to plan for those sessions in tandem. Especially if the Program Committee plans to institute a special session, at a time when the annual meeting traditionally has not scheduled a session, it must give the L.A.C. early warning of the change (and it must fit within the hotel's space limitations). The person serving as the L.A.C.'s liaison to the Program Committee is specially charged with representing these concerns, in addition to his/her regular Program Committee responsibilities.

For an annual meeting held in late April, for which registration will open at the beginning of February, the Program Committee must deliver a full list of sessions, speakers and affiliations to the Chair of the L.A.C. by mid-December so that the program will be ready to go online by early February.

The L.A.C. will have more time to see to the preparation of the printed version of the program and the book of Abstracts. These will be distributed at the meeting. (See

## H. CONTINUING MEDICAL EDUCATION (C.M.E.) ACCREDITATION

The L.A.C. is responsible for securing Continuing Medical Education credit for all physicians attending the meeting who want it. Credits are awarded for attending scholarly meetings and a certain number of C.M.E. credits are needed by practicing physicians in the United States and Canada each year to maintain licenses and specialist certification. Not only is accreditation valuable to medically qualified members of A.A.H.M., it can enhance attendance. The A.A.H.M. offers these credits to encourage physicians' attendance at meetings and to support the relevance of scholarship in the history of the health sciences.

There are, in general, three steps in the C.M.E. process.

1. Find a medical school or other organization that provides C.M.E. credit. Ideally, the L.A.C. will include an A.A.H.M. member with standing at a school or organization (e.g. hospital) that can provide C.M.E. credits and who will be willing to help with the process. It is also a good idea to start the process well in advance (perhaps 2 years) in order to make sure a provider has agreed to do it.

After a provider is found, a formal application is made. However, the application cannot be submitted for consideration until there is at least a draft meeting program, a meeting budget that demonstrates there is no undue influence on the meeting from private interests, a list of speakers, demonstration that there is 30% built in discussion time in each scholarly session (which A.A.H.M. has in place), and learning objectives (which are incorporated in the A.A.H.M. paper proposal process). Thus the application cannot be completed until two or three months before the meeting. Number of C.M.E. hours available should be added to advertising for the meeting.

An evaluation "instrument" for evaluating speakers must also be developed for the application. This is usually a Likkert scale form.

There may be a base fee charged, with an additional per person fee to be collected from each participant. (Physicians are accustomed to paying this fee). It is important that the added costs of C.M.E. not be passed on to non-physician delegates at the meeting.

2. The recipient. The online registration form should have a place to check if interested in receiving C.M.E. credits. The per person fee can then be listed and paid with the total registration payment. (If someone decides to apply at the meeting, the money can be collected and sent to the providing organization). Each person signed up for C.M.E. credit will receive a packet (from the providing institution) at the A.A.H.M. registration desk. It includes an instruction page, information on what to do if not pre-registered, the name of a contact person at the providing institution, an explanation on how certification will be sent after the meeting, a page listing all sessions and papers, and the evaluation page. On the sessions/papers page, the applicant must circle those attended and credits claimed. The applicant must fill out the evaluation pages, sign all sheets where indicated, include address, and return

the entire packet to the Registration desk or by mail later to the providing institution's contact.

3. The L.A.C. gathers the packets and sends them to the C.M.E. provider. Enclosed sheets should be checked for signatures which are needed before returning the packet to the providing institution.

## I. THE ONLINE AND THE PRINTED PROGRAM

### I.1 The online program

The program should be sent to the L.A.C. by mid-December, if possible. It should be proofread and sent to the Secretary for approval in time for adding it to the AAHM web site in late January.

### I.2 The printed program

The most useful thing that one can do to understand the format of A.A.H.M. meeting programs is to collect samples from the previous two or three meetings and use those as a guide for the layout of the document. When other societies hold a meeting jointly with the A.A.H.M. meeting, the programs of those societies' meetings are presented directly after the A.A.H.M. program, but before the list of participants. Perhaps the most important single consideration in the layout of the program is to find a way to let attendees know in the listing of sessions which day and time those sessions are taking place. It is a source of considerable wailing and gnashing of teeth for attendees to have to continually flip back and forth to another page on the program to determine this information.

The L.A.C. will need to decide no later than the fall of the preceding year whether or not the program will carry advertising. Although optional, advertising by publishers and book dealers can help to defray some of the cost of printing. Advertisers must send their completed ads electronically in a format identified by the L.A.C. preferably by mid-December.

Between three and four weeks should be allowed for the actual printing of the program. The number of copies to be ordered from the printer should be sufficient for distribution at the meeting plus (450) plus another 150 copies to replace lost or defective copies, or for other purposes.

## J. BOOK OF ABSTRACTS

Since 1981, a book of abstracts has been made available at the meeting in the registration packets. A complete set of abstracts should be sent to the L.A.C. by the Program Committee in ample time to have it printed for distribution at the time of the meeting. They are useful during and after the meeting and are much appreciated by registrants.

The book can be arranged either in alphabetical order by author, or in chronological order by session. In either format, an additional index representing the opposite arrangement is advisable.

## K. TOURS AND TRANSPORTATION TO OFF-SITE SESSIONS

Visits or tours to local historical sites, museums, libraries, medical schools and other facilities can enhance the program and help the registrants to become acquainted with the meeting city. Tours also help first-time registrants to become acquainted with others in the A.A.H.M. Whether these events are held at the meeting hotel or at other sites, the LAC should take into account the accessibility of these venues for people with disabilities. Any sites with limited accessibility should be so noted in the registration materials.

The Association has not regularly provided supplemental programs for non-members who accompany members at meetings. Partners and families may look for supplemental tours programmed during the scholarly sessions. It is certainly an option for the L.A.C. to provide supplemental tours. Alternatively, maps, tourist brochures, and (in large cities) information on excursions can be available adjacent to the registration desk.

Arrangements for busses must be set well in advance of the meeting. Bids from responsible local bus companies should be obtained and contracts made early, but arrangements must be rechecked and modified as required during the meeting.

Registration for tours should be included as one of the check-off options on the meeting registration form and online registration options. There needs to be a clear statement that after a certain date (often 72 hours before the start of the meeting) there can be no changes to tour registration and no refunds. Attendees should also be advised during pre-registration that space may still be available on tours at the meeting, but there is no guarantee that there will be any. The overall aim, obviously, is to insure that the L.A.C. is not left absorbing the cost of any tour space that has been booked but not purchased.

