Welcome to new and seasoned members! In addition to a new member spotlight, this newsletter is replete with information on Caucus activities for the upcoming meeting. Please pay special attention to the program agenda which is included. It is you guide to Caucus-sponsored sessions, as well as planned social activities.

Program sessions are one of the most visible activities of the Caucus, and this year's represent a broad array of public health concerns. Caucus members have worked very diligently to plan these sessions and social events over the past year, and their work is much appreciated.

This year's business meeting will include the election of Chair-elect, Program Chair, Program Chair-elect, and Treasurer. The Chair-elect will serve as the Caucus chair for the 94-96 term. (All terms begin and end at the Annual Meeting.) The Program Chair will be responsible for coordinating the Caucus program sessions for the Annual Meeting in 1994 with the Program Chair-elect for 1995. All new officers are assisted in the first term by their predecessors.

If you are interested in one of these positions, or would like to nominate another member, please complete the enclosed nomination form and return no later than October 11th. If you have any question regarding these positions, please don't hesitate to call any of the executive committee members. Elections will be held at the annual business meeting on Tuesday, October 26th, at noon. Mark your calendars now!

This year's business meeting will also include discussion on two other issues, as well as procedures for addressing such. Information on the first issue, SPIG versus Caucus status, is contained in this newsletter. The second issue, changing the Caucus name to include lesbians, gays and bisexuals, is being proposed for discussion for consistency between our by-laws and our organizational title. Please take a moment to familiarize yourself with these issues prior to the annual meeting.

Advance tickets to the annual banquet are available through this newsletter. There are a limited number of reduced and complimentary tickets available for those members who are students or on a fixed income. Call or drop me a line if you would like to request one of these tickets.

In addition to the banquet, Caucus social activities include the hospitality suite on Sunday and the two co-sponsored socials on Monday evening. In response to requests from Caucus members, a women's breakfast has been planned for Tuesday morning. (Final tour information will be available at the Caucus booth.)

For those of you who may have searched for and not found the Caucus at the March on Washington, my apologies. In light of the possibility that the Caucus may be undertaking a name change, it was deemed not feasible to purchase a new banner, and the current banner is not appropriate for such use. However, both the Caucus and APHA were listed as endorsers of the March.

Looking forward to seeing all of you in San Francisco!
MEMBER SPOTLIGHT....
... on Cynthia Gomez, Ph.D.

One of the most interesting membership drives I've ever experienced has to be the one the Lesbian and Gay Caucus of Public Health Workers (L&GC) pulled-off last year at the American Public Health Association Conference (APHA) in Washington, D.C.

It was my first year as an APHA conference-goer. I had heard through the grapevine that the best social event was going to be the L&GC party occurring at a private home. So I decided to be adventurous and show-up even though I wasn't going to know anyone. To assist my slightly anxious state, I got completely lost and it took me over an hour to find the place (apparently, a not so uncommon experience that evening).

By the time I arrived, I had my doubts as to whether this was such a great idea. "Do I dare walk in so late? The party was only supposed to last another half hour... What if everyone is gone? What if I wake-up the host? What if it's only boys? Maybe I should just go back to the hotel?!? No, no... just knock on the door." So I did.

And what a party it was! I was greeted by warm and friendly faces, immediately engaged in fun and interesting conversations, and before I knew it had signed up to be part of the L&GC Social Committee for this year's events in San Francisco. What a way to bring in a new member! No one ever noticed how late I had arrived.

My work in the public health arena began in the mid-seventies as a community outreach worker in a poor urban neighborhood. I went on to pursue a doctorate in clinical psychology and continued working in public/community health settings. For the past two years I have been working as a scientist at the Center for AIDS Prevention Studies (CAPS), at the University of California, San Francisco. This shift from frontline work to behavioral science has emphasized the importance and challenge of bridging scientific study with the day-to-day realities of community-based needs and interventions, a bridge that may be foremost in our abilities to prevent and combat disease.

The L&GC party reminded me of how important it is for us to balance our hard work with opportunities to play and relax. It is something I originally embraced from my Latino cultures.

Born in California, second generation Mexican, I was raised in Ecuador and then in Puerto Rico, returning to the U.S. to attend college. Within these three similar yet distinct cultures, the hard work, hard play motto could always be found: a "parranda" (all night serenading from one home to another), a "siesta" at midday, or the never-ending "salsa" dance. Later in my career, I also observed the importance of play from my psychotherapy work with children. Children always provide a great example of how play can help with coping - perhaps the grown-ups can take note of such wisdom.

These are stressful times for all of us. The lesbian, gay, and bisexual community has been devastated as the AIDS and breast cancer epidemics continue to take the lives of so many. Finding time for those long walks on the beach, celebrations of life with friends, and that romantic dinner with the one you love are sources of nourishment necessary to go on. So, remember when you come to San Francisco in October: "hard work, hard play!"

See you at the L&GC party! ▼

L/GC Newsletter Fall 1993

L/GC Annual Banquet Advance Ticket Purchase

Name: __________________________ (please print)

☐ Yes! I am requesting ________ ticket(s) at $35 a piece for the Lesbian and Gay Caucus Annual Banquet on Wednesday, October 27, at Ivy's restaurant. (Tickets may be picked up at booth #447 in the Exhibit Hall prior to the banquet, or at the door of the restaurant.)

☐ I am enclosing $_________ to be applied towards the cost of a banquet ticket for a student or low income caucus member.

☐ Yes! I am willing to assist at the booth or at the caucus socials. (Please include home telephone number and contact information in San Francisco, if known): __________________________

MAIL NO LATER THAN OCTOBER 11th TO:
L/GC, 1345 North Hayworth #310, Los Angeles, California, 90046.
Make checks payable to The L&G Caucus.
To SPIG or not to SPIG?

The following comments stem from a discussion at last year's Caucus business meeting about changing the Caucus to a SPIG. The topic will be revisited at the upcoming business meeting in San Francisco.

Pro-

Jonathan Goldman

This caucus has existed in varying strengths for over a decade and currently is at a reasonable level of stability and viability. A consistent challenge has been the struggle to find and nurture its leaders from its membership. Our membership has never really reached its potential, due in part to the low profile of caucuses within the APHA structural organization. A caucus is not an integral part of the Association - but merely "in official relations."

One method to attain greater visibility would be to become a Special Primary Interest Group (SPIG) which is akin to a section but without full status advantages (formal budget, Governing Council representation, etc.) Our members are women and men from around the country; some of whom are active in other sections or state affiliates, some who work providing health services for gay-lesbian-bisexual-transgender persons, and all, I believe, are identifiable as same-sex romantically-inclined. (I don't know everyone, but members I have met have not "come out" as bisexual or transgender). All are also interested in promoting equal access to health care for everyone, regardless of sexual orientation.

In the past decade, this interest has grown into a specialized area of health services known as Lesbian and Gay Health Services and Promotion. I suggest this be the focus of a SPIG.

Perhaps with the status of a SPIG and its inclusion on all APHA membership forms, more people would become aware of our existence and join. It often takes several years and attendance at an Annual Meeting or two for people to get involved with the Caucus. Of course, the primary focus of our SPIG would not exclude others from joining or participating if lesbian/gay health services was not in their professional domain, it would be expected that the Annual Meeting scientific sessions would be continued in their breadth and depth.

Yet there are other particulars needing analysis prior to a decision on this issue in San Francisco. Among them are: (1) How many current members could change their primary section affiliation to the new SPIG? (2) How would the dues be restructured to reflect those members paying "second section" annual dues? (3) How would other caucuses feel being left behind? (4) As a SPIG would we really get increased visibility and more members, or is it all an illusion? (5) Should we instead seek closer ties to the Medical Care Section as a committee within that group? (6) Would a forward-moving balance be attainable between those serving lesbian-gay-bisexual-transgender clients and lesbian and gay members in other fields? (7) What about the NLGHIF? Is there room for two groups of similar purposes? Are we and they mutually exclusive, or do we need to collaborate and both exist? (8) Who cares?

Con-

Paul Moore

My reasons for recommending that the Lesbian and Gay Caucus remain a caucus and not seek SPIG status are two-fold. First, the official APHA definitions for caucuses and SPIGs highlight my major concern. A SPIG is defined as "groups of self-elected APHA members sharing a common occupational discipline or program area of interest," while a caucus is "a group of 15 or more APHA members, partisan of a particular position on an issue important to APHA, who pursue a desired result within the Association."

In my view, most caucuses are person-oriented while SPIGs are content oriented - who you are versus what you study, or what you do. Few of us in the Caucus work on and/or study lesbian, gay or bisexual issues. We are all lesbians, gay men or bisexuals interested in lesbian, gay and bisexual issues.

The Caucus by-laws define our goals in broad terms of mutual support and education; advocacy for improved health care for lesbians, gay men and bisexuals; and education of others regarding lesbian, gay and bisexual health care and public health issues. We do not define ourselves as students of lesbian, gay and bisexual health issues, nor as persons who provide health care or health education to lesbian, gay or bisexual individuals.

Second, under the labyrinthine structure of APHA, a member can affect policy decisions of the Association most effectively through sections and affiliates (geographic, usually statewide organizations). Neither SPIGs nor caucuses have votes in the Governing Council. (Note: While SPIGs are usually viewed as sections in formation, it is not required that a SPIG become a section.)

Individuals are allowed to be members of one Primary Section and as many Secondary Sections as desired, however an individual can vote for officers only in their Primary Section. Membership in Secondary Sections either does not count or is greatly discounted in the allocations of funds to sections. Thus, individuals are rarely effective participants in their Secondary Section(s). SPIG membership can substitute for Primary or Secondary Section membership, but to be an effective SPIG member, an individual would need to choose the SPIG as a Primary Section. Thus, if the Caucus were a SPIG and I wanted to be effective in the SPIG, I would be faced with moving my primary membership from the Social Work Section.

I feel that I have a great deal of influence the Social Work section in terms of recommendations for APHA officers, positions on policy statements, and program content. Further, my active participation in that section gives me support and credibility in APHA as a whole, especially in seeking an appointment in membership deployment to various boards and committees.

I would not want to give up an effective position in a voting section for membership in a non-voting SPIG even with the perceived enhanced recognition and the scheduling preference SPIGs receive.

In summary, I am content to remain a Caucus member along with my American Indian and Alaska Native, Asian American, Black, and Latino brothers and sisters.
APHA GUIDELINES
for
SPECIAL PRIMARY INTEREST GROUP (SPIG)

Definition
A "special primary interest group" (SPIG) is an open group of self-selected APHA members sharing a common occupational discipline or program area interest, and electing no primary section affiliation. SPIGs may include groups or members which, (a) may ultimately apply for section status, (b) desire some relationship to the Association but do not wish to assume all of the responsibilities of a section, or (c) have been disestablished as a section but wish to maintain a recognized identity within the organization.

Membership
Each SPIG will be provided annually a list of those APHA members who have designated the SPIG as their preferred APHA membership affiliation (in lieu of primary affiliation with a section). Initially there will be no minimum size requirements, however, the Executive Board reserves the right to impose size requirements at a future time.

Name
The official name of each SPIG may be self-chosen, but should be descriptive and succinct, and must avoid confusion with APHA constitutional labels.

Organization
SPIG will not be required to establish and maintain elaborate organizational structure and function. As a minimum, it will be necessary for each SPIG to designate a contact person to APHA annually. This individual will receive all official APHA announcements to the SPIG, and will be viewed by APHA as the ultimate spokesperson for the SPIG. Each SPIG should afford the opportunity for participation of its members in its collective actions, including selection of its leadership. As a minimum, it should schedule an open business meeting for its members in conjunction with each APHA annual meeting, announced in the printed convention program.

Activities
Each SPIG, particularly with regard to the special concerns of its occupational discipline or program area interest, acts within the Association:

(a) to provide input to public policy development,
(b) to assist implementation of public policy positions,
(c) to participate in annual meeting programs,
(d) to work cooperatively with sections and other association units in tasks of mutual concern,
(e) to give advice and counsel to the EB, AB and PDB,
(f) to aid other association program efforts as appropriate,
(g) to recruit and retain members of APHA and the SPIG, and generally
(h) to provide a focus within APHA for the special interest it represents.

Governance Participation
APHA members who choose primary identification with a SPIG are constitutionally classified as "unaffiliated" APHA members and will be eligible to vote with all other "unaffiliated" APHA members to elect representation to the Governing Council. Procedures for election of these Governing Council representatives of the "unaffiliated" membership will incorporate an opportunity for each SPIG to nominate an individual for such office. SPIGs (like sections) will be annually invited to submit nominations during the regular Association processes for national officer election, membership deployment, and awards selection.

Finances
SPIGs will not receive discretionary funds from APHA, nor may they impose dues on members. SPIGs are free to invite and receive nominal contributions for individual members on a strictly voluntary basis to support "section-like" activities, e.g., a newsletter to all SPIG members.

Public Policy
SPIGs (like sections) will be encouraged to participate fully in the regular APHA processes for development and implementation of the Association's public policies. SPIGs (like sections) are not free to independently take positions or make pronouncements on public policy issues. Policy issues and actions of special interest to SPIGs should be brought to the attention of the Action Board, which is responsible for coordinating public policy implementation by all APHA units.

Report
Each SPIG will annually forward to the Association the name of the "contact person" and any other leadership positions they may have selected, e.g., program planning chairperson and/or political action chairperson.
Lesbian and Gay Caucus of Public Health Workers

NOMINATION FORM
(mail before October 11th)

Name: ____________________________________________________________

I wish to make the following nominations for Caucus officers:

for Caucus Chair-elect: ____________________________________________

for Caucus Program Chair: _________________________________________

for Caucus Program Chair-elect: ____________________________________

for Caucus Treasurer: ______________________________________________

Comments: _______________________________________________________

Mail nominations to:
L&GCPHW, 1345 North Hayworth #310, Los Angeles, California, 90046
Lesbian and Gay Caucus of Public Health Workers
MEMBERSHIP APPLICATION

Name: ________________________________

Degrees: ______________________________

Address: __________________________________________

City: ___________________________ State: ___ Zip: ___________

Agency/Organization: ________________________________

Title: ________________________________________________

APHA Member?  Yes: _____ No: _____

APHA Membership Number: __________________________

APHA Section: ______________________________________

Annual Dues Enclosed? (General Dues $30, Students $15)  Yes: _____ No: _____

Donation Enclosed: __________________________
(make checks payable to: L&G Caucus. Sorry, donations are not tax deductible.)

Please indicate confidentiality preferences and membership status:

_____ I give permission to use my name in the APHA Caucus recertification process.

_____ Please withhold my name in the APHA Caucus recertification process.

☐ Renewal  ☐ New Member

Mail Application to:
L&GCPHW, 1345 North Hayworth #310, Los Angeles, California, 90046
WANT TO MEET INTERESTING PEOPLE?

Interested in meeting people from different cities or foreign lands? Staff the Caucus booth (#447) at the Annual Meeting and that's who you will meet! A sign-up sheet will be posted at the booth on the opening days of the meeting. You can also indicate your desire to help by checking the appropriate box on the pre-meeting banquet reservation form on page 2 of this newsletter.

There are a limited number of exhibitor badges available for persons willing to staff the booth for a minimum of eight (8) hours over the course of the meeting. Call Bruce Reeves, Booth Coordinator, at [redacted] for more information.

Don't forget to stop by the booth for your pink triangle!

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TREASURER'S REPORT

Last year the Caucus went into an Annual Meeting with a positive bank balance for the first time in its history. In order to repeat that achievement this year and put the Caucus on firm financial footing, it is necessary that members insure that their dues are paid before the Annual Meeting in October. (Note: Dues are for the membership year which runs from the end of one Annual Meeting through the next meeting. Thus, 1993 dues are for the period 11/13/92 through 10/28/93, and 1994 dues will cover 11/1/93 through 10/31/94.)

Currently 64 members have paid their dues for 1993. Our budget, adopted in Washington assumes 71 paid members. In addition, donations of $50 have been received towards the unbudgeted cost of pink triangle stickers.

A full report and proposed 1994 budget will be presented at the Caucus Business Meeting in San Francisco in October.

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CONGRATULATIONS BRIAN AND PAUL

Two former Caucus Chairs have been appointed by APHA President-Elect, Dr. Eugene Feingold, and the APHA Executive Board to positions on the APHA Action Board.

Brian A. Dobrow, who last year ended a term on the APHA Executive Board, has been appointed as a Member-at-Large, and Paul Moore, currently Caucus Treasurer, has been appointed as the Social Work Section Representative. Both appointments are for three years effective as of the end of the 1993 Annual Meeting.

In his appointment letters, Dr. Feingold states that “the APHA Action Board is charged with the implementation of Association public policy positions, including development and pursuit of an annual legislative program.”

Congratulations Brian and Paul!

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LODGING REQUESTS

Caucus members interested in sharing accommodations with other members at the upcoming Annual Meeting are encouraged to add their names to the Shared Housing List as soon as possible. Contact Marc Wynne, Caucus Secretary, at [redacted] for more information and a copy of the list. This is a name exchange service only; accommodations are not being arranged by the Caucus.

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~REMEMBER~
bring your camera to the Annual Meeting so you can submit your photos for next year's newsletters!
MEETING NOTICE CORRECTION

THE L & G CAUCUS SOCIAL COMMITTEE

IS MEETING

SUNDAY, FEBRUARY 28, 1993

NOT

FEBRUARY 21, 1993, MY MISTAKE, SORRY!

2:00-4:00
JOHN GRESSMAN'S HOME

Enclosed is revised membership list.

1/23/93
Social Committee
L & G Caucus
1/18/93

John Gressman, Chair

Dan Gentry

Francisco Ramos

Linda Wardlaw

Howard Moffett

Bruce Reeves

Russ Zellers

Brian Dubow

1/15/93, R1/23/93

John Grima

Cynthia Gomez

Andrea von Lieven
Ctr. for AIDS Prevention

Jim Soos

Richard Bills

Laura Ramos
Latina AIDS Literacy Project
Dept. Family Med.

Caucus Chair: Denise Dennis

Value Health Services
2400 Broadway Suite 100
Santa Monica 90404
Happy New Year to new and old members and friends! I hope your holidays were refreshing and happy ones. Best wishes for a healthy new year from myself and the other members of the executive committee: Cheri, Marc and Paul. I would also like to extend my thanks to Josh Lipsman for his fine service as chairperson over the past two years. Josh is featured in this issue’s Member’s Spotlight article.

Many great ideas for caucus-sponsored sessions were generated at our business meeting in Washington. Cheri Pies has been busy working on these ideas and coordinating our sessions for San Francisco. Unfortunately, a computer problem prevented us from distributing the January newsletter on time. As a result, the Call for Abstracts was sent out later than we would have liked. A special thank you to those who contributed - we apologize for any inconvenience this may have caused.

Shortly after the November meeting we received some excellent press from DC’s gay periodical The Washington Blade. The article discussed several of the sessions sponsored by the Lesbian and Gay Caucus, as well as our intent and goals for the upcoming program in San Francisco. (If you would like a copy of the Blade article, drop a line to either Marc Wynne or myself.) The Caucus-sponsored sessions were very well received and attended, and David Dassey deserves many thanks for his excellent work as program chair.

One of the goals of our caucus is to provide an opportunity for APHA members and other health workers to learn about lesbian, gay and bisexual public health issues. One way to accomplish this is by co-sponsoring program sessions. Often times, APHA members attend only those sessions which are sponsored or co-sponsored by their own section. So by co-sponsoring sessions we maximize our visibility and our opportunities to educate APHA members who might otherwise have not attended a forum on lesbian, gay and bisexual issues.

Our diverse membership brings with it a wealth of knowledge and experience which we can share with other APHA members. So if you see an opportunity for us to co-sponsor a session with your section either for this year’s Annual Meeting or next’s, go for it! Contact Cheri Pies (program chair) for additional information.

These are exciting times! In addition to the new national leadership, we have some interesting developments in the works. David Jamigan, a Caucus member who serves on the Equal Health Opportunity Committee (EHOC), is working with APHA caucus representatives to improve the Association’s communications with caucus leadership. The ‘Inter-
MEMBER'S SPOTLIGHT.....

... on Josh Lipsman, M.D., M.P.H.

Was it as a boy when I played dolls with the little neighbor girls rather than sports with the other boys that I first realized that I was "different." And was it when I asked my little girl friends to use a code name when we spoke of our doll game in front of other people that I first experienced the shame of that difference?

There is controversy now over how much of being gay is determined by genetics and how much by environment. Perhaps I'll never know when I first was gay, but my consciousness of being different and my shame at being different have been present for as long ago as I can remember. I am fortunate to be able to write to you today that the difference has evolved into an openly gay consciousness, and that the shame and internalized homophobia have been healed.

As I grew up, my parents never told me that being gay was wrong or bad, but they sensed my gayness in me and lovingly discouraged its expression. I figured there was something wrong with me, and spent an emotionally unpleasant adolescence wondering how I was going to get better when I could not even talk freely about my inner life.

One of the fundamental reasons I believe now that "gay is good" is that despite a lack of awareness and even some opposition on my part, my inner gay self pushed and worked over the years to full expression. How could such an unconscious striving for freedom be bad? How is it any less natural than the seed of a plant sprouting through soil to seek the warm face of the sun?

I went into therapy. I forced and cajoled myself into accepting who I was sexually and then I thrived and bloomed as that gay person. As a whole person. Though my life certainly is not problem-free, I feel as if the best interpersonal relationships of my life, the most successful professional accomplishments are happening now as I live as an openly gay person. No more compartmentalizing. All the parts of my life are able to be integrated.

One of the great goals in my life is to foster and create neighborhoods, communities and societies where no one ever has to be repressed as I was. I work to develop nurturing environments where negative social forces and the vagaries of circumstances are overcome, where they are prevented from keeping...

