



# THE AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS

(FOUNDED AS THE HARVEY CUSHING SOCIETY in 1931)  
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TO: Barth A. Green, M.D.

DATE: July 13, 1984

FROM: Peggy M. Podboy, Meetings Coordinator

SUBJECT: AANS/CNS Joint Section on Spinal Disorders  
Greenelefe Resort Hotel - February 6-9, 1985

MEMORANDUM

To confirm our telephone conversation of yesterday, I have enclosed a copy of the revised Planning Calendar for the above subject meeting.

In referring to the attached calendar, you will note that we are behind schedule on several of the activities; however, I do not anticipate any serious problems in recovering completely by the end of August.

As stated, you may like to reconsider having us handle your publicity requirements from our National Office. Leslie Boyer does an excellent job in this area, and your costs would be cut considerably.

As promised, we will begin work on the Preliminary Budget immediately and plan to submit for your consideration by month end.

Dr. Green, it was a pleasure speaking with you yesterday. We appreciate this opportunity to be of service and look forward to a very successful meeting.

MEMORANDUM

MEMORANDUM

cc: (with enclosure)

R.W. Hardy, M.D.  
G.W. Sypert, M.D.  
H.H. Schmidek, M.D.  
L. Boyer - AANS  
A. Engelhardt - AANS

MEMORANDUM

PLANNING CALENDAR

ACTIVITY	DEADLINE	DATE OF COMPLETION	RESPONSIBILITY
RESEARCH CITIES/HOTELS AVAILABLE	1 YEAR PRIOR		CHAIRMAN
DETERMINE EXHIBIT SPACE REQUIRED (optional)	1 YEAR PRIOR		CHAIRMAN
DETERMINE MEETING/SLEEPING ROOMS REQUIRED	1 YEAR PRIOR		CHAIRMAN
SELECT SITE	10 MTHS PRIOR		CHAIRMAN
VIEW AND SIGN CONTRACT	10 MTHS PRIOR		CHAIRMAN
PREPARE PRELIMINARY BUDGET	10 MTHS PRIOR		CHAIRMAN/SECRETARY/TREASURER (National Office optional)
OBTAIN PROPOSALS FROM DECORATOR/DRAYAGE FIRM (optional)	9 MTHS PRIOR		CHAIRMAN
OBTAIN PROPOSALS FROM A-V FIRM	9 MTHS PRIOR		CHAIRMAN
OBTAIN FLOORPLANS FOR MEETING ROOMS AND EXHIBIT SPACE (optional)	9 MTHS PRIOR		CHAIRMAN
APPROVAL OF BUDGET	8 MTHS PRIOR		CHAIRMAN
DRAFT/REVISE ABSTRACT FORM AND SUBMIT TO NATIONAL OFFICE FOR PRINTING	7 MTHS PRIOR		CHAIRMAN MEETING COORDINATOR
DRAFT/REVISE CALL FOR ABSTRACT COVER LETTERS AND SUBMIT TO NATIONAL OFFICE FOR PRINTING	7 MTHS PRIOR		CHAIRMAN MEETING COORDINATOR
REQUEST (2) TWO SETS OF MAILING LABELS (members & program chairmen)	7 MTHS PRIOR		MEETING COORDINATOR DATA PROCESSING COORDINATOR
VIEW DECORATOR/DRAYAGE FIRM PROPOSALS (optional)	7 MTHS PRIOR		CHAIRMAN
VIEW A-V FIRM PROPOSALS	7 MTHS PRIOR		CHAIRMAN

PLANNING CALENDAR

ACTIVITY	DEADLINE	DATE OF COMPLETION	RESPONSIBILITY
DRAFT/REVISE ABSTRACT ACCEPTANCE/REJECTION LETTERS	7 MTHS PRIOR		CHAIRMAN MEETING COORDINATOR
MAIL FIRST CALL FOR ABSTRACTS	7 MTHS PRIOR		MEETING COORDINATOR STAFF ASSISTANT
OBTAIN HOUSING RESERVATION FORMS	6 MTHS PRIOR		CHAIRMAN
DRAFT/REVISE PRELIMINARY PROGRAM AND SUBMIT TO NATIONAL OFFICE FOR PRINTING	6 MTHS PRIOR		CHAIRMAN MEETING COORDINATOR
SELECT AND SIGN DECORATOR/DRAYAGE CONTRACT (optional)	6 MTHS PRIOR		CHAIRMAN
DRAFT/REVISE EXHIBITOR CONTRACT AND SUBMIT TO NATIONAL OFFICE FOR PRINTING (optional)	6 MTHS PRIOR		CHAIRMAN MEETING COORDINATOR
SEND COPY OF EXHIBIT HALL FLOORPLAN TO DECORATOR FOR EXHIBIT LAYOUT (optional)	6 MTHS PRIOR		CHAIRMAN
SUBMIT EXHIBIT LAYOUT AND SOLICITATION LETTER TO CHAIRMAN FOR APPROVAL/REVISIONS (optional)	6 MTHS PRIOR		DECORATOR
DISTRIBUTE EXHIBITOR SOLICITATION (optional)	6 MTHS PRIOR		CHAIRMAN NATIONAL OFFICE
DRAFT/REVISE PRE-REGISTRATION FORM AND COVER LETTER AND SUBMIT TO NATIONAL OFFICE FOR PRINTING	6 MTHS PRIOR		CHAIRMAN MEETING COORDINATOR
DRAFT/REVISE EXHIBIT ACCEPTANCE/REJECTION LETTERS AND SUBMIT TO NATIONAL OFFICE FOR PRINTING (optional)	6 MTHS PRIOR		CHAIRMAN MEETING COORDINATOR
MAIL FINAL CALL FOR ABSTRACTS	5 MTHS PRIOR		MEETING COORDINATOR STAFF ASSISTANT
DRAFT/REVISE HOUSING FORMS	5 MTHS PRIOR		CHAIRMAN