L.A.C.'s often like to show off a particularly noteworthy venue of their city by booking the Garrison Lecture and Reception there. This is strictly optional, however, and the desirability of using such a venue has to be balanced against the considerable cost and vexation of lining up transportation to move attendees from the meeting site to the venue.

## L. CEREMONIAL AND OTHER OFFICIAL EVENTS

Ceremonial and official events at the annual meeting are, for the most part, managed by the President. The L.A.C. and his/her Committee, however, are responsible for providing the necessary facilities for these events.

### L.1. The Opening Session

The official opening session is normally scheduled for Friday morning, with the President presiding, and requires a large ballroom or the equivalent to accommodate all registrants. It often includes short welcoming remarks by an official of one of the host institutions and by the L.A.C and Program Committee designees. It may also be selected by the President as the occasion for delivery of his or her biennial Presidential address. In that event, the Opening Session continues until the mid-morning break. If there is no Presidential Address at this time, the Opening Session normally lasts around fifteen minutes only and is followed (with no break), by the first scholarly session, either plenary or parallel. Most recently, the first scholarly session has been plenary. But the P.C.C. and/or the President may chose to deviate from that pattern.

## L.2 The Garrison Lecture

The A.A.H.M President also presides at this plenary session, which usually takes place on the afternoon of the first full day (Friday). For many meetings, it has been held in an elegant amphitheater away from the meeting hotel. By custom, the Garrison Lecture is not followed by questions from the audience. It is followed by a reception with refreshments, in an adjoining area.

## L.3. Presidential Address

The President delivers an address to the Association during the course of the meeting at which his/her term of office terminates. Some take place immediately after the official Opening Session; others, at the Annual Banquet, although alternative times during the meeting may also be selected by the President. It is the responsibility of the L.A.C. to ascertain the President's preference in scheduling the President's Address.

## L.4 The Business Meeting

The annual business meeting of the Association is usually held on Saturday in the late afternoon (4:00 or 5:00 P.M.) preceding the annual banquet. The L.A.C. must provide a room equipped with a public address system, sufficiently large to seat all members registered at the meeting. The L.A.C. should arrange for microphones, not only at the table at the front of the room at which the President will chair the meeting, but also in the audience. Several standing microphones near the front and center of the audience in the center aisle will facilitate reports or announcements from committee chairs as well as audience interaction.

Approximately one-fourth of those who register at the annual meeting can be expected to attend the business meeting, which normally lasts thirty minutes to an hour-and-a-half. Many registrants are not members of the Association, but only members may vote in the business meeting.

The current bylaws stipulate that the President shall arrange the order of business and that one hundred members constitute a quorum (Article 5. Section 1).

## L.5 Awards and honors

Awards and honors have been presented most recently at the Annual Banquet.

## M. FOLLOW-UP STEPS

### M.1 The Sunday post-mortem meeting

It has become standard for the L.A.C. to celebrate the end of the meeting and hold a discussion of it on Sunday morning, with a "post-mortem" breakfast. The President invites the other officers, the current and future chairs of Local Arrangements and Program Committees, and the Chair of the Committee on Meetings to compare notes and identify problems and "lessons learned."

### M.2 Reporting and Accounting

The L.A.C. must write a fiscal and narrative report covering the activities of the Committee for the annual meeting. The narrative report need only indicate general highlights, except where the guidelines may have been modified or improved.

Final fiscal reporting by the L.A.C. is essential. It should include number of registrants, broken down by category, list of sources and amount of income, list of sources and amount of expenditures, and net profit or loss. Two to three months may pass before all the bills are processed and checks cleared. Copies of financial and narrative reports should be mailed to the Secretary, who will arrange for their timely distribution to the President, Treasurer, Vice-President, the L.A.C., Program Committee chairs of the succeeding year's A.A.H.M. meeting, and to the Chair of the Committee on Meetings. Copies of these reports should also be made available to the Council in the course of normal Council mailings. The L.A.C. should include two copies of all forms, notices or other documents made available to the membership at the meeting, as well as the report of the Book Exhibit Coordinator for the meeting

## N. CHRONOLOGICAL Summary of Duties of the L.A.C.

### Months before meeting (at the latest)

36 mos.	L.A.C. appointed by the President
36 mos.	reserves hotel and other sites for sessions and ceremonies
24-36 mos.	begins fundraising efforts
24 mos.	members of committee are appointed by President with help of L.A.C.
12-24 mos.	delegates special functions to committee members (see section B)
12 mos.	with committee explores rates for services, such as transportation, catering, printing, bag manufacture

12 mos.	meets with P.C.C. to discuss schedule and plans
6-8 mos.	communicates with P.C.C. about meeting room needs (e.g., 3 or 4 parallel sessions, audiovisual needs etc.)
6 mos.	communicates with B.E.C. re book exhibit needs
6 mos.	begins plans for staffing of registration desk
5 mos.	has final program prepared, C.M.E. credits finalized
4 mos.	program proofed and goes online
4 mos.	has registration form and tickets prepared and printed
4 mos.	places order for meeting bag
2 mos.	has program printed
2 mos.	has abstract book printed
2 - 0 mos.	receives registrations, estimates of numbers for banquets, luncheons, other functions, ensures guests have gratis registration packets and/or tickets
1 mo.	prepares preliminary report for Council
0	speaks at opening session, attend functions, oversees registration desk, receives slings and arrows
0	attends postmortem meeting
+0-1 mos.	reviews this section of these Guidelines, recommends changes if necessary to the Chair of the Committee on Meetings and the Secretary
+0-6 mos.	pays bills, closes accounts and prepares both final reports (fiscal and narrative) for Secretary and distributes reports to successor(s) and Chair of Committee on Meetings to update Appendix III.
+12 mos.	Recognize or arrange to have recognized the work of successor at the Business Meeting of the following year. Like the rest these guidelines, this task is a custom not a duty; however, minutes reveal that it has been honored more in the practice than in the breach.

*This section updated: May 2009; section on C.M.E. June, 2010*

## **PART IV: GUIDELINES FOR THE BOOK EXHIBIT**

### **A. RESPONSIBILITIES OF THE BOOK EXHIBIT COORDINATOR (B.E.C.).**

The Local Arrangements Committee is responsible for organizing the annual A.A.H.M. book exhibit. No later than September of the year preceding the exhibit, the L.A.C. should appoint one member of the Committee as Book Exhibit Coordinator (B.E.C.). The B.E.C. must have no other responsibilities at the meeting.

