

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

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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 A.A.H.M. 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-Treasurer 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-Treasurer. 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).

- o 1977 Madison
- o 1978 Kansas City
- o 1979 Pittsburgh
- o 1980 Boston
- o 1981 Toronto
- o 1982 Bethesda
- o 1983 Minneapolis
- o 1984 San Francisco
- o 1985 Durham/ Chapel Hill
- o 1986 Rochester
- o 1987 Philadelphia
- o 1988 New Orleans
- o 1989 Birmingham
- o 1990 Baltimore
- o 1991 Cleveland
- o 1992 Seattle
- o 1993 Louisville
- o 1994 New York
- o 1995 Pittsburgh
- o 1996 Buffalo
- o 1997 Williamsburg
- o 1998 Toronto
- o 1999 New Brunswick, N.J.
- o 2000 Bethesda
- o 2001 Charleston
- o 2002 Kansas City
- o 2003 Boston
- o 2004 Madison
- o 2005 Birmingham

A.A.H.M. Lore

An analysis of the 1983 A.A.H.M. membership of 1181 persons, prepared by Dr. Edward C. Atwater, showed that 68 percent of the membership lived East of the Mississippi River. A total of 38 percent lived along the Boston-Washington corridor. Only 11 percent of the membership was located on the West Coast.

#### 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 agrees.

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.

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 Annual 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 LAC. 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.) The Council Meeting is traditionally held before and sometimes also after the reception on the first evening (Thursday) preceding the opening of formal sessions. To accommodate the long agenda, it should start no later than 7:30 P.M. 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-Treasurer, 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 and Secretary-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 (eg. 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, Secretary-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-TREASURER'S ROLE

Each year, the Secretary-Treasurer 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-Treasurer 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-Treasurer is also responsible for

- \* the annual report of the Secretary (at Council and Business meetings);
- \* the financial report of the Treasurer (at Council and Business Meetings);
- \* the minutes of both the Council and Business Meetings;
- \* 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.;
- \* arranging for the production and engraving of medals;
- \* reimbursing expenses of authorized guests or medal winners, etc.;
- \* 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.

## **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 AAHM 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 Secretary-Treasurer of the Association, since the program is prepared for the benefit of the entire membership. With the creation of the Program Abstract Submission System (PASS), many of these "snail mail" costs can be avoided.

An online "Help Menu" is accessible through the PASS [[http://www.histmed.org/pass/private\\_index.php](http://www.histmed.org/pass/private_index.php)] The "Help Menu" is graduated. Thus, for those submitting abstracts, the Menu offers details about submission. For Program Committee members, it offers details about scoring as well. For the chair of the Program committee, or other "super users," it gives details about the entire system.

PASS is designed to be a straightforward online, menu-driven system. In practical terms, during the initial years, the preceding Program Committee Chair should introduce his/her successor to the system, as well as make the successor a "super user" on the system. Then the outgoing Program Committee chairperson should serve as a resource for questions about the PASS for the current year's chairperson.

### 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-Treasurer, 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(es) 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.

PLEASE NOTE ABSTRACTS MUST BE RECEIVED BY(DATE)

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.

o With PASS, this scoring system now works online. The scale is currently set from 1 to 5, but may be rescaled up or down as the Program Committee desires. Space is included for the scorers to provide comments.

\* 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. Should such a system be desired in the future, either scores and comments could be made by specialty on the PASS, colated by the P.C.C., e-mailed to Program Committee members, then cleared from the PASS, and scoring then proceed normally. Or, the double-mailing could occur by e-mail directly or through snail mail, with the PASS used for final scoring.

\* 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 is more difficult to do on PASS, but can be done efficiently by e-mail through the report-creation system.

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. meeting 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. (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 LAC'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.

With the PASS, 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, audio-visual needs, 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;
- \* confirm with help of session chairs, the A-V needs of speakers and notify the L.A.C.

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 LAC) shall state in the registration package that registrants should note a) their intention to attend a luncheon session and b) their intention to purchase a meal at that luncheon.

## J. 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 AAHM 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;
- \* check with participant regarding A-V equipment needs (a double check on a duty of the P.C.C.);
- \* ask those who will use slides, overheads, computer, or video 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 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.

#### 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. (Ap.) Members of Program Committee appointed by President.

12 mos. (Ap. 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. (Jan.) 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 LAC 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-Treasurer, 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.

3 mos. (Mar.) Mail Program to all AAHM members.

