

GUIDE FOR THE ORGANIZATION OF THE CONFERENCE ON THE INTERSECTIONS BETWEEN PARTICLE AND NUCLEAR PHYSICS

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June 1984

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Brookhaven National Laboratory

U.S. Department of Energy
USDOE Office of Science (SC)

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ACCELERATOR DEPARTMENT
BROOKHAVEN NATIONAL LABORATORY
ASSOCIATED UNIVERSITIES, INC.
UPTON, NEW YORK 11973

GUIDE FOR THE ORGANIZATION OF THE
CONFERENCE ON THE INTERSECTIONS BETWEEN
PARTICLE AND NUCLEAR PHYSICS

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Foreword

This guide is prepared to help in the job of organizing future conferences. It contains advice based on the experience obtained by Joanne Day, June Goshi, Lorraine Gray, Marion Heimerle, Roberta Marinuzzi, Karen Poelakker, Sue Streicher, and myself in conducting the very successful Conference on the Intersections between Particle and Nuclear Physics at Steamboat Springs, Colorado on May 23-30, 1984.

I would like to especially thank Marion Heimerle, the Conference Secretary, and Alan Krisch, one of the Conference Chairmen, for giving me the opportunity to serve during the past year as a conference secretary and thus to obtain a great deal of valuable experience and interesting knowledge.

Cheryl Conrad
Brookhaven National Laboratory
June 1984

Duties of Conference Chairmen

Arrange for funding and sponsorship.

Select location.

Propose appropriate dates for conference.

Visit the hotel and thoroughly investigate the conference facilities and accommodations. (Perhaps prior to your visit to the hotel, you should send them the Hotel Questionnaire on pages 6-8 of this guide.)

Prepare budget and decide on registration fee.

Arrange for posters and announcements in physics magazines.

Arrange for parallel session coordinators.

Choose a publisher for the proceedings.

Designate an editor.

Designate a Conference Secretary and select and notify the secretaries who will be going to the conference.

Arrange for a secretary to go out to the hotel to check its facilities.

Set up the conference schedule.

Keep in contact with the parallel session coordinators to see how they are progressing in setting up their sessions.

Invite the plenary speakers and chairmen.

Decide on financial assistance and evaluate scholarship waiver requests.

Inform the plenary session chairmen of the day and time of their chairing.

Arrange for a photographer.

Duties of Conference Secretary

General

Be sure the conference location and facilities have been thoroughly investigated (accommodations, meeting rooms, restaurants, activities). See Hotel Questionnaire on pages 6-8 of this guide.

Order mailing labels for initial mailing--APS Division of Particles & Fields and APS Division of Nuclear Physics from AIP, 335 East 45th Street, New York, NY 10017, 212-661-9404--order two sets of each, one pressure sensitive to be put on mailing envelopes by hand, and a second set, cheshire, to be used for reference). Ask the AIP to sort the lists to eliminate duplications. (The cost in 1984 was \$683.81.)

Have logo, posters, stationery, and conference stickers made (these stickers are used as return address labels). A copy of the logo and poster is on file at the Brookhaven National Laboratory Graphic Arts Department. Contact Bobbie Samaritter at 516-282-7288.

Order envelopes (#11 and #10).

Order AIP copyright forms and format instructions from Hugh Wolfe, AIP, 335 East 45th Street, New York, NY 10017, 212-661-9404--if AIP is going to publish the proceedings. The compilation of the proceedings was handled by a parallel session coordinator and his secretary.

Have return address printed on #11 mailing envelopes and #10 return envelopes (in addition to printing the mailing address back to the conference secretary).

Prepare mailings (send a sufficient quantity of initial mailing material to parallel session coordinators to forward to invited parallel session speakers) and send stationery to the parallel session coordinators and secretaries.

Send out announcements to various publications (Harold Davis, Editor, Physics Today, 335 East 45th Street, New York, NY 10017; T. Ferbel, Editor, DPF Newsletter, Department of Physics, University of Rochester, Rochester, NY 14627; William Havens, Editor, The Bulletin of the APS, 335 East 45th Street, New York, NY 10017; Brian Southworth, Editor, CERN Courier, European Laboratory for Particle Physics, CERN, 1211 Geneva 23, Switzerland).

Maintain file of registration forms.

As registration forms come in, update list of participants (which includes name, address, phone number, and payment record), lists of contributed papers, suggestions, and participants coming with spouses.

Maintain lists of plenary speakers and plenary session chairmen (both with and without financial information).

Maintain checking accounts and maintain up-to-date lists of (1) receipts and disbursements and (2) receipts and deposits. Make xerox copies of any check drawn on the conference accounts. Make sure a checking account is open in advance in the town of the conference.

Type scholarship letters and maintain a list of people receiving scholarships. Attach to registration form copies of these letters as well as anything received from the person requesting the scholarship. Give all scholarship requests to conference chairman.

Maintain a list of people receiving scholarship waivers.

Send to the conference chairmen copies of any letters sent to invited plenary speakers or plenary session chairmen (as well as maintaining your own file of copies of these letters).

Request from session coordinators: (1) copies of letters they send out to parallel session speakers and (2) names and amounts for anyone they have given registration waivers or financial assistance.

Have three-part numbered receipts printed (one copy for participant, one copy stapled to the back of the registration form, and one copy for reference).

Send copies of registration forms to the person preparing name badges (have three different colors for badges--one color for session coordinators, a second color for organizing committee members, and a third color for other participants).

Preparations for Conference

Secretaries should plan on arriving at the conference in sufficient time so that they can work on the day before the conference begins.

Coordinate with other secretaries ordering of xerox equipment, thermofax equipment, typewriters, word processor (if easily accessible), making of name badges, shipping of supplies to conference location.

Have each secretary bring a lab/home institution phone book.

Make arrangements for two telephone lines to be installed (the day before the conference begins) for use during the conference.

Order local maps (street maps) of conference town and ship directly to conference location.

Order briefcases with conference logo and have them shipped directly to conference location (Sue Streicher ordered them from Chip Staley, President, Advertisers Publishing Company, 944 Wall Street, P.O. Box 7010, Ann Arbor, MI 48107-7010, 313-665-6171).

Ask conference chairmen if someone has been asked to serve as conference photographer.

Request that the hotel prepare, in sufficient quantity to be included in the participants' packets, lists of the various activities and tours available both in the hotel and environs.

Print social activity tickets in sufficient time for them to be numbered at time of printing and then collate them.

Type briefcase name tags which will be put in small envelopes.

Prepare small envelopes (use #10 envelopes) which will be used to hold the name badges, social activity tickets, and briefcase name tag. Write the participant's name in the upper right hand corner of the envelope. Stuff these small envelopes ahead of time with the briefcase name tag and the social activity tickets. Record the activity ticket number on the registration form (to the right of the conference title on the top of the registration form) and ship these by UPS blue to the conference location.

Prepare, print, and then ship by UPS blue the items that will go in participants' packets:

- Introductory letter
- Master schedule for entire conference
- Lists of plenary talks and topics and parallel session chairmen (without financial information)
- Schedules for parallel sessions (both master and individual)
- Meeting room floor plan (use a different color, i.e., yellow)
- List of participants (name and institution only)
- Travel assistance request form (use a different color, i.e., blue)
- Activities list from hotel

Print and ship by UPS the Social Activities Questionnaire (this questionnaire is filled out by the conference secretary as each participant registers).

Prepare registration forms for all members of the organizing committee, session coordinators, and invited parallel session speakers (if not sent in).

On top of the registration forms indicate if the person is a session coordinator (and which topic), if the person is a session chairmen (and the day and time of session being chaired), if the person is a parallel session speaker (the day and time of speaking).

Prepare on post-it pads and put on registration forms any questions or information to be given to participants at time of registration, i.e., do you have any 35 mm slides (for plenary speakers), do you have any last minute changes in your parallel session schedule (for session coordinators), see ____ to discuss travel arrangements (for people receiving financial assistance), the day and time of session being chaired (for plenary session chairmen).

Act as a liasion between people wanting rides from airport to conference.

Have signs made up for the registration desk (REGISTRATION, A-G, H-O, P-Z), the travel desk, the manuscript desk, the various parallel sessions (xerox enough of these so that a new one can be put up for each session), activities sign-up.

Have sign-up sheets made for the various tourist activities.

Type up invitation for complimentary continental breakfast for spouses or guests (or spouses' program or function).

Type up invitation for organizing committee members for dinner meeting at the end of the conference to discuss the conference.

Send a list of anyone who will be getting financial assistance to the person who is preparing these checks (University of Michigan).

Ask hotel to order flowers for conference desk (i.e., dried flower arrangement) and for any social activity.

Ask hotel to order any special souvenir for participants (i.e., scarves at Steamboat for barbecue).

Prepare labels for folders for speakers' transparencies. Get the names from the list of plenary talks and parallel session schedules.

Prepare List of Participants Addendum which will be updated and xeroxed at conference location.

Get phone number of weather service and recording.

A few days before leaving for Conference

Call printer (in town of Conference) a few days before arriving to see if he can do any last minute printing (get phone number from hotel).

Bring cash for cashbox.

Buy stamps for postcards and first-class mail.

Take stamp for back of checks, checkbooks, and extra checks.

Take all records.

Hotel Questionnaire

(This form should be sent to the hotel in advance of your visit.)

Regarding Accommodations:

Do you have accommodations for about 300 people?
 What is the cost for one person? two people? children?
 Will you block rooms for us?
 How much is the room deposit? Reservation deadline? What credit card will you accept for the deposit? for payment of the hotel bill?
 Do you send out reservation confirmations to the individuals?
 What is your room cancellation policy (with deposit refund and without deposit refund)?
 Will you print the reservation card with the name and dates of the conference (cost)? Will you provide return envelopes (cost)?
 Are there any upgraded rooms available depending on the number of rooms reserved (i.e., a suite at same price for every 50 rooms reserved)?
 Do you have special facilities for handicapped people?
 Do you have rooms with kitchen facilities?
 What hotel facilities are available to the guests (hours, cost)?
 Is there free parking (indoor or outdoor)?
 Are there any facilities for parking a trailer?
 What restaurants within the hotel will be open during the time of the conference?
 What is their seating capacity and will they be open early enough for breakfast before the sessions begin?
 What other restaurants in the area will be open at the time of the conference?
 Can you provide us with a list of them (with hours, prices, sample menus)?
 What special treatment do you have for VIP's?
 What is check-out time and can special arrangements be made for later check-out time for VIP's?
 Do you accept or convert foreign currency?
 Will the hotel be closed any time between now and the conference?

Regarding Meeting Room Facilities and Conference Office:

What are the sizes and location of your meeting rooms? Do you have a large room to seat 300 people classroom-style and then 5 smaller rooms to seat about 75 people classroom style?
 Will there be any conflicting meetings in the hotel?
 Can you meet our audiovisual needs--overhead projectors, 35-mm slide projectors, screens, electric pointers, extension cords, and clip-on microphones in each room?
 Do you have extra equipment and bulbs in case of malfunctioning equipment?
 Do you have bulletin boards and blackboards?
 What is the cost of using the meetings rooms and renting audiovisual equipment?
 Do you have equipment/staff to tape-record the discussions?
 Will the secretaries' office be near the registration desk? The registration desk and office should be able to be locked and should be available beginning a day before the conference and for the entire length of the conference.
 Can additional telephones be installed (cost)? They should be installed the day before the conference begins.
 Can you provide xeroxing facilities (cost, as a backup)?
 Can we have the use of two small rooms for dinner meetings towards the end of the conference (organizing committee meeting and secretaries meeting) (cost)?
 How much time is needed for going from the plenary session arrangement to parallel session arrangement and from the parallel session arrangement to the banquet arrangement?
 Will you put up "No Smoking" signs and take out ashtrays?
 Will both the heating and air conditioning systems be in working condition at the time of the conference and are they easily adjustable?

Regarding the master account billing:

Who has authority to approve charges?

Is there tax-exempt status? Do you add the tax to each bill and then subtract it in a lump-sum at the end?

Is an up-front deposit necessary against the master account bill?

What can be charged to the master account bill?

What is the gratuity rate?

Are there any set up costs?

When is payment expected for the master account bill?

Regarding Amenities:

What is the charge for coffee and danish for the breaks (cookies with afternoon break), wine and cheese reception, banquet, spouses' continental breakfast?

Do you have sample menus for the wine and cheese reception and banquet?

Can we order special wine?

Do you serve special meals upon request, i.e., Kosher or vegetarian meals?

Will someone be available to collect the social activity tickets at the appropriate function?

Is there a travel agent available if needed to help with travel arrangements?

Do you have a babysitting service or list of recommended babysitters?

Regarding Transportation:

Do you provide transportation for guests to and from airport (cost)?