Continued on Page 5
WHERE WILL YOU BE
April 25, 1993

PHOTOS COURTESY OF JEB

A Fight for Life
and a
Celebration of Love

Travel Information:
Eastern U.S.
Capital Travel 800-800-9009
Western U.S.
Confident Travel 800-872-7252
Official MOW Hotel Agency
D.C. Accommodations 800-554-2220
Authorized MOW Hotel Agent
Starlight Holidays 800-343-9664

To bring 1,000,000
people to the nation's
capitol takes a lot of time
and money. Make plans to
get your body to D.C. in '93.
Make your donation today.

NATIONAL MARCH ON WASHINGTON
FOR LESBIAN AND GAY RIGHTS

I can help! Enclosed is my contribution of

☐ $500  ☐ $250  ☐ $100  ☐ $50  ☐ $25  ☐ $10

Name ____________________________

Street ____________________________ City ____________________________ State ______ Zip ______

☐ Please do not share my name with other L.G.B and friendly organizations or businesses

MAKE CHECKS PAYABLE TO MARCH ON WASHINGTON. SEND TO: P.O. BOX 34607, WASHINGTON D.C.
Pro -
Jonathan Goldman

This caucus has existed in varying strengths for over a decade and currently is at a reasonable level of stability and viability. A consistent challenge has been the struggle to find and nurture its leaders from its membership. Our membership has never really reached its potential, due in part to the low profile of caucuses within the APHA structural organization. A caucus is not an integral part of the Association - but merely “in official relations.”

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In the past decade, this interest has grown into a specialized area of health services known as Lesbian and Gay Health Services and Promotion. I suggest this be the focus of a SPIG.

Continued on Page 4

Con -
Paul Moore

My reasons for recommending that the Lesbian and Gay Caucus remain a caucus and not seek SPIG (Special Primary Interest Group) status fall into two areas: organizational and personal.

Organizational Considerations:
The official APHA definitions for caucuses and SPIGs highlight my major concern in this area.

A SPIG is defined as “groups of self-elected APHA members sharing a common occupational discipline or program area of interest,” while a caucus is “a group of 15 or more APHA members, partisan of a particular position on an issue important to APHA, who pursue a desired result within the Association.”

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Continued on Page 4

[These commentaries stem from a discussion at the last Caucus business meeting about changing the Caucus to a SPIG. The topic will be revisited at the upcoming business meeting in San Francisco. All comments received on this issue will appear in the pre-meeting newsletter.]
Pro -
Continued from Page 3

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If you care, please submit your comments to the newsletter.

Con -
Continued from Page 3

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Personal Concerns:

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In summary, I am content to remain a Caucus member along with my American Indian and Alaska Native, Asian American, Black, and Latino brothers and sisters.
Lesbian and Gay Caucus of Public Health Workers

MEMBERSHIP APPLICATION

Name: ____________________________________________

Degrees: ________________________________________

Address: ________________________________________

City: ___________________________ State: ____ Zip: ______________

Agency/Organization: _______________________________

Title: ____________________________________________

APHA Member? Yes: _____ No: _____

APHA Membership Number: _________________________

APHA Section: __________________________________

Annual Dues Enclosed? (General Dues $30, Students $15) Yes: _____ No: _____

Donation Enclosed: ________________________________
(make checks payable to: L&G Caucus. Sorry, donations are not tax deductible.)

Please indicate confidentiality preference and membership status:

______ I give permission to use my name in the APHA Caucus recertification process.

______ Please withhold my name in the APHA Caucus recertification process.

☐ Renewal ☐ New Member

Mail Application to:
L&GCPHW, 8205 Santa Monica Blvd. #1-360, Los Angeles, California, 90046-5912
What's Happening at E.H.O.C.

by David Jernigan

This year APHA’s Equal Health Opportunity Committee is looking at a number of issues relevant to lesbian, gay and bisexual people.

After much discussion within the Association and the Caucus regarding how best to include members of our constituency in the Association’s affirmative action program, we are requesting the Executive Board to revise both the membership deployment memo sent annually to Section Chairs and the annual letter to the Nominations Committee chair in each section. The revision will include language indicative of the Association’s commitment to encouraging the participation of and visible leadership by lesbian, gay and bisexual people.

Second, we are reviewing the Association’s policies and policy statements regarding people with disabilities and comparing them with the policies of other progressive organizations to ensure that no stone is left unturned in our efforts to make APHA accessible to and supportive of the rights of people with disabilities.

Finally, EHOC has agreed to sign on to a letter from the Caucus requesting that APHA no longer hold its meetings in states where laws against sodomy are still on the books. The Association has been on record since 1975 in favor of sodomy law reform — this letter simply asks the Executive Board to put the financial weight of the Association behind its position.

If you have any questions about the EHOC or concerns you would like raised there, feel free to contact me at [contact information]

Happy Birthday, Walter!

Walter Lear, a founder of the Lesbian and Gay Caucus, will celebrate his 70th birthday, his 40th year together with James Payne, and other milestones in his life on Saturday, May 1st, in Philadelphia. The celebration will consist of a small get-together of friends for exchange of experience and views, followed that evening with a no-charge BIG bash.

The morning discussion will reflect on “The Lesbian and Gay Fight for Health.” Presenters will include Barbara Gittings (Philadelphia), Barbara Herbert (Boston), and jointly Frank Greenberg (Houston), Ron Sable (Chicago) and Bopper Deyton (Washington). The afternoon discussion will reflect on “The Health Left — Past, Present and Future.” Among the presenters will be Victor Sidel (New York), a past president of APHA. The evening party will include a buffet supper, entertainment and disco dancing.

Anyone wishing to attend this celebration should request invitations directly from Walter at [contact information]

Spotlight...
Continued from Page 2

people from developing their full potential. Is that not health? Is it not the substance of public health?

My job is as the director of the Alexandria Health Department. I am responsible for preventive and primary care medical clinics, environmental health, public health nursing and laboratory services to an urban community of 113,000 just outside of Washington, DC. I enjoy my work immensely. Stop by and say hello. ▼
Welcome to San Francisco!

by Social Committee Chair, John Gressman

The Social Committee of the Lesbian and Gay Caucus has been hard at work to have your visit in San Francisco nothing less than GREAT! A sneak preview of the planning reveals:

- Expanded Hospitality Hours
- Saturday Welcome Reception
- Sunday Brunch
- Night at the Theater
- Two Stepping
- Joint Social with the Rainbow Caucus
- Women’s Breakfast
- Annual Lesbian and Gay Banquet at a fabulous restaurant, and
- Resource packets of services and merchants in the city

Further details will appear in the next Caucus newsletter. Look for it!

More helpful hints from the Committee about coming to San Francisco - The weather should be beautiful because it’s our summer! There are some exciting areas to visit about an hours drive away, so be sure to pick up a map. We will include some suggestions in the next newsletter. And Halloween in San Francisco is a special treat! The streets close and the Castro comes alive! Plan to stay around for it. (Some events even start the weekend before. Watch the newsletter for more information.)

Have You Renewed Your Membership Lately?

Not sure whether you paid your 1992-1993 membership dues yet?

If the words ‘PAID 92-93’ appear on your mailing label, then thank you, your membership is current. If instead you see a series of five stars (‘*****’), then it’s time for you to renew (or join!). A membership form is enclosed for your convenience. (Caucus membership runs from Annual Meeting to Annual Meeting.)

Deposits for our banquet and our booth at the October Annual Meeting will be due before the Fall newsletter is issued. It is therefore imperative that you renew your membership now!

Thank you.

Lodging Requests

Caucus members interested in sharing accommodations with other members at the upcoming Annual Meeting in San Francisco are encouraged to add their names to the Shared Housing List early.

Contact Marc Wynne, Caucus Secretary, at [contact information] for more information. This is a name exchange service only; accommodations are not being arranged by the Caucus.
TO: Donald Gabard, Marc Wynn, Jim Brennon, Bruce Reeves, Cynthia Gomez
FROM: Denice A. Dennis
DATE: January 6, 1994

Happy New Year! Hope your holidays were peaceful and full of the magic of the season! I have been in the process of transitions: a major change in my responsibilities at work, a move of residence, illness and healing with family members, and the holidays! Mine were full of "home-making" as well as visits with friends and family.

Hence, the new year snuck up on me, and I am now sending out some follow-up from our meeting in San Francisco. Please find the following enclosed:

1. Minutes from the meeting and notes from round table discussion

2. List of Executive Committee members (Please make any corrections/additions as soon as possible and fax to me.)

3. Recent Correspondence
   a. EHOC changes to membership deployment letter
   b. open letter to all who presided/presented at Annual Meeting through caucus.
   c. Institute of Social Medicine and Community Health letter to HRCF
   d. Request for Caucus "Official Relations"

4. APHA Caucus materials.

5. Revised by-laws (name revision)

I am also in receipt of a copy of Walter Lear's presentation on "The Gay and Lesbian Fight for Health Continues". Please let me know if you'd like me to send you a copy.

Call for abstracts must go out to our members in the next newsletter (Deadline for Abstracts if February 10). I will be working closely with Mark on the newsletter; please submit any photos to Mark and/or call either of us with any "news" for the newsletter as soon as possible.

Don - I hope to be in touch with you next week via phone to follow-up on meeting minutes. Jim and Marc - let's talk ASAP re: deadlines!
EXECUTIVE COMMITTEE REPORTS

Program Chair-Cherri Pies

- Agreement that this was a wonderful program. Thanks to: Jonathan Goldman, Mark Pierce, Russ Sellers, Denise Dennis, Ted, CLASH, Linda Wardla, David Brassi, Marge Plum, John Griesman, Brian Dubrow....
- 9 sessions this year compared to 8 last year
  Approximately 80 attended Youth and HIV, 75 attended Health Care Reform: Implications for the Lesbian and Gay Community, 100 attended Methodology at the Margins, 75 attended Sexual Practices.
- Jim Brennen--Program Chair next year

Treasurer-Paul Moore (see handout)

- If all goes as predicted, with same number of members next year, we should have $312 at the end of the meeting
- Possibility-send representative to meeting of the program board of APHA

Secretary/Newsletter-Marc Wynne (Denise gave report)

- Thanks to Marc for all the work he's done-has worked on Newsletter for 2 years
- Marc is interested in black and white photos of the conference and articles for next newsletter
- Denise suggested adding personal information about members (ie., baby)

Chair-Denise Dennis

- With EHOE-They are trying to form an Intercaucus Counsel to maintain caucuses, ensure that sections are responsible to caucuses and to gain higher visibility for caucuses
- They are negotiating to have a representative on the planning program
- APHA and the Lesbian and Gay Caucus endorsed the March on Washington.

EHOE -David Jernigan

- Trying to get more Gay/Lesbian visibility
- They worked with representatives of people with disabilities to send a letter to the Executive Board to change the letters about membership and leadership recruitment to include Gays/Lesbians and people with disabilities whenever they mention equal opportunity/equality. The Executive Board made it the policy.
- They sent a letter to the Executive Board requesting that we make it policy not to have the annual meeting in states which still have sodomy laws. It was intercepted by William McBreath (staff) who responded that they have a lot of interest groups requesting meeting site criteria and they will keep it in mind, but not promise anything. David wanted to know how the caucus wanted him to respond:
Suggestion--Send Fax sheet with information about sodomy laws
Suggestion--Go to executive board directly
Suggestion--Bring issue to Governing Counsel
Suggestion--Since the return letter was sent to the executive board, make sure that they
know that their response is not satisfactory
Suggestion--Bring it up in sections and have the leadership in sections sign a letter of request
Suggestion--Send a letter to the new Executive Chair including the what has happened to
this point

• Plans for a meeting in Colorado were canceled as part of the Boycott-A woman from
Colorado thought that this was not strategically effective because it is not a law yet and
APHA punished Colorado for something that hasn’t happened yet, and they were not consulted--The Lesbian/Gay Caucus was not consulted either

Host Social Committee-John Gressman

• Thanks to the social committee
• Tickets to dinner on Wednesday night SOLD OUT! (120 tickets)
• Should make around $700 from tickets for dinner

Booth Organizer-Bruce Reeves

• Thanks to people who staffed booth
• More people needed for remainder of conference
• Membership-$15 low income/students--$30 regular membership--Benefits of membership
are the numbers, the money and contribution to making lesbians and gays more visible.
• Talked about sliding scale and differential in dinner price according to membership-will be
brought up in executive meeting.
Proposal--Give executive Committee the authority to determine a differential for dinner-
voted on and approved.

SINGLE PARTY Payers
Proposal by Walter
Caucus go on record in support of single party payer. Argument-in Clinton's health plan,
medical care is in the hands of insurance companies--NGLTF president and Joyce Hunter
are strongly pro-single party payer.

Discussion--Since the plan is not politically feasible anyway, now is the time to stand up strongly
for what we want. However, if the time comes when a decision is really going to be made,
we can reconsider.

Proposal--Have on record (forwarded to executive board, sections, etc.)-For Lesbian and Gay
people and people with AIDS, the best thing is a universal, comprehensive single party payer--Voted for and Passed- noone against, 4 abstentions.

Proposal-To set up committee-will be taken up by the executive committee

David and Brian will bring up our recommendations in the Governing Council Meeting.

SPIG VS CAUCUS STATUS
Pro SPIG--
  • SPIGs are ignored less than caucuses.
  • SPIGs are listed in programs.
  • Key for visibility.

Pro Caucus-
  • SPIG defines occupation, not who you are
  • If primary membership in G/L SPIG, then can't vote in other SPIG
  • Can't charge dues
  • Less flexibility

A straw vote was taken-majority for SPIG

An alternative to SPIG status for higher visibility-pull caucuses together and work towards visibility and participation in program planning.

Decided to remain a caucus

CHANGE NAME TO GAY/LESBIAN/BISEXUAL CAUCUS

"Bisexual" is already in bylaws-change name to reflect it.

Voted for and passed-none opposed-6 abstentions

OFFICERS
The slate was announced (see Denise)

Cynthia nominated for and voted on for Program Chair Elect

Entire slate passed.

PROGRAM PLANNING
Suggested Topics:
  • Research vs. activism-appropriate methodologies (Beck Young)
  • How to make mainstream health services gay friendly (Walter)
  • Violence-Domestic violence and hate crimes (Joyce Hunter suggested violence against adolescents)
  • Student issues-research (Liz Gruskin, Heather)
  • How to use national organizations-policy briefing (Paul)
  • Alcohol and smoking marketing w/ ATOD (Pam Rahn)
  • Gay and Lesbian Youth (Raye Carrey)
  • Policy ethics of gene mapping (Dan Gabrad)
  • Eroticising safer sex

SOCIAL CALENDAR
Steve volunteered his house for party next year.

Social chair was not chosen-people from DC will decide and get back to executive committee.
STUDENT PARTICIPATION-
Students are not being represented in the caucus. They need support and would like to participate both on the executive board and on a panel at the conference.
Proposal (Walter)-Have a student representative ad hoc member of executive board to:
Be responsible for outreach
Encourage student participation
Come up with a proposal for next year's meeting
Argument-not responsible enough, can't make commitment
Liz Gruskin made the commitment, approved.

Submitted by Liz Gruskin
October 27, 1993
LESBIAN AND GAY CAUCUS
ROUND TABLE DISCUSSION
MINUTES

After a brief discussion, the participants broke up into 3 smaller discussions and then joined again to report to the group.

Group 1:

Approximately half of group 1 were at the business meeting, so we spent some time filling those who did not attend in.

Proposals:
1. Provider education-have a session on education for researchers, providers, educators on dealing with gay and lesbian clients and dealing with families of gays and lesbians.
2. Politics of Sex-sexual repression, general sexuality workshop-possible co-sponsor with ASHWE
3. Talk about the reputation of gays and lesbians in public health and how to deal with it.
4. Push for a Plenary Session sponsored by gay/lesbian/bisexual caucus and possible co-sponsored on sexuality and educating researchers, providers to deal with gay/lesbian issues.

Group 2:
1. How do we deal with gay/lesbian patients?
2. How do we know when patients are gay/lesbian, how does that effect our treatment of them?
3. If being gay/lesbian is important for healthcare, how do we find out about them?
4. Homophobia
5. Since being out to caregivers increases comfort level, how do we encourage being open about sexuality?

Group 3:
1. Are the issues the same for gay/lesbian patients? caregivers?
2. How to influence APHA. Does it APHA have influence outside of APHA?
3. Most effective way to get things done is through primary sections-Spread out program more.

OVERALL

- Education for providers, researchers, educators on gay/lesbian/bisexual issues
- Plenary session-more visibility in program
- Having both session targeting gays/lesbian/bisexuals and targeting everyone
November 22, 1993

David H. Jernigan, MA
Associate Director
The Marin Institute for the Prevention of
Alcohol and Other Drug Problems
24 Belvedere Street
San Rafael, CA 94901

Dear Mr. Jernigan:

Per our conversation last week, I am forwarding a copy of the language changes in the section election letter that is sent to the nominations committees of the 24 APHA sections.

Please be advised that the changes to the membership deployment letter have not yet been made and that such changes are under the discretion of the APHA President-Elect. It is that person who each year develops the membership deployment letter and he/she may or may not wish to include the language changes suggested by EHOC, the Caucus on Disablment, and the Lesbian and Gay Caucus.

If you have any concerns regarding this matter, please contact me at (202) 789-5624.

Sincerely,

M. Angela Baker, MA
Coordinator, Section/Affiliate Operations

cc: Pat Mullen, DrPH
    Donald Patrick, PhD, MSPH
    Denise Dennis
    Katherine McCarter
MEMORANDUM

TO: Nominations Committee Chairpersons
     Nominations Committee Members

DATE: December 1993

FROM: Richard N. Carson
      Program Manager

SUBJECT: 1994 Section Election Procedures

As chairperson of your section's nominations committee, you play a critical role for your colleagues -- the work of you and your committee helps determine the future of your section. APHA appreciates the time and creative effort you will be devoting to this responsibility.

The enclosed materials were compiled to assist you and your committee in developing your section's slate of candidates for the 1994 elections. Although specific election procedures are detailed in the attached, "Section Policies Governing Elections," several points merit special attention.

COMMITTEE RESPONSIBILITY

Although you may have already begun to work with your committee to identify talent within your section, I want to emphasize that the nominations process is a committee responsibility and must not be shouldered by you alone. No doubt the committee will want to follow a procedure which can be handled through the mail; and if the section's budget allows, a telephone conference call might be helpful as well. To assist your committee in selecting members for your nominations slate, we are mailing to you and your committee members a roster of your section's primary membership. In addition, a codes pamphlet and explanation are enclosed to aid in interpreting the data included in the roster.

A note appears at the bottom of this page if you owe us the names and addresses of your committee members. Please communicate these to me at (202) 789-5623, as quickly as possible.
DIVERSITY IN REPRESENTATION

APHA has a long-range program to address itself to minority health concerns. In 1980, APHA implemented an Affirmative Action Plan for sections. A copy of this plan will be mailed to you under separate cover. As you will note, this plan will include Minority and Women Utilization Goals for each section's membership and leadership, and target dates set by APHA for the sections to meet these goals. The goals and target dates will be adjusted where necessary to reflect the present percentage of women and minorities in your section's membership and leadership.

APHA is committed to encouraging visible leadership in the Association by people with disabilities and lesbian, gay and bisexual people. For both of these constituencies, it is difficult to collect data and set specific affirmative action goals. However, please keep the Association's commitment to encouraging these constituencies in mind as you develop your section's slate of candidates.

As chairperson of your section's nominations committee, you should be fully aware of the Affirmative Action Plan and goals set for your section. We urge you and your committee to keep the Affirmative Action Plan and your section's goal in mind as you develop your nominations slate. A Minority Involvement Memo is attached for your completion and is to be returned with the nominations materials. Please note the "sample" copy when completing the Minority Involvement Form.

These are some of the resources available to you as you seek broader representation in your leadership positions:

1) The enclosed printout of your section's membership indicates both sex and racial data. The membership has voluntarily submitted this data to us and the Association has developed a restrictive policy on its use. We draw upon the information only for internal purposes and therefore, it is essential that you use the data only as it relates to the section nominations process.

2) The Equal Health Opportunity Committee members want to underscore this APHA commitment that governing bodies of sections (and all other Association units) be as representative as possible of minorities, women, people with disabilities, and lesbian, gay and bisexual people. If you feel the committee's chairperson, Dr. Patricia D. Mullen, could be of assistance to you in this effort, Please contact her:

Patricia D. Mullen, DrPH, MA
University of Texas
Health Science Center
PO Box 20186, RAS W-942
Houston, TX 77225
Business: (713) 792-8540

3) Although the annual recognition of Caucuses is not yet completed for 1994, the following caucuses as listed in 1993 would be pleased to provide assistance to you in identifying minority candidates as well. The chairpersons of the racial/ethnic caucuses are:

AMERICAN INDIAN AND ALASKA NATIVE CAUCUS

Linda Burhansstipanov, PhD
Research Associate
Special Populations Studies Branch, NCI
9000 Rockville Pike
Bethesda, MD 20852
Business: (301) 496-8589
CAUCUS OF ASIAN-AMERICAN HEALTH WORKERS

William Chen, PhD
Associate Professor
Department of Health Science Education
Florida Gym, Room 5
University of Florida
Gainesville, FL 32611

BLACK CAUCUS OF HEALTH WORKERS

Paul B. Simms, MPH
Deputy Director, Public Health Services

LATINO CAUCUS

Ms. Adela Gonzalez
Director, Department of Health & Human Services
City of Dallas

CAUCUS ON DISABLEMENT

Donald Patrick, PhD, MSPH
Professor & Chair
Department of Health Services, SC-37
University of Washington
Seattle, WA 98195

LESBIAN & GAY CAUCUS

Ms. Denise Dennis
Dear Tim McFeely:

As a long-term supporter of the HRCF and its predecessor organizations, and as a long-term health activist who helped bring gay/lesbian health issues into the political arena in 1975, I feel compelled to protest strongly the section of your November Capitol Hill Update dealing with national health care reform.