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 Treasurer

+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 Treasurer 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

## **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-Treasurer 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-Treasurer. 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

Preliminary arrangements for an A.A.H.M. annual meeting hotel must be made a minimum of two and a half years, and preferably three years, in advance. Where there are a number of centrally located hotels from which to choose, the L.A.C. should provide written specifications of the meeting to each hotel and ask for bids. There are two kinds of considerations that need to be kept in mind when evaluating a hotel as a possible site for the meeting: costs and whether the hotel can provide the appropriate space. These will be discussed below.

#### Hotel Costs and Complimentary Rooms

Hotels bid for meetings by offering the organization a "conference rate" for single- or double-occupancy rooms. (These are, after all, hotels!) The bid often includes use of the hotel's meeting and banquet spaces, in many cases at no additional charge, because the hotel will require you to use its catering service, where it expects to make a considerable profit. 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 reserved 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-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!

Along with the basic overnight room charge, the financial consideration in a hotel's bid depends on two other factors: catering and auxiliary equipment rental. Catering costs are often difficult to compare between one hotel and another, because they all offer slightly different menu and hor d'oeuvres packages. Equipment rental must be brought into consideration before signing a contract, because otherwise a reasonable-looking hotel contract offer can become very unreasonable when audio-visual charges are put into the equation. Because the A.A.H.M. Council has now articulated a clear policy of what speakers at annual meetings can expect to have for audio-visual equipment, hotel charges for this equipment can easily be estimated. However, the L.A.C. should try to anticipate that its actual rental needs will far exceed what is needed by speakers in regular conference sessions. Those needs include, but (unfortunately!) are not limited to:

- \* Podiums, microphones, and other equipment for the Friday morning plenary or Presidential address; luncheon workshops, Garrison lecture, banquet and any special evening sessions planned by the Program Committee
- \* Tables, skirting, and other requirements for the book display
- \* Equipment for the L.A.C.'s own on-site office. That office may be provided free of charge by the hotel, but equipping it in any way may involve charges

#### Hotel Facilities

Beyond the costs of the hotel contract, the L.A.C. also has to take care that the hotel offers the right kind of facilities. Assuming a meeting attendance of 425 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 275-325 people in tables of 8, 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 (Extra rooms for the workshops are often desirable, because otherwise the turnaround time for clearing a room for a subsequent -- or from a preceding -- regular session is quite limited. Moreover, these extra rooms can also be useful for the morning meetings and 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).

- \* 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

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, the Sigerist Circle, 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-Treasurer. 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. 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 renting meeting space and catering to their functions. On the other hand, if the L.A.C. keeps in mind the need to accommodate those groups at the time the contract is signed, the space can often be secured in the basic contract with the hotel.

Other functions during the annual meeting that the L.A.C. needs to be aware of are:

- \* The Friday morning meeting of the editorial board of the Bulletin of the History of Medicine. In the past, this meeting has included a breakfast catered by the L.A.C.'s arrangements, and paid for by the Bulletin. More recently, people attending this meeting have brought breakfast in from the buffet directly to the meeting room. Plan for a maximum of 15 people.

- \* The Friday morning President's Breakfast for New Members. This event is a reception hosted by the President for new members of the Association, and it includes a different (typically nicer) menu than what is available in the general breakfast buffet. This catered breakfast is free to those who sign up for it with registration.

- \* The Saturday morning Women Historians' Breakfast. This requires only a space for people to gather and eat a breakfast that they bring themselves from the breakfast buffet. Often one of the rooms that will be used later, for regular sessions, will suffice, if sufficient time can be allowed for cleaning up and rearranging chairs.

- \* 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. Arrangements for this breakfast should be made in

consultation with the head of the Clinician Historians group. Contact information can be obtained from the President or from the Secretary-Treasurer.

\* The Sunday morning Grad Student/Med Student breakfast, like the Women Historians' breakfast, requires only a space to which people can bring something from the buffet. Plan for a maximum of 25 to 30 people.

\* The Sunda morning "post-mortem" meeting: from the perspective of the L.A.C., this is by far the most important meeting of all, for it is the one that (at least in part) celebrates the impending end of their labors. This meeting should provide a nice breakfast for a maximum of 20 people.

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.

#### Other Factors in Choosing a Hotel

Location, location, location! 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 -- and of course price never is one of these factors -- 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 complain 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 to assess 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 transportaiton within easy reach of the hotel, by means of which people can explore areas of the town not within easy walking distance?