What public transportation is available? Can you provide us with bus schedules (days of week and hours) and taxi services (phone numbers)?

Is there a special deal on rental cars?

General

Are there any houses of worship in the area (location, denomination, hours open)?

What is your check-cashing policy?

Do you have safe deposit boxes?

Can you provide us with enough hotel brochures to send out with our initial mailing (about 7000) (cost)?

Can you provide us with meeting room floor plans (about 350) for distribution at the time of the conference (cost)?

Can you prepare a letter telling about the hotel facilities and activities that can be sent to participants (with the second mailing--about six weeks before the conference)? Will you send us enough copies (about 350) or will we have to print them (cost)?

Can you provide lists of activities and obtain tour information with the names of contacts for the various activities? Can you also obtain a sufficient quantity of any specialized map (i.e., hiking maps) that are either free or will cost extra?

Can you provide local maps (about 350, cost)?

Who are the hotel contacts concerning reservations, conference facilities, banquet, social activities?

Can you arrange for a band (if appropriate for a social activity, cost)?

Can we order any special souvenir, if appropriate, for a social activity (cost)?

What are your deadlines concerning guarantee for number of attendees at social activities, ordering special wine, etc.?

Contents of Mailings

Initial Mailing to Potential Participants*:

- Letter of invitation†
- Flyer (smaller version of poster)†
- Brochure from hotel
- Registration form†
- Abstract form**†
- List of parallel session coordinators with addresses and phone numbers**†
- Hotel reservation card
- Return envelope

Second Mailing to All Who Registered + Session Coordinators + Organizing Committee + Carbon Copy People + Conference Secretaries:

- Letter†
- Tentative master schedule†
- List of invited speakers and topics for plenary sessions and list of plenary session chairmen (without financial information)†
- Master schedule of parallel sessions†
- List of parallel session coordinators with addresses and phone numbers†
- AIP copyright form†
- AIP format instructions†
- Letter from hotel listing facilities and activities
- Transportation sheet listing local airline schedule, bus schedule, motels/hotels near airport, taxi phone numbers†
- Extra hotel reservation card

Intermediate Mailings to Session Coordinators and Organizing Committee

Once registration forms have begun to arrive, compile lists of contributed papers and suggestions and mail these lists along with updates of list of participants about every 10 days.

*Obtain mailing labels for APS Division of Particles & Fields and APS Division of Nuclear Physics from AIP, 335 East 45th Street, New York, NY 10017, 212-661-9404. Order two sets--one set of pressure sensitive labels to be used as mailing labels and the second set called cheshire which is used for reference. Ask AIP to sort the DPF and DNP lists to eliminate duplications.

**These were not included in the initial mailing, but I suggest that they be included.

†Samples included in this guide.

Procedure for Processing Registration Forms

1. When registration forms are received, date stamp registration form in the upper left corner.
2. If no hotel card accompanies registration form, write "no hotel card" in the middle of the right margin of the registration form.
If a check accompanies the hotel registration card, write "check enclosed" on the right side of the hotel registration card and clip the check to the back of the card. (On Tuesdays, mail the checks, hotel registration cards, and a letter to the reservations manager of the hotel by Express Mail.)
3. Xerox hotel registration card and put an X in the upper left corner of the hotel registration card to indicate that the card was xeroxed.
4. Xerox registration forms and put an X in the upper left corner of the registration form to indicate the card was xeroxed. Put these xerox copies in an envelope to be sent to Roberta Marinuzzi of Los Alamos who will be making the name badges. (These are sent to Roberta once a week by express mail.)
5. Fill out a receipt for any checks received (both for registration fee and hotel deposit) and mail the white copy to the participant. Staple the yellow copy to the back of the registration form and keep the pink copies together.
6. Stamp the back of the registration fee checks with the "Deposit to the account of . . ." stamp and write the account number underneath. On Fridays, these checks will be deposited in the bank on site. (Prior to making a deposit, xerox each check.)
7. Add each participant to the participants list. Write "L" in red to the left of the name on the registration form to indicate that the name was entered in the word processor.
8. Add participant to spouse list and no hotel card list, if applicable.
9. Add to the contributed paper list, the invited paper list, or the suggested speaker, etc. list any entry on registration forms regardless of whether the person is attending. Write "L" in red to the left of the entry on the registration form to indicate that it was entered in the word processor.
10. File the registration form in the appropriate file.

Note: For the 1984 conference, the hotel registration cards were sent to the conference secretary. If the participants are now supposed to send the hotel registration cards directly to the hotel, disregard all items relating to them.

Supplies for Conference

- 1 word processor + disks, ribbons (if easily available)
- 2 thermofax machines + transparencies (12 boxes), pens (50), eraser for pens
- 3 xerox machines--one with automatic feed feature + paper, toner
- 3 typewriters + ribbons, elements (prestige elite, orator, symbol), lift-off tape (2 rolls)

sno pak (10 bottles), liquid paper for ink and xerox copies (4 bottles each)
 blue editing pencils (6)
 Avery correction tape (1 line) (2 packages)

conference stationery

retractable pens
 no. 2-1/2 pencils (200)
 assorted colored pencils (5 boxes)
 pencil sharpener (battery operated)
 sharpie pens (500) (enough so that one can be put in each participant's packet)
 double ended pens (blue & red) (7 dozen)

bond paper (25 reams 8-1/2 x 11 and 5 reams 8-1/2 x 14) (we had much too much of this)
 lined tablets (500 - 8-1/2 x 11) (enough so that one can be put in each participant's packet)
 unlined pads (1 dozen 5 x 8 and 2 dozen little ones)
 telephone message pads (11)
 post-it pads (2 dozen 2" x 4" and 10 3" x 3")
 rulers (2 12" and 2 18")

scotch tape (10 rolls) and dispensers (4)
 assorted rubber bands (2 boxes)
 staplers (5) and staples (10 boxes)
 heavy duty stapler (did not have one but we could have used one)
 staple removers (4)
 rubber cement (4 bottles)
 glue sticks (2)
 scissors (3)

dictionary (1)

push pins for bulletin board (2 boxes, but we could have used more)
 binder clips (small--10 boxes, 12 per box and medium--10 boxes, 12 per box)
 medium paper clips (10 boxes, 50 per box)
 large paper clips (10 boxes, 12 per box)
 paper fasteners (2 boxes)
 plastic cups for clips (4)

file folders (500--enough so that they can be used for speakers' transparencies)
 file folder labels (2 boxes)

receipt pads (not necessarily printed with logo) to give for xerox money (we did not have these but it would be useful in order to keep track of the money)

3 ring binders (6)
 see through report covers and backbones (100)
 3 hole punches (2) and 2 hole punches (2)

wall calendars (2)
 wall clock (didn't have, but it would have been nice)

letter openers (2)
 hole reinforcements (2 boxes)
 avery mailing labels (20 boxes, 4" x 2")

chalk (1 box each of yellow and white) and erasers (2)
 2 stamp pads

lab phone books

airline guides

DOE phone book

extra:

letterhead
 social activity tickets
 conference stickers
 #10 return envelopes
 #11 envelopes
 registration forms
 meeting room floor plans
 travel assistance request forms
 master conference schedule
 parallel session schedules
 lists of plenary talks and topics and session chairmen
 copyright forms
 AIP instructions
 large posters
 flyers
 Colorado brochures
 vest maps
 three part receipts

9 x 11 brown envelopes (with return address)
 intra-lab envelopes

steno pads (11)

first aid kit (didn't have one but it would have been useful)

bell (to signal start of sessions--hotel may provide)
 timers (6)
 electric pointers (hotel may provide)

cash box (2)

stamps (first class and postcard)

calculator with tape

Checklist for Hotel

Do you have enough video equipment--overhead projectors, pointers, 35 mm-slide projectors, screens, extra projector bulbs, clip-on microphones, extension cords?

Will there be ice water and glasses in each room at the start of all sessions?

Have you put up "No Smoking" signs and removed ashtrays in the rooms used by the participants?

Have you provided enough bulletin boards, desks, and chairs for secretaries?

Have you provided enough garbage containers at the registration desk and any other stations used by the secretaries?

Checklist for Parallel Session CoordinatorsBefore Conference

Have you sent the initial mailing contents to the people you invite to speak?

Have you requested that the speakers bring four xeroxed sets of their transparencies to the conference (one for each session coordinator, one for the manuscript secretary, and one for the summary speaker) in addition to their typed conference paper and signed copyright form? (The compilation of the proceedings was handled by one of the parallel session coordinators and his secretary.)

Have you sent to the conference secretary copies of letters you sent to invited parallel session speakers?

Have you submitted your schedule to the conference secretary approximately three weeks before the conference?

Have you notified the parallel session speakers of the day and time of their talk?

Have you notified the conference secretary of anyone getting a registration waiver or financial assistance (and the amount)?

At the Conference

Upon registering, please notify the secretary of any last minute changes in the schedule or anyone getting a registration waiver or financial assistance.

Checklist for Plenary Session Chairmen

Do you know which session you are chairing?

Ask questioners to please stand when asking questions.

Repeat questions from audience before speaker starts to answer.

Checklist for Secretaries at ConferenceDay Before Conference

Check that phones are installed.

Take inventory of the supplies and purchase anything needed; purchase mints and paper dishes.

Take to printer any last minute items needed (call printer ahead of time to see if he is able to do printing).

Check with hotel that they have all video equipment and microphones.

Put name badges in small envelopes and make small envelopes and badges for any late participants.

Assemble participants' packets.

Give secretaries their jobs:

- 3 people at registration area for the first two or three days and then only two people are needed
- 1 person at travel
- 1 person at manuscript desk
- 2 for xeroxing--these people will also run slide projector and attend to the lights even if the person says they do not need help with their slides
- 1 troubleshooter

Have secretaries get instructions on how to run the video equipment.

Give financial assistance checks to whomever is distributing them.

Get local telephone directory and emergency telephone numbers.

Set up registration area and office.

Notify hotel of any VIP's who should be allowed to check out of their room later than the posted check-out time.

Each Day of the Conference

Have bell to signal the start of the sessions.

Before each session, check that each room has operational projectors, a microphone, pointer, timer, extra transparencies and pens, and ice water and glasses.

At the end of each day, take out of rooms the pointers and timers and lock them up in the registration area.

Before parallel sessions, put up signs.

Deposit money in the bank. (Xerox each check and travelers check. Run a tape of the checks and travelers checks and attach it to the deposit slip. Make a Xerox of the tape also.)

At End of the Conference

Prepare List of Participants Addendum.

Have a dinner meeting to discuss the running of the conference.

Arrange for the pick up of office equipment and clean the office/registration area.

Registration Procedure at Conference

1. Ask person what he is her name is.
2. Find the registration form and put an R to the right of the words "Registration Form."
3. If marked paid, go to #4.
If marked SCHOL or WAIVED, do not ask for money and go to #4.
If not paid, collect \$125, put the money in cashbox, and write a receipt. Give the person the white copy, staple the yellow copy to the back of the registration form, and put the pink copies in a pile. Write "Paid" to the left of the words "Will pay \$125 at registration."
4. If there is a question on a post-it sheet of paper, ask it.
5. Ask participants the questions on the "Social Activities Questionnaire" and ask if they want to purchase any extra tickets. If they do, write them a receipt and record the number of the tickets at the bottom of the questionnaire.
6. If the person was accompanied by a spouse or friend, give them an invitation to the complimentary continental breakfast.
7. Give the participant a briefcase and the smaller envelope which contains the name badge, social activity tickets, and name tag for envelope.
8. Give members of the organizing committee an invitation to the dinner meeting taking place at the end of the conference.

Sample Formats, Forms, Letters, and Handouts

CONFERENCE ON THE INTERSECTIONS BETWEEN PARTICLE AND NUCLEAR PHYSICS

The Sheraton at Steamboat Springs, Colorado

May 24-31, 1986

ABSTRACT

DEADLINE: APRIL '1, 1986

[illegible]

NAME AND ADDRESS of Author for Correspondence:

TELEPHONE: _____

TELEX:

SESSION/TOPIC IDENTIFICATION

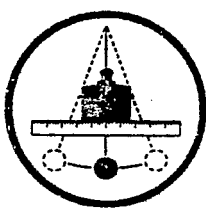
- ___ Accelerator
- ___ Electron and Muon
- ___ Hadron
- ___ Heavy Ion
- ___ Hypernuclear
- ___ Kaon
- ___ Neutrino
- ___ Non-Accelerator
- ___ Spin

PROJECTION EQUIPMENT NEEDED:

_____ 35 mm slide projector
 _____ Overhead projector
 _____ Other (indicate)

BRING FOUR XEROX COPIES OF YOUR VIEWGRAPHS OR 35 MM SLIDES TO THE CONFERENCE AS WELL AS THE TYPED CONFERENCE PAPER (ACCORDING TO AIP FORMAT DIRECTIONS) AND THE SIGNED COPYRIGHT FORM.

