

LOCAL ARRANGEMENTS COMMITTEE REPORT

SSSP 2003 Annual Meetings Atlanta, GA

Wendy Simonds, Chair

Committee members: Dawn Baunach, Jennifer Chandler, Bill Holland, Lesley Reid, Kendra Sandman, Caroline Wood (all from Georgia State University)

Wyndham Hotel

Michele and Tom had previously made contact with representatives of the Wyndham. Michele and Nancy Jurik came to Atlanta in February to tour the site and make final arrangements for the meeting.

Audio Visual Equipment

I got a quote for AV equipment which we compared with the hotel prices; Michele chose the hotel company offer, and made arrangements with them.

On-Site Registration

I will deliver registration bags and restaurants guides to be included in registration materials.

Program

The local arrangements committee wrote a welcome message that was included in the preliminary and final program. I also copyedited the preliminary and final program before they went to press.

Banquet

The banquet arrangements were made by Michele.

Book Exhibit

I received and will deliver voluminous materials from various publishers, with the help of graduate students on the local arrangements committee.

Media

I drafted a general press release that was edited by Michele and Nancy. The press release is currently being distributed by local arrangements committee members to: *The Atlanta Journal-Constitution*, *Creative Loafing*, *Southern Voice*, NPR, the Centers for Disease Control, and other potentially interested local organizations.

Board of Directors Dinner

I selected two possibilities for the board dinner; Nancy and Michele and I dined at both, and Nancy decided upon Icon Bar & Grill. Michele and I negotiated the menu with the restaurant.

AIDS Fundraiser

I suggested several local organizations to Nancy Jurik; she selected Jerusalem House to be the beneficiary of the AIDS fundraiser. I found a band, Afroblue, which was selected after Nancy and Michele liked the demo CD; Michele made contractual arrangements with Ken Murray, a band member.

President's Private Party

I will buy and deliver refreshments for the President's private party.

Submitted by Wendy Simonds 7/15/03