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
[3] https://dda.aas.org/meetings/handbook/dates
[6] https://dda.aas.org/meetings/handbook/conducting-the-meeting
[8] https://dda.aas.org/meetings/handbook/checklist
[9] https://dda.aas.org/meetings/handbook/notes