The duties of the B.E.C. have lightened over the years, but they still include

- establishing the invitational mailing lists of both current publishers (C.P.'s) and antiquarian book and instrument dealers (A.D.'s);
- selecting and arranging for (an) exhibit room(s) of suitable size;
- ensuring with the L.A.C. that the dates, hotel room(s) and hours of the book exhibit are included in the printed program;
- estimating the cost of exhibit arrangements and establishing exhibit fees;

- mailing invitations and keeping track of registration;
- arranging for the necessary equipment for the exhibit (e.g., tables, chairs, phone, computer outlets);
- being available during the setting-up and dismantling of the exhibit;
- conducting follow-up correspondence;
- writing a brief report and passing sample letters and lists to his/her successor.

On how Book Exhibit preparation has changed

"Book exhibits have metamorphosed into more commercial and less altruistic ventures. It has been the aim of local committees to cover costs (in some cases to make some money) while providing the attendees with a range of publications as efficiently (I'd stress that word) and painlessly as possible.

"Prior to this change, local committees prepared catalogs of books displayed, counting on publishers to supply bibliographic information in advance..."

[The B.E.C. also used to store, transport, unpack, display, and repack large boxes of books.]

## B. EARLY LOGISTICAL PLANNING

Usually, the exhibit rooms for both current publishers and antiquarian book and instrument dealers are located in the headquarters hotel. The B.E.C. will need to work closely with the L.A.C. in selecting the exhibit space, which should be as close as possible to the rooms in which the annual meeting is to be held.

Arrangements should be made for a room when the hotel is booked and the hotel informed that this is an activity of the A.A.H.M. Well prior to reserving the specific exhibit room(s), the B.E.C. must reach a decision on how many dealers should be invited to participate; how many are likely to participate; and how many can be accommodate.

## C. INVITATIONS TO EXHIBIT

### C.1. Address Lists of Recipients

The B.E.C. obtains lists of the previous years' invitees and exhibitors from his/her predecessor. S/he can expand or decrease the existing list by reviewing the "Books Received" sections of periodicals.

### C.2. Letters of Invitation (For samples, see Appendix IV).

No later than November, the letter of invitation to exhibit should be sent by e-mail to C.P.'s, A.D.'s, and publishers' representatives, such as Scholar's Choice. It can be

addressed to "Exhibit Manager," if the name of the contact person is unknown.

It should indicate the following:

- dates, city, location, and hours of the exhibit;
- the A.A.H.M. and local institutional sponsorship for meeting;
- anticipated number of registrants;
- name, address, phone, FAX and e-mail of B.E.C. and hotel;
- fees for participation in exhibit;
- cut-off date for commitment to exhibit;
- cut-off date for receipt of books shipped to hotel;
- statement that exhibitors are responsible for all arrangements and costs of shipping;
- statement that exhibits should be limited to studies in the history, philosophy and sociocultural aspects of medicine and the life sciences; (A few publishers, nevertheless, send general medical textbooks.)

The B.E.C.'s mailing may include a separate invitation (with its own response form or an e-mail address of the L.A.C. member in charge of advertising) to advertise in the A.A.H.M. program. (For more on advertising, see section I.1.)

### C.3. Fees for Exhibit Participation.

Since many hotels will levy a charge for exhibit rooms, the book exhibit can require a fiscal outlay from the Local Arrangements Committee. Fees help to defray these costs. Book exhibit income usually exceeds expenses. Recently, annual meeting registration is included with the fees for displays.

#### Fees for Some Recent Exhibits

	1999 N.B.	2000 Bethesda	2001 Charleston	2009 Cleveland
1 TABLE	300	300	300	350
2 TABLES	450	600	450	550
3 TABLES	900	600		750

In the past, distinctions were made between A.D.'s and C.P.'s with respect to fees and duration of exhibit. The distinctions no longer prevail.

If an online registration service is used, most vendors will register and pay fees for the book exhibit and for registration on line. The fee paid by vendors includes the table rental, skirting if extra, security, one free meeting registration (not including the annual dinner), a reduced price of additional meeting registrations, and internet or telephone connections that are necessary. Most vendors now use cell phones rather than computers to conduct business. Following tradition, the B.E.C. usually provides a computer with internet access for librarians' use in the exhibit room.

## D. THE EXHIBITORS

### D.1. Current Publishers

Over the last decade, declining numbers of C.P.'s have attended conferences. Non-participating C.P.'s claim that they can no longer afford either to send a representative for several days or to donate books to the host institution. Only Watson Publishing International Cambridge University Press, Johns Hopkins University Press, and Rutgers University Press, have regularly sent representatives to recent meetings. The A.A.H.M. cannot be responsible for packing and returning books. Publishers no longer leave books, as they once did, but they will leave journals. If asked.

### D.2. Academic Book Exhibit Companies

The Scholar's Choice of Rochester N.Y. has moved into the niche created by the C.P.'s waning interest in conferences. It now serves over 300 presses. At A.A.H.M. meetings since 1990, it has rented up to 7 tables to display books and take orders for several dozen C.P.'s. Some C.P.'s no longer respond to B.E.C. invitations because they have already made arrangements with Scholar's Choice. Since 1995, the contact person is Judy Lohr: 716-262-2048 (ext 105); e-mail: [scholars@eznet.net](mailto:scholars@eznet.net).

### D.3. Antiquarian Dealers

Antiquarian dealers have exhibited at the A.A.H.M. meetings in varying numbers. The 1990 meeting, held in Baltimore, Maryland, drew a large group -- seventeen dealers; nine dealers exhibited in Bethesda in 1982 and in Buffalo in 1996; only two exhibited in Toronto in 1998. The participation of A.D.'s in A.A.H.M. annual meetings can be expected to correlate with the location of the meeting city, the adequacy of the security and display arrangements, and the perceived likelihood of sales.

## E. HOTEL CONSIDERATIONS

### E.1. Exhibit Space

During the last five years exhibit arrangements and space for A.D.'s and C.P.'s has been identical. In earlier years, A.D.'s required substantially more space than did the C.P.'s. For example, at the 1982 meeting in Bethesda, the nine antiquarian dealers each used a minimum of three large draped tables arranged in "u"-shaped booths. These concerns meant that B.E.C.'s needed to establish an early cut-off date for A.D.'s registration; if more than three A.D.'s participated, separate rooms were needed. More recently one large room for both A.D.'s and C.P.'s is preferred.

## E.2. Security Arrangements

Hotels will not assume responsibility for thefts. Security guards can usually be arranged through the hotel. Total costs for security guards for the book exhibit have risen from approximately \$200 in the early 1980s to more than \$800 by 1996, and to \$3600 in 2009.