What is the likely ease of access for people who are wheelchair-bound, or who otherwise might have difficulty with the hotel's facilities? The hotel might be formally in compliance with A.D.A. requirements, but it is wise to assess whether meeting attendees will find the experience enjoyable.

The L.A.C. should identify a local babysitting agency that individual attendees can contact for child care services. This information (phone number and location) should be distributed with both the pre-registration packets and the registration packets.

#### D. FINANCING THE ANNUAL MEETING

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 Secretary-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-Treasurer;
- \* Pay interim and final bills;
- \* Provide a detailed attendance and financial report to the Secretary-Treasurer.

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.

The principal portion of the expenses should be covered by the registration fees, advertising receipts, book exhibit fees, payments for tickets to luncheons and the annual banquet, or local donations.

#### 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. In receipt of \$30,000 U.S., the 1998 Toronto meeting could boast the largest donations in A.A.H.M. history; however, the Williamsburg meeting of 1997 well exceeded expenses, having gathered only \$3,250 in donations.

#### Registration Fees

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

- \* running on-line registration
- \* office supplies, postage, printing tickets, and signs for individual sessions;
- \* meeting rooms, if not included in the hotel contract;
- \* hotel rooms for the President and Secretary-Treasurer (if not included in the contract);
- \* compensation for any Registration Desk staff who are not volunteers;
- \* rental of audiovisual 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 (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 of course be charged as late registrations.

## Banquet

Traditionally, the Saturday banquet and awards ceremony is an opportunity for the L.A.C. to generate a small profit for the Association. In most cases, after the basic per-meal cost of the banquet has been decided, the cost for banquet tickets will be set at 50 to 100% above the actual cost of catering the banquet. Needless to say, the price of a banquet ticket cannot be so high that it discourages attendance. Recent experience

suggests that \$50 to \$60 per ticket has done nothing to discourage attendance. The L.A.C., however, should remember to factor in the price of service and wine at the banquet and other catered functions.

### Book Display

In the past, the book display has been another place where L.A.C.s have hoped to earn some profit for the meeting. In recent years, however, the declining representation by publishers, and especially the declining numbers of antiquarian book sellers at the book display prompted the Madison L.A.C. (2004) to envision the role of this component of the annual meeting. They came to the conclusion that a good book display contributes materially to the success of a meeting, and therefore decided to set the rental price for space (typically figured as the cost of a 4' x 8' table) at a level that merely covered the costs of rental. Costs of rental should include the number of tables a book seller requires, the cost-share of the room, the cost of the exhibitor(s)'s attendance at the receptions and breakfasts, and any other equipment required by the exhibitor. This plan was very successful.

There are two basic strategies for pricing tables. One is to set the price of the first table to be comparatively high -- say \$175 -- and then offer discounts on the second and subsequent tables (in this example, \$125). A second strategy is to offer the same price for all tables (perhaps \$145). The "discount" approach favors the larger exhibitors (e.g., Johns Hopkins, Cambridge, Scholars' Choice), while the uniform price approach favors smaller exhibitors and antiquarians. The purchase of one or more tables at the book exhibit should include one free registration, in the name of someone specified by the exhibitor. The exhibitor should be permitted to purchase additional registrations at the spousal/partner rate.

It is important that publishers and antiquarian book sellers understand that they are not to arrange display space for themselves at the meeting independently of the L.A.C. Instead the L.A.C. should allocate space at the time the exhibitors are first let into the room to set up, generally on Thursday afternoon or evening. They are not to be left to grab space for themselves. The L.A.C. should clearly label where each exhibitor may set up, and make sure exhibitors respect the assignments.

A list of the publishers and antiquarian book sellers that attended the Madison and Birmingham meetings (2004 and 2005), will be made available elsewhere in the Blue Book. However, the L.A.Cs should recognize that most of the antiquarian book traffic will often come from regional and local book sellers.

### L.A.C. Voices from the Past

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 L.A.C. should set the registration fee with the hope of "breaking even," but "it is better to show a profit than to

go in the hole and have the A.A.H.M. Treasury bail out the meeting."-- Robert Joy, L.A.C., Bethesda, 1982 (the meeting closed with a profit)

"The L.A.C. should rattle the handles of meeting room doors before deciding on a hotel."  
-- Leonard Wilson, L.A.C., Minneapolis, 1983

## E. RUNNING THE REGISTRATION

The emergence of on-line registration as the preferred method for the large majority of A.A.H.M. members has effectively removed direct L.A.C. control and responsibility for this complicated, time-consuming process. In almost all cases, anyone thinking of hosting a meeting in the future should first determine whether his/her institution has a meetings service available to manage online registration. The advantage of allowing a meetings service or professional office to manage registration is that it will effectively serve as the bank for the meeting. It will collect and hold income from registrants, pay bills, and make final dispersal of the funds. It will also handle all registration functions, not just the online registration. The disadvantage of meetings service providers is the cost, often ranging between \$15 and \$20 per registrant, regardless of registration category. Yet the experience that such offices have with running registrations and meetings often makes them indispensable.

