Meeting Organizer Handbook: Notes

1. Watch out for hotel/banquet costs. They will quote a *base* cost to you, but will then charge about 30% more for gratuity, tax and labor. Also, there might be a hidden clause about a minimum number of people.
2. Each form should have the deadline written on the form (registration, abstract, etc.)
3. The abstract form and billing form should be combined onto a single sheet with the name and address of the person to whom it should be sent (i.e. the meeting host)
4. On the initial announcement, a statement something like the following might be helpful: "Late papers will be accepted chronologically, only as long as room in the schedule permits."
5. Some thought should be given to publicizing the meeting beyond just the present membership of the DDA, especially to local institutions.

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