Some A.D.'s will want assurance that a security guard will be hired to protect their holdings throughout the exhibit, overnight, and during the "set-up" and "take-down" hours. On the other hand, former B.E.C.'s report that exhibitors have sometimes surprised them, by being content to set up the night before the meeting--when no additional security had been promised (other than the locked door).

For the 1999 meeting in New Brunswick, exhibitors relied on hotel security after hours and no extra security guards were hired. Whether or not additional security has been engaged, the B.E.C., or his/her representative, ought to verify locks after the exhibit closes.

## E.3. Floor Plan

The B.E.C. should prepare a floor plan/diagram, based upon room measurements, the anticipated numbers of exhibitors, tables, chairs, computers, etc. A copy of the floor plan should be given to the hotel manager at least a week before the meeting. It is best to meet in person with the hotel manager involved and to review the floor plan with him/her in detail, specifying the furniture requirements. Absence of a floor plan led to some awkwardness among exhibitors in the past.

## E.4. Signs and Refreshments

Several months before the meeting, the B.E.C. should ensure that the L.A.C. will print two or more signs: one for the exhibit room door(s), specifying the days and hours of the exhibit; and at least one other to be placed at or near the registration desk indicating the location, days, and hours of the exhibit.

In the past, vendors sometimes asked the B.E.C. to make up individual signs for each exhibit; such requests are no longer acceptable. The B.E.C. also used to arrange with the hotel for the delivery of refreshments to exhibitors in the book exhibit room. That task too has vanished.

## F. EXHIBIT CATALOG

In lieu of a global exhibit catalog, individual vendors now provide their own lists, sometimes offering preferential conference prices.

## More A.A.H.M. Lore

On top of all the other weighty burdens, the B.E.C. of the not-too-distant past was expected to prepare a unified catalog of all titles on display. This task was particularly onerous in the pre-computer age, and when exhibitors failed to reveal the chosen titles in advance. By 1990, Ed Morman decided to forego the exercise, although he expressed some ambivalence about the decision in his report. Since then, most B.E.C.'s have followed his lead. The last A.A.H.M. book exhibit catalog was a handsome, twelve-page document with a stiff cover prepared for the 1993 meeting in Louisville; it is fast becoming a rare book collector's item in its own right.

## G. OPENING AND CLOSING THE EXHIBIT

### G.1. Final Arrangements

About three weeks before the start of the annual meeting, the B.E.C. should send a memorandum to all participating exhibitors, with the final instructions and the floor plan/diagram. Exhibitors ship books ahead of time to the hotel, which should be primed to receive and store them. A.D.'s usually travel with their wares in tow.

### G.2. Setting up the Exhibit

Sometimes, the book exhibit has been opened simultaneously with the registration desk in the afternoon preceding the First-Night Reception (Thursday). Some A.D.'s and C.P.'s choose to set up at that time, although the exhibit does not open officially until the following morning. Several requests were made at the 2009 meeting to open future book exhibits on Thursday evening.

### G.3. Opening Day

The B.E.C. should be available well before the opening to greet exhibitors and to resolve final emergencies. Most exhibitors are experienced in their roles and need little assistance. The B.E.C. should also plan to be available during the peak hours of the C.P. exhibit.

### G.4. Closing the Exhibit

Most A.A.H.M. book exhibits formally close by early afternoon just before the banquet (Saturday). If the exhibit is not to be dismantled until the following day (Sunday), the reservation with the hotel for the exhibit room must continue through to the next morning. Exhibitors pack up their own displays and arrange for shipping

## G.5. Follow-up

During the week following the meeting, the B.E.C. should send letters of thanks to all exhibitors with a view to encouraging publishers' participation in future meetings. The location and dates of the next A.A.H.M. meeting, together with the name and address of the next L.A.C., should be provided.

The B.E.C. should also write a short report on the exhibit to be attached to the L.A.C.'s final report on the meeting.

The B.E.C. gives his/her report, sample letters, registration forms, and mailing lists of exhibitors and invitees to his/her successor via the L.A.C. of the next meeting. Copies of the mailing lists and sample letters should also be given to the A.A.H.M. Secretary and the Chair of the Committee on Meetings to update Appendix IV of these guidelines.

*This section updated: May 2009*

## V. GUIDELINES FOR THE CHAIRS OF A.A.H.M. AWARDS COMMITTEES

In 2008-09, the Secretary-Treasurer reviewed the existing versions of guidelines for the Chairs of the award committees and in consultation with the President revised them. The revised guidelines aimed to acknowledge the dominant role of electronic media, to standardize and streamline the process among the committees, to permit Chairs of some committees a role in contacting the winners, to reflect new eligibility requirements for the Osler and Shryock Medals, and to clarify and emphasize the important role of the award committee Chairs at the awards banquet. A full list of responsibilities for all Chairs is found on the web at [www.histmed.org/committees.htm](http://www.histmed.org/committees.htm).

The detailed examples for the Osler Medal and the Shryock Medal are included below.

### **Osler Medal Committee Responsibilities of the Committee Chair**

The Association may award the William Osler Medal to a student of medicine in a medical school of the United States or Canada for an unpublished essay that is either the result of original research or shows an unusual appreciation and understanding of problems in the history of medicine. The medal shall not be awarded more often than once each year. The person to receive the award shall be selected by the Osler Medal Committee. (Bylaws, VIII.3)

- Review the guidelines on the Osler Medal on the AAHM website at [www.histmed.org/osler\\_medal.htm](http://www.histmed.org/osler_medal.htm).
- Revise and update the existing call for submissions and submit it to the Secretary for distribution.
- Select and convene your committee of three to five additional members.
- Acknowledge receipt of all submissions and verify that the applicants are eligible, i.e. that they are currently enrolled in, or have graduated in the past year from, a