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. Most such services will presumably resist a request to create a mock-up of an A.A.H.M. online registration form prior to signing a contract, due to the work that would involve, but as far as possible the L.A.C. needs to insure that the service's software is sufficiently flexible of the A.A.H.M.'s and L.A.C.'s requirements.

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, from which the online registration can eventually be linked. The website should also clearly identify the lead and secondary hotels for the meeting, and offer links to their online registration pages. Finally, a meeting web page also 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. The L.A.C. should make sure that both the meeting web page and the online registration page(s) contain a clear statement of the registration deadline and late fees charged after that deadline.

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. 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-Treasurer promptly of any major problems or crises, and should keep them up to date on such matters as advance registrations.

The Secretary-Treasurer will advance funds to the Local Arrangements Committee, should any be needed, 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.

Luncheon sessions shall be open to anyone wishing to attend, regardless of whether they purchase a meal or not. LAC shall provide an additional option on the registration page for registrants to sign up to attend a luncheon session WITHOUT buying the meal. This information will help the LAC choose rooms of appropriate sizes for the audience.

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 the end of the first week in January. A later delivery of the program creates serious problems for the L.A.C.

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

Since boards which license physicians in the United States and Canada require annual proof of physicians' continuing medical education, C.M.E. accreditation of the A.A.H.M. annual meeting is important. Not only is accreditation valuable to medically qualified members of the A.A.H.M., it can enhance attendance.

In 1999, Council is exploring the possibility of an arrangement for obtaining annual C.M.E. accreditation through a single, unchanging academic center. At the time of writing, however, it is the responsibility of the L.A.C. to seek C.M.E. accreditation, which is usually done through the Continuing Medical Education office of a local medical school or hospital, usually one of the sponsoring institutions for the annual meeting concerned. A new American Medical Association policy suggests that only programs focussed on patient care will be eligible for C.M.E. credit in the future. No C.M.E. credit was obtained for the 1999 meeting. The following information about C.M.E. is provided to explain past practices in the event that C.M.E. accreditation becomes possible in the future.

Some medical journals will publish the "Call for Papers" only if the meeting has been approved for C.M.E. credit. If the "Call for Papers" is sent out by mid-March of the year prior to the meeting, final C.M.E. accreditation, in terms of the number of hours, might not yet be available. The Program Chair, however, can include a general reference in the "Call for Papers" to the effect that the A.A.H.M. meeting has been approved for C.M.E. credit in earlier years.

The L.A.C. may delegate a Committee member to handle the accreditation. Most C.M.E. offices will not specify the number of C.M.E. credits until they see the program. Some are willing to review a typescript of the final program, making it possible to include the number of hours of accreditation in the printed version.

A sign-up sheet should be available at the Registration Desk for those who request C.M.E. credit. If the C.M.E. accreditation office will pre-stamp or pre-sign the C.M.E. credit slips with the authorized signature, it is possible to give the credit slips out at the meeting. Alternatively, they can be mailed following the meeting. The L.A.C. should file a report on the meeting with the C.M.E. office providing accreditation.

Since boards which license physicians in the United States and Canada require annual proof of physicians' continuing medical education, C.M.E. accreditation of the A.A.H.M.

annual meeting is important to medically qualified people. It can enhance attendance at meetings and new memberships.

From 1999 through 2007, Council has been exploring the possibility of an arrangement for obtaining annual C.M.E. accreditation through a single, unchanging academic center. In 2005, this task was assigned to the Education and Outreach Committee, so far without success.

For the two meetings in Canada in 2006 and 2007, C.M.E. credits were granted by Queen's University in Kingston Ontario, the home of the then AAHM President. To facilitate this process, the online submission process for paper proposals was constructed by Dr. Walt Schalick to require every author to provide at least one learning objective. Overall objectives for the meeting were composed. Many physicians took advantage of the opportunity: 25 in 2006, 30 in 2007. But a Canadian office cannot give accreditation for meetings held in the USA.