PLANNING CALENDAR

ACTIVITY	DEADLINE	DATE OF COMPLETION	RESPONSIBILITY
SUBMIT HOUSING FORMS TO NATIONAL OFFICE	5 MTHS PRIOR		CHAIRMAN
PLACE ANNOUNCEMENT IN <u>NEWSLETTER</u>	5 MTHS PRIOR		CHAIRMAN
FINALIZE FIRST PRE-REGISTRATION MAILING TO INCLUDE PRE-REG FORM, COVER LETTER, PRELIMINARY PROGRAM, AND HOUSING FORM)	4 MTHS PRIOR		CHAIRMAN MEETING COORDINATOR STAFF ASSISTANT
REQUEST TWO (2) SETS OF LABELS FOR PRE- REGISTRATION MAILING	4 MTHS PRIOR		MEETING COORDINATOR DATA PROCESSING COORDINATOR
ABSTRACT DEADLINE DATE	3 MTHS PRIOR		CHAIRMAN
SUBMIT FINAL PROGRAM TO NATIONAL OFFICE FOR TYPESETTING (TYPESETTING OPTIONAL)	3 MTHS PRIOR		CHAIRMAN
SUBMIT COPY OF TYPESET PROGRAM TO CHAIRMAN FOR APPROVAL	3 MTHS PRIOR		MEETING COORDINATOR
SCIENTIFIC PROGRAM TO BE PRINTED IN SECTION <u>NEWSLETTER</u>	3 MTHS PRIOR		CHAIRMAN
DESIGN EXHIBITOR BOOTHS AND NOTIFY EXHIBITORS (optional)	3 MTHS PRIOR		CHAIRMAN
LIST OF EXHIBITORS TO EXHIBIT SERVICE COMPANY (optional)	3 MTHS PRIOR		CHAIRMAN
EXHIBIT SERVICE PACKETS TO EXHIBITORS (optional)	3 MTHS PRIOR		CHAIRMAN
PRINT AND BIND FINAL PROGRAM	2 MTHS PRIOR		MEETING COORDINATOR
ORDER BADGE/TICKET STOCK AND DETERMINE OUT-PUT SCHEDULE	2 MTHS PRIOR		MEETING COORDINATOR CHAIRMAN

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PLANNING CALENDAR

ACTIVITY	DEADLINE	DATE OF COMPLETION	RESPONSIBILITY
ORDER REGISTRATION MATERIALS	2 MTHS PRIOR		CHAIRMAN
ORDER RENTAL EQUIPMENT	2 MTHS PRIOR		CHAIRMAN
FINAL PRE-REGISTRATION MAILING (optional)	1½ MTHS PRIOR		MEETING COORDINATOR STAFF ASSISTANT
MAIL REGISTRATION CONFIRMATIONS	1 MTH PRIOR		MEETING COORDINATOR STAFF ASSISTANT
DRAFT/REVISE EVALUATION FORM AND SUBMIT TO NATIONAL OFFICE FOR PRINTING	1 MTH PRIOR		CHAIRMAN MEETING COORDINATOR
SEND SPEC SHEETS TO HOTEL, A-V FIRM, AND CHAIRMAN	1 MTH PRIOR		MEETING COORDINATOR
PREPARE TITLE SLIDES	1 MTH PRIOR		MEETING COORDINATOR CHAIRMAN
ASSEMBLE REGISTRATION PACKETS	3 WKS PRIOR		MEETING COORDINATOR STAFF ASSISTANT
SHIP ALL MATERIALS	2 WKS PRIOR		MEETING COORDINATOR STAFF ASSISTANT CHAIRMAN
POST MEETING REVIEW	LAST DAY OF MEETING		CHAIRMAN COMMITTEE
SUMMARY OF EVALUATION FORMS	1 WK AFTER MEETING		CHAIRMAN
THANK YOU LETTERS TO SPEAKERS	1 WK AFTER MEETING		CHAIRMAN
THANK YOU LETTERS TO SUPPLIERS	2 WKS AFTER MEETING		CHAIRMAN
REVIEW AND PAY ALL BILLS	AS RECEIVED		CHAIRMAN