

## Minutes of AVS/New England Board Meeting May 20, 2015

### Agenda:

Welcome and Introductions

Review of NanoWorcester Event

Planning for AVS/NE Symposium

- Short Courses
- Status of Vendor Signups
- Speakers
- Attendees
- Projectors
- Raffle Prizes
- Welcome Table
- Name tags/Envelopes
- Signage
- PR and Advertising

### Next Meeting Date: To Be Announced

- The AVS/NE board meeting was held at 6PM at the Chemistry Department of UMass Lowell, Lowell, MA. Members of the board in attendance (as indicated by the symbol \*\*) were: Cheryl Santarelli, Peter Somssich\*\*, Dick Jacobs\*\*, Jacques LaBrosse, Earl Ada, Bob Childs, Jim Whitten\*\*, Mike Connors\*\*, Ravi Rastogi and Bill Trotter Jr.\*\*

### Welcome and Introductions:

- Chair Peter S. welcomed all in attendance.

### Review for NanoWorcester Event:

- Peter S. noted that the event went smoothly, the only concern stems from Nancy Burnham's concern regarding 2 late payments. Dick Jacobs mentioned that he will continue to monitor the situation, to ensure that Cheryl's costs are covered.
  - o Peter S. stated that he would like to review the NanoWorcester event in greater detail once Jacques LaBrosse is available to share his first-hand perspective.

### Planning for AVS/NE Symposium 2015:

- Short Courses – Mike Connors, who is in charge of the Short Course program, explained the current status of enrollment for the short courses' scheduled around the 2015 Symposium. At the time of the meeting, AVS/NE had 9 people registered to attend Bob Child's two day, basic vacuum course. As of May 20<sup>th</sup>, there were 5 people registered to attend the photolithography course.
  - o Peter S. mentioned the need to update the UMass Convention Center (Kathleen) on AVSNE's need for 2 classrooms, as the basic vacuum class is a 2 day course.

- Jim Whitten noted that Aramark will require an advanced head count for their catering services on Tuesday, June 2<sup>nd</sup> (Basic Vacuum Course attendees + Instructor, Bob Childs)
- Status of Vendor Signups - Peter S. provided an updated list of the 18 registered vendors planning on attending the symposium. Peter S. made the chapter aware of an invitational flyer created to increase the New England vacuum industry's awareness of the event. The flyer will be distributed to the vendors and used as promotional material to garner greater attention/vendor traffic.
- Speakers – Peter S. was proud to announce AVS/NE's keynote speaker for the 2015 Symposium, Dr. Wolfgang Ketterle (MIT), Noble Prize in Physics, 2001. Dr. Ketterle's talk will focus on ultracold atoms and should be a well-attended talk due to his numerous accolades. Dick Jacobs noted that the registration fee is waived for all speakers.
- Attendees – At the time of the May 20<sup>th</sup> meeting, the symposium had 22 registered attendees, the number currently stands at 27.
- Projectors – Peter S. mentioned that working 3 projectors will be used concurrently for the short courses and various technical sessions. Consequently, the AVSNE group planned to bring 4 projectors to the event, the projectors will be supplied by Bob C, Dick J, Jim W and Peter S.
- Raffle Prizes – Raffle prizes are to be awarded at the conclusion of the June 1<sup>st</sup> Symposium. The intent of the raffle prizes is to keep attendance rates high throughout the show. The current list of raffle prizes includes:
  - Overnight stay at the UMass Lowell Inn
  - Osram Sylvania has committed to contribute products to the raffle, the products have yet to be specified
  - Thumb drive – to be contributed by Jim W
  - 2 Gift Certificates Cards – Peter S. took responsibility for procuring 2 gift cards from local businesses
- Welcome Table – Peter S. was pleased with the configuration/presentation of the 2014 welcoming table, therefore the general setup will remain consistent with 2014's presentation.
  - Table setup is schedule to begin at 7:30 AM, classes begin at 8:30 AM and the exhibitors will be allowed to begin their setup at 9:00 AM.
  - IT IS IMPORTANT TO MENTION THAT THE REGISTRATION FEE HAS BEEN WAIVED FOR ALL SPEAKERS, THIS MESSAGE WILL BE CONVEYED TO EVERYONE SUPERVISING THE WELCOME TABLE
  - THE WELCOME TABLE WILL NEED AN UPDATED PAYMENT RECEIVED LIST, THE LIST SHOULD BE CURRENT AS OF MONDAY, JUNE 1<sup>ST</sup>
- Name Tags/Envelopes – Peter S. took responsibility for supplying the symposium's name tags, the format will mimic the NanoWorcester format.
  - Each name tag will be placed within an envelope for each registered attendee.
  - Envelopes will include additional information regarding the symposium and 2 drink tickets per envelope.
- Signage – Peter S. brought in and reviewed AVSNE's current supply of event specific signage. The AVSNE group reviewed the current signage and determined no additional signs will be needed. The signs will be setup at the same time as the table setup (7:30 AM)
- PR and Advertising – Peter S. expressed his intent to draft a press release to be distributed by 'Today@UMass Lowell', the UMass Lowell Conference Center and various university directories (Ex. Contact Charlie – Tufts)

**Next Meeting Date: To Be Announced**

**Meeting will be held at Jim Whitten's Chemistry Dept. offices at UMass Lowell at 6PM**

**Submitted by Bill Trotter on May 29, 2015**