As a result, into the immediate future it will be the responsibility of the L.A.C. to seek C.M.E. accreditation. It is done through the C.M.E. office of a local medical school or hospital or association, usually one of the sponsoring institutions for the annual meeting concerned. An American Medical Association policy suggests that programs focussed on "practice outcomes" for patient care will be eligible for C.M.E. credit. A reasonable task for AAHM will be to identify "practice outcomes" related to history and other humanities research.

Some medical journals will publish the "Call for Papers" only if the meeting has been approved for C.M.E. credit. If the "Call for Papers" is sent out by mid-March of the year prior to the meeting, final C.M.E. accreditation, in terms of the number of hours, will not yet be available. The Program Chair, however, can include a general statement in the "Call for Papers" to the effect that previous A.A.H.M. meetings have been approved for C.M.E. credit.

The L.A.C. may delegate one Committee member to handle the accreditation process; it helps if that person is an MD who understands the C.M.E. experience. The office should be alerted to the emerging request as soon as the meeting site is identified. But most C.M.E. offices will not specify the number of C.M.E. credits until they see a near-final draft program. They will review the program, the objectives, the meeting budget, and the proposed evaluation forms, making it possible to declare the number of C.M.E. credits by the time of the meeting. They will expect a statement about fund-raising to ensure that it is free of commercial bias.

A file for charging, issuing receipts, and collecting names and addresses should be available at the Registration Desk for those who request to purchase C.M.E. credit. If the C.M.E. accreditation office will pre-stamp or pre-sign the C.M.E. credit slips with the authorized signature, it is possible to give the credit slips out at the meeting. In 2006 and 2007, this was not possible as two cities were involved; the forms were mailed following the meeting. The L.A.C. should file a report on the meeting with the C.M.E. office

providing accreditation. This can be a copy of the final program and the summary of the evaluation forms.

## H. THE PRINTED PROGRAM

### Preparing 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 supply camera-ready copy. See the table at the end of the Blue Book for a sample of advertising charges from recent programs.

### Printing the Program

Between three and four weeks should be allowed for the actual printing and proof-reading of the program. When the program is ready for printing, it must be sent to the Secretary-Treasurer for a final proof-reading before going to press. Thus the L.A.C. must allow a week for this final stage in its determination of the printing schedule. The number of copies to be ordered from the printer should be sufficient for membership mailing as well as for all registrants. For a decade membership has held at about 1,300; registration numbers range from 350 to 450, and perhaps another 150 copies will be necessary to replace lost or defective copies, or for other purposes later, at the time of the meeting. Therefore a print run of 2,000 will easily suffice.

### Distributing the Program Prior to the Meeting

By late January, the L.A.C. should arrange for the printing of registration forms, travel and hotel information, and special events or tour notices to be sent with the program. Hotel reservation forms can be obtained at no cost from the meeting hotel and should be clearly marked for return directly to the hotel, not to the L.A.C. The mailing of this packet should take place during the first week of February. In preparation for it, the Secretary-Treasurer will authorize a set of computer printout labels of the membership by December, or earlier. For many years these have been available from Paul Henderson,

1017 Turnpike St., Canton, MA 02021-2828 (e-mail acadsvca@aol.com). The L.A.C. should check with the Secretary-Treasurer or the President concerning the current policy.

Pre-registration packets should include:

- \* hosts' invitation and description of meeting
- \* registration form
- \* program
- \* hotel reservation form or card
- \* travel advice
- \* special event/tour notices
- \* name, address, and phone number of local babysitting service(s)

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.

### 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 at the time it sends the scholarly program. 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.

## I. REGISTRATION PACKETS and MEETING BAGS

It has become standard practice at annual meetings for registrants to be given a bag containing general information and the specific details of the individual's registration package. 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.)
- \* refund slips, if any
- \* local restaurant guide
- \* local map
- \* Name, address, and phone number of local babysitting service(s)
- \* list of antiquarian bookstores in area

- \* alphabetical list of pre-registrants with their addresses
- \* notice of errata and last minute program changes

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.

## J. 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.

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.

## K. AUDIOVISUAL REQUIREMENTS

In 2004, the A.A.H.M. Council determined that at all future meetings L.A.C. is required to provide only a slide projector, an overhead projector and an LCD video projector for regular and luncheon sessions. Requests for other equipment by speakers at those sessions will be honored at the discretion of the L.A.C., and speakers requesting such equipment may be asked to pay part or all of the costs entailed. The Program Committee should identify the audiovisual equipment needs of speakers (slides, video, overhead, and computer projectors) and communicate them to the L.A.C.