- medical or osteopathic school in the U.S. or Canada. Students are not eligible to compete if, by the closing date of the competition, they have completed at least one full year of graduate training in history, the history of science or medicine, or the humanities or social sciences. Applicants self-reported eligibility on an honor system has been deemed sufficient by previous Chairs.
- Distribute to the committee the essays and establish a timeline and process for the deliberations, taking into account that the winner will need time to make travel plans to attend the meeting
  - Choose the winner and consider if there will be two, one, or no honorable mentions included.
  - Please notify the President and Secretary of the names, contact information and institutions of the honorees
  - You are responsible to contact the medal winner and those named as honorable mention to give them the good news
  - Please feel free to describe to the winner the following benefits of the award
    - Ceremonial bronze medal conferred at the annual awards banquet
    - Two years complimentary membership in the AAHM including a subscription to the *Bulletin of the History of Medicine*
    - Paid travel and accommodations to attend the annual meeting of the Association in order to receive the medal personally at the annual awards banquet
  - Winners of honorable mention will receive the following benefits
    - Two years complimentary membership in the AAHM including a subscription to the *Bulletin of the History of Medicine*
    - Paid travel and accommodations to attend the annual meeting of the Association in order to receive the medal personally at the annual awards banquet
  - Complete a brief report on the activities of the Committee and forward to the Secretary electronically by mid-March for presentation to Council prior to the annual meeting. The report should list the committee's members, the final decision on honorees and any recommendations for Council regarding the work of the committee. Do not include comments on the deliberations of the committee unless they bear on the recommendations. Comments on the deliberations may be sent separately as a confidential communication to the President and Secretary
  - Please plan to attend the awards banquet at the annual meeting to announce the winner.
  - If you are unable to attend, please arrange for another member of the committee to attend in your place.
  - If the award winner is new to the Association (as commonly), he or she will not be familiar with the arrangements for the banquet. Please make sure that the winner has someone to sit with at the banquet and that he or she understands the system of signing up for a table. (We do not want the winner to show up at the banquet knowing no one and without a seat.)
  - Compose a brief statement about the merits of the winning paper to be read at the awards banquet, either by the Chair or by the Chair's designee.
  - Before the annual meeting you must communicate to the Secretary the following

important information:

- The formal report of the committee
- Whether or not the award winner will be attending the banquet, if known
- The name of the person from the committee who will be at the awards banquet on Saturday night to announce the winner
- The brief text of your formal commendation, which can be used subsequently in publicizing the award

### **Shryock Medal Committee Responsibilities of the Committee Chair**

The Association may award the Richard H. Shryock Medal to a student currently enrolled in a program leading to a graduate degree in the humanities or social sciences for an unpublished essay that is the result of original research or shows an unusual appreciation and understanding of problems in the history of medicine. The medal shall not be awarded more than once a year. The person to receive the award shall be selected by the Shryock Medal Committee. (Bylaws, VIII.4)

- Review the guidelines on the Shryock Medal on the AAHM website at [www.histmed.org/shryock\\_medal.htm](http://www.histmed.org/shryock_medal.htm).
- Revise and update the existing call for submissions and submit it to the Secretary for distribution.
- Select and convene your committee of three to five additional members.
- Acknowledge receipt of all submissions and verify that the applicants are eligible, i.e. that they are currently enrolled in a graduate program in any discipline, including medicine, in the United States or Canada at the time of submission. An applicant's self-reported eligibility on an honor system has been deemed sufficient by previous Chairs.
- Distribute to the committee the essays and establish a timeline and process for the deliberations, taking into account that the winner will need time to make travel plans to attend the meeting
- Choose the winner and consider if there will be two, one, or no honorable mentions included.
- Please notify the President and Secretary of the names, contact information and institutions of the honorees
- You are responsible to contact the medal winner and those named as honorable mention to give them the good news
- Please feel free to describe to the winner the following benefits of the award
  - Ceremonial bronze medal conferred at the annual awards banquet
  - Two years complimentary membership in the AAHM including a subscription to the *Bulletin of the History of Medicine*
  - Paid travel and accommodations to attend the annual meeting of the Association in order to receive the medal personally at the annual awards banquet
- Winners of honorable mention will receive the following benefits
  - Two years complimentary membership in the AAHM including a subscription

to the *Bulletin of the History of Medicine*

- Paid travel and accommodations to attend the annual meeting of the Association in order to receive the medal personally at the annual awards banquet
- Complete a brief report on the activities of the Committee and forward to the Secretary electronically by mid-March for presentation to Council prior to the annual meeting. The report should list the committee's members, the final decision on honorees and any recommendations for Council regarding the work of the committee. Do not include comments on the deliberations of the committee unless they bear on the recommendations. Comments on the deliberations may be sent separately as a confidential communication to the President and Secretary
- Please plan to attend the awards banquet at the annual meeting to announce the winner.
- If you are unable to attend, please arrange for another member of the committee to attend in your place.
- If the award winner is new to the Association (as commonly), he or she will not be familiar with the arrangements for the banquet. Please make sure that the winner has someone to sit with at the banquet and that he or she understands the system of signing up for a table. (We do not want the winner to show up at the banquet knowing no one and without a seat.)
- Compose a brief statement about the merits of the winning paper to be read at the awards banquet, either by the Chair or by the Chair's designee.
- Before the annual meeting you must communicate to the Secretary the following important information:
  - The formal report of the committee
  - Whether or not the award winner will be attending the banquet, if known
  - The name of the person from the committee who will be at the awards banquet on Saturday night to announce the winner
  - The brief text of your formal commendation, which can be used subsequently in publicizing the award

## Appendix I: A.A.H.M. Conferences 1977 -Financial Details

	Year Expenses	Pl. A.Ce Peak rooms	L.A.C Chair CME credit hours	No. Reg.	Reg. Fee	Hotel per night - single	Funds Raised	Donations in kind	Income
50	1977	Madison	G. Risse						
51	1978	Kansas City	R. Hudson						
52	1979	Pittsburgh	T. Benedek						
53	1980	Boston	G. E. Gifford						
54	1981	Toronto	G. R. Paterson						
55	1982	Bethesda	R. Joy	345				\$20,626	\$16,473
56	1983	Minneapolis	L. Wilson	245	\$46	\$2,610		\$22,074	\$22,760
57	1984	San F.	G. Brieger				\$1,064	\$19,090	\$21,113
58	1985	Durham/CH	T. Cavanagh	380	\$30	\$42			
59	1986	Rochester	E. Atwater						
60	1987	Philadelphia	J. Golden						
61	1988	New Orleans	G. Leonard						
62	1989	Birmingham	W. Weaver	358		\$35-\$58	\$5,105	Reception \$45,081	\$37,426
63	1990	Baltimore	G. Brieger	465		\$101	\$5,050	Reception \$49,578	\$42,367
64	1991	Cleveland	J. Edmonson	370	\$55	\$90	\$11,000	Reception \$43,655	\$41,140
65	1992	Seattle	J. Whorton						
66	1993	Louisville	E. Conner	420	\$75	\$80	\$26,000	\$69,857	\$69,987
67	1994	New York	S. Martin	400 +-	\$85	\$90			
68	1995	Pittsburgh	J. Erlen	625	\$90	\$10-\$100	\$17,000	\$89,214	\$79,459
69	1996	Buffalo	J. Bono	408	\$100	\$99	\$12,000	Reception \$59,863	\$51,937
70	1997	Williamsbg	Kipps/Davis	492	\$110	\$65-\$99	\$3,250	\$81,882	\$66,123
71	1998	Toronto	J. Connor		\$115	\$135 C	\$30,000 US		
72	1999	New Brunsw.	G. Grob	320	\$90		\$33,738	Reception \$94,229	\$57,087
73	2000	Bethesda	E. Fee	452	\$120		\$12,860	\$97,217	\$94,643
74	2001	Charleston	C. Worthington		320	\$110	\$143	\$29,141	\$69,260
75	2002	Kansas City	R. Martenson	337	\$125		\$50,000	\$120,754	\$133,782
76	2003	Boston	T. Horrocks	425	\$175	\$175	\$44,000	\$148,850	\$145,461
77	2004	Madison	T. Broman	400	\$135	\$125	\$4,584	Grad St.Party \$70,836	\$69,307
78	2005	Birmingham	T. Pennycuff and M. Flannery	\$349	\$155	\$139	\$19,558	\$95,681	\$65,705
79	2006	Halifax	P. Twohig	175	\$165(Cdn)				

