

## Zone Meeting Funding Requirements

Thank you for agreeing to host a zone meeting in your institution.

1. A letter signed by the SPS advisor requesting up to \$500; the letter should briefly indicate how the money will be spent. If you would like to have the 'recruitment package' at no additional cost, which consists of a banner, SPS brochure display, additional 50 brochures, and poster, it needs to be stated in the letter. You can send your request by mail or fax to the contact information below.
2. Upon receipt of request, an initial installment of \$250 will be sent to the advisor a few weeks before the meeting.
3. After the zone meeting, a report of the meeting, photographs, and a list of expenses is required in order to receive the final installment up to \$250. Please take photographs of the event so that we may post them on the SPS national website or feature it in the SPS Observer. This is a nice way to communicate the success of your zone meeting to a national audience.

Don't hesitate to contact me if you should have any questions ... thanks !

Lydia Quijada  
American Institute of Physics  
One Physics Ellipse  
College Park, MD 20740  
301-209-3008 (w)  
301-209-0839 (fax)