The L. A. C. has the responsibility for ensuring that necessary amplification and projection equipment is available in each meeting room, with knowledgeable people to operate the equipment. Lighted lecterns, microphones, and speakers must be available at the front of each session room. For panel discussions, several microphones will be needed at the speakers' table. Some hotels will move equipment as needed and take direct responsibility for seeing that it is in working order. The L.A.C. must insure that persons knowledgeable in the operation of A-V equipment are willing to attend each session, or can be located quickly should emergencies arise.

## 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 back-up and facilities for these events.

### 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.

### 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.

## 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.

## M. 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).

## N. SOCIAL EVENTS AND INTERMISSION REFRESHMENTS

Local Arrangements Committees are responsible for organizing a number of social events, some of which are traditional rather than official, others of which are at least partially official in nature and must be coordinated with the President. There is normally room, however, for one or more additional evening or post-meeting events at the sole discretion of the Committee. These usually depend upon the resources and initiative of local sponsors or members.

### 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 is funded as 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 (which formerly also included the Honors and Awards). It is financed from registration fees, and is often as nice or almost as nice as the Thursday reception.

## The Annual Banquet

The annual banquet is usually considered the principal social event of the meeting. The banquet originally included a variety of official, ceremonial and/or honorific features, such as awards and addresses. In the 1970s and 1980s these were scheduled as separate sessions in order to give them greater emphasis and dignity. In the early 1990s, however, the honors and awards (but not the speeches) returned to the banquet. The annual banquet is held on Saturday evening, and is usually preceded by a small reception and a cash bar scheduled to last no longer than an hour. The banquet can be held off-site, if the L.A.C. chooses to do so, but, as with the Garrison Lecture and reception, holding the banquet off-site introduces transportation problems. Moreover, scheduling the banquet in the lead hotel can influence the contract offered by the hotel, since the banquet will be the largest single revenue source for the hotel during the meeting.

For many years, members have signed up for seats at specific tables on a chart provided early in the meeting near the Registration Desk. This practice can be off-putting to newcomers, but it facilitates renewal of long-time associations.

The hotel or banquet caterer will require a tentative estimate for the banquet in advance of the meeting, and also an updated count at the beginning of the meeting week. The hotel or caterer will specify the deadline for the final, guaranteed number of persons for the banquet and luncheons. The L.A.C. should insure that one of the meal options available to attendees at the banquet is vegetarian.

Since about 1993, the President has served as M.C. at the annual banquet, introducing the Chairs of the various medal committees to deliver the citations for medal recipients. The President presents the awards.

Post-banquet entertainment is optional. Until about 1987, speeches most frequently followed the dinner -- either the Presidential Address or a talk by a distinguished, local speaker. Presentations by musical groups, particularly those associated with the regional area of the meeting, can be attractive alternatives to after-dinner speeches. Dancing following the banquets in Madison and Baltimore will long be remembered by those in attendance. Entertainment costs must also be budgeted into the registration fee or into the price of the banquet ticket.

## Buffet Breakfast

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, as the L.A.C. will discover, 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.

## Intermission Refreshments at Scholarly Sessions

It is customary to provide refreshments during the morning and afternoon breaks between sessions on Friday and Saturday, and on Sunday morning. Coffee and tea are the principal items expected at the morning sessions, but in the afternoon there is considerably less demand for those drinks. Alternatives, such as carbonated water and fruit juices, should be provided. The cost of these breaks is normally budgeted into the registration fee, although sometimes the cost of refreshments has been covered by a donor. In such case, a poster expressing thanks to the provider should be displayed.

## O. PLANNING, STAFFING AND OPERATING THE REGISTRATION DESK

Registration Desk handles all registrations, 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.

## 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.

#### Equipping the Registration Desk

The hotel 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.

Signs may be kept or stored at the registration desk. 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.

The Registration Desk staff should also have rolls of adhesive tape, for the use of Session Chairs who may have post last-minute changes, on the doors of their 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-Treasurer 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, but in other cases 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;
- \* heavy scissors and packing tape for boxing the desk materials and book exhibit at the close of the meeting.

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.

### 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.

### Refunds

A clearly defined policy on refunds for registration and ticket fees must be established at the outset of preparation for the meeting. It must be 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.

#### P. FOLLOW-UP STEPS

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."