MAIL THIS FORM BY APRIL 1, 1986 TO:



AMERICAN INSTITUTE OF PHYSICS *

335 EAST 45 STREET, NEW YORK, NEW YORK 10017 · (212) 661-9404

TRANSFER OF COPYRIGHT AGREEMENT

21

Copyright to the article entitled

by

All Authors

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Signature

Print Name

Title, if not Author

Institution or Company

Date

The signed statement must be received by the Conference management before the manuscript can be accepted for publication.

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11/77

CONTRIBUTE YOUR COPYRIGHT

(Reprint of an editorial by J.A. Krumhansl, Chairman, AIP Publishing Policy Committee, in the September 1977 issue of *Physics Today*)

In 1978 a new copyright law becomes effective, and one of the results is that AIP and most member-society journals will be asking authors for transfer of copyright on each article. All of us should understand how this has come about and why it is important.

Traditionally a transfer of copyright from physicist authors to the society owning the journal was assumed to be implicit in the process of submitting a manuscript and getting it refereed and accepted for publication. AIP journals merely carried a statement on the inside of the front cover that "submission . . . is a representation that the manuscript has not been copyrighted, published, or currently submitted for publication elsewhere." On the same page and elsewhere in each journal issue the copyright notice was printed and was taken to apply to the journal issue as a whole and to all the articles in it separately. Armed with this understanding, AIP could not only publish the journal, but could distribute reprints of separate articles, authorize others to reprint selectively or cover-to-cover, negotiate translation rights (for example, *Review of Scientific Instruments* into Russian), authorize indexing and abstracting services to use material from the journals, authorize free fair-use copying by individuals and libraries, produce and market microform editions of the journals and computer tapes of abstracts, etc., etc. All of this has been done successfully in the spirit of actively advancing and diffusing the knowledge of physics.

The new (1978) US copyright law changes the situation in at least three important respects. First, it vests statutory copyright with the authors, or with their employers in the case of a "work made for hire," from the moment a manuscript is written, whether or not this copyright is officially registered. This copyright can now be transferred only in a formal written manner, and the submission of a manuscript for publication gives the publisher only the right to publish it once in the printed journal.

There is a second major change in the law. The copyright to a journal issue, which AIP can register formally with the Registrar of Copyrights and print on the inside of the front cover of the journal, will now apply only to the issue as a whole, but not to the articles separately. In order for an article to be covered separately, a copyright notice will have to appear on its first page, and this particularly requires a transfer of copyright to AIP from the author. Otherwise, for each future republication use the original authors would have to give written permission. This would be utterly cumbersome and would clearly set back the whole current information-distribution system.

The third major change in the law affecting journals is a much more rigorous definition of the conditions under which

libraries may make photographic copies. Individuals (or non-profit libraries acting for them) will continue to be free to make copies of articles for their use in research and teaching. However, for commercial libraries and microfilm services the limits to copying are severe; without clear authorization, for example, from AIP or a member society, distribution through these channels simply cannot legally take place.

This new law provides long-needed protection for authors of popular works, composers and the like. However, our journals will need the copyright to continue the broad dissemination of physics. Thus a transfer-of-copyright agreement will be required with manuscript submission. The author will continue to hold all other traditional rights. For example, proprietary rights other than copyright, such as patent rights, are not transferred. It will continue to be an explicit part of AIP permissions policy that anyone who wishes to republish a figure, table, or other brief excerpt from an article will need the author's permission and, if the whole article is to be republished, AIP's permission as well. In either case the author has veto rights over such use. Finally, the author retains the right to use the article in his or her future works, for example, to include it in a reprint volume of which he or she is the editor. Naturally, authors as individuals will also have fair-use privileges for research and teaching (see news story in the September issue of *Physics Today* p. 85).

In summary, although this new situation complicates our lives somewhat, it is not only essential to the well-being of the journals, but also is a distinct advantage to authors desiring wide distribution of their work, to transfer copyright so that we may continue to disseminate physics broadly, and promptly.

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(AIP Format Instructions)*

AUTHOR'S MANUAL FOR CONFERENCE PROCEEDINGS

Prepared by

Hugh C. Wolfe, Series Editor, AIP Conference Proceedings
American Institute of Physics, 335 E. 45th St., New York, N.Y. 10017

INTRODUCTION

The American Institute of Physics is publishing the proceedings of appropriate conferences in physics in the AIP Conference Proceedings series. In hard covers, the book size will be 6 3/4" x 9 1/2". In lieu of the page charges characteristic of journal publication, the conference management is responsible for refereeing and editing the papers and each author (or the conference management for him) will subsequently be responsible for preparing a typewriter-composed copy of his paper in camera-ready form for direct offset reproduction. Instructions for the preparation of the paper in proper form are given below and in the sample paper, which is in the required format except that it is printed here, for economy, on two sides of the same sheet. The AIP Style Manual, available from AIP for \$7.50, provides guidance for the structure and style of a technical paper, recommended abbreviations, etc.

GENERAL GUIDE LINES

The typing should be on good quality 8 1/2" x 11" white bond paper, using one side only. A rectangle 5 3/4" wide by 8 3/4" high (146 x 222 mm) should be drawn on each sheet using a very light blue pencil, such as Eagle Sky Blue 740 1/2, which will not be reproduced in the photographic copying. All text and figures must be kept within this rectangle. Pages will be reduced by 15% in the printing process. Typing should be done with a new carbon ribbon on an electric typewriter in good condition to give pages of uniform density. Elite type (12 characters per inch) or an equivalent proportional-spaced type is preferred. Unusual type faces (script, italic) are not to be used except possibly for the symbols for physical quantities.

Except where blank lines are required, the material should all be typed single-spaced, which means 6 lines per inch. It may be advantageous to allow an extra half space above a line containing superscripts and below a line containing subscripts.

CORRECTIONS

Erasures must be avoided. Errors of one or two letters may be corrected with Correctype, Snowpake, or similar means; larger errors should be repaired by typing a new line or paragraph and pasting it neatly in place. In general, a correction which is undetectable in a good Xerox copy will be satisfactory.

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TITLE, AUTHOR, ADDRESS, ABSTRACT

The title should be placed below the top of the blue rectangle, leaving above it space equivalent to one line, centered, in capital letters (except for symbols, such as those for chemical elements, that require lower-case letters). The title may occupy one or more lines, single spaced. Skipping one line, enter the names of the authors, centered, in capitals and lower-case letters with given names or initials preceding the last name. Authors with the same address should be grouped together. Without skipping a line, give the author's corporate address, i.e., the institution where the work was done, including city, state and zip code.

With one blank line above and below it; enter the centered heading ABSTRACT. This should be followed by the abstract, preferably of not over 200 words.

HEADINGS, TEXT

Each heading (such as INTRODUCTION, CONCLUSION, etc.) should be in all capitals, centered, with one blank line above and below it. The main text should use the full width of the blue rectangle. Each paragraph should start with a 5-space indentation and no lines should be left between paragraphs.

LENGTH

The length of the paper must be kept within the limits established by the conference management.

DELIVERY

The author should send the original of the finished manuscript to the conference management as soon as possible after editing, so that publication of the proceedings may be expedited. He should keep a good Xerox or equivalent copy.

PAGE NUMBERS

Do not type numbers on the manuscript. To help keep the pages in proper order, write in page numbers, centered at the top of each page, in light blue pencil.

5 3/4 inch
146 mm

blue pencil line

SAMPLE PAPER FOR THE CONFERENCE

C. D. Graham, Jr.

University of Pennsylvania, Philadelphia, Pa. 19104

J. J. Rhyne*

U. S. Naval Ordnance Laboratory, White Oak, Md. 20910

ABSTRACT

This paper shows by example the correct format for papers to be published in the Proceedings of the Magnetism Conference. Among the points to be noted are the style and spacing of the title and by-line, the method of indicating subsections of the paper, the treatment of references, and the proper placement of figures and tables. These details are all important, since the author's typed manuscript will be reproduced exactly, without changes or corrections, in the published proceedings.

INTRODUCTION

We will consider, in order and with examples, the proper presentation of figures, tables, equations, and references.

FIGURES

Figures must be drawn or reduced to the proper size for mounting on the page with the typing. Photographic reductions of the original drawings are acceptable. If the figure is appropriately shaped, the text may be typed beside the figure. The space required for the figure can be marked off in light blue pencil before the adjacent material is typed in.

IMPROPERLY PREPARED MSS

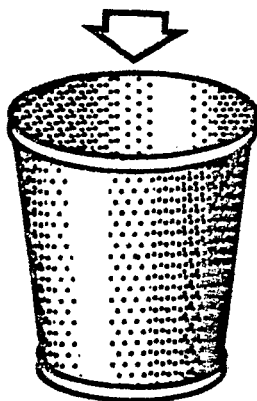


Fig. 1. Diagram of the improved apparatus.

Figures should be numbered in order through the text, and each figure should have a caption. Photographs (as opposed to line drawings) may be used if necessary. Remember that the entire page will be reduced 15% from the size that you supply; watch especially that the size of lettering does not get too small. Lettering in the figures should be no smaller than the size of the typed letters in the text.

All figures must be mounted in proper position using Duco or rubber cement.

*Footnotes to the by-line can go at the bottom of the first page.

8 3/4 inch
222 mm

TABLES

Tables are best typed separately and pasted in like figures. Ruled lines, horizontal and vertical, are better drawn with black ink than produced by typing. Tables are identified with Roman numerals, and each should have a caption.

Table I Values of x and y derived from the data

Run No.	parameter 1 (ergs)	parameter 2 (barns)	x (scoops/acre)	y (tons)
1	1.2×10^3	0.0023	15.4	9.8
2	0.8×10^6	0.0011	9.3	9.7

EQUATIONS

Equations should be centered on the page, with a blank line above and below. They should be numbered consecutively through the paper, using arabic numbers in parentheses at the right hand margin:

$$z = K_0 (\sinh(a-b))^3 + \frac{1}{2} \ln(\tan \theta) \quad (1)$$

Typed equations are by far the best-looking. Symbols not available on the typewriter, or equations with multiple subscripts and superscripts, may have to be hand-written. Seek someone with a skilled hand, and use black ink. Be careful to distinguish the letter "ell" from the numeral "one" where confusion might result. A symbol for a vector quantity should have an arrow typed or drawn over it.

REFERENCES

References are indicated by superscript numbers ^{1, 2} in order through the text, and are collected at the end. References should be given in the standard AIP style: author, journal (abbreviated), volume number, page, year.

1. J. W. Bloggs, Phys. Rev. B2, 1333 (1969).
2. E. J. Bliggs, A Treatise on Treatises (McGraw-Hill, N. Y., 1962), p. 454.

CONFERENCE ON THE INTERSECTIONS BETWEEN PARTICLE AND NUCLEAR PHYSICS
The Sheraton at Steamboat Springs, Colorado
May 23-30, 1984

Announcing the
CONFERENCE ON THE INTERSECTIONS BETWEEN PARTICLE AND NUCLEAR PHYSICS

This conference, open to all, will be held on May 23-30, 1984 in Steamboat Springs, Colorado, U.S.A. The meetings will focus on the physics interests of the many diverse groups who work in Particle and/or Nuclear Physics. The conference has been designed to promote dialogue between these groups, highlighting the importance of Nuclear and Particle Physics in the 1 to 100 GeV/c region. Morning sessions will feature colloquium-type lectures on many important topics in both fields and shorter presentations of interesting new results. The conference will normally reconvene in the late afternoon with parallel workshop meetings on a wide variety of topics: the physics of electrons and muons, hadrons, heavy ions, kaon decay, neutrinos, spin, hypernuclei, accelerator physics, and non-accelerator experiments. In general, each workshop will be jointly run by one Particle and one Nuclear coordinator. The workshops will concentrate on discussions of shared facilities and techniques and common scientific and technical problems will be discussed.

The co-chairmen of the organizing committee are A.D. Krisch (Michigan) and M.H. Macfarlane (Indiana), and the committee members are G.M. Bunce (Brookhaven), J.W. Cronin (Chicago), G.R. Farrar (Rutgers and Inst. Adv. Study), V.W. Hughes (Yale), H.E. Jackson (Argonne), T.D. Lee (Columbia), J.S. McCarthy (Virginia), R.E. Mischke (Los Alamos), E.J. Moniz (M.I.T.), T.A. O'Halloran (Illinois), L.S. Schroeder (Berkeley), L.C. Teng (Fermilab), E.W. Vogt (TRIUMF), and J.D. Walecka (Stanford). The conference is sponsored by the AUA Trust Fund, the Department of Energy, the National Science Foundation, Argonne, Brookhaven, Los Alamos, Berkeley, TRIUMF, Indiana University, and the University of Michigan. There will be some scholarships available to encourage younger scientists to attend. For further information, please contact the conference secretary: Mrs. Marion Heimerle, Bldg. 911B, Brookhaven National Laboratory, Upton, New York 11973, U.S.A., (516) 282-4776, Telex: 96-7703.

