

## Program Committee

**Committee Members:** J. A. Cook , A. Fairbairn, J. Hoffman, J. Jenks, K. S. Kilburn, E. Lacey, P. A. Larsen, S. Loeb, K. Mabry, D. K. Odell, D. Post (Chair), S. R. Pugh, M. Schadler, W. Smith, N. Solomon, T. E. Tomasi, P. A. Zollner.

### **Mission:**

The Program Committee is responsible for the solicitation and acceptance of proposals for symposia and workshops, for advertising the meeting to other scientific societies, for soliciting bids to host meetings, and assisting meeting hosts in preparing for annual meetings.

### **Information Items:**

#### **(1) Committee Organization:**

The committee is organized in to three sub-committees:

Pre-Meeting Preparation: vacant, TBD (Chair), M. Schadler, N. Solomon, T. Tomasi,  
Symposia and Workshops: D. Odell (Chair); A. Fairbairn, J. Hoffman, E. Lacey, S. Loeb, K. Mabry

Advertising: Stephen R. Pugh (Chair (recent appointment)); K. Kilburn, P. Zollner

Special Activities:

2011 AMS Joint Meeting: Winston Smith

Run for Research: Patrick Zollner

#### **(2) Subcommittee Activities:**

##### Advertising:

Meeting advertising was done via the ASM web page. A vacancy in the advertising sub-committee chair position led to a lack of more advertising.

##### Symposia and Workshops:

The details of a proposal for 2009 are outlined below under action item.

##### Pre Meeting:

##### Future Meetings:

2009 – A report on the 2009 meeting will be presented by Link Olsen.

2010 – We will receive a bid from the University of Wyoming for the 2010 meeting.

2011 – We are in the process of planning for a joint meeting with the Australian Mammal Society for 2011. Luis Ruedas and Portland State will be our hosts for the meeting. In order to accommodate the Australian Society, dates for the meeting range between 26 June and 2 July.

## **Action Items:**

(1) The Program Committee requests approval of the budget requested to support expenses associated with the following symposium at the 2009 ASM meeting.

Title: *Diverse perspectives on home ranges of mammals*

Organizers: Roger Powell and Michael Mitchell

Speakers: Wayne Spencer, Informational home ranges; John Fieberg, Statistical home ranges; Paul Moorcroft, Mechanistic home ranges; Joel Brown, Game theoretical home ranges; Roger Powell, Fitness home ranges

### **(2) Budget**

Powell and Mitchell, nothing requested

Registration, housing, meals, airfare to Fairbanks requested for other speakers, none of whom are regular attendees at ASM meetings

Total Requested; \$5170

### **(3) Addendum**

At the first ASM Board Meeting of 2007 the Program Committee was charged with finding the cost of outsourcing the ASM meeting. That task was undertaken by Dan Odell. His report follows along with some additional comments by Post.

Report on Outsourcing the Annual Meeting:

The following was provided by Dan Odell.

At the request of the ASM Board of Directors, we undertook an investigation of the costs of hiring a professional conference organizing/coordinating company to run an ASM annual meeting at a non-university venue.

Three companies were contacted: Delaney Meeting and Management, Experient, Inc. and Allen Press Association Management. Of the three only Allen Press provided a detailed quote. The other two were not willing to go to the effort of providing a detailed estimate unless they had a contract with ASM but I would expect costs for services to be competitive. Experient was more forthcoming than Delaney but neither came up with the kind of numbers we needed.

For full meeting services Allen Press would charge \$70 per attendee. Add to this the per attendee costs of AV services, meeting room rental, meeting food and beverage (coffee breaks, etc), banquet, picnic, abstract processing, etc the cost would be high. Usually meeting room charges are waived at facilities if a minimum number of room nights are booked. It is difficult to come up with an exact cost because much depends on the particular venue chosen, time of year, etc.

Suffice it to say that the cost would be considerably higher than at a university venue and dorm housing options would probably not be available. All meeting management services typically work on an 'a la carte' basis. The client can select from a range of services.

It is probably worth noting that contracts for meetings at non-university venues usually INCLUDE gratuity (15–20%) (for food and beverage services at a minimum) that is

based on 'cost plus'. That is, gratuity is calculated from the base cost of services PLUS sales tax. While the ASM is non-profit, it would probably have to get a sales tax exemption (if so desired) in the state where the meeting was being held. Depending on state-specific sales tax regulations, such exemptions often require that the applicant do most of its business in the particular state.

Another item of note is that a large deposit is often required and this could be a year or two in advance of the meeting. Such deposits are typically requested of organizations that do not have a recent track record with hotel-based meetings.

**Additional Points:**

The following has been added by Post.

1. If the meeting is outsourced, the ASM Board will be required to sign the contract with the meeting provider (and see above regarding the deposit). Currently, the Local Host is the contractor and is liable for all costs incurred for an annual meeting.
2. The Board will need to pay for meeting organization software and designate a person or group of persons who would be in charge of organizing the meeting for ASM. The person or persons who organize the meeting from the ASM side may require compensation.

**Respectfully submitted,**

Diane Post, Chair  
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