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-Treasurer, who will arrange for their timely distribution to the President, 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

#### Q. 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 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. has program proofed and printed  
4 mos. mails program to all AAHM members  
4 mos. has registration form and tickets prepared and printed  
4 mos. places order for meeting bag  
3-4 mos. has abstract book printed  
2-3 mos. has pre-registration package mailed  
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 Treasurer  
+0-6 mos. pays bills, closes accounts and prepares both final reports (fiscal and narrative) for Secretary-Treasurer 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: 10 August 2006

## 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.]

"At some stage it seems to have become apparent that this work was not efficient and that few of the many publishers sent letters even bothered to respond. ... (The recent Toronto meeting [1998] is a fine example, where the U of T Press did not appear.)"

Neale W. Watson, contributor to A.A.H.M. Book Exhibits since 1972, October 1998

## 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.

Occasionally, hotels have provided exhibit space without charge; in other hotels, it will be necessary to rent space. 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 accommodated.

## C. INVITATIONS TO EXHIBIT

### 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.

Mr. Neale W. Watson has been a great resource to former B.E.C.'s in many ways, generously helping with mailing lists and with the preparation of letters of invitation. For several years, he has also provided pressure-sensitive address labels for C.P.'s and A.D.'s. His address is Watson Publishing International, Science History Publications USA, P.O. Box 1390, Nantucket MA 02554-1390 <http://www.watsonpublishing.com> or [watson@nantucket.net](mailto:watson@nantucket.net)).

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

No later than November, the letter of invitation to exhibit should be mailed 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.)
- \* response form allowing exhibitor to specify number of tables needed.

The B.E.C.'s mailing may include a separate invitation (with its own response form) to advertise in the A.A.H.M. program. (For more on advertising, see Part III.)

### 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 2000 2001

New Brunswick Bethesda Charleston

one table \$300 300 300

two tables 450 600 450

three tables 900 600

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.

## D. THE EXHIBITORS

### 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. If they do not plan to ship books home, all C.P.'s who exhibit should expect to have their books donated to the medical library or libraries of the local sponsoring institution. These donations can be a mixed blessing, as the local library may already own most of the books.

## 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.

## 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.

### Some Recent Statistics on Exhibitors

1998 1999 2000 2001

A.D.s 2 4 7 2

C.P.s 6 9 9 4

Scholar's Choice (33 C.P.s) present

tables 25 30 16

## E. HOTEL CONSIDERATIONS

### 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.

## 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.

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 will rely on hotel security after hours and no extra security guards have been 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.

## 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.

## 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

#### 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.

#### 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.

#### 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.

#### 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. Transportation

arrangements for the books donated to the local depository library should be made in advance and are coordinated by the B.E.C.

## 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-Treasurer and the Chair of the Committee on Meetings to update Appendix IV of these guidelines.

This section updated: 6 March 2002

## **V. Guidelines for the Chairs of AAHM Awards Committees**

Over the last few years, the Chairs of AAHM Awards Committees have been asked to write guidelines for their successors. We hope to have all of the advice for current and future chairs posted in the near future.

### **The Osler Medal**

#### Part V. Guidelines for Chairs of Awards Committees

##### A. Osler Medal Committee: General Procedures for the Chair

The Osler Medal committee is appointed by the President, and has varied from 3 to 5 members. Occasionally non-AAHM members have served because of the need for special expertise, etc. In recent years 15-20 essays have been received.

In the spring of the year prior to the AAHM meeting at which the Osler Medal is to be awarded the Chair should be in contact with the Editor of the Bulletin of the History of Medicine and the Editor of the Journal of History of Medicine and Allied Sciences to ensure that an updated announcement of the essay is scheduled for publication. The deadline for submissions has been 1 February of the year of the AAHM meeting. This is sufficient time to allow for Committee evaluation (about 1 month) and selection of the winning essay by 1 March. This deadline is necessary so that the winner can make travel plans to attend the meeting, and so that the President can arrange to have the medal cast with the winner's name on it. If the AAHM meeting is held at a time other than the traditional early May date, this schedule may require modification. The Secretary-Treasurer maintains a mailing list of Medical School Deans and appropriate departments in Schools of Medicine. The Secretary-Treasurer has traditionally sent copies of the announcement to this mailing list by midsummer.

The Chair of the Osler Medal Committee should:

- \* Communicate with Committee members to get e-mail addresses, etc. and to advise them of the deadline, etc. so they can plan their schedule of reading and evaluation of the submissions.