This section updated: 13 June 2005

## Appendix II: Sample Letters for the Program Committee Introductory E-mail to the Program Committee

Dear [NAMES]:

Thanks for agreeing to evaluate this year's abstracts.

The abstract submission deadline for the AAHM annual meeting has now passed and we have received [NUMBER] abstracts.

Grading of the abstracts will be open on [DATE] and remain open for four weeks, until [DATE]. Please plan to complete your grading by that time. (At the bottom of this e-mail you will find information regarding how to log-in and access the abstracts.)

Here are a few things to keep in mind as you grade the abstracts:

(1) The deadline for reviewing abstracts is [DATE]. If this deadline presents a problem for you, please let us know ASAP.

(2) The goal is to accept approximately [NUMBER] papers.

(3) The scoring system is simple. The scores are from one to five, five being a “must have”, three being a “recommended”, and one being a “not recommended”. Use the comment space to convey any concerns (about anything from plagiarism to politically sensitive issues to wondering whether this research has already been published) or suggestions. If you have any questions about the system, please contact us at [aahm.prog.comm@gmail.com](mailto:aahm.prog.comm@gmail.com).

(4) As you grade each abstract, please make suggestions in the “Comment” area about possible groupings, titles, session chairs, etc. (Each of you will only see your own scores and comments, not those of the other committee members.)

(5) Some of the proposals will indicate that they are part of a group of papers hoping to be accepted as a panel. You should give some consideration to these proposals AS A PANEL, but you should evaluate each abstract INDIVIDUALLY. Should all these papers receive high scores, we will keep them together as a panel.

(6) Please recuse yourself from evaluating any abstract for which you feel there is a serious conflict of interest (e.g. a proposal written by a current student). To do so, check the “Conflict” box next to the abstract in question. If you have any questions about whether or not you need to recuse yourself, please contact [**PROGRAM CHAIR**].

(7) Once the scoring is complete and scores are averaged, we will assess the accepted group in order to ensure that we have a broad cross-section of our organization represented.

Thanks again for agreeing to participate in this important, enjoyable, and rewarding process.

Best,

[**PROGRAM CHAIR**]

How to log-in and evaluate abstracts:

We have created an account for each of you on the Oxford Abstracts site. Go to <https://aahm.conference-services.net/directory.asp>, then click on “Click here to review and grade abstracts” under 2011. Your e-mail address is the one at which you received this e-mail and your password has been sent to you in a separate e-mail.

Once you’ve logged in you will see all the abstracts and you may begin grading. Click “Submit” often to save your evaluations. If you have any question, please let us know!

*Acceptance (Oral) E-mail*

Dear colleague,

Congratulations! I am pleased to inform you that your abstract, “«title»,” reference «serialnumber», has been accepted for the annual meeting of the American Association for the History of Medicine in [LOCATION] [DATE]. Please confirm by [DATE] that you will be attending and presenting your paper by contacting us at [aahm.prog.comm@gmail.com](mailto:aahm.prog.comm@gmail.com). If you have any audiovisual needs or other requests, please include them in your e-mail.

TRAVEL AID & AAHM MEMBERSHIP. If you are a medical student, graduate student, or independent scholar, please be aware that small travel stipends are available through the AAHM if you qualify. Please direct inquiries about travel grants to the chair of the AAHM Travel Grant Committee at [www.histmed.org/travel\\_grant.htm](http://www.histmed.org/travel_grant.htm). Also, if you are not yet a member of AAHM, we request that you join the association prior to the meeting by registering on the AAHM website.

NEXT STEPS. You will receive an e-mail announcing the opening of registration for the meeting on the AAHM website. Please register in a timely manner in order to take advantage of the reduced “early bird” registration rates. Shortly after the program of the meeting has been completed, you will also be contacted by your session chair with the specific date, time, and panel for your presentation.

Congratulations again on writing such a fine abstract. This year’s submissions were truly impressive, suggesting that the [YEAR] annual meeting will be an exciting and productive one.

Sincerely,

**[PROGRAM CHAIR]**

*Acceptance (All Other Types) E-mail*

Dear colleague,

Congratulations! I am pleased to inform you that your luncheon session, “«title»,” reference «serialnumber», has been accepted for the annual meeting of the American Association for the History of Medicine in [LOCATION] [DATE]. Please confirm by [DATE] that you will be attending and participating by contacting us at [aahm.prog.comm@gmail.com](mailto:aahm.prog.comm@gmail.com). If you have any audiovisual needs or other requests, please include them in your e-mail.

TRAVEL AID & AAHM MEMBERSHIP. If any of the participants in your session are medical students, graduate students, or independent scholars, please be aware that small travel stipends are available through the AAHM if they qualify. Please direct inquiries about travel grants to the chair of the AAHM Travel Grant Committee at

[www.histmed.org/travel\\_grant.htm](http://www.histmed.org/travel_grant.htm). Also, if any participant(s) is not a member of AAHM, we request that he/she join the association prior to the meeting by registering on the AAHM website.

NEXT STEPS. You will receive an email in the next few weeks announcing the opening of registration for the meeting on the AAHM website. Please register in a timely manner to take advantage of the reduced “early bird” registration rates. Shortly after the program of the meeting has been completed, you will also be contacted with the specific date, time, and panel for your presentation.

Congratulations again on writing such a fine proposal. This year's submissions were truly impressive, suggesting that the 2010 annual meeting will be an exciting and productive one.