This states without equivocation, "The general principles and reforms outlined by President Clinton in his health reform plan deal with the greatest flaws and inequities of our current health care system." This statement is significantly incorrect as the Clinton plan makes the greatest flaw worse. The greatest flaw causing the greatest inequities is the profit-driven role of the insurance companies. The Clinton plan, as you well know, will expand and legitimate that role so that profit-making becomes the controlling objective of the entire U.S. health care system. In the shorthand of the current national debate, this is called "managed competition." The alternative financial concept, as you also know, is a unified, publicly accountable system which in the shorthand is called "single payer." The HRCF statement, purporting to be a thoughtful, comprehensive summary of the issues, does not use the phrases "managed competition" and "single payer", nor even hint that the choice between these concepts is the fundamental issue in the fight for good health care reform legislation and that the eventual choice will have crucial different consequences for the health services coverage of lesbians and gay men. I am saddened that the HRCF is using its considerable prestige in the gay/lesbian community to create confusion about the flaws and inequities of our current health care system and the best way to deal with them. The rationale for this is conspicuously absent in the HRCF statement.

You may not know that the leaders of the lesbian and gay health movement, based on their years of first hand experience in the health field, are convinced that the best way to deal with the U.S. health care crisis for lesbians and gay men, as well as for all Americans, is to use the "single payer" approach. This consensus is summarized in Appendix A (pp. 13-14) of a paper on gay and lesbian health issues I was invited to present at the recent annual meeting of the American Public Health Association; a copy is enclosed.
Until you have brought your position on this fundamental aspect of health care reform into conformity with that of the leaders of the lesbian and gay health movement, please do not use my "Speak Out Mailgrams" for messages about health care reform.

Peace,

Walter J. Lear, M.D.

cc: Denice Dennis, Lesbian and Gay Caucus of Public Health Workers
Joyce Hunter, National Lesbian and Gay Foundation
Kate O'Hanlon, American Association of Physicians for Human Rights
Marj Plumb, National Gay and Lesbian Task Force
October 28, 1993

Dear Friends and Colleagues:

I am writing to you as a fellow lesbian health professional, and also as a lesbian parent. Right now, I am on the plane returning to Boston from the recent American Public Health Association meeting in San Francisco, and I have had the opportunity to spend some time looking over the Program and Abstracts. It is very exciting that there were at least 10 sessions specifically organized to address lesbian and gay health concerns, representing the work of over 93 health professionals. I am sending this letter to all 93 of you, as well as several other health professionals who I know to have an interest in the topic of my letter. While examining the program, I noticed an omission which was of concern to me, and which I would like to bring to your attention. Among these many and diverse sessions, there was an utter neglect of discussion of lesbian and gay parenting and family issues.

Why is this? Perhaps there is nothing more threatening to the heterosexist and patriarchal values of our society than lesbians and gay men choosing to create and raise families completely within the context of the lesbian and gay communities. Certainly, funding for research on and programs for these families would not be forthcoming, and this would undoubtedly affect the ability of providers and researchers from or with an interest in our communities from doing valuable work they might otherwise like to be doing. Perhaps internalized sexism and heterosexism is damaging us from within. And I am sure there are many other reasons as well.

I would like to submit for your serious consideration that these issues be given a higher priority in your further work on lesbian and gay health care and research.

It is clear that a lesbian "baby boom" is ongoing in Boston, San Francisco and other communities with a large, active lesbian population. The Fenway Community Health Center in Boston provides considerable medical and support services for lesbian families and prospective families; in fact, I would venture to guess that in terms of both numbers and dollars this is by far the largest service utilization of lesbians at this health center. In addition, gay men are also utilizing these services, although in smaller but growing numbers. In addition, many lesbians and gay men have not chosen children in the context of their present sexual orientation, but rather during a former heterosexual relationship. I would like to suggest that the following questions be addressed in future activities and research on lesbian and gay health:

1. What and how many lesbian and gay and feminist health centers are providing medical and support services to lesbian and gay families and prospective families? What services are being
provided? What are the utilization rates and how do these compare to other services being offered by these centers? What are the costs to the clients and to the providers, and who is paying? Is access to these services going disproportionately to well-insured, middle and owning class clients, and if so, can and how can this inequity be reversed?

2. Is there an epidemic of infertility among lesbians attempting to conceive, as is the perception among many of us in the lesbian families community? If so, is it due primarily to delayed age at first conception attempt, or are lesbians at some additional risk?

2a. Re: treatment for infertility and options for conception for lesbians and gay men - Which methods of insemination are working the best for us? What if any are the risks of HIV infection from the various insemination options? What treatments for infertility are lesbians utilizing? Are they working? Who is providing these treatments? What barriers are there to access for treatment of infertility? What are their side effects to mother and child? How can we prevent infertility in our community? Are lesbians who inseminate with gay men who are HIV positive or not at greater risk for HIV infection? Are their children at risk for HIV infection? To what extent are gay men utilizing the surrogacy option, and how do the ethics and politics of this impact upon our families and community?

3. Re: family medicine and pediatrics - Do babies and children of lesbians and gay men have special pediatric needs? If so, what are they and how can they be met? (My original intention was to enclose a manuscript entitled "Children of Gay and Lesbian Parents", to appear in Pediatrics in Review, by Drs. Melanie Gold, Ellen Perrin, Donna Futterman and Stanford Friedman, of Montefiore Medical Center, Bronx, NY and University of Massachusetts Medical Center, Worcester, MA. Because there are more than 93 of you, I would instead ask that anyone interested contact me or the authors for a copy. According to Ellen Perrin, this is the first article to appear in a pediatric journal about children whose parents are lesbian or gay).

4. Re: mental health - Do young and adolescent children of lesbians and gay men have special mental health needs? If so, what are they and how can they be met? Are there special gender identity issues for boys raised by one or two mothers (and no father) or girls raised by one or two fathers (and no mother), and if so, how can providers of lesbian and gay health services help to identify and meet these needs? Do children raised in biracial lesbian and gay families (e.g. children born in Latin American and adopted by lesbian or gay couples is a quite common phenomena in our community) have special needs and how can they be met?

Finally, how can we help our families stay together? How can we make transitions to new family groupings with as little damage to children and parents as possible? What are the special stresses on lesbians and gay families, and how can we reduce or eliminate them? How are all of these issues different for lesbian and gay families of different genders, races, ethnicities, configurations, and social classes, and how can we meet these diverse needs?
I am sure that I have neglected to include many important issues concerning the health needs of lesbian and gay families and prospective families, but the list I did compile above is itself quite formidable.

The risks of HIV infection among lesbians resulting from behaviors other than alternative insemination as well as the needs of HIV infected lesbians are critical issues in lesbian health. So are breast cancer, cigarette smoking, alcoholism, and depression. Gay men face many serious health concerns, including and in addition to HIV and AIDS. I would like to emphasize that my intent in writing this letter is not to suggest that the urgent needs of lesbian and gay families and prospective families replace the urgent needs of lesbians with HIV, at higher risk for HIV for reasons other than possible ‘unsafe’ alternative insemination practices, or of lesbian women who are alcoholics, cigarette smokers or depressed. Rather, I am asking that the needs of lesbian and gay families and prospective families be added to the agenda of topics considered whenever lesbian and gay health issues are discussed, and I am wishing to generate interest among you in taking up these issues and encouraging colleagues to do so as well.

I welcome any further discussion on any of the points raised by this letter, both with me or with anyone else! Please do not hesitate to contact me by phone (617-524-0982), mail (8 Dresden Street, Jamaica Plain, MA 02130) or E-mail (stdls@gauss.med.harvard.edu). I am completely ‘out’ at work, both as a lesbian and as a lesbian mother by choice, and I give you my home phone number and address only because I am overwhelmed with direct work responsibilities at work!

Thank you for your consideration.

Sincerely,

Donna Spiegelman, Sc.D.
Assistant Professor of Epidemiology and Biostatistics

cc: William Rogers, Walter Jones, James Johnson, Ana Motta-Morales, Daniel Chasin, Gilbert Elbaz, Joyce Hunter, Raul Perea-Henze, Katherine O’Hanlan, Walter Lear, Daniel Dennis, Rebecca Young, Barbara Herbert, Martha Moon, Patricia Stevens, JoAnn Hall, Brian Dobrow, Bradford Bartholow, Lynda Doll, Dan Joy, Wayne Wilson, Sandra Headen, JJ Hernandez, Rachel Royce, Richard Wolitski, Nancy Stroup, Edward Brann, Delia Garcia, Nina Trujillo, Lani Kaahumanu, Sally Cooper, Chwee Chng, Jason Heffner, Galen Ellis, Kevin Goebel, Goria Soliz, Naphtali Offen, Tineke Tan, Linda Waralaw, Deborah Lubeck, Catherine Williams, Michael O’Dell, Rebecca Donatelle, Marsha Greer, Donna Champeau, Michele Hawkins, Wesley Hawkins, Britt Ellis, Nancy Warren, Suan Chen, Kevin Bratholt, Justin Odulana, Cheryl Draut, Mary Claybon, Cheryl Langford, Laura Dean, Ilana Meyer, Joshua Lipsman, Rafael Diaz, Barbara Marin, Joseph
LESMN, GAY AND BISEXUAL CAUCUS OF PUBLIC HEALTH WORKERS
in official relations with the American Public Health Association

January 6, 1993

Katherine S. McCarter, MHS
Associate Executive Director
and Staff Liaison for Caucuses

Dear Ms. McCarter:

This letter is a request for the Lesbian, Gay and Bisexual Caucus to continue in official relations with APHA in 1993. Please note that our membership voted to include bisexuals in the name of our caucus at our annual meeting in October.

The objectives of the Caucus are to ensure that lesbian, gay and bisexual public health issues are addressed in the AHA annual meeting; to ensure that these public health issues are addressed in APHA's policy statements; and to encourage and support the participation of lesbian, gay and bisexual identified APHA members within the overall APHA structure. I am enclosing a copy of our caucus by-laws for your files. Please note that the name change simply reflects our mission statement, adopted in October, 1990.

The Caucus does not limit its membership to APHA members, but APHA membership is strongly encouraged.

The contact person, and current chair, for the Caucus is myself:

Denice A. Dennis, MPH

Please do not include "Lesbian, Gay and Bisexual Caucus" on any mailing labels addressed to this home address. L/G/B Caucus will be suitable for this purpose.

Please expect an up-to-date list of the current Caucus members, with proper names, addresses, and membership numbers (if known) under separate cover.

Respectfully,

Denice A. Dennis, MPH
BY-LAWS

ADOPTED, 1990

LESBIAN, GAY AND BISEXUAL CAUCUS OF PUBLIC HEALTH WORKERS "in official relations with the American Public Health Association"

PREAMBLE

The American Public Health Association (APHA) is an interdisciplinary professional society established in 1872. The mission of the Association is to protect and promote personal and environmental health.

The Lesbian and Gay Caucus of Public Health Workers (Caucus) was established as being in "official relations" with APHA in 1975.

I. MISSION STATEMENT

- To provide a forum for supportive educational interchange among lesbian, gay and bisexual APHA members.
- To provide the opportunity for APHA members and other health care workers to learn about lesbian, gay and bisexual public health related issues.
- To improve health care services for lesbians, gay men and bisexuals by combating homophobia and sexism within APHA as an organization and within public and private health care delivery systems.
- To ensure that lesbian, gay and bisexual public health issues are addressed in APHA's policy statements.

II. ADOPTION/AMENDMENTS

A. Adoption: Upon approval, by consensus, of Executive Committee (defined in text) and with 2/3 majority approval of all voting members (defined in text) present at the 1990 Caucus Business Meeting, these rules of procedure will be adopted.

B. Amendments: These by-laws may be amended by a two-thirds vote of all voting members in attendance at any annual Caucus Business meeting.

V. MEMBERSHIP/MEETINGS

A. General Members: Membership in the Caucus is open to any APHA member who expresses an interest in lesbian, gay, and bisexual issues. APHA policy does require that all Caucus members be (or become) paid-up members of APHA. Voting members are those who are current dues paying caucus members.

B. Meetings: A Caucus Business Meeting will be held during the APHA Annual Meeting.

C. Membership Year/Dues: The Executive Committee shall set the annual
dues. The Caucus Membership Year shall run from the opening of each year's Caucus Business Meeting through the opening of the following year's Caucus Business Meeting.

EXECUTIVE COMMITTEE

A. Executive Committee Duties: The Executive Committee acts as the governing body of the Caucus. Its duties are:
1. To formulate rules of procedure for the Caucus.
2. To assist in development of the Caucus program for the annual meeting.
3. To review and provide final approval of the Caucus program for the annual meeting, approval sought through mail, phone, etc.
4. To nominate Caucus officers.
5. To consider and transmit to the Governing Council of APHA resolutions originating in the Caucus. Only resolutions approved by the Governing Council shall be published as representing the policy of the Association.
6. To advise the Executive Board of APHA with respect to the organization and membership of the Equal Health Opportunity Committee (EHOC) and any other Boards, Task Forces, Councils, Standing Committees.

B. Executive Committee Composition: Executive Committee members must be current members of the Caucus and APHA. The Executive Committee is composed of:
- Caucus Chair
- Caucus Chair-Elect or Immediate Past Chair
- Program Chair
- Program Chair-Elect (non-voting)
- Secretary
- Treasurer

C. Meetings
1. The Executive Committee of the Caucus meets twice during each Annual Business Meeting of the Association. The first meeting is held early in the week to:
   a. review caucus generated/supported resolutions, position papers, issues;
   b. nominate officers;
   c. attend to business related to the Annual Meeting and to review Caucus needs and developments.

2. The second meeting is held on the final day of the Annual Meeting and is chaired by the new Chairperson. At this time the new Executive Committee begins its official responsibilities. The principle issues to be covered include follow-up on business from Caucus Business Meeting, discussion of program plans for the
ensuing year, and publication of the Newsletter.

3. In addition, the Executive Committee shall call a Business Meeting for all Caucus members attending the Annual Meeting to report on Caucus activities and elect officers.

4. A quorum of the Executive Committee shall consist of 3 voting members.

I. NEWSLETTER/COMMUNICATION

A. Between Annual Meetings the business of the Caucus is conducted by mail, phone, "The Nation's Health" and the Caucus Newsletter. The Newsletter will have a minimum of two issues. The first issue will publicize the Program for the Annual Meeting, solicit abstracts and publish the names and addresses of all Caucus Officers. The second issue will update Caucus members on Annual Meeting Activities and other Caucus business.

II. ELECTIONS

A. Only those individuals who are current members of APHA and the Caucus can serve as a Caucus Officer.

B. Only those individuals who are current members of APHA and the Caucus can vote in Caucus elections.

. Election of Caucus Officers will be held during the Caucus Business Meeting. Officers will be nominated by the Executive Committee with the opportunity for additional nominations to be submitted during the Business Meeting by any voting Caucus member in attendance.

D. Officers are elected by a simple majority of those voting Caucus members in attendance at the Business Meeting.

E. To the extent possible, elected officers shall alternate by gender with each term.

III. CAUCUS OFFICERS’ DUTIES AND TERMS OF OFFICE

A. **Chairperson** - two (2) year term

1. Provide leadership for Caucus activities, including implementation of plans and policies formulated by the Executive Committee.

2. Collaborate with the Secretary and Program Committee Chairperson in determining the time and place of meetings of the Caucus and Executive Committee; plan agenda for meetings, and with aid of the
Secretary, assure follow-up of Caucus actions.
3. Preside at meetings of the Caucus and Executive Committee.
4. Annually, register Caucus for designation as being "in official relations" with APHA.
5. Receive and assure appropriate response to all correspondence relating to the business of the Caucus.
6. Serve as liaison with professional and consumer groups, related government organizations, and individuals interested in Lesbian/Gay/Bisexual Public Health related issues.
7. Assure that members are kept informed of Caucus activities through the Caucus newsletter. Review and approve final editions of Newsletter before it is mailed to Caucus members.
9. Promote the role of the Caucus in contributing to Association deliberations and action in relation to matters that are of special concern to members of the Caucus.
10. Assist Program Chairperson in developing program for Annual Meeting.
11. Orient Chairperson-Elect.
12. Ensure that her/his name appears on Caucus checking account.

B. Chairperson-Elect - one (1) year term
1. Elected at end of first year of Chair's two year term.
2. Act for the Chairperson in his/her absence.
3. Assist the Chairperson in giving leadership to Caucus.
4. Attend Executive Committee and Business meetings.
5. Assume position of Chairperson at the end of term.
6. Serves on the Caucus Program Committee.
7. Eligibility Criteria: It is desirable for Chairperson-Elect to have previously held a position as a Caucus Officer.

C. Immediate Past-Chair - one (1) year
1. Provide assistance as needed to current Chairperson.
2. Attend First Executive Committee meeting of Annual Meeting and Business meeting.
3. Act for the Chairperson in his/her absence.
4. Term expires at end of first Executive Committee meeting of the year immediately following his/her last year in office as Chair.
5. Serves on Caucus Program Committee.

D. Secretary/Newsletter Editor - one (1) year term
1. Prepare minutes of Caucus Business Meeting and Executive Committee meetings as soon as practicable after the Annual Meeting and submit to Chairperson.
2. Prepare address/phone list of all Executive Committee members and distribute to all Executive Committee members as soon as practicable after the Annual Meeting.
3. Notify all members of the Caucus and Executive Committee of time and location of meetings.
4. Publish/edit two issues of Caucus Newsletter, distribute to all Caucus members.
5. Orient the Secretary-Elect to the responsibilities of the Secretary and transmit to incoming Secretary all records and files of Caucus.
6. Maintain mailing list of Caucus members a copy of which shall be provided to each Executive Board member.

E. **Treasurer** - two (2) year term, to be staggered with Chairperson's term to ensure continuity.
1. New treasurer must open a new, separate checking account for the Caucus at a place of her/his convenience.
2. Attend Executive Committee Meetings and Business Meeting.
3. Collect membership forms and dues at Annual Meeting and throughout the year.
4. Communicate with Caucus Chairperson regarding financial status of Caucus.
5. Send membership information on a regular basis to Caucus Chairperson or her/his designee.
6. Keep accurate account of all financial transactions, ensuring an accurate paper trail of all transactions.
7. Submit monthly checking account statements to Chairperson.
8. Prepare an annual report of all Caucus transactions and present it to the Executive Committee and the entire Caucus during the Annual Meeting.

F. **Program Chair** - one (1) year term
1. Solicit recommendations for following year's program during Caucus Business meeting.
2. Present proposed list at the concluding Executive Committee meeting.
3. In coordination with the Caucus Chairperson, finalize the proposed program list and, with Chairperson's approval, submit a call for abstracts to "The Nation's Health" for publication within the designated deadline.
5. Solicit abstracts as necessary.
6. Keep in close communication with the Caucus Chairperson.
7. Respond to APHA correspondence as is appropriate.
8. Ensure final program, as submitted to Executive Committee for approval, reflects the diverse concerns and needs of the lesbian/gay communities, especially related to ethnicity and gender.
9. Submit final program to Executive Committee for approval. Upon approval, submit to the Association in a timely fashion.
10. Orient Program Chair-Elect.

G. **Program Chair-Elect** - one (1) year term
1. Assist Program Chair in developing Caucus Program
2. Attend Executive Committee Meetings and Business Meetings.
3. Act in Program Chair's absence.
X. CONFIDENTIALITY

A. Only those Caucus members who consent will be reported to APHA in the annual recertification of the Caucus.

B. The Caucus mailing list shall be used exclusively for official Caucus business.

. PROVISION FOR REPLACEMENT OF OFFICERS

A. Any Executive Board member may recommend that an officer be removed. Upon concurrence by all voting members of the Executive Board except the officer being removed, a special mailing will be sent to the Caucus membership. Removal requires a two-thirds agreement of all returned ballots. The officer being removed shall have the right to insert a statement in the mailing.

B. Upon either the removal of an officer or the inability of an officer to complete his/her term of office, the Chairperson shall designate another member for the remainder of the vacated term. This provision shall be superseded by a special election at the annual Caucus Business Meeting for those officers with a two-year term who resign after one year. The staggered terms of office shall be maintained, however, and the special election shall be only for the remainder of the vacated term.

CAUCUS COMMITTEES

Caucus Committees are established by the Executive Committee. Continuation/discontinuation of existing committees and inauguration of new committees may be determined at the Annual Meeting.