Financial Reports*Summary of Deposits and Expenses for the Barclays Bank Account

	<u>Deposits</u>	<u>Expenses</u>
Total Deposits		
Expenses:		
Registration fee refunds:		
(non-attendance)		
Registration refunds given because of waivers:		
Sheraton hotel deposits included with registration fees:		
Check charges		
Transfer to IntraWest to open account		
Withdrawn for cashbox in Steamboat Springs		
Miscellaneous office supplies:		
Stamps and misc.		
Timers		
Airline guides		
Stamps		
Developing film		
Financial assistance:		
Total Expenses		
Balance in Account (should be the same as checkbook balance)		

* Prepare a report like this for each bank account.

Sample Format

Summary of Receipts

	<u>Receipts</u>	<u>Deposits</u>
Registration fee from		
# @ \$100 ea.		
# @ \$125 ea.		
Hotel deposits included in		
registration checks (# @ \$35 and		
# @ \$45)		
Deposits to Barclay Bank:		
March 26		
March 29		
April 3		
April 6		
April 9		
April 11		
April 11		
April 13		
April 13		
April 13		
April 18		
April 27		
May 1		
May 14		
May 17		
May 18	_____	_____

Total

(the total of each column should be equal)

(Xerox each check or traveler's check before depositing in the bank).
 Staple the deposit slip to the copies of the checks.)



CONFERENCE on the INTERSECTIONS between PARTICLE and NUCLEAR PHYSICS May 23-30, 1984

STEAMBOAT SPRINGS

ORGANIZING

A.D. KRISCH	Michigan (co-chairman)
G.M. BUNCE	Brookhaven
J.W. CRONIN	Chicago
G.R. FARRAR	Rutgers/Ins. Adv. Study
V.W. HUGHES	Yale
T.D. LEE	Columbia
T.A. O'HALLORAN	Illinois
L.C. TENG	Fermilab

COMMITTEE

M.H. MACFARLANE	Indiana (co-chairman)
H.E. JACKSON	Argonne
J.S. MCCARTHY	Virginia
R.E. MISCHKE	Los Alamos
E.J. MONIZ	MIT
L.S. SCHROEDER	Berkeley
E.W. VOGT	TRIUMF
J.D. WALECKA	Stanford

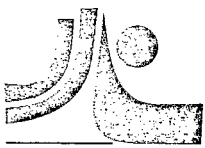
The Conference will be in the Sheraton at Steamboat Springs, Colorado. The Conference will stress Mutually Beneficial Cooperation between **Particle And Nuclear Physics** in Science, Technology, and Facilities; and will Highlight the Diversity and Importance of **Particle And Nuclear Physics** in the 1 to 100 GeV/c Region. There will be Plenary Talks and Parallel Sessions on:

ACCELERATOR PHYSICS	H.G. BLOSSER, MSU F.E. MILLS, Fermilab
ELECTRON AND MUON PHYSICS	V.W. HUGHES, Yale E.J. MONIZ, MIT
HADRON PHYSICS	S.E. KOONIN, CalTech D.W. SIVERS, Argonne
HEAVY ION PHYSICS	T.W. LUDLAM, Brookhaven L.S. SCHROEDER, Berkeley
HYPERNUCLEAR PHYSICS	R.A. EISENSTEIN, Carnegie-Mellon E.V. HUNGERFORD, Houston
KAON DECAY PHYSICS	R.E. MISCHKE, Los Alamos A.J.S. SMITH, Princeton
NEUTRINO PHYSICS	H.H. CHEN, Irvine T.A. O'HALLORAN, Illinois
NON-ACCELERATOR PHYSICS	M.L. MARSHAK, Minnesota L.M. SIMMONS, Los Alamos
SPIN PHYSICS	L.D. KNUTSON, Wisconsin D.F. MEASDAY, British Columbia

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ARGONNE, BERKELEY, BROOKHAVEN, LOS ALAMOS, TRIUMF,
INDIANA UNIV., UNIV. OF MICHIGAN

Further information may be obtained from:

Mrs. Marion Heimerle, Bldg. 911B
Brookhaven National Laboratory
Upton, L.I., New York 11973 U.S.A.
(516)282-4776 Telex: 96-7703



May 23-30, 1984

STEAMBOAT
SPRINGS

Organizing Committee

A D KARSCH	Michigan (co-chairman)	M H MACFARLANE	Indiana (co-chairman)
G M RUNCE	Brookhaven	H E JACKSON	Argonne
J W CRONIN	Chicago	J S MCCARTHY	Virginia
G R FARRAR	Rutgers-Ins. Adv. Study	R E MISCHKE	Los Alamos
V W HUGHES	Yale	E J MONIZ	MIT
T D LEE	Columbia	L S SCHROEDER	Berkeley
T A O'HALLORAN	Illinois	E W VOGT	TRIUMF
L C TENG	Fermilab	J D WALECKA	Stanford

Letter Acknowledging Receipt of Letter of Recommendation

April 3, 1984

Dear

We have received your request for financial assistance for the upcoming Conference on the Intersections between Particle and Nuclear Physics to be held in Steamboat Springs, Colorado on May 23-30, 1984.

Your request will be presented to the organizing committee and you will hear from them shortly.

Best regards,

Marion Heimerle
Conference Secretary

csc

STEAMBOAT
SPRINGS

May 23-30, 1984

Organizing Committee

A.D. KRISCH	Michigan (co-chairman)	M.H. MACFARLANE	Indiana (co-chairman)
G.M. BUNCE	Brookhaven	H.E. JACKSON	Argonne
J.W. CRONIN	Chicago	J.S. MCCARTHY	Virginia
G.R. FARRAR	Rutgers: Ins. Adv. Study	R.E. MISCHKE	Los Alamos
V.W. HUGHES	Yale	E.J. MONIZ	MIT
T.D. LEE	Columbia	L.S. SCHROEDER	Berkeley
T.A. O'HALLORAN	Illinois	E.W. VOGT	TRIUMF
L.C. TENG	Fermilab	J.D. WALECKA	Stanford

Letter Informing Participant of Scholarship Award

April 10, 1984

Dear

Thank you for your application for a "scholarship waiver" of the registration fee for the Conference on the Intersections between Particle and Nuclear Physics in Steamboat Springs this May.

We are very pleased to inform you that we are able to award you a scholarship waiver of the \$100/\$125 registration fee.

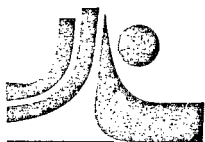
We very much hope that this award will allow you to attend the conference and we look forward to seeing you in May.

Best regards,

M.H. Macfarlane

A.D. Krisch

csc

STEAMBOAT
SPRINGS

May 23-30, 1984

Organizing Committee

A D KRISCH	Michigan (co chairman)	M H MACFARLANE	Indiana (co-chairman)
G M BUNCE	Brookhaven	H E JACKSON	Argonne
J W CRONIN	Chicago	J S MCCARTHY	Virginia
G R FARRAR	Putgers Ins Adv Study	R E MISCHKE	Los Alamos
V W HUGHES	Yale	E J MONIZ	MIT
T D LEE	Columbia	L S SCHROEDER	Berkeley
T A O HALLORAN	Illinois	E W VOGT	TRIUMF
L C TENG	Fermilab	J D WALECKA	Stanford

Letter of Invitation for Spouses to Complimentary
Continental Breakfast at Conference

May 22, 1984

All spouses, children, and guests are invited to a complimentary
continental breakfast on:

Wednesday May 25, 1984 at 9:15 am.
in the Ante Room

There will be:

Fresh Orange Juice
Breakfast Pastries
Coffee, Tea, Hot Chocolate, Milk

We hope that you take this opportunity to meet the other family and
friends who are accompanying conference participants and to learn
about our informal spouses program.

Best regards,

A.D. Krisch

Letter of Invitation to Attend Conference
(print on Conference letterhead, two-sided)

Dear Colleague:

We are writing to invite you to attend the

CONFERENCE on the INTERSECTIONS between PARTICLE and NUCLEAR PHYSICS
May 23-30, 1984.

The Conference, which is open, will stress topics which are interesting to both particle and nuclear physicists. It will concentrate upon mutually beneficial cooperation between particle and nuclear physics in Science, Technology, and Facilities. Moreover, the Conference will highlight the diversity and importance of nuclear and particle physics in the 1 to 100 GeV/c range.

There will generally be colloquium-type talks each morning in the plenary sessions and about 5 parallel sessions each afternoon. There will be 9 different parallel sections on the topics of Accelerators, Electron and Muon Physics, Hadrons, Heavy Ions, Hypernuclear Physics, Kaon Decays, Neutrinos, Non-Accelerator Experiments, and Spin Physics. Each parallel section will have about 4 to 6 sessions of 1-1/2 hours and will be run by the two coordinators listed on the enclosed announcement. Anyone wishing to make a contribution or suggest a topic, a speaker, or a discussion period should contact the appropriate coordinator, either directly or through the conference secretary. The Organizing Committee is now inviting some distinguished scientists to give the plenary lectures on major topics in a manner understandable to both the particle and nuclear physicists. Conference registration will be from 2:00 PM to 8:30 PM on Tuesday, May 22, 1984 and the Conference will end with a summary-type lecture at 7:00 PM on Wednesday, May 30, 1984. On most days there will be plenary lectures from 9:00 AM until 12:30 PM and parallel sessions from 3:30 PM to 7:00 PM. Saturday, May 26, 1984 will have morning parallel sessions and Sunday will be free.

The proceedings of the Conference will be published by the American Institute of Physics. Participants wishing to make short contributions will be sent information about the AIP format for contributions. Decisions about which contributions will be published will be made by the Organizing Committee and Dr. R.E. Mischke of Los Alamos, who has agreed to serve as Editor.

The Conference will be held at the "Sheraton at Steamboat." This is a very pleasant hotel in a mountain village near Steamboat Springs, Colorado at an elevation of about 6900 feet. The hotel complex includes very good conference rooms for plenary lectures and parallel sessions, about 300 hotel rooms,

-2-

and several restaurants. There are a number of other hotels, condominiums, restaurants, and shops within 500 feet in "Steamboat Village," and many more facilities 2 miles away in the interesting old western town of Steamboat Springs. The Sheraton has facilities for swimming, golf, tennis, hiking, horseback riding, and possibly downhill and cross-country skiing, and white water rafting, depending on the weather. Because this is their low season, they have offered us a very low rate of \$35/night single and \$45/night double for hotel rooms. Moreover, at this time the town will have few other visitors so that the informal and isolated atmosphere should offer an excellent opportunity for the particle and nuclear physicists to get to know each other better.

The registration fee will be \$100 if paid prior to April 6, 1984 and \$125 if paid at the Conference. This fee will include a copy of the proceedings and several conference functions. Please fill in and return as soon as possible the enclosed:

Conference Registration Form
and
Hotel Registration Form.

All participants should guarantee their own hotel rooms by attaching a check made out to the hotel. Please use the enclosed envelope to return both forms and both checks (one check made out to CIPANP and one check made out to The Sheraton at Steamboat) to Marion Heimerle by April 6, 1984 so that we may process your forms and forward your hotel registration to The Sheraton at Steamboat by April 22, 1984. Students and other young scientists may apply for a "scholarship" waiver of the registration fee by writing to Marion Heimerle and enclosing one letter of recommendation from their professor or supervisor.

We feel that this is a very exciting time in both nuclear and particle physics, with many new physics ideas being proposed and studied. We believe that our conference may make important contributions to both fields and we hope that you can attend and help us.

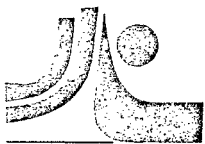
Best regards,

M.H. Macfarlane

A.D. Krisch

csc

Enc.



STEAMBOAT
SPRINGS

CONFERENCE on the INTERSECTIONS between PARTICLE and NUCLEAR PHYSICS 36

May 23-30, 1984

Organizing Committee

A J KRISCH	Michigan (co-chairman)	M H MACFARLANE	Indiana (co-chairman)
G M BUNCE	Brookhaven	H E JACKSON	Argonne
J W SPONIN	Chicago	J S MCCARTHY	Virginia
G R FARRAR	Rutgers, Ins. Adv. Study	R E MISCHKE	Los Alamos
V W HUGHES	Yale	E J MONIZ	MIT
T D LEE	Columbia	L S SCHROEDER	Berkeley
T A O'HALLORAN	Illinois	E W VOGT	TRIUMF
L C TENG	Fermilab	J D WALECKA	Stanford

Letter Requesting Parallel Session Coordinators Send to Conference
Secretary Copies of Their Correspondence

March 30, 1984

Dear Session Coordinator:

Alan Krisch and Malcolm Macfarlane would like to have a copy of any letters that you have written or will write inviting speakers to the upcoming Conference on the Intersections between Particle and Nuclear Physics. Please send the copies to me.