Sincerely,

**[PROGRAM CHAIR]**

*Rejection E-mail*

Dear Colleague,

We regret to inform you that your abstract, “«title»,” reference «serialnumber», has not been selected for inclusion at the [YEAR] AAHM Annual Meeting. This year was an especially competitive year, with nearly 250 abstracts submitted for only 125 slots.

We regret that many strong submissions could not be accommodated. We do hope that you will join us, however, for the stimulating discussions in [LOCATION] and we strongly encourage you to submit your work for future AAHM meetings.

Sincerely,

**[PROGRAM CHAIR]**

*E-mail to Moderators*

Dear AAHM Moderator,

Thank you for agreeing to chair a session at this year’s annual conference. As soon as possible, please correspond with all the speakers in your panel:

Remind them that each speaker gets twenty minutes to present, plus about five minutes for questions.

Request the following biographical information from each presenter: Title, institutional affiliation(s), and highest degree(s) held. (This is required for us to secure CMEs for the conference.)

Request a copy of the completed paper (to be received by April 15).

Ask if they require any technologies besides a laptop/projection set-up, or if they need anything else in order to give their presentations.

Ask those who will use slides, overheads, computer, or video to report to the session a few minutes early in order to check on the equipment.

When you arrive at the meeting we ask that you check the room a half hour prior to your panel session to ensure that the sign, lights, microphones, slide projectors, overhead and video equipment are in place and working for your session, and that water for speakers has been provided. If you should run into any problems please let the Registration Desk know. Post signs if they are missing from the door. As your panel begins please help by greeting speakers, introduce them to each other, and arrange for their seating at a table or in the front row throughout the session. At this point it is often useful to drive home the importance of precise timing.

For the session itself:

Briefly introduce each speaker in turn: name, position, and title of the paper. Remember, longer introductions can cut into the speaker's precious time.

Enforce time strictly by starting on time and by ensuring that each speaker adheres to the limits.

Preside over the question period, recognizing speakers throughout the room, and close the discussion in a timely manner. Be prepared to ask a question or make a comment, especially if few reactions emerge from the audience. You should also be prepared to intervene if responses wander off topic.

You have the right to omit the question period if the speaker uses all available time in the presentation.

Close the session by thanking all speakers and the audience.

A few policy notes that might emerge in your session:

Smoking is not permitted at AAHM meetings (policy established 1985)

Sessions may not be recorded (sound or video) without prior consent of the speaker(s)

In the event of cancellation, the moderator may read his/her copy of the paper at the request of the absent speaker (sometimes the paper has been made available for members of the audience to read).

Cancellation of a middle paper in a session should not cause a later paper to be read early unless the speaker wishes to do so.

Question periods should not be delayed until the end of the entire session; they must follow each paper.

If you have any questions about your responsibilities as a moderator, don't hesitate to ask. Thank you again for agreeing to chair this session, and we wish you an enjoyable and successful meeting!

Sincerely,

**[PROGRAM CHAIR]**

## **APPENDIX V: RECOMMENDATIONS OF THE AD HOC COMMITTEE ON ACCESSIBILITY AT ANNUAL MEETINGS**

### **Part I: Role of AAHM Officers and Council in Annual Meetings**

Part I, Section B2e “Procedure for Consideration of Annual Meeting Sites” (p10, bottom paragraph) – After the words “some specifications of the facilities available,” add: “(including acknowledgement that accessibility for people with disabilities will be taken into consideration).”

### **Part II: Guidelines for Program Committee**

Part II, Section E “Building the Program” (p19, near bottom)– In the 8<sup>th</sup> item marked with an asterisk, change the wording to read: “notify authors of selected abstracts and request their confirmation, audio-visual needs, any necessary accommodations due to a disability, and membership status;”. Also, to this same item, add the statement “The notification should include a copy of the Guidelines for Accessible Presentations.” The “Guidelines for Accessible Presentations” should also be made available on the AAHM website and should be added to the Blue Book as an Appendix.

Part II, Section E “Building the Program” (p20, mid-page) add a final item marked with an asterisk stating “Notify the LAC of disability accommodations requested by speakers.”

Part II, Section J “Selection and Role of the Session Chair” (p24, first list of asterisked items) – Modify the 4<sup>th</sup> asterisked item as follows: “check with participant regarding A-V equipment needs and disability accommodations (a double-check on a duty of the PCC);”

Part II, Section K “Chronological Summary of Duties of PCC” (p26, lines 7-9) – Add the following language: “(5-6 Months Dec. Jan.) Notify authors of all abstracts of the outcome, including successful, unsuccessful, and waitlisted authors. Request signed commitment, A-V needs, disability accommodations, and membership status from selected speakers.”

Part II, Section K “Chronological Summary of Duties of PCC” (p26) -- An item should be added in the appropriate place for communicating A-V needs and disability accommodation requests to the LAC and session chair.

### **Part III: Guidelines for Local Arrangements Committee**

Part III, Section A “General Scope and Responsibilities” (p27) – Add to the end of the sentence beginning “Under the general direction of the President” the words “including assuring the accessibility of the meeting for people with disabilities.”

Part III, Section B “Composition of the Committee” (p28) – Add to the list of major functions at the top of the page “Accessibility requests for people with disabilities.”

Part III, Section C “Hotel Arrangements” (p28) -- Just before the last sentence of the first paragraph, add the following sentence: “This should include a consideration of whether guest rooms, meeting rooms, and other key hotel facilities are accessible to people with disabilities.”

Part III, Section C “Hotel Costs and Complimentary Rooms” (p29) -- Add to the existing list of items with asterisks the following: “\*any charges involved in equipment or arrangements to accommodate speakers or attendees with disabilities, such as audio equipment that can support assistive listening devices.”

Part III, Section C “Hotel Arrangements – Hotel Facilities” (p29) – After the first sentence, add the following sentence: “All meeting facilities should be accessible to people with disabilities and should accommodate people who use wheelchairs, mobility scooters, crutches, canes, and/or assistance dogs.”

Part III, Section C “Hotel Arrangements – Hotel Facilities” (p29) – The fourth asterisked item should be revised as follows: “4 rooms with seating for 40-50 people, for the regular morning and afternoon sessions. Raised platform podiums should NOT be used. In addition to the standard lecterns, a height adjustable stand, such as a music stand, should be available in each room as an alternative.

Part III, Section C “Hotel Arrangements – Hotel Facilities” (p30, top) – After the last asterisked item at the top of the page, add an asterisked item stating “Breakfast, break, and reception areas should include tables and chairs. Avoid exclusively using standing height tables.”