October, 1993
<table>
<thead>
<tr>
<th>Caucus</th>
<th>Contact Persons</th>
</tr>
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<tbody>
<tr>
<td>American Indian &amp; Alaska Native Caucus</td>
<td>Linda Burhansstipanov, DrPH</td>
</tr>
<tr>
<td>Est. 1981</td>
<td></td>
</tr>
<tr>
<td>Black Caucus of Health Workers</td>
<td>Debra Prothrow-Stiths, MD, EdD</td>
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<tr>
<td>Est. 1968</td>
<td>Harvard School of Public Health Government &amp; Community Program</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>Caucus of Asian-American Health Workers</td>
<td>William Chen, PhD</td>
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<td>Est. 1974</td>
<td>Associate Professor</td>
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<td>Dept. of Health Science Ed.</td>
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<td></td>
<td>University of Florida</td>
</tr>
<tr>
<td></td>
<td>Florida Gym, Rm. 5</td>
</tr>
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<td></td>
<td>Gainesville, FL 32611</td>
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<tr>
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<td></td>
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<tr>
<td>Caucus on Disablement</td>
<td>Alexander R. Vachon, PhD</td>
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<td>Est. 1989</td>
<td>Office of Senator Bob Doyle</td>
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<td>Caucus on Homelessness</td>
<td>Andrea Solarz, PhD</td>
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<td>Est. 1990</td>
<td>American Psychological Association Public Policy Affairs</td>
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<tr>
<td>Latino Caucus</td>
<td>Diana M. Bonta, DrPH, RN</td>
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<tr>
<td>Est. 1973</td>
<td>Director of the Dept. of Health &amp; Human Services</td>
</tr>
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<td>City of Long Beach</td>
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*Pending official recognition by APHA Executive Board* 11/19/93
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<thead>
<tr>
<th>Caucus</th>
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<tr>
<td>Lesbian &amp; Gay Caucus</td>
<td>Ms. Denise Dennis</td>
</tr>
<tr>
<td>Est. 1975</td>
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<tr>
<td>(Note: Use “L&amp;G Caucus” when addressing material to Ms. Dennis)</td>
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<tr>
<td>Peace Caucus</td>
<td>Cathy Fagan, MD, MPH</td>
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<tr>
<td>Est. 1986</td>
<td>Director of Occupational &amp; Environmental Medicine</td>
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<tr>
<td>Health Equity &amp; Public Hospital</td>
<td>Jameela Afi-Leigh, MPA</td>
</tr>
<tr>
<td>Caucus</td>
<td>Service Area Manager</td>
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<td>Est. 1981</td>
<td>Healthy Family/Healthy Start</td>
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<td></td>
<td>MetroHealth Medical Center</td>
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<tr>
<td>Socialist Caucus</td>
<td>Mark Kaplan, DrPH</td>
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<td>Est. 1976</td>
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<td>Vietnam Caucus</td>
<td>Ralph Timperi, MPH</td>
</tr>
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<td>Est. 1990</td>
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<td>Women’s Caucus</td>
<td>Ms. Shauna L. Heckert</td>
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<tr>
<td>Staff Liaison</td>
<td>Katherine S. McCarter, MHS</td>
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<td></td>
<td>Associate Executive Director</td>
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<td>American Public Health Association</td>
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*Pending official recognition by APHA Executive Board*
## CAUCUS MEMBERSHIP DATA

### Lists Submitted for 1993 Recognition

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<th>Caucus</th>
<th>Total</th>
<th>APHA Members</th>
<th>Lapsed Membership</th>
<th>Non-Members</th>
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<td>American Indian &amp; Alaska Native</td>
<td>104</td>
<td>68</td>
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<tr>
<td>Asian</td>
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<td>Homelessness</td>
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<td>Latino</td>
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<td>Lesbian &amp; Gay</td>
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<td>Peace</td>
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<td>Socialist</td>
<td>1,323</td>
<td>508</td>
<td>73</td>
<td>742</td>
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<tr>
<td>Vietnam</td>
<td>95</td>
<td>44</td>
<td>9</td>
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<td>Women's</td>
<td>113</td>
<td>77</td>
<td>14</td>
<td>22</td>
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<td><strong>TOTALS</strong></td>
<td>2,969</td>
<td>1,363</td>
<td>229</td>
<td>1,337</td>
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<tr>
<td>(1992)</td>
<td>(100%)</td>
<td>(45.9%)</td>
<td>(7.7%)</td>
<td>(46.4%)</td>
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### DATA FROM PREVIOUS YEARS

<table>
<thead>
<tr>
<th>Year</th>
<th>List Totals</th>
<th>APHA Members</th>
<th>Lapsed Membership</th>
<th>Non-Members</th>
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<tbody>
<tr>
<td>(1992)</td>
<td>2,810</td>
<td>1,538 (54.7%)</td>
<td>234 (8.3%)</td>
<td>1,038 (36.9%)</td>
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<tr>
<td>(1991)</td>
<td>2,586</td>
<td>1,285 (50%)</td>
<td>294 (11%)</td>
<td>1,007 (39%)</td>
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<tr>
<td>(1990)</td>
<td>2,562</td>
<td>1,345 (52%)</td>
<td>357 (14%)</td>
<td>860 (34%)</td>
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<tr>
<td>(1989)</td>
<td>2,483</td>
<td>1,352 (54%)</td>
<td>235 (10%)</td>
<td>896 (36%)</td>
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<tr>
<td>(1988)</td>
<td>2,381</td>
<td>1,250 (52%)</td>
<td>237 (10%)</td>
<td>894 (38%)</td>
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<tr>
<td>(1987)</td>
<td>2,396</td>
<td>1,327 (55%)</td>
<td>272 (11%)</td>
<td>797 (33%)</td>
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<tr>
<td>(1986)</td>
<td>2,121</td>
<td>1,119 (53%)</td>
<td>214 (10%)</td>
<td>788 (37%)</td>
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<tr>
<td>(1985)</td>
<td>2,104</td>
<td>908 (43%)</td>
<td>220 (11%)</td>
<td>976 (46%)</td>
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<tr>
<td>(1984)</td>
<td>1,734</td>
<td>880 (51%)</td>
<td>192 (11%)</td>
<td>662 (38%)</td>
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<tr>
<td>(1983)</td>
<td>1,730</td>
<td>744 (43%)</td>
<td>268 (15%)</td>
<td>718 (42%)</td>
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<tr>
<td>(1982)</td>
<td>993</td>
<td>545 (55%)</td>
<td>62 (6%)</td>
<td>386 (39%)</td>
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<tr>
<td>(1981)</td>
<td>1,119</td>
<td>619 (55%)</td>
<td>98 (9%)</td>
<td>402 (36%)</td>
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<tr>
<td>(1980)</td>
<td>950</td>
<td>397 (42%)</td>
<td>220 (23%)</td>
<td>333 (35%)</td>
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<tr>
<td>(1979)</td>
<td>498</td>
<td>333 (67%)</td>
<td>54 (11%)</td>
<td>111 (22%)</td>
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<tr>
<td>DEC '93</td>
<td>Dec. 6—Executive Committee</td>
<td>Dec.—THA Call for Abstracts</td>
<td>Dec.—THN Notice</td>
<td>Dec.—THN Notice</td>
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<tr>
<td>FEB</td>
<td>Feb. 10—Abstracts to Program Chairs</td>
<td>Feb. 10—Abstracts to Program Chairs</td>
<td>Feb.—THN Nominations Reminder</td>
<td>Feb. 25—Section Nominations Due</td>
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<td>MAR</td>
<td>Mar. 7—Executive Committee</td>
<td>Mar. 11—Session/Function Info. Due</td>
<td>Mar. 11—Proposed Policy Stmts. Due</td>
<td>Mar. 24—Proposed Policy Stmts. Due</td>
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<td>JUL</td>
<td>Jul. 18-19—Executive Board</td>
<td>Jul. 1—Copy Deadline Final Program</td>
<td>Jul. 10—Copy Deadline Final Program</td>
<td>Jul. 3—Copy Deadline Final Program</td>
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<td>AUG</td>
<td>Aug.—APH Preliminary Program</td>
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<td>SEP</td>
<td>Sep. 12—Executive Committee</td>
<td>Sep.—Policy Stmts. in THN &amp; Agenda Bk</td>
<td>Sep.—Policy Stmts. in THN &amp; Agenda Bk</td>
<td>Sep.—Policy Stmts. in THN &amp; Agenda Bk</td>
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<td>DEC '94</td>
<td>Dec. 12—Executive Committee</td>
<td>Dec.—THN Notice</td>
<td>Dec.—THN Notice</td>
<td>Dec.—THN Notice</td>
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Revised: November 1993
L/G/B EXECUTIVE COMMITTEE MEMBERS

Denice A. Dennis, MPH, Chair, 92-94

Donald Gabard, Ph.D., Chair-Elect, 94-96

Marc Wynn, MSPH, Secretary, Newsletter, 91-94

Bruce Reeves, MSW, Treasurer, 93-95

Jim Brennon, MSW, Program Chair, 93-94
Coordinator, Health and Mental Health Services
National Association of Social Workers

Cynthia Gomez, Ph.D., Program Chair-Elect 94-95
UCSF Center for AIDS Prevention Studies
A huge “congratulations” is due to Denice Dennis, Jim Brennan and all the participants of the sessions sponsored by the Caucus at our last conference. This is going to be a tough act to follow, but this year’s program with Cynthia Gomez as Program Chair looks terrific. Certainly a lot of work has already transpired and we owe Cynthia, the contributors, reviewers and a small army of other people who have worked hard to make this the “Best Ever” our sincere appreciation. Over the years I have had the pleasure of working with extremely competent and talented people, both in the clinics and in academia. None, however, match Dr. Cynthia Gomez as an efficient and extremely pleasant leader with an innate sense of fairness and perspective. This is without doubt one of our best program years. Once again, thanks to all you who made it happen.

Be sure and note the social events for this year including the Harbor Cruise, Hospitality Social, as well the business meeting. There is still another social event still in the planning stages so be sure and stop by the booth for further details.

There are many substantive issues before the Lesbian, Gay and Bisexual communities at large, especially in terms of health care. If we take a moment to pause and reflect, we must recognize that we have made significant gains in a relatively short time. Today we are concerned about the legalization of same sex marriages, a Supreme Court ruling on Gays and Lesbians in the military, and state non-discrimination laws as well as equality in both the delivery and the re-

Continued on Page 5
MEMBER SPOTLIGHT.....
... on Marc Wynne, M.S.P.H.

ike most professionals my age, I reached my present position in life through a somewhat circuitous route. Suffice it to say that prior to entering healthcare I dabbled in a number of occupations - the most glamorous of which included a fry cook at Carl's Jr., a salesman (and part-time Winnie-the-Poo) at Sears, a forklift driver in Iran, and (my personal favorite) a PBX operator. Although brief, these jobs did much to hone my business skills but, more importantly, provided me with a means of survival during my high school and college years.

It was in my second year at UC Irvine that I fell upon (quite literally) my first healthcare job; a switchboard operator at a major Southern California hospital. Six-months later I was an evening EKG technician. Ten-years and two-degrees later, I was the evening supervisor of the Cardiopulmonary department, a licensed Cardiopulmonary Technician (CPT), a senior member of the trauma and "code blue" teams, clinical instructor of EKG interpretation to physicians and nurses, and part-time administrative intern. My life as a healthcare professional had begun.

My position at the hospital was fulfilling, but my paychecks fell far short of the revenue I needed to support me in the life-style I was aspiring to. I recognized that in order to improve my life-style, I would need to improve my career, at least so far as my income was concerned. After considerable reflection I decided to remain in healthcare, but was torn between pursuing a clinical profession or exploring opportunities in administration. Rather than decide, I went for both. My decision was essentially made for me, though, when I failed to get accepted into any of the medical schools I had applied to. On the other hand, my application to the Health Planning and Policy program at the UCLA School of Public Health was accepted immediately, with full scholarship no less. Not being one to look a gift horse in the mouth, I accepted.

In retrospect, I'm happy the way things turned out. As a healthcare executive I have considerably more impact on improving the care and welfare of patients than I probably would have had as a clinician.

At UCLA I had the honor of being mentored by Beverlee Meyers, and worked closely with her, Alex Capron, Ellen Severoni, and Coreen Baily in starting California Health Decisions, a grassroots organization to establish social policy on healthcare issues (based loosely on Oregon Health Decisions). Then, after graduating, I was indoctrinated to the field of Managed Care when I became Assistant Administrator of Weissberg and Aronson, Inc., a leading California healthcare law firm. Positions to follow were Manager of Quality and Network Evaluation at Blue Cross of California, senior partner in a healthcare consulting firm, and Director of Quality for Value Health Sciences and American Psych Management, a managed mental health carve-out. I presently hold the position of Vice President for Research, Analytic and Consulting Services (RACS) at Value Health Sciences, where I direct consulting and analytic activities in our Los Angeles, Washington D.C., Albany, and Cleveland offices. (United Airlines just loves me!) In addition to my administrative duties, I advise healthcare organizations, providers and payors in matters related to outcomes management, integrated data systems, and business strategies for survival in an evolving Managed Care market. But by far most fulfilling has been my work with the government of six States on matters related to healthcare reform.

This past January, Lindsay, my partner of five-years, died from complications of AIDS. Shortly after his death I really started to change inside. I started to feel incredibly stressed and unfulfilled, both at home and at work. I felt as though I would explode unless I took time-out for myself to properly mourn and decompress. Even more so, though, I could not shake the feeling that somewhere I had made a mistake - that some (or maybe even all) of those career decisions I made way back when were not the right ones to make after all. So I pooled my available time-off, cashed-out my vacation accrual and the company stock I had bought, and financed a six-month sabbatical to rediscover myself.

It was in late July, somewhere between Los Angeles and Palm Springs, that it hit me; "I had spent the better part of the past five years working for someone else, helping them make money... a lot of money." This was shortly followed by yet another insight; "If I can make money for them, why can't I make it for myself?" Surely I possessed the skills sets to succeed, and if God forbid I didn't, at least I knew the phone numbers of people who did." It was then that I decided to leave my job and pursue a dream. That dream comes in two parts: a ballet studio in Portland (opening January, 1996), and a coffee house (named "Lindsay's") in Palm Springs (opening Summer, 1996).

It follows that since I will be leaving healthcare, I will also be leaving the APHA ending a 10-year affiliation, and a five-year affiliation with the Caucus. Since this will be the last newsletter I produce, I would like to take this opportunity to thank the past and present members of the Caucus Executive Board, as well as the membership in its entirety, for your unyielding encouragement and support. 10Q all. And if chance finds you in the California desert next year, please stop by. Caucus members drink free! (provided their membership dues are paid, of course)

This newsletter is (usually) published bi-annually by the Lesbian, Gay and Bisexual Caucus of Public Health Workers. Forward all correspondence to: LG/BC, 1732 Hearst Avenue #2, Berkeley, California 94703.
Since rooms and times change, we recommend confirming session information in the Official APHA Program.

------------------ SUNDAY, OCTOBER 29, 1995 ------------------

7:00-9:00 PM GRANT-Grand Ballroom D
LG&B CAUCUS HOSPITALITY SUITE

------------------ MONDAY, OCTOBER 30, 1995 ------------------

8:00-10:00 AM GRANT-Grill
WOMEN'S NETWORKING BREAKFAST
12:30-2:00 PM GRANT-Georgian Room [S] Session 1020
Tales from Two Cities: AIDS Risk Behaviors Among Gay Men in Two Western Cities
12:30-2:00 PM [CP][CO] Session 1013
Opportunistic Infections in HIV-Infected Persons
2:00-3:30 PM GRANT-Crystal Room [S] Session 1078
Alcohol and Tobacco Industry Targeting of Gay, Lesbian and Bisexual People
2:00-3:30 PM [CP][CO] Session 1050
Sexually Transmitted Diseases; Substance Use
2:00-3:30 PM [CP][CO] Session 1067
Epidemiology Contributed Papers: Risk Factors and Behaviors I
2:00-3:30 PM [CP][CO] Session 1105
Women and Cancer
4:00-5:30 PM GRANT-Grand Ballroom D [S] Session 1155
Health Risks and Concerns in the Lesbian Population
4:00-5:30 PM [CP][CO] Session 1162
Access to Health Insurance Coverage for Women: The Implications of Gender Differences
7:00-10:00 PM See Booth for Location
CAUCUS MEMBER AND FRIENDS SOCIAL
7:00-8:30 PM [CP][CO] Session 1195
The Politics of Breast Cancer
7:00-8:30 PM [CP][CO] Session 1212
Public Health Nurses and TB Management: Making the Difference

------------------ TUESDAY, OCTOBER 31, 1995 ------------------

8:30-10:00 AM GRANT-Georgian Room [S] Session 2036
Research and Service Providers Respond to the Needs of Gay, Lesbian and Bisexual Consumers of Treatment for Alcoholism
8:30-10:00 AM [CP][CO] Session 2055
Poster Session: HIV and AIDS
8:30-10:00 AM [CP][CO] Session 2084
Poster Session: HIV Infection and AIDS I
10:00-2:00 PM [CP][CO] Session 2128
Lesbian and Bisexual Women's Health Care Issues
Noon-2:00 PM GRANT-Georgian Room Brown Bag Lunch
CAUCUS ANNUAL BUSINESS MEETING
12:30-2:00 PM [CP][CO] Session 2089
Poster Session: Forum on Bioethics


Hospitality Social
Sunday, October 29
US Grant Hotel, Grand Ballroom (D)
7:00-9:00 p.m.

Please join us Sunday, October 30, 1995 for our kick-off social event. This year we will have the hospitality social in Section D of the Grand Ballroom in the U.S. Grant Hotel from 7:00 p.m. until 9:00 p.m.

As many of you will recognize, the use of a meeting room instead of a hotel suite represents a major departure for the caucus. The primary reason for the switch was financial, but there are also some real advantages, namely much more room. So, please join us for this opportunity to renew those APHA friendships and start this conference off with great fun.

Caucus Booth
#1221, Exhibit Hall
Sunday thru Wednesday

Don't forget to stop by the Caucus Booth in the Exhibit Hall. You just might see an old friend or two. Better yet, you might even meet some new ones.

The booth opens on Sunday, October 29, and continues through Wednesday. Banquet tickets, social event information, the Caucus resource book, and those all-too-cute pink triangle and rainbow stickers are all available at the booth.

Members interested in working the booth for some or all of the conference should contact Dr. Linda Wardlaw at (510) 848-9082, or fill out the bottom portion of the Annual Banquet Advance Ticket Purchase form on page 6.

Caucus Member & Friends Social
Monday, October 30
7:00 - 10:00 p.m.
Maps available at Caucus booth

Be sure to stop by the Caucus booth in the Exhibit Hall for a map to the Member & Friends Social. Members will be admitted free. Non-members will be asked for a donation of $5.

Last year's event, which was also held over Halloween, proved quite interesting in the costume department. Can we out do ourselves this year?
Since rooms and times change, we recommend confirming session information in the Official APHA Program.

2:00-3:30 PM GRANT-Georgian Room [S] Session 2161
HIV Risk for Lesbian and Bisexual Women
Poster Session: HIV and AIDS II Session 2148
2:00-3:30 PM [CP][CO] Session 2180
Issues in Breast and Cervical Cancer Education
2:00-5:00 PM [CP][CO] Session 2200
HIV Prevention (Joint Double Session)
2:00-5:00 PM [CP][CO] Session 2206
National Tobacco Control Efforts: Opportunities for Mobilizing Our Nation’s Women
4:00-5:30 PM GRANT-Georgian Room [S] Session 2245
HIV Prevention Models for Men Who Have Sex with Men
4:00-5:30 PM [CP][CO] Session 2221
Planning and Prioritizing HIV Programs

---------------- WEDNESDAY, NOVEMBER 1, 1995 ----------------

8:30-10:00 AM GRANT-Crystal Room [S] Session 3045
A New Generation: Risk and Resilience among Lesbian, Gay and Bisexual Youth
8:30-10:00 AM [CP][CO] Session 3020
Poster Session: HIV Infection and AIDS II
8:30-10:00 AM [CP][CO] Session 3074
Keeping Politics in Women’s Health Courses: A Panel Discussion
8:30-10:00 AM [CP][CO] Session 3075
Women and HIV
12:30-2:00 PM [CP][S] Session 3104
Poster Session: Emerging Technologies, Interventions and Considerations in HIV Prevention and Treatment
12:30-2:00 PM [CP][CO] Session 3110
Decision Making and Priorities in AIDS/HIV Services
2:00-3:30 PM GRANT-Regency Room [S] Session 3147
Discrimination and Parity in Health Research, Treatment, and Policy for Lesbians, Gays and Bisexuals
2:00-3:30 PM [CP][CO] Session 3159

HIV-Related Oral Health
2:00-3:30 PM [CP][CO] Session 3175
Health Concerns of Women of Color
4:00-5:30 PM [CP][CO] Session 3206
The Integration and Planning of Prevention: A Focus on the US Public Health System and HIV/STDs/STB
4:00-5:30 PM [CP][CO] Session 3250
Poster Session: HIV/AIDS and Sexuality Education
4:00-5:30 PM [CP][CO] Session 3254
Health Crisis Issues for Mid-Life and Older Women
7:00-8:30 PM [CP][CO] Session 3265
Racism, Violence, Poverty and the Social Consequences of Biodeterminism: Should We Change Our Genes or Change Society?
7:15-10:00 PM Broadway Pier (Check Booth for Directions)
CRUISE SAN DIEGO (Annual Caucus Banquet)


Business Meeting Agenda
Tuesday, October 31, 1995
U.S. Grant Hotel, Georgian Room
Noon until 2:00 p.m.

The following is the tentative agenda for our annual business meeting. If there are additions or concerns please contact Don Gabard preferably before the Executive Board meeting on Sunday, October 29, at 5:00 p.m. If not at the booth, please leave a message and telephone number and every effort will be made to contact you. The business meeting will be conducted by the Chair in an informal style which will allow all to participate even if not familiar with Robert’s Rules of Order.

1. Opening Remarks
2. Program Chair Report
3. Treasurer Report
4. Newsletter Report
5. Membership Report
6. Student Report
7. Chair’s Report
8. EHOC Report
9. Booth Organizer
10. Social Committee Report
11. Elections:
   a. Secretary/Newsletter
   b. Treasurer
   c. Program Chair-Elect
   d. Social Committee-NYC
12. Ethnic Representation
13. 1996 Program Content
14. Other new Business

Women’s Networking Breakfast
Monday, October 30
US Grant Grill 8:00 - 10:00 a.m.

The Women’s breakfast was initiated just three years ago. It is establishing itself as an important Caucus event. It allows women from all over the nation to start the week of events together. The meeting is scheduled for Monday from 8:00 - 10:00 a.m. at the US Grant Grill. Stop by the Caucus booth for more information.

Past. Executive Board Members and committee chairs for NYC: Don’t forget our breakfast meeting: Thursday (11/2), 8:00 a.m. at the Grant Grill.
Chair's Column
Continued from page 1

Receiving of health services. One can hardly imagine those subjects being realistic goals only 20 years ago when this Caucus started, much less 30 years ago.

In the more secure place we enjoy today, I am concerned that our communities may lose sight of our common goals. I think that one of our greatest handicaps has been that while we all identify ourselves through our community, we in fact have several communities in which we are members. We all have professional communities, ethnic communities, religious communities and unfortunately the Gay Lesbian and Bisexual community identities have by social programming been low on the list. But community identity need not be an either/or situation. We in fact belong to all of those communities and do participate simultaneously in all to some degree.

