



## Meeting Organizer Handbook

### A Handbook for the Local Organizing and Program Committees

*The collected wit and wisdom of the 1997 DDA Committee and meeting organizers of the past*

Compiled by [Alice Monet](#) [1]

- [Choosing a Meeting Place](#) [2]
- [Finalizing the Meeting Dates](#) [3]
- [Figuring Costs](#) [4]
- [Making it Happen](#) [5]
- [Conducting the Meeting](#) [6]
- [The Lifecycle of the Local Host](#) [7]
- [Checklist for a Meeting](#) [8]
- [Notes](#) [9]

**Source URL:** <https://dda.aas.org/meetings/handbook>

#### Links

- [1] <mailto:alicemonet@gmail.com>
- [2] <https://dda.aas.org/meetings/handbook/place>
- [3] <https://dda.aas.org/meetings/handbook/dates>
- [4] <https://dda.aas.org/meetings/handbook/costs>
- [5] <https://dda.aas.org/meetings/handbook/making-it-happen>
- [6] <https://dda.aas.org/meetings/handbook/conducting-the-meeting>
- [7] <https://dda.aas.org/meetings/handbook/lifecycle>
- [8] <https://dda.aas.org/meetings/handbook/checklist>
- [9] <https://dda.aas.org/meetings/handbook/notes>