Part III, Section C “Hotel Arrangements – Other Factors in Choosing a Hotel” (p31) – In the 4<sup>th</sup> paragraph, replace “are wheelchair-bound” with “use wheelchairs or other mobility aids.”

Part III, Section C “Hotel Arrangements – Other Factors in Choosing a Hotel” (p32) – Replace the last paragraph (top of p32) with the following: “The LAC should provide contact information for babysitting agencies, mobility scooter rental facilities, and sign language interpretation services on the meeting website and in both the pre-registration and registration packets. Both the hotel and local advocacy organizations should be good sources for this information.”

Part III, Section D “Financing the Annual Meeting – Registration Fees” (p33) – To the list of covered expenses at the top of the page, add “the cost of sign language interpretation and/or an assistive listening system at plenary sessions and the business meeting, if that accommodation has been requested.”

Part III, Section D “Financing the Annual Meeting—Registration Fees” (p33) – To the registration category list in the middle of the page, add an asterisked item that reads “Sign language interpreters and personal assistants to attendees with disabilities are admitted at no charge.”

Part III, Section E “Running the Registration” (p35) – The Blue Book does not currently have a section specifying the required elements of the registration form, whether paper or electronic. A section should be added and should include as a required element a place for attendees to request and specify disability accommodations (apart from lodging requests, which are handled separately). The form should indicate clearly what services the AAHM will fund and those for which the individual will be financially responsible. The Committee recommends funding wheelchair accessible transportation to offsite venues and sign language interpretation and/or an assistive listening system at all plenary sessions, when such services have been requested in advance.

Part III, Section E “Running the Registration” (p35) – To the second paragraph, add the statement “The LAC should make certain that the registration service provides an alternative to online registration, such as telephone registration, for individuals unable to access the online process.”

Part III, Section E “Running the Registration” (p35) – Prior to the last sentence of the third paragraph, add the statement “The LAC should include information that would be useful for attendees needing to make advance arrangements, such as contact information for babysitting services, mobility scooter rental, and sign language interpretation services.”

Part III, Section I “Registration Packets and Meeting Bags” (p40) – Add to the list of contents “list of mobility scooter rental services, with contact information” and “list of sign language interpretation services, with contact information”

Part III, Section J [Blue Book table of contents lists this section as K] “Tours and Transportation to Offsite Sessions” (p41)-- At the end of the first paragraph, add the following sentence: “Whether these events are held at the meeting hotel or at other sites, the LAC should take into account the accessibility of these venues for people with disabilities. Any sites with limited accessibility should be so noted in the registration materials.”

Part III, Section J “Tours and Transportation to Offsite Sessions” (p41) – Add to the third paragraph the following: “Transportation to off-site venues, whether official conference events or optional tours, should include at least one wheelchair accessible vehicle. “Kneeling” buses with level entries are ideal, as they accommodate people with limited mobility as well as wheelchair users. At the very least, a contingency plan should be developed to provide transportation for individuals with mobility impairments who cannot board the usual buses.”

Part III, Section K “Audiovisual Requirements” (p42) – At the end of this section, add the following paragraph: “To assure an accessible set-up for speakers with disabilities, the following should be provided:

- A height adjustable stand, such as a music stand, should be provided in each meeting room as an alternative to the standard lectern with microphone.
- A wireless clip-on microphone should be available for all speakers as an alternative to the lectern microphone. At the very least, a separate microphone stand should be available so that a speaker using the adjustable stand does not have to hold the microphone or speak without a microphone.
- An extra wireless, hand-held microphone should be available in each room to use during the Q & A.
- The lectern and adjustable stand should be placed so that a light can shine on the speaker, even if the overhead lights are dimmed for projection purposes. This permits the speaker to see his/her notes and permits audience members with hearing impairments to see the speaker’s face clearly.

Part III, Section N “Social Events and Intermission Refreshments – The First Night Reception” (p43) – Modify this sentence as follows: “The room should be sufficiently large to accommodate all anticipated registrants and guests, including those using mobility aids, and should have tables and chairs. Avoid the exclusive use of standing-height tables.”

Part III, Section N “Social Events and Intermission Refreshments – The Garrison Reception” (p44) – Add this sentence: “The same standards of accessibility apply to the Garrison Reception as to the First Night Reception.”

Part III, Section O “Planning, Staffing, and Operating the Registration Desk – Who Should Register?” (p47) – Modify the first sentence as follows: “with the exception of invited guests and speakers (Garrison Lecturer, if not a member, banquet speaker, etc.), sign language interpreters and personal assistants accompanying attendees with disabilities, and people who have agreed to perform particular kinds of work for the meeting in return for free registration.”

## **Guidelines for Accessible Presentations**

Speak clearly, not too fast, and use the microphone. Make sure your paper is the appropriate length for a 20-minute presentation (about 10 pages, double-spaced, 12-pt font). Do not try to compensate for an overly long paper by speaking faster.

If you have handouts, don't use a font smaller than 12 points and bring some that are at 16-18 points. Use only white paper with black ink.

Bring a couple of copies of your paper in case an audience member with a hearing impairment would like to follow along.

During the Q & A time, the presenter or moderator should repeat questions posed from the audience before answering. If available, use an extra microphone to hand to audience members.

### **Additional Guidelines for Presenters Using PowerPoint, Slides, or Film Clips**

Use white or light pastel backgrounds with no patterns and use dark fonts, preferably black. High contrast is key. Preview your *projected* presentation before the conference. A projected presentation can look different from the way it appears on your computer screen.

Use a minimum font size of 24 points, 36 for headings.

Describe visual images when talking about them; assume that some of your audience members cannot see them clearly or at all.

Avoid using overly detailed tables, charts, and graphs that force you to use smaller fonts.

Ideally, film clips should be captioned. If this is not possible, consider transcribing vocals and have a few copies available for audience members to follow.

<http://www.historians.org/ANNUAL/2008/AMSupplement/2008amsup15.cfm>

[http://www.mla.org/conv\\_access\\_guide](http://www.mla.org/conv_access_guide)

[http://www.lluk.org/documents/FS -  
\\_Making Powerpoint Presentations Accessible.pdf](http://www.lluk.org/documents/FS_-_Making_Powerpoint_Presentations_Accessible.pdf)

[http://www.aarweb.org/Meetings/Annual Meeting/Current Meeting/Presentation Tips/disability.asp](http://www.aarweb.org/Meetings/Annual_Meeting/Current_Meeting/Presentation_Tips/disability.asp)