I believe that one of our most unique elements and one of the reasons we have been successful on some major issues is that the Gay, Lesbian and Bisexual communities in past have built on the strength of their collective differences. (I prefer “differences” over “diversity” because the connotation of potential conflict that “differences” carries is in fact more accurate.) I truly cannot think of communities with more differences in their composition. We have every ethnic identity, age, cultural background, and every other source of self-identifying qualities under the rainbow umbrella. Within the Caucus, our strength has in large part come from the rich differences we pool together from a variety of professions. This has given us a distinct advantage in making creative sense of a bigger picture that the single professions share. But, without a focus on common goals, often supplied by organizations such as this one, those differences that enrich us can also divide us and leave us powerless.

It is my hope that we do not fall into the frame of mind which strives to “tolerate” differences but rather can truly cherish the richness of our differences and rather than minimize them, celebrate and embrace them. At the last meeting we established a new board position to focus on Membership which was filled by Linda Wardlaw, Dr.PH. In part we established it because although we have record numbers of attendees at our sessions, our membership has fallen over the past few years. If we are going to equal the tasks ahead of us, we need an increased number of persons who will give their time and effort. Membership drives are never accomplished by one person. We must all become Linda’s unofficial committee persons. But as we seek out new members, why not build more strength than numbers alone can provide and build on a strength of differences. I would hope that we would actively seek the membership of those who can bring a different perspective and from that we could expect to boost and regenerate our energy to achieve our goals.

Caucus Resource Book
Caucus Booth, Exhibit Hall

From time-to-time, the Caucus receives information from the Gay and Lesbian community and organizations that address the issues and concerns of the Gay and Lesbian community. Unfortunately, the cost to distribute this information by mailed to Caucus members is prohibitive. This year, though, we will be pooling much of this information into a Caucus Resource Book. The Book will be available for viewing at the Caucus booth (#1221) in the Exhibit Hall. Check it out. This year’s Book has information from the Gay and Lesbian Medical Assc., Fund to End AIDS/HIV Discrimination, Pride Foundation, Lesbian Health News, HandsNet, NLGHA, and others.

EHOC Report
by Cheri Pies, Ph.D.

Cheri wanted to get an update into this issue of the newsletter, but it seems those summit meetings with Bill and Hillary, and that dinner with Butros, cut far too deep into her free time. She assures me she will bring us all up-to-date at the Caucus business meeting, though. Rest up, Cheri. [Ed.]

LG&B Executive Committee
1995-1996

Chair
Don Gabard, Ph.D.

Immediate Past Chair
Denice Dennis, M.P.H.

Program Chair
Cynthia Gomez, Ph.D.
UCSF

Program Chair-Elect
Wayne Wilson, M.P.H.

Treasurer
Bruce Reeves, M.S.W.

Secretary/Newsletter Editor
Marc Wynne, M.S.P.H.

Membership Coordinator
Linda Wardlaw, Dr.P.H.

Student Rep. (non-voting)
Elizabeth Gruskin
Membership Update
Summer, 1995
by Linda Wardlaw, Dr.P.H.

The 1995 meetings in San Diego mark the 20th anniversary of our Caucus. This occasion provides us the opportunity to honor all our accomplishments in the last 20 years, and in particular, the members who put themselves on the front line to advance our cause within the structure of APHA. We are hoping to make this year’s booth the focal point for much of our celebration. I’ve already received calls from members eagerly offering to participate in planning the best booth ever. We welcome any and all creative ideas from our talented membership. Anyone with pictures from past years that they would like to share with other members should either send them ahead to Don or myself or bring them along with you. We will need volunteers to staff the booth throughout the conference. Anyone with an hour or two to spare at the booth is promised a wonderful time in exchange. Be sure to come by the booth as soon as possible to sign up for a shift (or two) during the historic festivities. See you in San Diego.

(L. to R.) Jonathan Goldman, Chair Don Gabard, and immediate past Chair Denice Dennis at the Caucus Booth, Washington, D.C., 1994.

LG/BC Annual Banquet Advance Ticket Purchase
Name: Cynthia Gomez (please print)

☐ Yes! I am requesting _______ ticket(s) at $40 a piece for the Annual Caucus Banquet on Wednesday, November 1. Tickets WILL NOT be available at the dock, so order now.
Indicate number of Vegetarian entrees: ____________________

☐ I am enclosing $________ to be applied towards the cost of a banquet ticket for a student or low income caucus member.

☐ Yes! I am willing to assist at the booth or at the caucus socials. (Please include home telephone number and contact information in San Diego, if known): ____________________

Please mail NO LATER than Friday, October 20 to:
Bruce Reeves, 2274 South 1300 East #G8-264, Salt Lake City, UT 84106. Make checks payable to The LG&B Caucus.

Cruise San Diego (Caucus Banquet)
Wednesday, November 1, 1995
Broadway Pier
7:15 - 10:00 p.m.

For our annual Caucus Dinner, this year we have a spectacular. We have contracted exclusive use of the upper deck of the Spirit of San Diego for a two and one-half hour harbor cruise complete with dinner, a live band and dancing. We board the ship, at the Broadway Pier at 7:15 p.m. and will be served the following meal:

- Caesar Salad
- Seven grain squaw rolls
- Twice Baked Potatoes
- Fresh Seasonal Vegetables
- Boneless Chicken Breast Filet
- Beef Bourdelais in a Puff Pastry
- New York Style Cheesecake with Raspberry Puree
- Coffee, Tea, Soda
- Cash Bar for Wine or Spirits

In addition, the crew will accommodate those who want a vegetarian entree (Pasta Prima Vera) as long as the request is made 24 hours prior to departure. (Use the Advance Ticket Form to tell us now!)

A special thanks to Tom Stubberud for making this opportunity available to us. The sales department of S.D. Harbor Excursion has negotiated with us on several items, however they must know the number of guests by Tuesday, October 31. This is one time it is best to make those reservations in advance. The good news is that the Total cost per person is $40.00. We would very much like to provide tickets to students at half price but in order to do so, we would need donations from you. PLEASE, mail your request for seating on the San Diego Spirit today, along with a donation for students to: Bruce Reeves, 2274 S. 1300 E. #G8-264, Salt Lake City, UT 84106.

We look forward to seeing you on board for an evening of great fun. If you do not receive your ticket in the mail, it will be at the booth. If you do not preorder, please order Sunday, Monday or Tuesday for assured seating on a first come first served basis.
Lesbian, Gay & Bisexual Caucus

Current Account Balance: $2701.01

Expenditures:

- Summer Newsletter $269.84
- Fall Newsletter 328.09
- Hospitality Suite 161.30
- Ad 124.00
- New Banner 110.79
- Booth Rental 800.00
- Furniture Rental 180.20

Total $1974.22

This is approximately $600.00 under budget.

Note: The Annual Banquet is assumed to be revenue/expense neutral.

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Actual 1994-1995 Income prior to conference (not including Banquet revenues)

- Membership $755.00
- Contributions $50.00

$805.00

Projected Annual Income:

- Membership dues/contributions: $2200.00
- Projected balance from 1994: 400.00

Total $2600.00

Estimated 1995 Expenditures:

- Newsletter (2 @ $300) $600.00
- Exhibit Booth and Furniture 1000.00
- Hospitality Suite & Social Hour 600.00
- Miscellaneous $300.00

Total $2500.00
Topics

HIV Prevention Planning
Targeted market of alcohol/abuse (Gayland Ellos)
Phlebotomy from alcohol, tobacco
CMHS - gay/lesbian issues

CE Programs - train MD's RN's on taking sexual histories

See cost of rainbow ribbons

Border issues

Pharmacological presentations

Technology advances
### Lgbt Lesbian, Gay, Bisexual Caucus of Public Health Workers

**Proposed Annual Meeting Agenda**

**November 1, 1994**

**12 Noon - 2:00 PM**

| I. Introductions                      | 5 mins. |
| II. Agenda Review/Role Assignments   | 5 mins. |
| III. Executive Committee Reports      |         |
| A. Program Chair - Jim Brennan        | 5 mins. |
| B. Treasurer - Bruce Reeves           | 5 mins. |
| C. Secretary/Newsletter - Marc Wynne  | 5 mins. |
| D. Chair - Denice Dennis              | 5 mins. |
| IV. Other Reports                     |         |
| A. Student Representative - Liz Gruskin| 5 mins. |
| B. EHOC - David Jernigan              | 5 mins. |
| C. Booth Organizer - Linda Wardlaw    | 5 mins. |
| D. Socials Coordinator - Gregg Pappas | 5 mins. |
| V. New Business                       |         |
| A. Revision to by-laws re: Membership Deployment Process | 10 mins. |
| B. Student Representative Status      | 10 mins. |
| C. Nominations/Elections              |         |
| 1. Secretary/Newsletter               |         |
| 2. Program Chair-elect                |         |
| D. Program Content Areas for '95 Meeting | 15 mins. |
| E. Organizer for San Diego '95 Social Activities | 5 mins. |
| F. Plans for 20th Anniversary Celebration | 5 mins. |
| VI. Other Business                    |         |
| A. Triangles vs. Rainbow Flags - David Jernigan | 15 mins. |
APHA Proof Sheet

Use to park co-sponsors
Call other program chairs

Topics

New technology in HIV testing
Drug use / gay youth
Gay Peer support at MTH
Develop GLA training in schools of health – Liz

Research Methodology
Lesbian Health for Gay Men?
Lesbian & Gay Families / Health

Invited Panel – Gay / Lesbian Leaders

Panel session on women’s care vs.

Human genome research & mapping
of homosexuality &theros

Healthcare Reform
Health care in incarcerated
Lesbian & gay issues in mainstream
Diversity within our community
Lesbian, Gay & Bisexual Caucus of Public Health Workers
in official relations with the American Public Health Association

Executive Committee
1994-1995

Donald L. Gabard, PhD
Chair

Denise A. Dennis, MPH
Immediate Past Chair

Marc Wynne
Secretary/Newsletter Editor

Bruce Reeves, MSW
Treasurer

Cynthia A. Gómez, PhD
Program Chair

Wayne Wilson, MPH
Program Chair-Elect

Linda Warlaw, DrPH
Membership Coordinator

Elizabeth Gruskin
Student Representative
Recognizing the importance of student participation in the work of the caucus and in the future of the public health field, the Executive Committee proposes:

1. That a non-voting student representative to the Caucus Executive Committee be selected at the annual Business Meeting to serve a one-year term;

2. That the duties of that student representative will be to encourage and advocate for student participation in the work of the Caucus, and to network with and encourage lesbian, gay and bisexual voices in the APHA;

3. That the student representative be assigned one of the exhibitor badges for the Annual Meeting, to assist in that person's attendance at the Annual Meeting.
The American Public Health Association requests the assistance of all Sections, SPIGS and Caucuses each year to identify qualified, interested individuals to serve in various roles at the national level, including the Equal Health Opportunity Committee. In order to facilitate the deployment of Caucus members to these positions, the following process will be followed:

1. Those members interested in caucus support for their deployment will submit their resume or CV and the position in which they are interested to the Caucus Chair no later than the last day of February or 2 months prior to the deadline for nomination submission to the APHA, whichever is earlier.

2. The Executive committee of the Caucus will review the materials submitted and make a decision (consensus), as to which names to put forward for which positions as official nominees of the caucus.

3. The Chair will submit all appropriate deployment documentation to the Association.
November 13, 1994

Dear Don,

I wanted to show you this sample of letterhead which I would like to use as Program Chair for all of my correspondence. Please let me know what you think - and let me know Marc's degree so I can add the appropriate initials. I will also add my address at the bottom of the sheet specifying that it's specific to the program chair.

Please send me the FAX numbers of the EC so that I can send all of them a copy of the Call for Abstracts due to APHA on 11/19/94.

Hope you are well. Give me a call (415) 597-9267 if you have questions.

Take care,
FAX TRANSMISSION

DATE: 7-25-94

TO: C. Gomez

FROM: D. Dennis

PHONE: 609-345-7399

FAX #: 609-345-8043

TOTAL NUMBER OF PAGES: 5

PLEASE NOTE: ____________________________

__________________________

__________________________

__________________________

PLEASE CALL (609) 345-7399 TO VERIFY RECEIPT OF THIS FAX.

YES ____ NO ____
TO:          Don Gabard, Chair-Elect
           Marc Wynne, Secretary/Newsletter
           Bruce Reeves, Treasurer
           Jim Brennan, Program Chair
           Cynthia Gomez, Program Chair-Elect

FROM:       Denice Dennis

RE:         Conference Call Notes/Issues of June 23 and June 30

DATE:       July 25, 1994

Meeting Notes

Hello everyone. Here are my notes of issues discussed on the conference calls of June 23 and 30. Unfortunately, I did not indicate when people came on or off the line. However, there are some outstanding issues which may possibly require another conference call. (These are indicated by a **) I'd appreciate input, in any event, from those who were not on the line during pieces of the discussions.

Please read these notes upon receipt, with special attention to the newsletter assignments and due dates.

I'd like to also take this opportunity to apologize to Cynthia. I'm afraid I didn't review the by-laws regarding the composition of the executive committee prior to arranging the conference call. Upon review, I've found that the program-chair elect is a non-voting member of the executive committee. (There was no one in this position last year, so I did not have any experience to jar my senses!) Cynthia, I'd very much like your input on the items below; I will try to reach you by telephone the end of this week.

A. Secretary's Report. Marc reported newsletters are out; mailed to the 278 on the mailing list, including 71 current members. Denice to send Marc updated APHA caucus chairs list to include in mail list. Marc has been updating change of addresses.
1. Issue: Some concern expressed about sending newsletters to everyone on mailing list, and impact on budget. May be more time consuming to constantly review/update mailing list, and we do want the visibility. Decision made to focus on discount to banquet and free receptions for membership, rather than receipt of newsletter.

Resolution: Membership advantages to be printed in next newsletter. These to include:
1.) Discounted banquet ticket ($30. members, $40. non-members). Any proceeds from banquet tickets to be applied to 2 free student banquet tickets and discounted tickets for (**members?) who cannot afford full cost of ticket. (Banquet has always been revenue neutral.)
2.) Free Sunday social hour (**did we agree on donation for this?)
3.) Free members and friends reception ($5. donation to be requested of non-members). Marc to bring printed copy of current membership to meeting. We’ll need volunteers to sit at doors to validate membership. (**How do we handle those who join at meeting?)

2. Issue: Next newsletter. To be out September 5. Marc to receive all materials no later than August 1.

Assignments:
Denice Chairs Column
Marc Membership application (revised to include perks)
Gregg Pappas Social Program
Cynthia HIV Prevention Planning meeting
David Jerrigan EHOC Report
Jim Brennan Program Schedule
Liz Gruskin Student’s Column
Linda Wardlaw Member Spotlight (Denice to Contact)

B. Budget/New Banner: Bruce reported on budget as presented by Paul Moore at ’93 meeting. Denice to contact John Gressman regarding new banner at his vendor’s price. (was a very good price last year) Bruce to send Denice check for $124. for classified in Nation’s Health advertising the booth.
C. **Program Update:** Jim reported on program. (copy faxed to everyone) Letters to those who submitted were mailed out the second week in June. Program looks great!

Resolution: All agreed that there should be a formal mechanism in place, and that this should be a formal mechanism in place, and that this should be an amendment to the by-laws, to be put forth at the D.C. meeting. Denice to write up a draft amendment to be reviewed by executive committee. (I will try my best to get this out prior to newsletter mailing.)

D. **Socials: New Info.** Gregg was to have meeting to plan social events, but it was cancelled due to "lack of interest." I have not spoken directly to him, but got through to David Horowitz prior to my departure. **Looks like he needs help - anyone know people in D.C. who would be willing to help? I'll try Josh Lipsman. Please let me know.

E. **Correspondence:**

a. Denice has been in touch with D. Ellen Parsons regarding **EHOC Caucus Leaders Meeting at APHA.** D. Ellen stated that the issues raised at that meeting had been discussed at the Section Council, and that there seemed to be some movement forward in the sections regarding caucus concerns. No response regarding caucus concerns. No response regarding caucus representation at program development meetings. Denice to follow-up with D. Ellen.

b. **Haworth Press** has requested mailing list for help with mailing current catalog. Denice to send Marc materials. Marc to let Denice know what additional cost in postage will be. That cost plus (what was amount we decided to change then?) will be conveyed by Denice to Haworth prior to newsletter deadline. (Haworth did underwrite cost of newsletter in prior year.)

c. **Membership Deployment Process:** Due to David Jerrigan's diligent efforts, the membership deployment letter now includes a statement reminding APHA leadership that the Association "encourages the leadership of people with disabilities and lesbian, gay and bisexual people in the Association," and ask that these considerations be kept in mind. However, the caucus has never had a process whereby interested caucus members' names could be put forth from the caucus itself.
d. EHOC requested caucus speaker for scientific sessions on "Successful Healthcare Delivery Models for Targeted Populations." Denice to start with Kate O’Hanlan; Mary Plumb already putting together another panel for us. (Note: I’ve confirmed Beverly Biddle from the Whitman - Walker Clinic.)

e. Walter Lear called Denice with two pieces of info:

1. This year will mark the 20th anniversary of the Caucus! Various ideas were discussed for celebration; we still need to finalize:
   a. Marc suggested a cake for business meeting.
   b. Denice will see if banner can read "since 1974."
   c. Bruce suggested balloons (yes, he will take responsibility for deflating prior to leaving hall.)

   Can someone make a "Happy 20th Anniversary" Banner?

2. APHA has designated Denver as future meeting site. While Anti-rights law was struck down, it is being appealed. (I will send letter reaffirming our position to APHA.)

F. Single Payor Issue: Executive Committee asked to show support of single payor to APHA leadership at last business meeting. Letter to be drafted by Denice, reviewed by other executive committee members and sent to Director and President of APHA.

G. Booth Presentation: Last year, our table was very over crowded with materials from other organizations and caucus’. There was some discussion about limiting such, due to space limitations. Decision made to add an additional table (for a total of two) to the booth to allow more display space. Bruce to make arrangements for such.

Respectfully submitted by Denice A. Dennis
APHA
Latino Caucus

Membership Directory
1999-2000
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Please note: Session numbers beginning with BM- indicate Business Meetings (SH=Social Hour). These numbers are internal numbers and do not coincide with the 4 digit numbers in the program.
MEMORANDUM

TO: Program Planner
FROM: Michelle Horton
SUBJECT: Room request forms

DATE: February 22, 1995

All room requests (scientific sessions, meal/social functions and business meetings) are due to APHA March 10, 1995. You should complete a room request form for each function that requires a room where you are the primary sponsor. Be sure to provide all pertinent information: day, date, starting and ending times, titles of sessions, room set-ups, and estimated attendance. Be sure to schedule your scientific sessions during the correct time slots:

Tuesday, Wednesday, Thursday 8:30am-10:00am
Monday, Tuesday, Wednesday 12:30pm-2:00pm
Monday, Tuesday, Wednesday 2:00pm-3:30pm
Monday, Tuesday, Wednesday 2:00pm-5:00pm
Monday, Tuesday, Wednesday 4:00pm-5:30pm
Monday, Tuesday, Wednesday 7:00pm-8:30pm
Tuesday, Wednesday 7:00pm-10:00pm

Please try to make good use of the additional poster session time slots. Do not schedule all your poster sessions on Monday.

Business meetings need not conform to the above time slots, you may schedule those whenever you wish, except during the following non-competing times:

Monday 10:00 am-12:00 pm
Monday 8:30 pm-10:00 pm
Tuesday 10:30 am-12:00 pm
Tuesday 6:00 pm-7:00 pm
Wednesday 10:30 am-12:00 pm
Thursday 10:30 am-12:00 pm

If you have any questions or problems please give me a call now at (202) 789-5626.

Thanks,

Michelle Horton
SAGE: Gillian Dickens

Proofs are fine
DEADLINE: MARCH 10, 1995

AMERICAN PUBLIC HEALTH ASSOCIATION
ANNUAL MEETING ROOM REQUEST

APHA OFFICE USE ONLY
In-House Number: ___________ Session: ___________
Hotel: _______________________________________
Room: _______________________________________
Date Received: ___________ No. Recvd: ___________

Please type
Preferred Day _______________ Date _______________ Time—From _______________ To _______________
Meeting Title __________________________________________
Primary Sponsor __________________________________________
Co-Sponsor(s) __________________________________________
Program Planning Chairperson ____________________________
Name ___________ Telephone ____________________________

SOLICITED SESSION ☐ CONTRIBUTED SESSION ☐

Check appropriate items

ESTIMATED ATTENDANCE ___________

TYPE OF MEETING

____ Independent/Joint Session
____ Business/Committee/Council Meeting
____ Poster Session (10 Poster Boards maximum per session)
____ Food Function ☐ breakfast ☐ lunch ☐ dinner

☐ Meal Ticket Plan I

☐ Meal Ticket Plan II Related Organizations & Caucuses only

____ Social Hour* ☐ Cash Bar (COD) ☐ Open Bar (Hosted)

ROOM SET-UP AND EQUIPMENT

____ Theater Style
____ Roundtables: Number of tables required for workshop: ___________
____ Conference Style (no more than 24 persons)
____ Head Table with 6 chairs (6 chair standard-exceptions allowed at food functions)
____ Lighted Lectern (with microphone if deemed necessary)
____ Handicapped Accessibility Needed (for speakers): ___________
____ Table at Door/Intended Use ____________________________

*Bill to: __________________________________________

________________________________________

Telephone: ___________________________________
Lesbian, Gay and Bisexual Caucus of Public Health Workers
in official relations with the American Public Health Association

January 23, 1995

Dear Cynthia,

I certainly hope that you had a wonderful holiday season. Since conference it seems that life has been going at twice the speed of light. It was also somewhat complicated by an unexpected knee surgery but at last, all is well and I am on the go again. I have included the updated directory for the Executive Committee. Let us all throw away the old ones since for many of us those numbers have changed. You will also find a copy of the By-Laws. Please note those areas in **BOLD**. Marc was kind enough to send me his notes of the meeting but I do not believe we ever formalized the duties of each of the two new positions. I need your help on this so if you have ideas please pass them on to me by FAX.