- \* Update website information with the AAHM Webmaster. Add specific updates: add names of the current Chair and Committee members; add the address of the Chair for inquiries and submissions; add the name of the most recent winner to the list of winning essays.

- \* In early January alert Committee members that the essays will be mailed to them in early February.

- \* Collect submissions by the end of the first week of February (allow time for mail to arrive).

- \* Acknowledge receipt of all essays submitted electronically by return email if possible. If not, as soon do so as soon as possible thereafter.

\* Acknowledge receipt of all essays by mail or e-mail Verify that the applicants are eligible; that is, 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.

Evaluation of essays:

\* 1 February: Have a neutral party remove the cover pages from the essays and keep a record linking the title of each essay with its author. Send a set of essays to each committee member with instructions on the procedure to be followed (to be agreed upon by the committee in advance). One possible procedure is to have each committee member pick the top five using a point system and then discuss them by phone or e-mail.

\* 1 March: Select winner and honorable mention, if appropriate. Notify the AAHM President and Secretary-Treasurer. The President will notify the winner, and the Chair of the Osler Committee will notify unsuccessful candidates with a kindly regrets letter.

\* AAHM meeting: The Osler Committee Chair presents the award at the banquet.

\* Send all committee records, including a copy of the winning essay and honorable mention essays to the AAHM Secretary for the Association Archives.

\* Communicate with the newly appointed Chair for the next year.

## **The Shryock Medal**

### Part V. Guidelines for Chairs of Awards Committees

#### B. Richard H. Shryock Medal Committee: General Procedures for the Chair

Upon nomination of the President, the AAHM Council names a committee of five, including the Chair. The President informs the committee of its membership and Chair.

The Chair of the Shryock Medal Committee:

\* Sets, with the approval of the President, the deadline for the submission of essays (it is not always 1 February); it should be the same deadline as that for the Osler Medal essays.

\* Notifies media of the competition: Bulletin of the History of Medicine, Journal of the History of Medicine and Allied Sciences, HSS Newsletter, AAHM Newsletter, AAHM website, listservs.

\* Updates brochure with correct dates, names of the committee, and any changes of policy

\* Sends brochure draft to committee asking them to check it

\* Outlines committee procedures: a) submission deadline; b) expected date of mailing to the committee; c) deadline for Chair to get results from the committee; d) voting procedure. The vote is usually done on a scale, with the committee members giving the Chair the reasons for the top choice for the Chair to use in drafting presentation remarks. The Chair does not vote unless to break a tie or to resolve some unforeseen circumstance.

- \* Receives requests from graduate students about the competition; sends materials; records all correspondence.
- \* Receives essays from students; acknowledges them; assigns them some sort of code number to ease voting tabulation.
- \* Sends essays to the committee members with voting procedures and reminder of the deadline
- \* Tabulates voting results; determines medal winner and any possible honorable mentions; confirms the results with the committee
- \* Transmits results to the President of the AAHM. The President, not the Chair, notifies the winner(s).
- \* Writes letters to those who did not win the prize, but does not name the awardee(s).
- \* Prepares presentation remarks for the winner(s) for the annual banquet.
- \* Tidies up after the banquet: a) sends winner(s) copies of the presentation remarks; b) sends AAHM archivist the past year's correspondence, etc.; c) sends invoices to AAHM Secretary-Treasurer if reimbursements are needed; d) sends the Bulletin of the History of Medicine a copy of the winning manuscript(s).
- \* Takes a breath and encourages the next chair.

Tom Gariepy  
Chair, 1999 Shryock Medal Committee

### **The William H. Welch Medal**

### **Lifetime Achievement Award**

### **The Garrison Lecture**

### **The J. Worth Estes Prize**

### **Jack D. Pressman - Burroughs Wellcome Fund Career Development Award**

## Appendix I: AAHM Conferences 1977 -Financial Details

	Year	Place	LAC Chair	No. Reg.	Reg. Fee	Hotel per night - single		Funds Raised	Donations in kind	Income
50	1977	Peak rooms Madison	CME credit hours 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	150
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	375
67	1994	New York	S. Martin	400 +-	\$85	\$90				
68	1995	Pittsburgh	J. Erlen	625	\$90	\$10-\$100	\$17,000	\$89,214	\$79,459	240
69	1996	Buffalo	J. Bono	408	\$100	\$99	\$12,000	Reception \$59,863	\$51,937	225
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	237
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	\$62,212
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	189								
79	2006	Halifax	P. Twohig	175	\$165(Cdn)					
	19									

This section updated: 13 June 2005