Sincerely yours,

Marion Heimerle
Conference Secretary

csc

Enc. (10 return envelopes)

Letter to Participants to be Included in Participants' Packets
(Print on Conference Letterhead, two-sided)

Dear Participant:

Welcome to the Conference on the Intersections between Particle and Nuclear Physics. We hope that you will find the Conference productive, stimulating, and enjoyable.

You should find in your packet:

- Conference Schedule
- Floor Plan of Meeting Rooms
- List of Participants
- Maps and Brochures of Steamboat Springs
- Name Badge
- Identification Label for Briefcase
- Tickets for Social Functions
- Travel Assistance Form.

The Conference Reception Desk will be open from 7:30 a.m. to 7:30 p.m. on weekdays and from 7:30 a.m. to 2 p.m. on Saturday, May 26. Messages will be placed on a message board but if you are expecting any calls please let the conference staff know.

All properly typed manuscripts and signed AIP copyright forms should be turned in to Karen Poelakker who will be assisting Dr. Richard Mischke of Los Alamos in the editing of the proceedings.

Extra tickets for the Western Barbecue on Saturday, May 26, and/or the Banquet on Tuesday, May 29 can be purchased at the subsidized rate of \$15 each at the reception desk. The Barbecue will be appropriate for children and special tickets for the Barbecue will be available at \$5 each for children under 12. There will be no charge for friends and family members attending the Cocktail Parties and the Fruit, Cheese, and Wine Reception, but the complimentary tickets for these should be obtained in advance from the Conference Reception Desk.

Here in the Sheraton, Remington's Restaurant will be open as follows:

- 7 a.m.-11:30 a.m. for Breakfast
- 11:30 a.m. - 2:00 p.m. for Lunch
- 6:00 p.m.-10:00 p.m. for Dinner.

Also in the Sheraton, Buddy's Run, a cafeteria, will probably be open for breakfast from 7 a.m.- 10:00 a.m. and the H. B. Longbaugh Bar will be open from 2:00 p.m. to midnight. There are many other restaurants in Steamboat Village and Steamboat Springs which are listed in the brochures and in the telephone book in your room.

-2-

The Sheraton will cash personal checks for \$50 with Visa or Mastercard identification or personal checks for \$100 with an American Express Card. The hotel also has a safety deposit box for valuables. If you need help with foreign exchange, contact the Conference Reception Desk.

Please fill in your travel assistance form and return it to the Conference Reception Desk as soon as possible if you need airline flights changed or reconfirmed.

The Steamboat Taxi will take you to the Rocky Mountain Airways terminal in Steamboat. To obtain a taxi, please call 879-3111.

We hope that your experience at the Conference will be a pleasant one. Please contact one of us if you have any questions or problems.

Cordially,

Cheryl Conrad, Brookhaven
Joanne Day, Argonne
June Goshi, Lawrence Berkeley
Lorraine Gray, TRIUMF

Marion Heimerle, Brookhaven
Robertta Marinuzzi, Los Alamos
Karen Poelakker, Los Alamos
Sue Streicher, Michigan

Letter to Participants to be included in Second Mailing
(Print on Conference letterhead, two-sided)

Dear Colleague:

We are very pleased that you plan to attend the

CONFERENCE on the INTERSECTIONS between PARTICLE and NUCLEAR PHYSICS
May 23-30, 1984.

We are enclosing various information about the conference including:

1. Lists of the plenary speakers, topics, and chairman
2. A tentative schedule for the conference
3. A list of the coordinators of the parallel sessions
4. An AIP copyright form and the AIP format instructions.
5. A letter from the Sheraton hotel with some information about activities and transportation in Steamboat Springs
6. A transportation sheet
7. An extra hotel reservation card.

We are also pleased by the very interesting program of lectures, and by the many distinguished lecturers and participants who are planning to attend. We hope that these plenary lectures and the lectures and discussions in the parallel sessions will sharply focus attention on the importance and diversity of Nuclear and Particle physics in the region near 1 to 100 GeV/c.

Participants who want to submit contributed papers should contact the appropriate coordinator (list enclosed) to see if there will be time for their contribution to be presented in the parallel sessions. The organizing committee attempted to transmit all suggestions of topics and contributions to the appropriate coordinator. However, we may have made some errors in choosing the most appropriate coordinator and we urge you to contact them yourself. Written versions of papers which are presented may be submitted for publication to Dr. R.E. Mischke of Los Alamos. Because of space limitations, parallel session papers will be limited to:

- 3 AIP pages for 10 minute papers
- 6 AIP pages for 20 minute papers
- 9 AIP pages for 30 minute papers.

Please try to have your paper typed according to the enclosed AIP format and bring it and the signed copyright form to Steamboat. It may not be possible to include papers submitted later.

Registration will take place on Tuesday, May 22, 1984 from 1 p.m. until about 10 p.m. in the Foyer of the Conference area of the hotel. Registration will also be possible on the following days. You will be given a packet of more detailed information about the conference and the Steamboat area at registration.

-2-

There will be several social functions at the Conference including:

1. Cocktails at Registration on Tuesday, May 22
2. A Fruit, Cheese, and Wine Reception on Wednesday, May 23
3. A Western Barbecue on Saturday, May 26
4. A Cocktail Party and Banquet on Tuesday, May 29.

All these activities will be included in the registration fee for participants. Extra tickets for the Barbecue and/or Banquet for family members or friends can be purchased at the subsidized rate of \$15 each at registration. The Barbecue will be appropriate for children and special tickets for the Barbecue will be available at \$5 each for children under 12. There will be no charge for friends and family members attending the Cocktail Parties and the Fruit, Cheese, and Wine Reception.

If you have not yet made your hotel reservations, we urge you to make them directly with the hotel immediately (303-879-2220) as we have already passed the deadline and the hotel will no longer guarantee that space is available. If you are arriving on Tuesday, May 22, you may have difficulty finding a seat on Rocky Mountain Airways from Denver to Steamboat because of their limited capacity. In this case you might consider renting a car in Denver in cooperation with other participants (Steamboat is about 160 miles northwest of Denver). Cheryl Conrad (516-282-4053) will try to help drivers and passengers get together if you telephone her with your exact flight arrival time in Denver.

We are looking forward to seeing you in Steamboat.

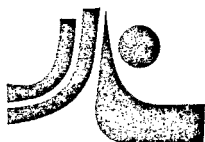
Best regards,

M.H. Macfarlane

A.D. Krisch

csc

Enc.



May 23-30, 1984

STEAMBOAT
SPRINGS

Organizing Committee

A.D. KRISCH	Michigan (co-chairman)	M.H. MACFARLANE	Indiana (co-chairman)
G.M. BUNCE	Brookhaven	H.E. JACKSON	Argonne
J.W. CRONIN	Chicago	J.S. MCCARTHY	Virginia
G.R. FARRAR	Rutgers/Ins. Adv. Study	R.E. MISCHKE	Los Alamos
V.W. HUGHES	Yale	E.J. MONIZ	MIT
T.D. LEE	Columbia	L.S. SCHROEDER	Berkeley
T.A. O'HALLORAN	Illinois	E.W. VOGT	TRIUMF
L.C. TENG	Fermilab	J.D. WALECKA	Stanford

Letter to People Wanting Scholarships to Send
a Letter of Recommendation

March 19, 1984

Dear :

Thank you for your application for a "scholarship" waiver of the registration fee for the Conference on the Intersections between Particle and Nuclear Physics to be held in Steamboat Springs, Colorado on May 23-30, 1984.

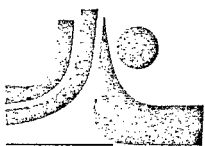
Since we expect to receive more applications for these "scholarship" waivers than we can support, we would appreciate it if you could send us a letter of recommendation from your professor or supervisor. If this is not possible, please send us a copy of your resume.

The organizing committee will then be able to act on your application.

Best regards,

Marion Heimerle
Conference Secretary

csc



May 23-30, 1984

Organizing Committee

STEAMBOAT
SPRINGS

A.D. KRISCH	Michigan (co-chairman)	M.H. MACFARLANE	Indiana (co-chairman)
G.M. BUNCE	Brookhaven	H.E. JACKSON	Argonne
J.W. CROHIN	Chicago	J.S. MCCARTHY	Virginia
G.R. FARRAR	Rutgers Ins. Adv. Study	R.E. MISCHKE	Los Alamos
V.W. HUGHES	Yale	E.J. MONTIZ	MIT
T.D. LEE	Columbia	L.S. SCHROEDER	Berkeley
T.A. CHALLORAN	Illinois	E.W. VOGT	TRIUMF
L.C. TENG	Fermilab	J.D. WALECKA	Stanford

Letter to Plenary Session Chairmen
(agreeing to chair a session)

March 30, 1984

Dear

We are writing to thank you for agreeing to chair a plenary session at the coming Conference on the Intersections between Particle and Nuclear Physics. The Conference will be held in the Sheraton Hotel in Steamboat Springs, Colorado from 9:00 a.m. on Wednesday, May 23, 1984 until 7:00 p.m. on Wednesday, May 30, 1984. We are enclosing some information about the Conference and would appreciate your filling in the enclosed forms and returning them in the enclosed envelope if you have not already sent in such forms.

We have not yet scheduled which session you will chair so if you have any special requests concerning dates or other considerations, please contact us as soon as possible.

We are able to offer you \$ to help cover your travel and living expenses while attending the Conference. We will also waive the \$100 Registration fee. We hope that you will be able to cover the remaining expenses from other sources.

We again thank you for agreeing to chair a session. We think that events in the past few years have clearly pointed to the need for closer cooperation between Nuclear and Particle physicists. We hope that this Conference may be a significant step in this cooperation, and we feel that your participation will help in this important process. We are looking forward to seeing you in May.

Best Regards,

M.H. Macfarlane

A.D. Krisch

csc

Enc. (initial mailing info)



May 23-30, 1984

STEAMBOAT
SPRINGS

Organizing Committee

A. D. KRISCH	Michigan (co chairman)	M. H. MACFARLANE	Indiana (co chairman)
G. W. BUNGE	Brockhaven	H. E. JACKSON	Argonne
J. W. CROWIN	Chicago	J. S. MCCARTHY	Virginia
G. R. FARRAR	Rutgers Ins. Adv. Study	R. E. MISCHKE	Los Alamos
V. W. HUGHES	Yale	F. J. MONIZ	MIT
T. D. LEE	Columbia	L. S. SCHROEDER	Berkeley
T. A. O'HALLORAN	Illinois	E. W. VOGT	TRIUMF
L. C. TENG	Fermilab	J. D. WALECKA	Stanford

Letter to Plenary Speakers
(agreeing to give a lecture).

Dear

We are writing to thank you for agreeing to give a lecture at the coming Conference on the Intersections between Particle and Nuclear Physics. The Conference will be held in the Sheraton Hotel in Steamboat Springs, Colorado from 9:00 a.m. on Wednesday, May 23, 1984 until 7:00 p.m. on Wednesday, May 30, 1984. We are enclosing some information about the Conference and would appreciate your filling in the enclosed forms and returning them in the enclosed envelope if you have not already sent in such forms.

We plan to list the title of your lecture as:

and we have scheduled it for 20 minutes to be followed by 5 minutes of discussion. Please telephone or telex if this is not correct. The audience will be physicists from both Particle and Nuclear physics; thus a special effort should be made to make your lecture a colloquium-type talk understandable to a broad spectrum of physicists.

The proceedings of the Conference will be published by the American Institute of Physics with Dick Mischke of Los Alamos serving as Editor. Enclosed find an AIP format-form for your secretary and a copyright form to be signed by you and returned. We hope that you will submit a written version of your talk of up to ___ pages at the time of the conference.

We are able to offer you \$ _____ to help cover your travel and living expenses while attending the Conference. We will also waive the \$100 Registration fee. We hope that you will be able to cover the remaining expenses from other sources.

We again thank you for agreeing to give this lecture. We think that events in the past few years have clearly pointed to the need for closer cooperation between Nuclear and Particle physicists. We hope that this Conference may be a significant step in this cooperation, and we feel that your lecture will help in this important process. We are looking forward to seeing you in May.