As you may remember, we have a Newspaper coming out and we need your help. In the interest of expediency, we will send out a one page "call for abstracts" followed by our spring newsletter. At the business meeting we discussed a two part series on the history of the Caucus with "the early years" in this next edition. I have contacted Walter Lear, M.D. to assist us with this article. We will also need the photos from the party and the booth so if any of you have pictures, please forward them to Marc. Below are ideas for articles. If you have additional suggestions please call me. Rather than force Marc to re-word-process your submissions, please submit them (if possible) to him on a 3 1/4" diskette, IBM formatted and use a regular text file. This will save many hours of in-put time.

EHOCC Report........ Sheri Pies
Student Report..... Elizabeth Gruskin
Program Committee.. Cynthia, if you could give us the categories you are planning perhaps it would entice some of the members to submit. It would also be helpful if you could write
a paragraph or two on the selection process and the criterion used. Perhaps this might be a way to find readers if that has not already been achieved.

I sent in our annual letter of request to remain in "official relations" with APHA easily within their time frame, so that is one less thing to worry about. A special thanks to Marc for bringing the roster to my house while I was in "recovery" so that all the requirements were met. It is with sadness that I extend my sympathy to him on the loss of his partner in early January. I apologize for the lateness of these newsletter requests, but given the circumstances I hope you will understand and can help us out.

Sincerely,

Don Gabard
By-Laws

Lesbian, Gay and Bisexual Caucus of Public Health Workers
"in official relations with the American Public health Association"

Adopted, 1990

I. Preamble

The American Public Health Association (APHA) is an interdisciplinary professional society established in 1872. The mission of the Association is to protect and promote personal and environmental health.

The Lesbian, Gay and Bisexual Caucus of Public Health Workers (Caucus) was established as being in "official relations" with APHA in 1975.

II. Mission Statement

To provide a forum for supportive educational interchange among Lesbian, Gay and Bisexual APHA members.

To provide the opportunity for APHA members and other health care workers to learn about Lesbian, Gay and Bisexual public health related issues.

To improve health care services for Lesbians, Gay men and Bisexuals by combating homophobia and sexism within APHA as an organization and within public and private health care delivery systems.

To ensure that Lesbian, Gay and Bisexual public health issues are addressed in APHA’s policy statements.

III. Adoption/Amendments

A. Adoption: Upon approval, by consensus, of Executive Committee (defined in text) and with 2/3 majority approval of all voting members (defined in text) present at the 1990 Caucus Business Meeting, these rules of procedure will be adopted.
B. Amendments: These by-laws may be amended by a two-thirds vote of all voting members in attendance at any annual Caucus Business meeting.

IV. Membership/Meetings

A. General Members: Membership in the Caucus is open to any APHA member who expresses an interest in Lesbian, Gay and Bisexual issues. APHA policy does require that all Caucus members be (or become) paid-up members of APHA. Voting members are those who are current dues paying caucus members.

B. Meetings: A Caucus Business Meeting will be held during the APHA Annual Meeting.

C. Membership Year/Dues: The Executive Committee shall set the annual dues. The Caucus Membership Year shall run from the opening of each year's Caucus Business Meeting through the opening of the following year's Caucus Business Meeting.

V. Executive Committee

A. Executive Committee Duties: The Executive Committee acts as the governing body of the Caucus. Its duties are:
   1. To formulate rules of procedure for the Caucus.
   2. To assist in development of the Caucus program for the annual meeting.
   3. To review and provide final approval of the Caucus program for the annual meeting, approval sought through mail, phone, etc.
   4. To nominate Caucus officers.
   5. To consider and transmit to the Governing Council of APHA resolutions originating in the Caucus. Only resolutions approved by the Governing Council shall be published as representing the policy of the Association.
   6. To advise the Executive Board of APHA with respect to the organization and membership of the Equal Health Opportunity Committee (EHOCS) and any other Boards, Task Forces, Councils, Standing Committees.
B. Executive Committee Composition: Executive Committee members must be current members of the Caucus and APHA. The Executive Committee is composed of:
- Caucus Chair
- Caucus Chair-Elect or Immediate Past Chair
- Program Chair
- Program Chair-Elect (non-voting)
- Secretary
- Treasurer
- Membership Chair
- Student Liaison (non-voting)

C. Meetings
1. The Executive Committee of the Caucus meets twice during each Annual Business Meeting of the Association. The first meeting is held early in the week to:
   a. review caucus generated/supported resolutions, position papers, issues;
   b. nominate officers
   c. attend to business related to the Annual Meeting and to review Caucus needs and developments.

2. The second meeting is held on the final day of the Annual Meeting and is chaired by the new Chairperson. At this time the new Executive Committee begins its official responsibilities. The principle issues to be covered include follow-up on business form Caucus Business Meeting, discussion of program plans for the ensuing year, and publication of the Newsletter.

3. In addition, the Executive Committee shall call a Business Meeting for all Caucus members attending the Annual Meeting to report on Caucus activities and elect officers.

4. A quorum of the Executive Committee shall consist of 3 voting members.
VI. Newsletter/Communication

Between annual Meetings the business of the Caucus is conducted by mail, phone, "The Nation's Health" and the Caucus Newsletter. The Newsletter will have a minimum of two issues. The first issue will publicize the Program for the Annual Meeting, solicit abstracts and publish the names and addresses of all Caucus Officers. The second issue will update Caucus members on Annual Meeting Activities and other Caucus business.

VII. Elections

A. Only those individual who are current members of APHA and the Caucus can serve as a Caucus officer.

B. Only those individual who are current members of APHA and the Caucus can vote in Caucus elections.

C. Election of Caucus officers will be held during the Caucus Business Meeting. Officers will be nominated by the Executive Committee with the opportunity for additional nominations to be submitted during the Business Meeting by any voting Caucus member in attendance.

D. Officers are elected by a simple majority of those voting Caucus members in attendance at the Business Meeting.

E. To the extent possible, elected officers shall alternate by gender with each term.

VIII. Caucus Officers' Duties and Terms of Office

A. Chairperson - two (2) year term
   1. Provide leadership for Caucus activities, including implementation of plans and policies formulated by the Executive Committee.
   2. Collaborate with the Secretary and Program Committee
Chairperson in determining the time and place of meetings of the Caucus and Executive Committee; plan agenda for meetings, and with aid of the Secretary, assure follow-up of Caucus actions.

3. Preside at meetings of the Caucus and Executive Committee.

4. Annually, register Caucus for designation as being "in official relations" with APHA.

5. Receive and assure appropriate response to all correspondence relating to the business of the Caucus.

6. Serve as liaison with professional and consumer groups, related government organizations, and individuals interested in Lesbian/Gay/Bisexual Public Health related issues.

7. Assure that members are kept informed of Caucus activities through the Caucus newsletter. Review and approve final editions of Newsletter before it is mailed to Caucus members.


9. Promote the role of the Caucus in contributing to Association deliberations and actions in relation to matters that are of special concern to members of the Caucus.

10. Assist Program Chairperson in developing program for Annual Meeting.

11. Orient Chairperson-Elect.

12. Ensure that her/his name appears on Caucus checking account.

B. Chairperson-Elect - one (1) year term.

1. Elected at end of first year of Chair's two year term.

2. Act for the Chairperson in his/her absence.

3. Assist the Chairperson in giving leadership to Caucus.

4. Attend Executive Committee and Business meetings.

5. Assume position of Chairperson at the end of term.

6. Serves on the Caucus Program Committee.

7. Eligibility Criteria: It is desirable for Chairperson-Elect to have previously held a position as a Caucus Officer.

C. Immediate Past-Chair - one (1) year

1. Provide assistance as needed to current Chairperson.
2. Attend First Executive Committee meeting of Annual Meeting and Business meeting.
3. Act for the Chairperson in his/her absence.
4. Term expires at end of first Executive Committee meeting of the year immediately following his/her last year in office as Chair.
5. Serves on Caucus Program Committee.

D. Secretary/Newsletter Editor - one (1) year term
1. Prepare minutes of Caucus Business Meeting and Executive Committee meetings as soon as practicable after the Annual Meeting and submit to Chairperson.
2. Prepare address/phone list of all Executive Committee members and distribute to all Executive Committee members as soon as practicable after the Annual Meeting.
3. Notify all members of the Caucus and executive Committee of time and location of meetings.
4. Publish/edit two issues of Caucus Newsletter, distribute to all Caucus members.
5. Orient the Secretary-Elect to the responsibilities of the Secretary and transmit to incoming Secretary all records and files of Caucus.

E. Treasurer - two (2) year term, to be staggered with Chairperson’s term to ensure continuity.
1. new treasurer must open a new, separate checking account for the Caucus at a place of her/his convenience.
2. Attend Executive Committee Meetings and Business Meeting.
3. Collect membership forms and dues at Annual Meeting and throughout the year.
4. Communicate with Caucus Chairpersons regarding financial status of Caucus.
5. Send membership information on a regular basis to Caucus Chairperson or her/his designee.
6. Keep accurate account of all financial transactions, ensuring an accurate paper trail of all transactions.
7. submit monthly checking account statements to Chairperson.
8. Prepare an annual report of all Caucus transactions and present it to the Executive Committee and the entire Caucus during the Annual Meeting.

F. Program Chair - one (1) year term
   1. solicit recommendations for following year's program during Caucus Business meeting.
   2. Present proposed list at the concluding Executive Committee meeting.
   3. In coordination with the Caucus Chairperson, finalize the proposed program list and, with Chairperson's approval, submit a call for abstracts to "The nation's Health" for publication within the designated deadline.
   5. solicit abstracts as necessary.
   6. Keep in close communication with the Caucus Chairperson.
   7. Respond to APHA correspondence as is appropriate.
   8. Ensure final program, as submitted to Executive Committee for approval, reflects the diverse concerns and needs of the lesbian/gay communities, especially related to ethnicity and gender.
   9. Submit final program to Executive Committee for approval. Upon approval, submit to the Association in a timely fashion.
   10. Orient Program Chair-Elect.

G. Membership Chair - one (1) year term
   1. Maintain mailing list of Caucus members a copy of which shall be provided to each Executive Board member.
   2. Originate and execute, with board approval, strategies to increase Caucus membership.
   3. Assist Student Liaison in efforts to outreach to students in schools of Public Health, Public Administration, and other related areas of health care.
   4. Attend Executive Committee Meetings and Business Meetings.
H. Program Chair-Elect - one (1) year term; non-voting
   1. Assist Program Chair in developing Caucus Program
   2. Attend Executive Committee Meetings and Business Meetings.
   3. Act in Program Chair's absence.

I. Student Liaison - one year (1) ; non-voting
   1. Develop and maintain an outreach program to students in schools of Public Health, Public Administration, and other related areas of health care.
   2. Attend Executive Committee Meetings and Business Meetings.

IX. Confidentiality

   A. Only those Caucus members who consent will be reported to APHA in the annual recertification of the Caucus.
   B. The Caucus mailing list shall be used exclusively for official Caucus business.

X. Provision for Replacement of Officers

   A. Any Executive Board members may recommend that an officer be removed. Upon concurrence by all voting members of the Executive Board except the officer being removed, a special mailing will be sent to the Caucus membership. Removal requires a two-thirds agreement of all returned ballots. The officer being removed shall have the right to insert a statement in the mailing.

   B. Upon either the removal of an officer of the inability of an officer to complete his/her term of office, the Chairperson shall designate another member for he remainder of the vacated term. This provision shall be superseded by a special election at the annual Caucus Business Meeting for those officers with a two year term who resign after one year. The staggered terms of office shall be maintained, however, and the special election shall be only for the remainder of the vacated term.
XI. Caucus Committees

Caucus Committees are established by the Executive Committee. Continuation/discontinuation of existing committees and inauguration of new committees may be determined at the Annual Meeting.

October 1994
MEMO

April 17, 1995

TO: Executive Committee Members of the LGBC
FR: Cynthia Gómez, Program Chair '95
RE: Preliminary Program

Attached please find the preliminary program for the APHA Conference, 1995. We accepted 86% of all abstracts submitted. Twenty members of the LGBC participated in reviewing these abstracts. Our program includes eight (8) scientific sessions and one (1) poster session. I was able to get an additional session (the poster session) after we had only been assigned 8 sessions, and this seems to have accommodated most contributions, but did not allow us to add solicited sessions.

Similar to last year we have nearly half of the sessions focusing on HIV/AIDS. Many of you have been assigned the role of Presider a role that seems to come with membership to the EC. Please let me know if there is a conflict for any of you. Please be aware that contributors have not been sent their acceptance letters since they are to be notified in May/June, therefore, this preliminary program is confidential and not to be shared at this time.

Please note that there are two openings in the program: one under “Health risks and concerns in the lesbian population” and, one under “HIV risk for lesbian and bisexual women”. My hope is to solicit contributions for those slots before July 1st. If you have anyone that you think may be able to contribute to either of those sessions, please contact me.

In the next week I will be soliciting co-sponsorship to our program from all other sections, SPIGS, and caucuses so that the final program (due July 1) has them. Hopefully we will get some co-sponsorships as this helps increase attendance at our sessions.

Feel free to contact me should you have questions or concerns. Hope everyone is having a productive year. Take care.
Lesbian, Gay & Bisexual Caucus  
Co-sponsorship Form  
American Public Health Association

April 14, 1995

Dear Program Chair,

I am sending you information about the APHA sessions being sponsored by the Lesbian, Gay, & Bisexual Caucus at the upcoming 1995 APHA Annual Meeting in hopes that you will be interested in co-sponsoring sessions with us. As you know, co-sponsorship alerts your section members to sessions sponsored by other sections, SPIGS, and caucuses that may be of particular interest to them. It provides an excellent opportunity for bridging disciplines, and encourages the attendance of your section members at a variety of sessions.

After you have reviewed the enclosed materials, please complete the attached (addressed and already stamped) Co-Sponsorship Form and return to me before May 15th. If you have any questions, please contact me at (415) 597-9267 or via e-mail at cynthia_gomez@quickmail.ucsf.edu or via fax (415) 597-9213.

Thank you for your prompt attention to this request. We are looking forward to an exciting, stimulating, and productive meeting.

Sincerely,

Cynthia A. Gómez, Ph.D.  
1995 Program Chair  
Lesbian, Gay, & Bisexual Caucus

CG:rb
Enclosures
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<th>Name</th>
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<td>-Infectious diseases epi.</td>
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<td>-CEU program on medical training</td>
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<td>3 Elisabeth Paige Gruskin</td>
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<td>5 Jon Dean Green, MPH</td>
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<td>Health Care for Lesbians &amp; Gay in incarcerated settings</td>
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<td>6 Joshua B. Lipsman, MD,</td>
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<td>7 Kimberly Kratz, MSW, MPH, Mic</td>
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<td>8 Margery Mazoh, MS</td>
<td>MA</td>
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Forum on Bioethics  
Co-Sponsorship Form  
American Public Health Association  
October 30 - November 3, 1994

Name ____________________________________________________________

Phone ________________________________

Section/SPIG/Caucus name _________________________________________

Please put a check next to those sessions you would like to co-sponsor with the Forum on Bioethics. Please return this form no later than June 6th. Thank you very much.

_____ An Exploration of the Medical, Ethical and Legal Arguments Against Mandatory HIV-Antibody Screening of Newborns and Parturient Women

_____ The Ethics of Internationally-based Contraceptive Research: Who Benefits for Whose Benefit

_____ Diversity of Cultures and Approaches in Health Care: Ethics and Empowerment in the Provider-Consumer Relationship

_____ Close Encounters in Bioethics: Perspectives on Street Panhandling by the Homeless

_____ Research on Attitudes about Ethical Concerns: Diversity in Opinions

_____ The Ethical Basis of National Health Care Reform: Reflections From Some Clinton Task Force Members

_____ Newborn Screening: Informed Consent, Equity, and Economics

_____ Professional Education and Ethical Obligations: Reflections on Education and Research

_____ Ideology and Public Health: Ethical Issues in the Field

_____ The Troubling History of Race, Racism, and Public Health

_____ Diversity in Ethics Research: Different Paradigms, Different Methodologies

_____ Violence: Social Origins and Solutions

_____ Contributed Papers: Justice, Obligations and Research Concerns

Simply fold this form in thirds, seal and send. Thank you for your prompt attention to this request.
AMERICAN PUBLIC HEALTH ASSOCIATION

ANNUAL MEETING PROGRAM

PLANNING MANUAL

1995 ANNUAL MEETING THEME

"Decision Making in Public Health: Priorities, Power, and Ethics"

October 29—November 2, 1995
San Diego, CA
ANNUAL MEETING PROGRAM MANUAL

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APHA Annual Meeting Deadlines
Timetable/Format/Schedule at a Glance
Program Planning Process
Appendix Index
Program Contacts

GUIDE TO THE USE OF THE MANUAL

This manual was developed to guide the Program Planning Chairperson in developing her/his Section's Annual Meeting Program. The manual is divided into five parts:

**YELLOW SECTION** APHA Annual Meeting Deadline Calendar - Provides deadline dates for program planning process. Special Session Planning Calendar - provides deadline dates for special sessions.

**RED SECTION** Timetable/Format/Schedule at a Glance - Outlines specific tasks to be performed by the Program Chairperson during the year; provides graphic examples of Annual Meeting formats.

**WHITE SECTION** Program Planning Process - Describes in detail the tasks to be performed by the Program Chairperson according to the APHA Guidelines; lists APHA policies and procedures.

**GREEN SECTION** Appendix Index - Includes sample letters and forms from previous Annual Meetings.

**PINK SECTION** Program Contacts - Lists those persons responsible for planning the Annual Meeting Program who represent Sections, SPIGS, Caucuses, and Related Organizations.
Program Emphasis for 1995 Annual Meeting  
Key Word: Decision-Makers  

Summary Sheet  

Program Emphasis: Topics dealing with the decision-makers in public health: the legislators, the local health departments, the state and federal government, the schools of public health, the regulators, third party payers, the foundations, the funding agencies, the OMB, the policy analysts, health industries, individuals.  

Major issues or Topics for Keynote Address:  
"Public Health: Who Decides?" Discussion of the institutions, forces, and individuals who make or influence key decisions affecting the whole spectrum of APHA activities. It should spotlight the ethics of public health decisions, the implications when public health decisions are made by funding agencies or legislative bodies; and the rationale for setting the agenda in schools of public health, local, state, and federal agencies.  

Special Session Subtopics and/or Policy Issues:  
- The OMB and Public Health Funding  
- Schools of Public Health: Who Sets the Agenda?  
- Block Grants: Public Health Boom or Bust?  
- Risk/Benefit Analysis: Is it Appropriate for Public Health?  
- Who Controls the Environment: Competing local, State, and Federal Agendas  
- The AIDS Conflict: Individual Rights vs the Public Good  
- Empowering Individuals to Make Healthy Choices  

APHA Constituency Interest in and Utility of the Program Emphasis:  
Examples of issues which could tie into the overall theme:  
- Allocation of resources: Who decides health's portion?  
- High tech medicine vs public health Where shall we spend our dollars?  
- HMOs: When is less care enough?  
- Block grants: Using less for more.  
- Public policies and local public health delivery  
- Liability insurance: How is it affecting our health care delivery?  
- Who decides where our health care dollars go?  
- Maternal and child health issues: Who decides?  
- OSHA: Who decides whether voluntary compliance works?  
- Quality of Life: Who decides?  
- Emergency medical services: Whose decision is certification?  
- Home health agencies: How sick is too sick?  
- The mentally ill homeless: Has de-institutionalization gone too far?  
- Water quality: Who determines when water is clean?  
- Solid waste management: Air pollution vs ground pollution?  
- Ethics of organ transplants: Clinical definition of death?  
- Nuclear disaster planning: Shall we leave it to the utilities to decide?  
- Packaging our medicine: Who decides how safe is safe?  
- Who decides the role of the nurse practitioner?  