Best Regards,

M.H. Macfarlane

A.D. Krisch

csc

Enc. (initial mailing info, AIP format + copyright form)



(Sample Letterhead)

CONFERENCE on the INTERSECTIONS between PARTICLE and NUCLEAR PHYSICS 44

May 23-30, 1984

Organizing Committee

A.D. KRISCH	Michigan (co-chairman)	M.H. MACFARLANE	Indiana (co-chairman)
G.M. BUNCE	Brookhaven	H.E. JACKSON	Argonne
J.W. CRONIN	Chicago	J.S. MCCARTHY	Virginia
G.R. FARRAR	Rutgers/Ins. Adv. Study	R.E. MISCHKE	Los Alamos
V.W. HUGHES	Yale	E.J. MONIZ	MIT
T.D. LEE	Columbia	L.S. SCHROEDER	Berkeley
T.A. O'HALLORAN	Illinois	E.W. VOGT	TRIUMF
L.C. TENG	Fermilab	J.D. WALECKA	Stanford

Sample

Contributed Papers*

<u>Suggested Parallel Sess.</u>	<u>Author/Affiliation</u>	<u>Title</u>
2)	R.C. Allen/Univ of Calif. at Irvine	Status of UCI/LAMPF Experiment E225 (Neutrino-Electron Elastic Scattering at the LAMPF Beamstop)
$e + \mu$	G.S. Anagnostatos/Nuclear Research Center, Greece	The proton and the neutron rms charge radii and the sizes of their bags
Spin	A.O. Barut/Univ of Colorado	Relativistic Spin Physics from Field Theory and Spin-Resonances
Hadron	A. Bodek/Univ of Rochester	Quarks in nuclei
Hadron	E.A. Braaten/Argonne	An Upper Bound on the Proton-Delta Mass Difference in the Skyrme Model
Hadron	R.L. Boudrie/LAMPF	Nuclear Physics Spectrometers at LAMPF II
Hadron	M.K. Brussel/Univ. of IL	Deep Inelastic (1,1') Scattering for $^3\text{H}_1$
	R.E. Chrien/Brookhaven	Hypernuclear gamma rays
	J.R. Comfort/Arizona State U	Reson Production in Nuclei
Hadron	B.C. Clark/Ohio State Univ.	Anti-proton Nucleus Scattering and the Relativistic Impulse Approximation
Hadron	J. Cohen/Univ. of Virginia	1) Nuclear Renormalization Effects in Exclu- sive ($\pi, \pi N$) 2) The role of the rho-meson exchange in the response to spin-isospin proble and pion- like excitations in finite nuclei
	E.P. Colton/Los Alamos	Perhaps
Spin	H.E. Conzett/Lawrence Berkeley Lab	A Topic on Spin Physics--MAYBE

*Update these lists and send copies of them to the parallel session coordinators about every 10 days along with updated lists of registrants.

Conference on the Intersections Between Particle and Nuclear Physics

Steamboat Springs, Colorado
May 23-30, 1984

* SESSION COORDINATORS *

1. Accelerator Physics

Professor H.G. Blosser, Director
Cyclotron Laboratory
Michigan State University
East Lansing, MI 47724
(517) 355-9670

Dr. F.E. Mills
Fermilab
P.O. Box 500
Batavia, IL 60510
(312) 840-3526

2. Electron and Muon Physics

Professor V.W. Hughes
Department of Physics
Yale University
New Haven, CT 06511
(203) 436-3566

Professor E.J. Moniz, Director
Bates Laboratory of Nuclear
Physics
Massachusetts Institute of
Technology
Cambridge, MA 02139
(617) 245-6600

3. Hadron Physics

Professor S.E. Koonin
Department of Physics
California Institute of Technology
Pasadena, CA 91125
(213) 356-4586

Dr. D.W. Sivers
High Energy Physics Division
Argonne National Laboratory
Argonne, IL 60439
(312) 972-6208

4. Heavy Ion Physics

Dr. T.W. Ludlam
Physics Department
Brookhaven National Laboratory
Upton, NY 11973
(516) 282-7968

Dr. L.S. Schroeder
Department of Nuclear Science
Lawrence Berkeley Laboratory
Berkeley, CA 94720
(415) 486-7308

5. Hypernuclear Physics

Professor R.A. Eisenstein
Department of Physics
Carnegie-Mellon University
Pittsburgh, PA 15213
(412) 578-2743

Professor E.V. Hungerford
Department of Physics
University of Houston
Houston, TX 77004
(713) 749-2834

6. Kaon Decay Physics

Dr. R.E. Mischke
LAMPF
Los Alamos National Laboratory
Los Alamos, NM 87545
(505) 667-6814

Professor A.J.S. Smith
Department of Physics
Princeton University
Princeton, NJ 08544
(609) 452-4395

7. Neutrino Physics

Professor H.H. Chen
Department of Physics
The University of California
Irvine, CA 92717
(714) 856-6392

Professor T.A. O'Halloran
Department of Physics
University of Illinois
Urbana, IL 61801
(217) 333-4392

8. Non-Accelerator Physics

Professor M.L. Marshak
Department of Physics
University of Minnesota
Minneapolis, MN 55455
(612) 373-0241

Dr. L.M. Simmons
T-Division
Los Alamos Scientific Laboratory
P.O. Box 1663
Los Alamos, NM 87545
(505) 667-5061

9. Spin Physics

Professor L.D. Knutson
Department of Physics
University of Wisconsin
Madison, WI 53706
(608) 262-3096

Professor D.F. Measday
Department of Physics
University of British Columbia
Vancouver, B.C. V6T 2A6
CANADA
(604) 228-5098

May 15, 1984

40 MINUTE + 60 MINUTE PLENARY TALKS

<u>Name/Institution</u>	<u>Title</u>	<u>Date</u>	<u>Length of Time</u>	<u># of Pages</u>
R.H. Dalitz/Oxford	Summary	Wed., May 30 5 pm	60 min + 10 Disc.	24
R.K. Adair/Yale	K-Decay Physics	Thurs., May 24 10:45 am	40 min + 10 Disc.	16
E.G. Adelberger/Univ. of Washington	Symmetry Violations in Nuclei	Mon., May 28 10:45 am	40 min + 10 Disc.	16
G. Bunce/Brookhaven	Hadron Physics	Wed., May 23 11:35 am	40 min + 10 Disc.	16
J. Dawson/UCLA	The Surfatron and Beat Wave Acceleration	Thurs., May 24 9:25 am	40 min + 10 Disc.	16
G.R. Farrar/Inst. for Advanced Studies/Rutgers	Hadron Physics at High Transverse Momentum	Fri., May 25 10:45 am	40 min + 10 Disc.	16
D.F. Geesaman/Argonne	Nuclear Hadrodynamics	Fri., May 25 11:35 am	40 min + 10 Disc.	16
A.S. Goldhaber/SUNY at Stony Brook	Seeking the Quark-Gluon Plasma	Wed., May 23 10:45 am	40 min + 10 Disc.	16
J.H. Heisenberg/Univ. of New Hampshire	Electron Scattering Experiments	Fri., May 25 9:25 am	40 min + 10 Disc.	16
W.-Y. Lee/Columbia	Neutrino Interactions	Tues., May 29 10:45 am	40 min + 10 Disc.	16
H.J. Lipkin/Weizmann Inst., Israel	Quark Model Spectroscopy	Tues., May 29 9:25 am	40 min + 10 Disc.	16
J.W. Negele/MIT	Properties and Phases of Nuclear Matter	Mon., May 28 9:25 am	40 min + 10 Disc.	16
D. Sinclair/University of Michigan	The Search for Proton Decay	Mon., May 28 11:35 am	40 min + 10 Disc.	16
J.D. Walecka/Stanford	Electroweak Interactions with Nuclei	Wed., May 23 9:25 am	40 min + 10 Disc.	16
G. West/Los Alamos	The EMC Effect	Tues., May 29 11:35 am	40 min + 10 Disc.	16

List of Plenary Talks and Plenary Session Chairmen
(print these four pages two-sided)

May 15, 1984

20 MINUTE PLENARY TALKS

<u>Name/Institution</u>	<u>Title</u>	<u>Date</u>	<u>Length of Time</u>	<u># of Pages</u>
P.D. Barnes/Carnegie-Mellon Univ.	Hypernuclear Physics	Mon., May 28 9 am	20 min + 5 Disc.	8
W. Haeberli/Univ. of Wisconsin	Parity Experiments	Tues., May 29 9 am	20 min + 5 Disc.	8
L.G. Ratner/Brookhaven	Acceleration of Polarized Protons at the AGS	Fri., May 25 9 am	20 min + 5 Disc.	8
Th. Walcher/CERN	p Physics at LEAR	Thurs., May 24 9 am	20 min + 5 Disc.	8

30 MINUTE PLENARY TALKS

<u>Name/Institution</u>	<u>Title</u>	<u>Date</u>	<u>Length of Time</u>	<u># of Pages</u>
G. Loew/SLAC	Electron Accelerators	Fri., May 25 2 pm	30 min + 5 Disc.	12
L.C. Teng/Fermilab	High Intensity Proton Accelerators	Thurs., May 24 11:35 am	30 min + 5 Disc.	12
G.R. Young/Oak Ridge	Heavy Ion Colliders	Fri., May 25 2:35 am	30 min + 5 Disc.	12

May 15, 1984

25 MINUTE INVITED TALKS

<u>Name/Institution</u>	<u>Title</u>	<u>Date</u>	<u>Length of Time</u>	<u># of Pages</u>
R.G. Arnold/SLAC and American University	SLAC NPAS Electron Facility	Fri., May 25 6:30 pm	25 min + 5 Disc.	12
P.T. Debevec/U. of Ill.	Illinois Electron Facility	Fri., May 25 5 pm	25 min + 5 Disc.	12
P.F.M. Koehler/Fermilab	Facilities at Fermilab	Fri., May 25 6 pm	25 min + 5 Disc.	12
S.B. Kowalski/MIT	MIT Bates Electron Facility	Fri., May 25 4:30 pm	25 min + 5 Disc.	12
J.S. McCarthy/Virginia	SURA Electron Accelerator	Fri., May 25 4 pm	25 min + 5 Disc.	12
R.B. Palmer/Brookhaven	AGS II	Fri., May 25 4:30 pm	25 min + 5 Disc.	12
N.P. Samios/Brookhaven	Brookhaven Heavy Ion Collider	Fri., May 25 6:30 pm	25 min + 5 Disc.	12
L.S. Schroeder/Berkeley	Berkeley Heavy Ion Program	Fri., May 25 6 pm	25 min + 5 Disc.	12
H.A. Thiessen/Los Alamos	LAMPF II	Fri., May 25 4 pm	25 min + 5 Disc.	12
E.W. Vogt/TRIUMF	TRIUMF Kaon Factory	Fri., May 25 5 pm	25 min + 5 Disc.	12

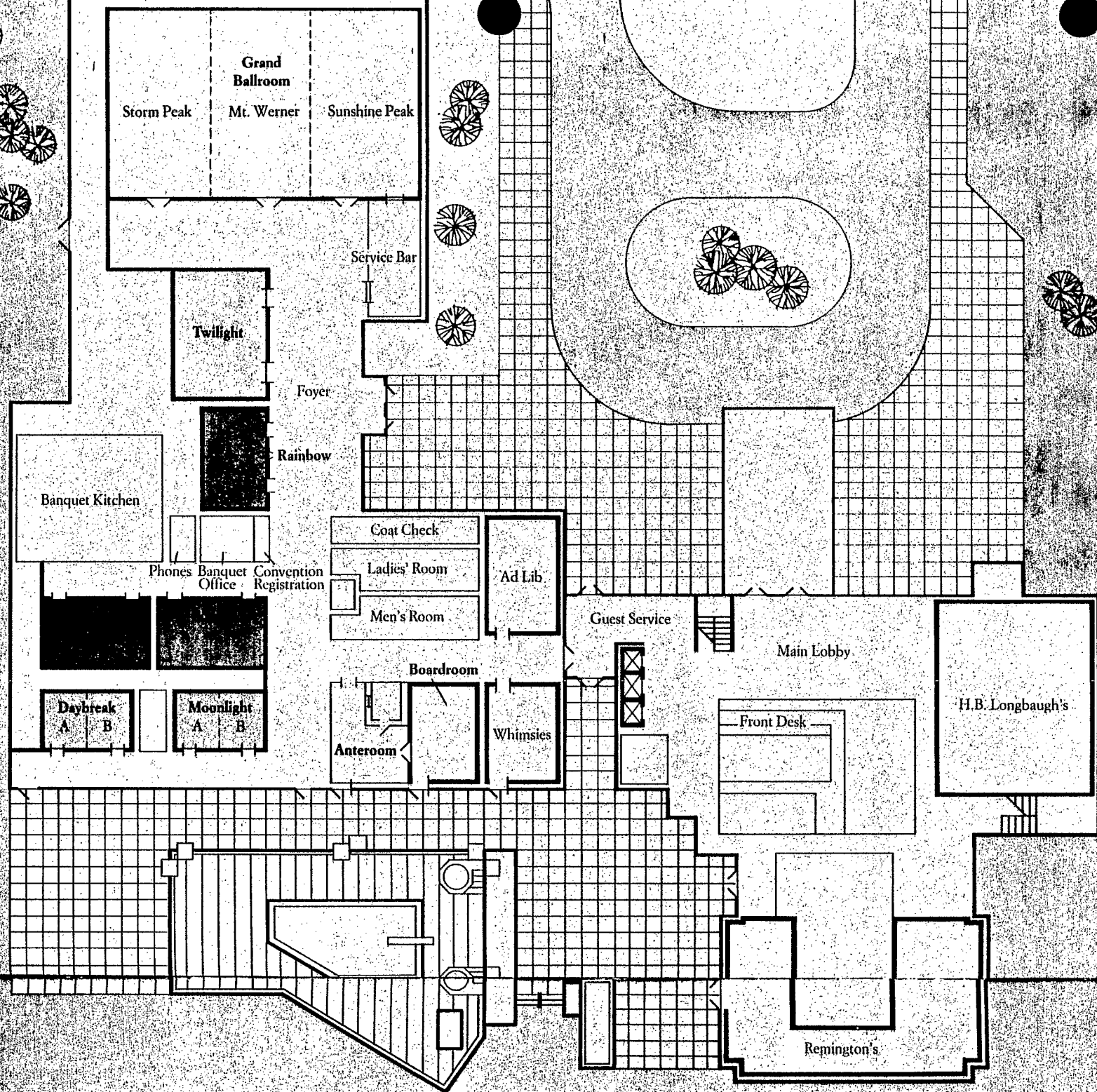
May 18, 1984

SESSION CHAIRMEN

<u>Name/Institution</u>	<u>Date</u>
O. Chamberlain/Berkeley	Wed., May 23 morning
B. Cork/Lawrence Berkeley Lab	Fri., May 25 early afternoon
M. Deutsch/MIT	Tues., May 29 morning
H. Feshbach/MIT	Wed., May 30 afternoon
G. Fidecaro/CERN	Thurs., May 24 morning
G.S. Goldhaber/Brookhaven	Fri., May 25 early morning
E. Hayward/Nat. Bureau of Standards	Mon., May 28 morning
A.D. Krisch/Univ. of Michigan	Fri., May 25 late afternoon Proton & Heavy Ion
M.H. Macfarlane/Indiana Univ.	Fri., May 25 late afternoon Electron & Fermilab
L. Rosen/LAMPF	Wed., May 23 afternoon
R.G. Sachs/University of Chicago	Wed., May 30 morning
D.R. Yennie/Cornell University	Fri., May 25 late morning

* This is typed on a sheet 11" x 17" and then reduced.

	Tuesday May 22	Wednesday May 23	Thursday May 24	Friday May 25	Saturday May 26	Sunday May 27	Monday May 28	Tuesday May 29	Wednesday May 30
9:00 AM		A.D. KRISCH INTRODUCTION	TH. WALCHER AT LEAR	L.G. RATNER AGS POL. PROTONS	PARALLEL 4 HADRON D v B ACC B KAON C HYPER C		P.D. BARNES HYPERNUCLEAR	W. HAEERLI PARITY	ACCEL. SUMMARY
10:00 AM		J.D. WALECKA ELECTROWEAK	J. DAWSON BEAT WAVE ACCEL.	J.H. HEISENBERG ELECTRON SCATTERING			J.W. NEGELE NUCLEAR MATTER	H.J. LIPKIN QUARK MODEL SPECTROSCOPY	e + μ SUMMARY
		COFFEE	COFFEE	COFFEE			COFFEE	COFFEE	HADRON SUMMARY
11:00 AM		A.S. GOLDBABER QUARK-GLUON PLASMA	R.K. ADAIR K-DECAY	G.R. FARRAR HIGH- P_T HADRON	COFFEE		E.G. ADELBERGER SYMMETRY VIOLATIONS	W.-Y. LEE NEUTRINO INTER.	COFFEE
12:00 N		G. BUNCE HADRON	L.C. TENG PROTON ACCEL.	D.F. GEESAMAN NUCLEAR HADRODYNAMICS	PARALLEL 5 HADRON E e + μ C NON ACC B KAON D SPIN B		D. SINCLAIR PROTON DECAY	G. WEST EMC EFFECT	HEAVY ION SUMMARY
1:00 PM	REGISTRATION UNTIL 10:00 PM								HYPERON SUMMARY
2:00 PM				G. LOEW ELECTRON ACCEL.					KAON DECAY SUMMARY
3:00 PM		INTRO: ACCELERATOR		G.R. YOUNG H.I. COLLIDERS					
		INTRO: e + μ							v SUMMARY
		INTRO: HADRON							
		INTRO: HEAVY ION		COFFEE					
4:00 PM		INTRO: HYPERNUCLEAR	PARALLEL 2 HADRON B e + μ B NON-ACC A SPIN A v A	H.A. THIESSEN LAMPF II	J.S. MCCARTHY SURA		PARALLEL 6 SPIN C v C HI C KAON E HYPER D	PARALLEL 8 HADRON G e + μ D HI E SPIN D v E	NON-ACCEL. SUMMARY
		INTRO: KAON DECAY		R.B. PALMER AGS II	S.B. KOWALSKI BATES				SPIN SUMMARY
		INTRO: v		E.W. VOGT TRIUMF KAON	P.T. DEBEVEC ILLINOIS ELECT. FAC.		COFFEE	COFFEE	COFFEE
5:00 PM	COCKTAILS 5:00-8:30 PM	COFFEE	COFFEE	SNACK					R.H. DALITZ SUMMARY
6:00 PM		PARALLEL 1 HADRON A e + μ A HI A KAON A HYPER A	PARALLEL 3 HADRON C ACCEL A HI B KAON B HYPER B	L.S. SCHROEDER BERKELEY HI	P.F.M. KOEHLER FERMILAB FAC.	WESTERN BARBECUE 6:00-10:00 PM	PARALLEL 7 HADRON F v D HI D KAON F HYPER E	PARALLEL 9 OPEN e + μ E HI F SPIN E HYPER F	DISCUSSION
7:00 PM		FRUIT, CHEESE, and WINE RECEPTION 7:45-9:00 PM		N.P. SAMIOS BNL HI COLL.	R.G. ARNOLD SLAC-NPAS			COCKTAILS 8:00-8:45 PM DINNER 8:45-11:00 PM	



Sample*
Parallel Session Schedule

CONFERENCE ON THE INTERSECTIONS BETWEEN PARTICLE AND NUCLEAR PHYSICS
The Sheraton at Steamboat Springs, Colorado
May 23-30, 1984

Accelerator Parallel Session
Coordinator: F.E. Mills

Thursday, May 24 - 3:30 pm - Parallel 3 - Storm Peak

S. Ohnuma	Effects of nonlinear elements in synchrotron lattices
R. Pollock	Cooling rings for nuclear physics

Saturday, May 26 - 9:00 am - Parallel 4 - Mt. Werner

P. Morton	Novel accelerator concepts
A. Ruggiero	Intrabeam scattering in beam storage devices
E. Colton	Longitudinal tune control in synchrotrons

* Prepare a schedule for each parallel session. Get the information from the parallel session coordinators a few weeks before the conference. Print them before hand and ship to the conference location.

May 23-30, 1984

Organizing Committee

A.D. KRISCH	Michigan (co chairman)	M.H. MACFARLANE	Indiana (co chairman)
G.M. BUNCE	Brookhaven	H.E. JACKSON	Argonne
J.W. CRONIN	Chicago	J.S. MCCARTHY	Virginia
G.R. FARRAR	Rutgers Ins. Adv. Study	R.E. MISCHE	Los Alamos
V.W. HUGHES	Yale	E.J. MCNIZ	MIT
T.D. LEE	Columbia	E.S. SCHROEDER	Berkeley
T.A. O'HALLORAN	Illinois	E.W. VOGT	TRIUMF
L.C. TENG	Fermilab	J.D. WALLACHA	Stanford

(Master)

Schedule for Parallel Sessions

		<u>Sunshine Peak</u>	<u>Storm Peak</u>	<u>Mt. Werner</u>	<u>Twilight</u>	<u>Rainbow</u>
Wed., May 23	Par 1	Hadron/A	e+ μ /A	HI/A	K/A	Hyper/A
Thurs., May 24	Par 2	Hadron/B	e+ μ /B	Non Acc/A	Spin/A	ν /A
	Par 3	Hadron/C	Acc/A	HI/B	K/B	Hyper/B
Sat., May 26	Par 4	Hadron/D	ν /B	Acc/B	K/C	Hyper/C
	Par 5	Hadron/E	e+ μ /C	Non Acc/B	K/D	Spin/E
Mon., May 28	Par 6	Spin/C	ν /C	HI/C	K/E	Hyper/D
	Par 7	Hadron/F	ν /D	HI/D	K/F	Hyper/E
Tues., May 29	Par 8	Hadron/G	e+ μ /D	HI/E	Spin/D	ν /E
	Par 9	OPEN	e+ μ /E	HI/F	Spin/E	Hyper/F

Summary:	Accelerator	2
	e+ μ	5
	Hadron	7
	HI	6
	Hyper	6
	K	6
	ν	5
	Non Accel.	2
	Spin	5
	Total	44
	Open	1



CONFERENCE on the INTERSECTIONS between PARTICLE and NUCLEAR PHYSICS May 23-30, 1984 STEAMBOAT SPRINGS

ORGANIZING

A.D. KRISCH	Michigan (co-chairman)
G.M. BUNCE	Brookhaven
J.W. CRONIN	Chicago
G.R. FARRAR	Rutgers/Ins. Adv. Study
V.W. HUGHES	Yale
T.D. LEE	Columbia
T.A. O'HALLORAN	Illinois
L.C. TENG	Fermilab

COMMITTEE

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J.S. MCCARTHY	Virginia
R.E. MISCHKE	Los Alamos
E.J. MONIZ	MIT
L.S. SCHROEDER	Berkeley
E.W. VOGT	TRIUMF
J.D. WALECKA	Stanford

The Conference will be in the Sheraton at Steamboat Springs, Colorado. The Conference will stress Mutually Beneficial Cooperation between **Particle And Nuclear Physics** in Science, Technology, and Facilities; and will Highlight the Diversity and Importance of **Particle And Nuclear Physics** in the 1 to 100 GeV/c Region. There will be Plenary Talks and Parallel Sessions on:

ACCELERATOR PHYSICS
ELECTRON AND MUON PHYSICS
HADRON PHYSICS
HEAVY ION PHYSICS
HYPERNUCLEAR PHYSICS
KAON DECAY PHYSICS
NEUTRINO PHYSICS
NON-ACCELERATOR PHYSICS
SPIN PHYSICS

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Further information may be obtained from:

Mrs. Marion Heimerle, Bldg. 911B
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Upton, L.I., New York 11973 U.S.A.
(516)282-4776 Telex: 96-7703

CONFERENCE ON THE INTERSECTIONS BETWEEN PARTICLE AND NUCLEAR PHYSICS
The Sheraton at Steamboat Springs, Colorado
May 23-30, 1984

57

numbered

RECEIPT

Date _____

RECEIVED FROM: _____

AFFILIATION: _____

	<u>No.</u>	<u>Amount</u>
REGISTRATION FEE	_____	_____
HOTEL DEPOSIT	_____	_____
EXTRA SOCIAL FUNCTION TICKETS	_____	_____
OTHER: _____	_____	_____
_____	_____	_____
	Total Amount	_____

Conference Representative

(three part NCR form)
(8½ x 5½)

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Method of Payment:

___ Cash
___ Check
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CONFERENCE ON THE INTERSECTIONS BETWEEN PARTICLE AND NUCLEAR PHYSICS
 The Sheraton at Steamboat Springs, Colorado
 May 23-30, 1984

SOCIAL ACTIVITIES QUESTIONNAIRE

yes no

Do you plan to attend the Fruit, Cheese, and Wine Reception
 on Wednesday, May 23?
 (7:45-9:00 pm)

I will bring _____ guests to the Reception.

(There is no charge for this but tickets are needed.)

Do you plan to attend the Western Barbecue on Sat., May 26?
 (6:00-10:00 pm)

I will bring _____ guests to the Western Barbecue.

(Tickets are \$15 for adults and \$5 for children under 12.)

Do you plan to attend the Banquet on Tuesday, May 29?
 (Cocktails 8:00-8:45 pm, Dinner 8:45-11:00 pm)

I will bring _____ guests to the Banquet.

(Tickets are \$15 each for the Banquet. There is no charge
 for cocktails but tickets are needed.)