Submitter: Anita Curran, MD, MPH (February, 1992)  
Health Administration Section  
New York State Health Association  

Revised by PDB: 4/1/93
THINGS TO REMEMBER

In an effort to be consistent, Program Planning Chairpersons are required to adhere to the APHA policies and procedures. Here are a few guidelines to remember:

- Follow the procedures as established for the Abstract Review Process
- Notify every abstract contributor by June of the Review Committee’s decision
- Notify each person whose abstract has been selected for presentation of the Section rules for participation in the program.
- Notify each contributed or solicited speaker of the AV equipment that will be available, and familiarize each speaker with their responsibilities.
- All Contributed Paper "Presenters" must be APHA members.
- All non-member solicited speakers scheduled to make a presentation must be identified as such to APHA so that a one-day courtesy badge and ribbon can be prepared for them.
- Any solicited speaker added or substituted after the July 1st deadline must present a solicited speaker verification form at the Program Participant Booth in order to receive the one-day courtesy badge. (No exceptions).
- Letters of invitation for solicited speakers must be sent out in a timely manner in order to meet APHA deadlines.
- All APHA MEMBERS must pay Annual Meeting registration fees.
- Program participants must communicate with you as the Program Planning Chairperson, not directly with APHA. APHA will send follow-up information in July/August.
- Sections, SPIGs, and Caucuses are entitled to two free pieces of AV equipment, a slide projector, an overhead and a screen, per scientific session. There will be a charge to any Section, SPIG or Caucus requiring additional pieces of equipment. Written authorization from the Section Chairperson is required if the additional equipment is to be charged to the Section budget. All other request must provide billing information.
- Section Program Chairpersons are responsible for scheduling all Section meetings including all business meetings, all Section Council meetings, all luncheons, all award sessions, all committee meetings, and all social hours. Submit all room requests by March 10, 1995
- APHA does not pay an honoraria nor expenses for any program participant.
- An ID form must be sent to APHA headquarters for each and every author, co-author, award recipient, discussant, panel moderator/participant. All ID forms must be received by APHA by July 1st. Any missing ID forms will mean those program participants will not be included in our index nor will they receive the follow-up mailing.
- Program planners must complete the box on the Abstract Form entitled "To Be Completed by Program Chairperson."
- Maintain a list of all solicited speakers.
- Send the original abstract to APHA along with the proper Author ID Forms.
- Keep file copies of everything you send to APHA.
YELLOW SECTION

APHA ANNUAL MEETING DEADLINES
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</table>
| November 19, 1994 | CALL FOR ABSTRACTS  
Program Chairpersons submit copy for the January issue of *The Nation's Health* with a description of each Section's request for abstract submissions. |
| December 15, 1994 | TENTATIVE TOPICS  
Submit tentative list of topics planned for 1995 Annual Meeting Program. |
| January 17 & 18, 1995 | PROGRAM PLANNING COMMITTEE MEETING  
Orientation to planning process, discussion of special and general sessions. Annual Meeting theme. Section Program Chairpersons prepare tentative Section program. This meeting will be held in Washington, DC at APHA headquarters. |
| Feb. 24 & 25, 1995 | SELECTION OF PROGRAM PLANNING DESIGNEE  
Chairpersons-elect are introduced to the program planning process and given guidelines for selecting a program planning chairperson to represent their Section. |
| Feb. 10, 1995 | ABSTRACT SUBMISSION DEADLINE  
Author's deadline for submitting abstracts to Chairpersons. |
| March 10, 1995 | ITEM SHEETS - ROOM REQUEST FORMS  
Program Chairpersons submit meeting room requests, session information, including all independent/joint meetings, social hours, awards programs, meal functions, and poster sessions. |
| April 3, 1995 | PRELIMINARY PROGRAM - FINAL COPY  
Program Chairpersons submit final copy for Preliminary Program (July issue of the *American Journal of Public Health*) 95% of program should be submitted for all contributed paper sessions. Abstracts and ID forms must be submitted by this date. |
| July 1, 1995 | ANNUAL MEETING PROGRAM - FINAL COPY  
Program Chairpersons submit corrections to galley proofs for the Final Copy of the Annual Meeting Program and Abstracts. Absolute final deadline for additions to final program. All photographs and curriculum vitae of award recipients must be received by this date. |
| August 1, 1995 | DEADLINE FOR SUBMITTING APPOINTMENT OF 1996 PROGRAM CHAIRPERSON  
Chairpersons-elect must submit name of the 1996 Program Chairperson. |
| August 1, 1995 | AUDIO VISUAL EQUIPMENT REQUESTS  
Program Chairpersons submit AV requests. Received by this date. |
| Oct. 29-Nov. 2, 1995 | 123rd ANNUAL MEETING - San Diego, CA  
Decision Making in Public Health: Priorities, Power, and Ethics |
Section Program Planning Chairpersons meet to exchange ideas and information. Review program planning calendar for 1996. |
SPECIAL SESSION PLANNING CALENDAR
1995

January
PROGRAM PLANNING COMMITTEE MEETING - Members-at-Large meet and brainstorm for special session topics, speakers and coordinators

January
SPECIAL SESSION COORDINATORS are notified of their appointments by Program Planning Committee Co-Chairpersons. Calendar of deadlines provided for coordinators

February
PROPOSED SESSION PLANS - Special Session Coordinators submit proposed session plans to Co-Chairpersons for approval of topics, format, and speakers

March
INVITATIONS TO SPECIAL SESSION SPEAKERS - Co-Chairpersons send official invitations to program participants

April
PRELIMINARY PROGRAM - COPY - Special Session Coordinators submit final copy for preliminary program which will appear in the July issue of the American Journal of Public Health. Information to be included:

1. Session program copy with titles and names of program participants (speakers)
2. Abstracts of presentations (if available)
3. Completed identification forms for all program participants (names, addresses, affiliations)
4. Photographs of Special Session participants
5. Curriculum Vitae

July
ANNUAL MEETING PROGRAM - FINAL COPY - Special Session Coordinators submit final copy for the Annual Meeting program and abstracts. Absolute Final Deadline. Information to be included:

1. Revised program copy
2. Additional Abstracts
3. Identification forms for remaining program participants
4. Special Session Participants photographs and curriculum vitae

July/August
PROGRAM PARTICIPANT MAILING - Annual Meeting Program Coordinator sends information to all program participants and session coordinators. This information includes:

1. Time, day, location of session
2. Housing form
3. Registration information
4. Participant Guide
5. Card for ribbon

August
AUDIO VISUAL EQUIPMENT REQUEST - Special Session Coordinators submit audio visual equipment requests to APHA

Oct. 29-Nov. 2, 1995
123rd ANNUAL MEETING - San Diego, CA
RED SECTION

TIMETABLE FORMAT SCHEDULE AT A GLANCE
TIMETABLE
Annual Meeting Program Planning Process for 1995

August 1994
Appointment of Section Program Chairperson to the Program Planning Committee (See Part A)

September/October
Recruit Section members to Section Program Committee and assign responsibilities (See Part D & Appendix 3, 4, 5 and Part F)

November
Attend Program Planning Exchange meeting
(See Part C & Appendix 2)
Select topics for Section's Annual Meeting Program
(See Part G & Appendix 8)

December
Notify APHA of "Call for Abstracts"
(See Part G & Appendix 9)

Notify APHA of Section program topics
(See Part G & Appendix 11)

Notify other journals of "Call for Abstracts"
(See Part G & Appendix 10)

January 1995
Attend Program Planning Committee Meeting
(See Part B & Appendix 1)

January/February
Begin contacting other Sections and Related Organizations regarding co-sponsorship of sessions
(See Part H)

January/February
Continue coordination of jointly sponsored sessions
(See Part H)

Schedule sessions to conform with APHA Guidelines
(See Part I & Appendix 12, 13, 14)

February/March
Set up Abstract Review Process/Inform Abstract Review Committee of responsibilities
(See Part K & Appendix 16)

Develop programs for solicited sessions; select program participants and send letters of invitation
(See Part L & Appendix 18)

Select presiders for each session
(See Part F & Appendix 7)

Authors' deadline for submitting abstracts

March/April
Submit to APHA session information and room request forms (Item Sheets) for all meetings
(See Part J & Appendix 15)
Get results from Abstract Review Committee and select program participants for Contributed Paper Sessions (See Part K)

**April**

Compile program information for each session

Submit to APHA program information on all sessions (titles, names and addresses of program participants, abstract forms) (See Part N & Appendix 19, 25, 26)

**May/June**

Notify all authors who have been accepted for the program and those who were not accepted (See Part M & Appendix 21, 22, 23, 24)

**June/July**

Handle inquiries on program and receive program changes

Submit final program copy to APHA (See Part 0 & Appendix 27)

**July/August**

APHA will send information packets to all program participants (See Appendix 24)

**August**

Notify APHA of Audio-Visual Equipment requirements (See Part P & Appendix 28)

**August/September**

Keep APHA informed of any changes in the program

**October 29-Nov. 3, 1995**

Annual Meeting, San Diego, CA - Evaluate Sessions (See Part Q & Appendix 29)
WHITE SECTION

PROGRAM PLANNING PROCESS

(PART A-R)
SECTIONS PROGRAM PLANNING PROCESS

Part A

PROGRAM PLANNING COMMITTEE

The Program Planning Committee is composed of 32 members: the Co-chairpersons (Executive Director and the APHA President), members representing each APHA Section, an Affiliate representative, and members-at-large chosen by the Co-chairpersons with recommendations from members and staff. The committee is officially appointed by the Executive Board each year.

The responsibilities of the Committee are to develop the Sections’ scientific program and to coordinate these plans with the Committee members, APHA SPIGs, Caucuses, and Related Organizations. The Committee is also responsible for the development of the Special and General Sessions.

Part B

PROGRAM PLANNING COMMITTEE MEETING -- January 17-18, 1995

The Program Planning Committee meeting agenda includes:
- discussion of the Annual Meeting theme
- development of the special and general sessions
- workshop discussions to review Section program topics and to coordinate session plans
- review Annual Meeting program planning process, calendar, deadlines

At the conclusion of the meeting, each Section Program Chairperson will submit a revised list of session topics (Appendix 1).

Prior to the Program Planning Committee meeting, the Program Chairperson should review the list of tentative topics submitted by all Sections and select those topics which your Section would like to co-sponsor.

Part C

SECTION PROGRAM PLANNING EXCHANGE MEETING - Held at Annual Meeting

During the Annual Meeting, an informal meeting is held between the incoming Program Chairpersons and the outgoing Program Chairpersons to acquaint the newly appointed Chairpersons with the program planning process. Discussion includes: review of deadlines, abstract review process, selection of topics and responsibilities of the Section Program Committee (Appendix 2).

Part D

SECTION PROGRAM PLANNING COMMITTEE

Section Program Chairpersons are encouraged to involve several members from their Sections in the program planning process. The task of planning the program requires a great deal of time and effort, but with the delegation of responsibilities the job can be made easier.

Recruitment of members to this post can be done in several ways:
1. Letter sent to all or select members of the Section asking for volunteers and program ideas (Appendix 3 and Appendix 30).
2. Newsletters sent to all members inviting them to join the planning committee (Appendix 4).
3. If you have had the opportunity to attend previous Annual Meetings, members can be recruited at Section council meetings, business meetings, or independent/joint meetings.
The Program Committee should be composed of individuals representing different geographic locations and different areas of expertise in the field. It is advisable to enlist some support from members living in your area so that local working meetings can be arranged.

The responsibilities of members on the Section Program Committee include:
1. Abstract Reviewers — establish criteria for abstract review, receive abstracts, review and rate them
2. Publicity Coordinators — prepare information on the Annual Meeting for the Section newsletters, for national journals and newsletters, and for publicity brochures
3. Coordinators of Invited Paper Sessions — develop session program, invite speakers, coordinate plans with Section Program Chairperson

Committee members should have:
1. Good organizational skills
2. Good understanding of responsibilities
3. Willingness to meet APHA deadlines
4. Access to staff support without APHA reimbursement (Appendix 5)

Part E

PROGRAM PLANNING RESOURCES

For 1995, APHA has allotted up to $200 to each Section Program Planning Chairperson to be used toward defraying Section's Annual Meeting Program Committee expenses. This money should be used as reimbursement for postage, telephone calls, xeroxing, and other expenses related to planning your section's Annual Meeting Program.

These funds cannot be used for Section social hours, registration of invited speakers, travel expenses or food functions at the Annual Meeting.

All requests for reimbursement of appropriate expenses must be submitted with receipts to the Annual Meeting Program Coordinator. All expenses must be submitted by December 31, 1995 in order to be reimbursed for the 1995 Section expenses (Appendix 6).

Part F

PRESIDERS

Responsibilities Prior to the Meeting

All Sessions, with maybe the exception of Poster Sessions, need a Presider. The Presider is usually selected from the Section Program Committee, and is usually the person responsible for planning the session. Often, the Presider assumes the responsibility of handling the final arrangements for the session. These responsibilities would include: sending follow-up letters to program participants; determining audio-visual requirements; submitting program information to Section Program Chairperson (Appendix 7); and checking and verifying changes in the program. Program Planners are strongly encouraged to select Section members as Presiders.

Responsibilities During the Meeting

1. Arrive early at session you are presiding over.
2. Make sure microphone (if present) and audio-visual equipment is functioning.
3. Begin session on schedule.
4. Make announcement that there will be no smoking during the session.
5. Give special attention to registrants with disabilities.
6. Introduce each author giving his/her affiliation and title of presentation.
7. Limit each speaker to the allotted time. Give a warning signal 1 or 2 minutes before their time is up. This will guarantee each participant their proper share of time for their presentation as well as allow audience discussion.
8. During the question and answer period repeat the question asked for the benefit of the audience.
9. Maintain order during the session.
10. Time allowing, if a session is long, announce a stretch break if needed.
11. Have someone contact the room monitor, who will be in the hallway, if problems arise with the room or equipment.

Monitors

APHA hires monitors who are assigned to check the room set-up and AV equipment ordered. This person will be wearing a monitor’s ribbon on their registration badge. He/she will be in the room prior to and during the meeting to take several attendance count.

Part G

SELECTION OF PROGRAM TOPICS - Call for Abstracts--Deadline: November 19, 1994

The Program Chairperson will want some session topics of current interest in the field and some which relate to the Annual Meeting theme. Program topic ideas can be solicited from members in the same way as members are recruited to the Program Committee (see Part D Recruitment of members above).

Several Sections hold meetings with members of the Section Program Committee prior to the APHA Program Planning Committee meeting to review topics, decide co-sponsorship responsibilities, and recommend Special Session topics (Appendix 8).

The "Call for Abstracts" is due to APHA by November 19th (Appendix 9). The "Call for Abstracts" is a request for papers to be presented at the Annual Meeting. The "call" is publicized in the December issue of The Nation’s Health. Sections are encouraged to send out a call for papers to other health related journals (Appendix 10).

Tentative program topics are due to APHA on December 15th (Appendix 11). The Program topics submitted by each Section are compiled into one list and mailed to the Committee prior to the Program Planning Committee meeting in January.

Part H

SPONSORSHIP

Joint Sponsoring is the effort of two or more Sections, SPIGs or Caucuses to plan a session together.

It is the responsibility of the Program Chairperson to review the session topics submitted by other Sections, SPIGs and Caucuses and to determine which of those topics should be considered for co-sponsorship by his/her Section.

The list of session topics are distributed, before the Program Planning Committee meeting, along with the names and addresses of the 1995 Program Chairpersons for each Section, SPIGs, and Caucus. After determining which sessions your Section would like to co-sponsor, contact each Program Chairperson to discuss with them the extent to which your Section could assist in the planning of the session. In many co-sponsoring cases, the co-sponsoring Section does not become actively involved in the planning of the co-sponsored session.
The following groups meet in conjunction with the APHA Annual Meeting:

SPIGs -- Special Primary Interest Groups

A "special primary interest group" (SPIG) is an open group of self-selected APHA members sharing a common occupational discipline or program interest area, and electing no primary Section affiliation. SPIGs may include groups of members which a) may ultimately apply for Section status; b) desire some relationship to the Association but do not wish to assume all of the responsibilities of a Section; or c) have been disestablished as a Section but wish to maintain a recognized identity with the organization.

Caucuses

APHA defines a caucus as a group of more than 15 APHA members, partisan of a particular position on an issue important to APHA who pursue a desired result within the Association and are officially recognized by the Executive Board.

Related Organizations

A related organization is a public or private, non-profit organizational entity desiring to hold group activities in conjunction with an APHA Annual Meeting. They may be designated as a "Related Organization" for the purpose of that Annual Meeting provided they met the APHA policy requirements. The week-end of the opening of the Annual Meeting is set aside for these organizations use.

Part I

SCHEDULING SESSIONS

Meetings held at the Annual Meeting must be scheduled to conform to the Annual Meeting Format (Appendix 12). Please review the time allotments for independent/joint meetings, business meetings, social functions as well as non-competing General and Special Sessions (see pg. 10). For a description of each type of meeting please review Appendix 13, 14.

In selecting the day and the time for each cosponsored session, contact the co-sponsors and determine a mutually agreeable time, that will avoid scheduling sessions of a similar topic at the same time. The tentative program, compiled after the Program Planning Committee Meeting in January, will also assist in scheduling sessions. The complete list will be mailed to all Program Planners in early February.

Part J

ROOM REQUEST FORMS - Deadline: March 10, 1995

Once the title of the session, time, day and type of meeting has been determined, the Program Chairperson must submit his/her room requests to APHA. The room request forms are due March 10, 1995 (Appendix 15). Refer to program information submitted last year by your Section to assist with estimated attendance, formats, room setups, etc. APHA staff understands that many session titles may change and that adjustments will be made on the information submitted. Many Sections which rely on submitted abstracts for their program may have to make program adjustments. IT IS VERY IMPORTANT TO KEEP A COPY OF ALL YOUR ROOM REQUEST FORMS AND ANY CHANGES YOU SUBMIT TO APHA.

All assignments and arrangements of rooms for meetings at the Annual Meeting are made by APHA staff. Arrangements cannot be made directly with the hotels. Room assignments are determined by: 1) the estimated attendance projected by the Program Chairperson, 2) room set-up, and 3) the availability of rooms at the requested day and hour.

A room request form--item sheet (Appendix 15) needs to be completed for each room requested. The form lists the available room set-ups and the equipment options.
Room Set-ups and Equipment

The following room equipment and set-up styles are available:

**Seating Arrangements:**
1. Theater styles -- (rows of chairs with head table): independent/joint sessions
2. Conference style -- (one table surrounded by up to 24 chairs): business meetings
3. Roundtables -- (several separate tables surrounded by 8-10 chairs): workshops, roundtable discussions, meal functions

**Equipment available for meetings include:**
1. Lectern
2. Microphone (determined by room size)
3. Head table and chairs
4. Table at door (for display of materials)

Part K

**ABSTRACT REVIEW PROCESS FOR CONTRIBUTED PAPER SESSIONS - Deadline: April 3, 1995**

Abstracts should begin trickling in by late January and continue until the deadline -- **February 10, 1995**. If you accept abstracts after the deadline, you will run into problems meeting the APHA April 3 deadline for submitting preliminary program copy.

**Suggested Procedure for Reviewing Abstracts:**

As abstracts are received, be sure to check that instructions were followed; i.e., that they submitted one original abstract along with 4 copies of the abstract and one copy of the ID Form for each author, and that a self addressed stamped envelope was enclosed.

The review committee (3-5 readers) should be comprised of members with expertise in your Section's field. Some Sections prefer that the members be from different geographic locations; others prefer that the members live in one locale so that review meetings may easily be held. As abstracts are received, they should be logged, numbered and sorted for each abstract reviewer. Send the abstracts to the committee in batches for rating (Appendix 16).

**The following criteria for rating abstracts is suggested:**
1. originality and importance of subject matter
2. quality of description of subject matter
3. clarity and interest of presentation
4. quality and completeness of supporting data or philosophy

**In each of the four categories, the abstract is rated:**
1. excellent
2. good
3. fair
4. poor/unacceptable

The review committee should return the rated abstracts to the Program Chairperson as soon as possible or submit a list of those abstracts with the highest score. (See Appendix 31 for sample abstract review form)

**Blind Abstract Review**

In order to conduct a blind review, the Program Chairperson should remove the name of the authors and affiliations prior to sending them to the review committee. The abstracts could then be reviewed and rated as suggested above. See Appendix 17 for samples of abstracts and letter sent to review committee.
Outline Review

Several Sections request that authors submit 2-3 page outlines of their papers along with the abstracts. Requests for outlines of papers should be made in the "Call for Abstracts" or requested after the abstract has been reviewed. As the outlines are received, they are logged, numbered, and sent to the review committee to be read and rated. The same procedure used to review abstracts may be applied to the reviewing of outlines.

By the end of March abstracts should be selected for the contributed paper sessions.

Part L

SOLICITED PAPER SESSIONS

Unlike contributed paper sessions comprised of papers selected from the "Call for Abstracts," the authors of solicited sessions are invited by the Program Chairperson to participate in certain sessions. The Program Planning Chairperson invites individuals with expertise on one of the predetermined topics.

The letters of invitation to solicited speakers should be mailed in February, and confirmations made by early-March (Appendix 18). Each Program Planning Chairperson is responsible for informing APHA who their solicited speakers are (Appendix 18). This is done by filling out the portion of the ID form which identifies the program participants status (Appendix 19). After the July 1st deadline, the Program Planning Chairperson must use the solicited speaker form (Appendix 20). It must be returned to APHA by October 1, 1995 or the solicited speaker will not have a one day courtesy badge issued to him/her at the program participants' booth.

Part M

PROGRAM PARTICIPANTS

Letters of Invitation and Follow-up

All solicited program participants should receive letters of invitation, (Appendix 18) as well as a letter acknowledging their acceptance. Contributing authors whose abstracts were selected for the program should also receive notification of their acceptance (Appendix 21). Authors whose abstracts were not accepted must be notified that they will not be part of this year's program (Appendix 22).

The follow-up letter (Appendix 23) to program participants should include: instructions as to his/her role on the program; the amount of time for his/her presentation; description of the session; and a note explaining that APHA does not pay an honoraria or expenses for presenters. The letter should also request that the program participants send their CV and an outline of their presentation to assist the presider with introductions. Also be sure to ask what audio-visual equipment will be needed. (See Audio-Visual Information)

APHA will send an information packet to all program participants in July/August(Appendix 24). The Program Chairperson must see to it that a completed ID form for each program participant is sent to APHA.

Association Policy on Program Participants:
1. Program participants may present their paper only once at the Annual Meeting.
2. An author's paper may not have been presented or published prior to its presentation at the Annual Meeting.
3. APHA does not pay an honoraria or expenses to any program participants.
4. All APHA member program participants must pay a registration fee in order to participate on the program. Non-member invited/solicited program participants will be given a courtesy one-day badge for the day they are participating in the program. If they plan to attend the Annual Meeting for more than that one day, they will need to register at the non-member rate. Please note that non-member solicited speakers must be identified as such on the ID form or on the solicited speaker form (Appendix 20) or they will not be issued a courtesy one-day badge.

5. Contributed paper speakers, who read their papers at an APHA Annual Meeting, must be members of the Association. (Policy as of 1981)

Part N

SUBMIT PRELIMINARY PROGRAM COPY - Deadline: April 3, 1995

Completed copy on each session must be submitted to APHA by April 3rd (Appendix 25). This information will be printed in the Preliminary Program which appears in the August issue of the AJPH.

Information must include:
1. Typed copy for each session of the program following the proper style (Appendix 26).
2. Copy should be submitted using preliminary program copy form (Appendix 25).
3. Original abstracts of all presentations -- be sure to let APHA know who will present the paper and whether the paper is contributed or solicited (Appendix 19).
4. One copy of the completed ID form for each program participant (Appendix 19).