Name _____

Room _____

Sample of Social Activity Tickets

CONFERENCE ON THE INTERSECTIONS
BETWEEN PARTICLE & NUCLEAR PHYSICS



Good for One Cocktail
on Tuesday May 22, 1984

(yellow)

CONFERENCE ON THE INTERSECTIONS
BETWEEN PARTICLE & NUCLEAR PHYSICS



Western Barbecue
Saturday May 26, 1984

(green)

CONFERENCE ON THE INTERSECTIONS
BETWEEN PARTICLE & NUCLEAR PHYSICS



Reception
Wednesday May 23, 1984

(red)

CONFERENCE ON THE INTERSECTIONS
BETWEEN PARTICLE & NUCLEAR PHYSICS



Good for One Cocktail
on Tuesday May 29, 1984

(blue)

CONFERENCE ON THE INTERSECTIONS
BETWEEN PARTICLE & NUCLEAR PHYSICS



Good for One Glass of Beer
on Saturday May 26, 1984

(beige)

CONFERENCE ON THE INTERSECTIONS
BETWEEN PARTICLE & NUCLEAR PHYSICS



Banquet
Tuesday May 29, 1984

(white)

CONFERENCE ON THE INTERSECTIONS
BETWEEN PARTICLE & NUCLEAR PHYSICS



Good for One Glass of Beer
on Saturday May 26, 1984

(beige)

**CONFERENCE ON THE INTERSECTIONS
BETWEEN PARTICLE & NUCLEAR PHYSICS**



**Mrs. Marion V. Heimerle
Conference Secretary
Bldg. 911B
Brookhaven National Laboratory
Upton, L.I., N.Y. 11973 U.S.A.**

This sticker was used as return labels.

Transportation SheetLOCAL AIRLINE - Rocky Mountain Airways (Phone 303-879-2648)

Office hours: Mon-Fri: 5 am-10 pm Mountain Time
 Sat-Sun 6 am-10 pm Mountain Time

	<u>Leave Denver</u>	<u>Arrive Steamboat</u>
Every day except Sat.	6:05 am	8:15 am (this is <u>not</u> nonstop)
Every day	12:25 pm	1:05 pm
Every day	5:50 pm	6:30 pm

	<u>Leave Steamboat</u>	<u>Arrive Denver</u>
Every day except Sat.	8:25 am	9:00 am
Every day	2:55 pm	3:30 pm
Every day	6:40 pm	7:15 pm

Note: Effective June 1, 1984 there will be a schedule change.

TRAILWAYS BUS (Phone 303-879-4997)

Office hours: 5:30 am-10 am and
 1:00 pm-6 pm

	<u>Leave Denver</u>	<u>Arrive Steamboat</u>
Every day	12:30 am	5:20 am
Every day	12:45 pm	5:25 pm

	<u>Leave Steamboat</u>	<u>Arrive Denver</u>
Every day	12:55 am	5:30 am
Every day	2:15 pm	7:30 pm

The bus depot is located in Fish Creek Park, East Highway 40, Steamboat Springs. To get to the bus depot, take the RTD City Bus.

HOTELS/MOTELS NEAR THE AIRPORT

	Price Range
Clarion Hotel--Denver Airport, 3203 Quebec Street, 303-321-3333	\$60-94
Hilton Inn--Airport, 4411 Peoria Street, 303-373-5730	\$54-98
Rodeway Inn--Airport, 4590 Quebec Street, 303-320-0260	\$48-64
Sheraton--Denver Airport, 3535 Quebec Street, 303-333-7711	\$57-91
Stapleton Plaza Hotel, 3333 Quebec Street, 303-321-3500	\$70-84

RENTAL CARS--All major rental car companiesLOCAL TAXI--

Name _____

Hotel Room No. _____
(this no. will be given to your airline)

1. I already hold the following confirmed reservation(s) which should be (check one):

A. _____ reconfirmed

B. _____ changed to new reservation (refer to Item 2 below)

	<u>Airline</u>	<u>Flight No.</u>	<u>Class</u>	<u>Date</u>	<u>Depart. Time</u>
From _____	_____	_____	_____	_____	_____
To _____	_____	_____	_____	_____	_____

If you have connecting flight(s), please complete:

	<u>Airline</u>	<u>Flight No.</u>	<u>Class</u>	<u>Date</u>	<u>Depart. Time</u>
From _____	_____	_____	_____	_____	_____
To _____	_____	_____	_____	_____	_____
From _____	_____	_____	_____	_____	_____
To _____	_____	_____	_____	_____	_____

2. I want to have a new reservation confirmed as follows (if you hold a ticket issued at a restricted fare, please advise or attach your ticket):

_____ my ticket is attached
 _____ my ticket is not attached

3. I would like to share a rental car from Steamboat to Denver leaving Steamboat on (date) _____, at around (time) _____.

I would prefer to be a:

_____ driver
 _____ passenger

Conference Staff Reply:

Your reservation has been confirmed/reconfirmed/changed by _____ on _____.

Remarks: _____

Appendix 1: Conference Participants

Conference Participants

Robert K. Adair	Yale University
Eric G. Adelberger	University of Washington
Lewis Agnew	Los Alamos National Laboratory
Richard C. Allen	University of California at Irvine
James Amman	Los Alamos National Laboratory
Jurgen Arends	Catholic University of America
Raymond G. Arnold	American University
Andrew Bacher	Indiana University
Helmut W. Baer	Los Alamos National Laboratory
Peter D. Barnes	Carnegie-Mellon University
Asim O. Barut	University of Colorado
Bernd Basselleck	University of New Mexico
Eugene W. Beier	University of Pennsylvania
Tarlochan S. Bhatia	Los Alamos National Laboratory
David H. Boal	Michigan State University
Arie Bodek	University of Rochester
Arnold R. Bodmer	Argonne National Laboratory
Richard L. Boudrie	Los Alamos National Laboratory
Theodore Bowen	University of Arizona
Charles D. Bowman	Los Alamos National Laboratory
J. David Bowman	Los Alamos National Laboratory
James N. Bradbury	Los Alamos National Laboratory
Douglas A. Bryman	TRIUMF
Gerry Bunce	Brookhaven National Laboratory
George R. Burleson	New Mexico State University
Roger D. Carlini	Los Alamos National Laboratory
Peter Carruthers	Los Alamos National Laboratory
Owen Chamberlain	Lawrence Berkeley Laboratory
Chia-Cheh Chang	University of Maryland
Herbert H. Chen	University of California at Irvine
Robert E. Chrien	Brookhaven National Laboratory
Bunny C. Clark	Ohio State University
Rick Coleman	Fermilab
Eugene P. Colton	Los Alamos National Laboratory
Joseph R. Comfort	Arizona State University
Homer E. Conzett	Lawrence Berkeley Laboratory
Bruce Cork	Lawrence Berkeley Laboratory
Stephen R. Cotanch	North Carolina State University
Pierre Couvert	TRIUMF/University of British Columbia
Hall Crannell	National Science Foundation
Kenneth M. Crowe	Lawrence Berkeley Laboratory
Richard H. Dalitz	Oxford University
Jay C. Davis	Lawrence Livermore National Laboratory
Raymond Davis	Brookhaven National Laboratory
Norman E. Davison	University of Manitoba
John M. Dawson	University of California at Los Angeles
Paul T. Debevec	University of Illinois at Champaign

Pierre H. Depommier
 Ni G. Deshpande
 Martin Deutsch
 Thomas W. Dombeck
 Joey B. Donahue
 Jacob Doornbos

University of Montreal
 University of Oregon
 Massachusetts Institute of Technology
 Los Alamos National Laboratory
 Los Alamos National Laboratory
 TRIUMF

Robert A. Eisenstein
 Steve R. Elliott
 Martin B. Epstein
 John R. Erskine

Carnegie-Mellon University
 University of California at Irvine
 California State University at Los Angeles
 U.S. Department of Energy

Glennys R. Farrar
 Harold W. Fearing
 Herman Feshbach
 Giuseppe Fidecaro
 Daniel H. Fitzgerald
 Terry H. Fortune
 Sun-Yiu S. Fung
 Herbert O. Funsten

Inst. for Adv. Studies/Rutgers University
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 University of Pennsylvania
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Gerald T. Garvey
 Anibal O. Gattone
 Donald F. Geesaman
 William R. Gibbs
 Benjamin F. Gibson
 Charles M. Glashauser
 George Glass
 Alfred S. Goldhaber
 Gertrude S. Goldhaber
 Paul Goldhammer
 Terry J. Goldman
 George Gollin
 Richard Grace
 John F. Greenhalgh
 Franz L. Gross
 Willy Gruebler

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 State University of NY at Stony Brook
 Brookhaven National Laboratory
 University of Kansas
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Willy Haeberli
 Donald C. Hagerman
 Alan A. Hahn
 Aksel L. Hallin
 P. Haridas
 Malcolm Harvey
 Wick C. Haxton
 Evans V. Hayward
 Jochen H. Heisenberg
 Leon Heller
 Dave Hendrie
 Peter Herczeg
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 Andrew S. Hirsch

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 Los Alamos National Laboratory
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 St. John's Seminary College
 Purdue University

Gloria T. Hoff
 Cyrus M. Hoffman
 Barry Holstein
 Roy Holt
 Arnold Honig
 Charles J. Horowitz
 Robert E. Hughes
 Ed V. Hungerford
 W-Y. Pauchy Hwang

George J. Igo
 Kenichi Imai

William W. Jacobs
 John J. Jarmer
 Chueng R. Ji
 Mikkel B. Johnson

Mohan S. Kalelkar
 Alvin S. Kanofsky
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 Stanford Linear Accelerator Center
 Massachusetts Institute of Technology
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 Brookhaven National Laboratory

William M. MacDonald	University of Maryland
Robert J. Macek	Los Alamos National Laboratory
Malcolm H. Macfarlane	Indiana University
Hay B. Mak	Queen's University
Alfred K. Mann	University of Pennsylvania
Daniel R. Marlow	Carnegie-Mellon University
Marvin L. Marshak	University of Minnesota
James S. McCarthy	University of Virginia
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David F. Measday	University of British Columbia
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David J. Miller	University College, London
Warren Miller	Los Alamos National Laboratory
Fred E. Mills	Fermilab
Cas Milner	Los Alamos National Laboratory
Richard E. Mischke	Los Alamos National Laboratory
Ernest J. Moniz	Massachusetts Institute of Technology
Hugh Montgomery	Fermilab
George C. Morrison	University of Birmingham, England
Phil Morton	Stanford Linear Accelerator Center
Gordon S. Mutchler	Rice University
Fred Myhrer	University of South Carolina
Darragh Nagle	Los Alamos National Laboratory
Kozi Nakai	University of Tokyo
Subrata Nath	Texas A & M University
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Lee C. Northcliffe	Texas A & M University
Thomas A. O'Halloran	University of Illinois at Urbana
Shoroku Ohnuma	Fermilab
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David C. Peaslee	University of Maryland
Jen-Chieh Peng	Los Alamos National Laboratory
Victor Perez-Mendez	Lawrence Berkeley Laboratory
Bruce A. Peterson	University of Wyoming
Gerald C. Phillips	Rice University
Eliazer Piassetzky	Los Alamos National Laboratory
Philip H. Pile	Brookhaven National Laboratory
Lawrence S. Pinsky	University of Houston
Robert Pollock	Indiana University
Carl H. Poppe	Lawrence Livermore National Laboratory
John P. Ralston	Argonne National Laboratory
Ronald D. Ransome	Max-Planck Institute
Lazarus G. Ratner	Brookhaven National Laboratory
Richard C. Raymond	University of Michigan
Robert P. Redwine	Massachusetts Institute of Technology
Clarence R. Richardson	U.S. Department of Energy
Jack L. Ritchie	University of Rochester
Hans Georg Ritter	Lawrence Berkeley Laboratory

Jabus B. Roberts
 Donald Robson
 William S. Rodney
 William J. Romo
 Louis Rosen
 S. Peter Rosen
 Hans W. Roser
 Serge Rudaz
 Alessandro G. Ruggiero

Robert G. Sachs
 Mikko E. Sainio
 Nicholas P. Samios
 Vern Sandberg
 Gary H. Sanders
 Anders Sandoval
 Haiduke Sarafian
 Diethard Schiller
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 John D. Stevenson
 Wolfgang Stoeffl

Yoshiyuki Takahashi
 Mitsuyoshi Tanaka
 Peter C. Tandy
 Robert B. Teese
 Lee C. Teng
 Kent M. Terwilliger
 Henry A. Thiessen
 Christoph Tschalaer

Jun-ichi Uegaki
 Eric A. Umland

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 Carleton University
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William C. Zajc
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Peter D. Zimmerman

University of Pennsylvania
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Appendix 2: Conference Secretaries

Conference Secretaries

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