Part O

SUBMIT FINAL PROGRAM COPY - Deadline: July 3, 1995

In early June the Program Chairperson will be mailed the Section’s copy as it will appear in the preliminary program of the August issue of the AJPH. This copy should be updated and revised for the Final Program. Make any changes (Appendix 27) on this copy and returned to APHA by July 1 for the Final Program. After the July 1 deadline, the Program Chairperson should notify APHA in writing of any additional changes to the program. Late changes may not make it into the Final Program.

Part P

AUDIO-VISUAL EQUIPMENT - Deadline: August 1, 1995

Audio-visual equipment orders are due in to APHA by August 1st (Appendix 28).

To determine the audio-visual equipment needs for each session, do the following:
1. check with each session coordinator or presider
2. review the requests made by program participants
3. arbitrarily select audio visual equipment

APHA will only provide two free pieces of AV equipment (a 2x2 slide projector, screen and an overhead projector) for each independent/joint session sponsored by an APHA Section, SPIG, or Caucus. There will be a charge for any additional equipment ordered (see list below). Please provide billing information for additional equipment ordered. If the equipment is to be paid for by the Section, please submit a letter of authorization from the Section Chairperson.

All equipment must be ordered in advance. APHA will not order equipment on-site. Speakers must arrange for the operation of the equipment. Please inform all speakers of the AV equipment which will be available for their use.
Additional Audio-Visual Equipment Available:
1. 16 mm movie projector
2. video cassette player and monitor
3. extra microphones for floor use
4. audio cassette player
5. record player
6. video camera
7. electric pointer
8. flip chart

Part Q

EVALUATION OF SESSIONS

Sections may want an evaluation of their Annual Meeting sessions to provide useful information for the planning of next year’s program. Information may be obtained about the facilities, the quality of presentations, the session objectives, etc. The evaluation may be made by the Section Program Committee and/or the registrants (Appendix 29).

Part R

PROGRAM PARTICIPANT BOOTH

The Program Participant Booth will be located in the registration area. This booth serves as a coordination point for any non-member solicited speakers. Non-member solicited speakers can pick up an Annual Meeting Program at this booth. Also at this booth non-member solicited speakers who were added to the program late (after the July 1st deadline) can secure their one-day courtesy badge provided they have been identified as a solicited speaker. Each program planner must see that the solicited speaker verification forms (Appendix 20) are distributed to late solicited speakers and that APHA has been informed of these late solicited speakers at least two weeks prior to the Annual Meeting. If this is not done APHA will NOT issue a courtesy badge to the solicited program participant, and he/she will be required to pay the registration fee.

Purpose of Program Participant Booth:
1. Distribute the Final Program to one-day non-member solicited speakers
2. Register and distribute one-day courtesy badges to those non-member solicited speakers who have been properly identified
3. Issue program participant ribbons
4. Distribute session location information, AV information, etc.
APPENDIX 20
Sample Form - Solicited Speaker Verification Form
(for speakers added late only to take to on-site participants' booth)

SOLICITED SPEAKER VERIFICATION FORM

A copy of this form must accompany any non-member Program Participant who has been solicited to speak and who will be applying for an on-site one-day badge. All members solicited to speak must pay the registration fee. No one will be issued the one-day courtesy badge without presenting a copy of this form at the Program Participant Booth in the registration area at the Annual Meeting. This form can only be used for those recently solicited speakers whose names were not submitted and indexed by the final deadline of July 23.

Date: ____________________  Section: ____________________
Program Planning Chairperson: ____________________

☐ Late addition  ☐ Substitution

SOLICITED SPEAKER

Name ____________________  Degree ____________________
Affiliation ____________________
Address ____________________

ROLE IN SESSION:

☐ Panel Participant  ☐ Panel Moderator
☐ Discussant/Reactor  ☐ Presider
☐ Award Recipient  ☐ Author/Speaker
☐ Lecturer

DATE OF SESSION: ____________________
DAY OF SESSION: ____________________
TIME OF SESSION: ____________________

APHA STAFF USE ONLY
One day badge issues for ____________________ (Day)

Signature ____________________
Program Planning Chairperson (Signature)
APPENDIX 21
Sample letter - Acceptance Letter to Contributing Author

May 29, 1980

Dear:

Thank you for giving us the opportunity to consider the abstract you submitted to the Dental Health Section for the American Public Health Association's 108th Annual Meeting on "Crisis in the Public Sector: Challenge to the Public's Health." I am pleased to inform you that your abstract has been accepted for the Poster Session of the Dental Health Section. The enclosed attachment gives you some information as to the expected format.

The abstracts were "blindly" reviewed and scored by members of a seven-person Abstract Review Committee which represented different parts of the country and different areas of expertise in dental public health. The following criteria were used to score the abstracts:

1. Originality and importance of subject matter
2. Quality of description of subject matter
3. Clarity of presentation
4. Quality and completeness of supporting data or philosophy

Submission of an abstract carries with it the obligation for the author to present the paper. Now that your paper has been accepted, it may not be withdrawn, unless an emergency should occur. I would then appreciate it if you would get in touch with me immediately.

You will have an opportunity to update and revise your abstract if you feel it will improve the quality of your abstract. The revised abstract must be submitted to me by June 25, 1980. You will also receive additional information from the Washington office of APHA in July concerning the program.

Your poster Session is scheduled on Tuesday from 12:30 to 2:00 pm. The presentation of your paper will occur during that time using the format of the poster session.

Your written paper should be no longer than 7 double spaced typed pages, 8 1/2" x 11" sheets. One typed copy of your paper should be sent to me no later than August 1, 1980. Additional copies of your presentation will be requested by the Washington office of APHA.

Although I am sure you are already aware of it, the APHA cannot and does not provide any financial assistance for the support of travel expenses incurred by Annual Meeting participants.

As we have a very exciting meeting planned in Detroit, October 19-23, I am pleased with your personal involvement. On behalf of the Abstract Review Committee, I wish to thank you for submitting your abstract, and I look forward to seeing you in Detroit for what should be a very stimulating and successful meeting.

If I can be of any further assistance, please let me know.

Sincerely,

Myron Allukian, DDS, MPH
Assistant Deputy Commissioner

(Program Chairperson, Dental Health Section
American Public Health Association)
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APPENDIX 1
Sample Form - Record Section's Program Topics

1995 APHA ANNUAL MEETING

__________________ SECTION TENTATIVE PROGRAM

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APPENDIX 2
Sample agenda - Section Program Chairpersons Meeting

American Public Health Association
1982 Section Program Chairpersons Meeting
Sunday, November 14, 1982
3:00-4:00 pm
Hotel Bonaventure, Cote St. Luc
Coordinator: Michelle Horton

3:00 Introductions
3:10 Orientation to the Planning Process
3:20 Section Chairpersons Exchange - Open Discussion

- Successes and Failures
- Improvements
- Review of deadlines
- Discussion of abstract deadline
- Discussion of January Program Planning Orientation Meeting
- Summation, comments and suggestions
- Adjournment
MEMORANDUM

TO: Members of the 1983 Food and Nutrition Section Council and Governing Council Representatives

DATE: November 8, 1983

FROM: Eloise Jenks, MEd, RD
1983 Chairperson
Food & Nutrition Section

SUBJECT: Input for 1984 APHA Annual Meeting, Food and Nutrition Sessions

This note and its attachments solicit your ideas about topics, speakers and formats for the Food and Nutrition sponsored or co-sponsored sessions at the APHA Annual Meeting in Anaheim, California next year. Please don't be modest, bashful or otherwise reluctant to send to me any suggestions or comments about next year's program. The enclosed list resulted from an initial brainstorming session by F & N Section Council and Section members in Dallas, TX last Thursday.

The APHA Program Planning Committee meets January 9th and 10th, so please send me your suggestions as soon as possible. Thank you all for your assistance in helping to continue the tradition of excellence and relevance in Food and Nutrition Section Sessions at the Annual Meeting.

My address is:

Eloise Jenks, MEd, RD
Public Health Foundation
Room 227-G
313 N. Figueroa
Los Angeles, CA 90012
APPENDIX 4
Sample Newsletter - Solicitation of Program Assistance from Section Members

AMERICAN PUBLIC HEALTH ASSOCIATION

1994 Section Newsletter

Fall 1994 Issue

CHAIRPERSON:
Robert J. McDermott, PhD, MS

1994 CONVENTION CONTRIBUTIONS

SHES Programs during the 1994 Convention included:
* National Health Education Standards: A Forum for Review and Comment by Members of APHA
* School-Based Health Policies and Initiatives
* Violence Issues in School and Community
* Self-Esteem: Students in a Comprehensive School Health Education Program
* Adolescent Sexuality Programs: An Update
* School Community Partnerships: Diversity in the Provision of School Health Services

In addition, the program offers six poster sessions and five contributed papers.

SHES 1994 BUSINESS MEETINGS

The following business meetings are scheduled:

Meeting Day Time
Sec. Council Sunday 2:00–5 pm
CHEPHE Monday 7:30–9 am
Ann. Business Wednesday 7:30–9 am
Sec. Council Wednesday 9:00–10 am

***Check program for location.***

CNHEO UPDATE

News from the Coalition of National Health Education Organizations focuses on four areas: (1) preparation of a boiler plate letter for universities where health education programs are in jeopardy. The letter is for support of health education programs meeting professional preparation standards. Delegates are to inform their organizations of the existence, availability, and use for the letter,

(2) development of a position statement early in 1995 on health education in public health;
(3) letter sent to Surgeon General Dr. J. Elders in July requesting her assistance in assuring the inclusion of health educators as one of the essential professionals in health care reform;
and (4) discussion of need to revisit the AAHE 1990 Joint Committee on Health Education Terminology; specifically to assess the need to update and/or rewrite various definitions.

APHA-SHES SURVEY

The membership chair conducted a survey of 243 new and renewing members to ascertain their area of interest, to learn what influenced them to select APHA-SHES membership, and to determine in what committee they would participate. The survey was completed and returned by 119 respondents. From these results it was determined that the membership consisted of various areas of interest or expertise (e.g., women's health, children's health, health promotion), they were most influenced by The Nation's Health or The American Journal of Public Health to seek membership; more than half were interested in the program planning committee; and among the suggestions for the SHES committee were to improve school health, become involved in tobacco advertising, and understanding acceptance of handicapped students.

DASH 2nd SCHOOL HEALTH LEADERSHIP CONFERENCE UPDATE

At the June 6–8, 1994 Conference, John Seffrin presented a summary of Values and Opinions of Comprehensive School Health Education in U.S. Public Schools: Adolescents, Parents, and School District Administrators. A report developed from a survey which was conducted by the Gallup Organization and commissioned by the American Cancer Society. Some conclusions drawn from the survey were that the groups strongly believed in the importance of comprehensive school health; the majority of parents and administrators believed that adolescents should be taught more information and skills in school; and school district administrators do not perceive a lack of administrative support for the presentation of comprehensive school health education. Seek the full report for additional findings.

NEW SECTION 1993 MEETING HIGHLIGHTS

On Wednesday, October 27, 1993, the SHES 1994 New Section Council Members met to discuss and initiate action upon information and issues relevant to the functioning of the School Health Education and Services Section of the American Public Health Association. Chair Robert McDermott's opening remarks focused on three concerns: (1) inactivity of the membership; (2) loss or retraction of members; and (3) the progression of resolutions. Likewise, he reiterated the importance of working with the PHEPH Section.

In the business meeting the SHES Council unanimously passed two motions: (1) to hold an election to fill the Councilor post - Chudly Worthy was elected, and (2) approval for the SHES Resolution Committee to develop a position paper on comprehensive school health which would be forwarded to the joint Policy Committee by January 1994.

A verbal vote increased duties for the Section secretary and approved responsibilities of the Coalition of National Health Education Organizations (CNHEO) delegate.

Other motions approved were (1) the development of a letter by SHES and PHEPH Sections supporting AAHE's writing of professional standards for graduate education; (2) a written notification by the Chair to APHA officials identifying matters of interest to APHA in which SHES could be consulted; and (3) consideration by the Chair of
APPENDIX 5
Sample letter - Section Program Committee: Outline of Responsibilities

TO: Program Committee Members
Dental Health Section, APHA

DATE: February 15, 1983

FROM: Dr. M. Allukian, Program Chairperson

SUBJECT: Dental Program, Annual APHA Meeting

I am pleased in your interest in volunteering to be a member of our Program Committee. The American Public Health Association's theme for the 111th Annual Meeting is "Science and Social Action for Health & Peace." The meeting will be held in Dallas, TX, November 13-17, 1983 and facilities/accommodations will be excellent. I am presently in the process of developing the program and in need of some assistance in the following areas:

I. Recommended speakers and experts in the following subject areas:
   b. Gerontology and dental health for a roundtable discussion
   c. Dental injuries associated with sports
   d. Strengths and weaknesses of dental HMO's
   e. Radiology and dental health from the public health perspective

II. Assistance for the program in Dallas for evaluating and writing up the various program presentations for the newsletter. I will provide more details on this aspect of the program once it is available.

III. Assistance in stimulating attendance at the Annual Meeting.

Tentatively the planned program will probably consist of two formal presentations, one with leaders in dentistry and the other with individuals active in fluoridation. There will also be a workshop on how to deal with anti-fluoridationists and a roundtable discussion session with various experts in dental public health.

There is also a panel of experts on our Program Committee who are serving as reviewers of the abstracts and their identities will remain unknown until after the abstracts have been accepted.

By February 27, 1983, I would appreciate knowing the following:
   1. Suggested speakers/experts for the subject areas in Category I above. Include name, address, phone number and resume or brief description of individual.
   2. Your current address and phone number
   3. Whether or not you will be attending the Annual Meeting in Dallas
   4. Any other ideas/suggestions that may be helpful.
TO: Program Committee Members
Dental Health Section, APHA

DATE: February 15, 1983

FROM: Dr. M. Allukian, Program Chairperson

SUBJECT: Dental Program, Annual APHA Meeting

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2. Your current address and phone number
3. Whether or not you will be attending the Annual Meeting in Dallas
4. Any other ideas/suggestions that may be helpful.
APPENDIX 6
Sample Form - Program Chairperson Expense Form

American Public Health Association
1015 15th Street, NW
Washington, DC  20005

PROGRAM PLANNING EXPENSE FORM

SECTION: _______________________  Date: ______________

Program Planning Chairperson

Name: _______________________

Address: _______________________

City/State/Zip: ___________________

EXPENSES: Section Program Planning Chairpersons are allotted up to $200 for Program Planning Expenses during their designated program planning year. Please itemize expenses and attach receipts, when available. All expenses are to be submitted no later than December 31.

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<th>TYPE OF EXPENSE</th>
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TOTAL:

The above expenses were incurred by me on behalf of the APHA.

Program Chairperson's Signature

FOR APHA USE ONLY

TOTAL: __________

Cost Account No.: _______________________

Authorized: _______________________

Send to: _______________________

Payee

Other

Voucher Examiner: __________  Date: __________
APPENDIX 7
Sample letter - Letter to Session Presider (Moderator)

Jane M. Zapka, DrPH
Department of Health Education
School of Health and Hygiene
Johns Hopkins University
615 N. Wolfe Street
Baltimore, MD  21205

Dear Jane:

Thank you for accepting the challenging task of moderating the session on "Health Education Research and Evaluation" during the 1980 APHA Annual Meeting in Detroit, Michigan. Your session is now scheduled for 8:30-10:30 am, Tuesday, October 21, 1980.

I will inform Professor Robert Bowman about your task, and he will forward to you relevant abstracts for review and selection. Professor Bowman is a member of the 1980 Public Health Education Program Planning Committee and has overall responsibility for abstracts.

We look forward to your participation in making the 1980 program a success.

Sincerely,

Sunny Sun Nai Fong, Chairperson
PHE Program Planning Committee

Enclosure

cc:  Joan Wolle
     Robert Bowman
APPENDIX 8
Sample letter - Section Program Committee: Selecting Program Topics

TO: Members of the 1980 Program Committee of the Medical Care Section, APHA

FROM: Donald K. Freeborn, Chairman

SUBJECT: Program Committee--Selection of Program Topics

Thank you for agreeing to serve as a member of the Program Committee. We have a diverse but very capable Committee and we have a challenging and interesting experience ahead of us.

The first planning meeting of the overall APHA Program Committee will be held in Washington, DC on January 13, 14, 1980. The purpose of this meeting is to develop the general outline of the 1980 APHA program. I am calling a first meeting of our Committee for Saturday, January 11, 1980 at the APHA National Office in Washington, DC. This will allow us to have a say in the content of the broader APHA program and will give us the opportunity to have preliminary discussions of what we want our section program to be.

I would like to request that you come prepared to discuss and to make suggestions for Association-wide sessions within the general theme of "Health and Work." We will also need to discuss various suggestions for our own Medical Care Sessions. I would suggest that you give some thought to ideas and topics for sessions that you would be willing to assume responsibility for organizing. I hope that we can develop an organized framework in which the general and special sessions will develop the overall theme.

There will be a second meeting of our Committee in late January or early February to formulate the details of our own Section sessions. At this time, we will specify the topics and allocate specific Committee assignments.

If you need hotel reservations, please contact Alana Davidson and let her know your requirements (Alana's address and phone number are included in the attached list of Committee members). We need to know as quickly as possible whether you will be able to attend, so I hope to hear from you soon.

I am enclosing a list of this year's Committee members. Would you please let me know if your address, title, etc., are incorrect?

Thanks
APPENDIX 9
Sample APHA Form - Record Call for Abstracts

DEADLINE: DECEMBER 4, 1993

CALL FOR ABSTRACTS
FORM FOR SUBMISSION OF COPY FOR
THE JANUARY ISSUE OF THE NATION’S HEALTH

1. CALL FOR ABSTRACTS. Please give complete information that you wish included regarding the submission of abstracts for your Section’s Program. Please use paragraph form only (see samples below and January 1989 issue of The Nation’s Health). Copy should be limited to 150 words. Copy will be edited.

SAMPLES

FOOD AND NUTRITION
Topics of specific concern include, but are not limited to: food resource programs; the occupational setting--a nutrition services opportunity; the family budget; food and work; and nutrition and dental health; food and productivity; and food and global health.

OCCUPATION HEALTH AND SAFETY
The Occupational Health and Safety Section is interested in receiving abstracts on occupationally related cancer, lung disease, neurotoxic disease as well as other appropriate topics. There will also be interest in papers on worker education, economic impact and risk assessment.

COPY FOR JANUARY ISSUE OF THE NATION’S HEALTH (Please type):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SECTION: ____________________________________________

2. SECTION REPRESENTATIVE NAMED TO RECEIVE ABSTRACTS:

Name: ____________________________________________ Degree: ____________________
Address: ____________________________________________
________________________________________________________________________
For Our Office Use Only: Phone Number: __________________________
Submitted By: ____________________________________________
December 7, 1982

Allan K. Leahigh, Editor
ADA News
21 East Chicago Avenue
Chicago, IL  60611

Dear Mr. Leahigh:

The American Public Health Association's theme for the 111th Annual Meeting is "Crisis in the Public Sector: Challenge to the Public's Health." The Dental Health Section is inviting contributed abstracts of papers to be presented at the meeting which will be held in Detroit, Michigan from October 19-23, 1983. The deadline for the submission of abstracts is March 14, 1980

Attached is a copy of our call for abstracts which will appear in the January issue of The Nation's Health, an APHA publication. I would appreciate your including this call for abstracts in the January issue of ADA News, as I am sure a number of your readers who are not subscribers to APHA publications would be interested in submitting abstracts.

Thank you for your attention to this matter.

Sincerely,

Myron Allukian, DDS, MPH
Assistant Deputy Commissioner
(Program Chairman, Dental Health Section
American Public Health Association)

Enclosure
APPENDIX 11
Sample APHA Form - List of Tentative Program Topics

DEADLINE: DECEMBER 15, 1993

1994 TENTATIVE ANNUAL MEETING PROGRAM

SECTION: ___________________________

Only list sessions for which your Section is the Coordinating Sponsor.

PROPOSED TOPICS

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At the January Program Planning Meeting, I would like to discuss my Section’s program with the following Section Program Chairperson(s)
# APHA 123rd ANNUAL MEETING FORMAT

**October 29—November 2, 1995**

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<th>Time</th>
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<th>October 31 Tuesday</th>
<th>November 1 Wednesday</th>
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<td>Special Sessions</td>
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<td>Initial Meetings of 1996 Groups</td>
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<td>Social Hours</td>
<td>President's Receptions</td>
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<td>8 pm</td>
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<td>President's Receptions</td>
<td>Social Hours</td>
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<td>9 pm</td>
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<td>Leadership Recognition Banquet and/or Evening Sessions</td>
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Denotes non-competing time slots - no other sessions may be planned during these hours.
APPENDIX 13
Sample formats - Types of Annual Meeting Sessions

1. GENERAL AND SPECIAL SESSIONS are sponsored by the Association, attract a large diverse audience and relate to the Annual Meeting theme. These Sessions are non-competitive and no other meetings can be scheduled at this time.

2. INDEPENDENT/JOINT SESSIONS are scheduled Monday-Thursday. They constitute the majority of scientific programs, and are sponsored by the APHA Sections, SPIGs, or Caucuses.

   The format for each meeting will depend on the nature of the program. The following list identifies formats which have been used for Independent/Joint Sessions:
   
a. PANELS -- Open with a brief introduction and are followed by each panelist's presentation. After each panelist's presentation, time is allocated for a brief question and answer period. The session concludes with a summation by the moderator.

b. DEBATES -- conventional or a modified debate procedure may be used.

c. ROUNDTABLES -- the authors conduct group discussions at individual tables on their papers. The authors should have copies of their paper available at the session.

d. CONTRIBUTED PAPER SESSIONS -- these authors are selected from the abstract review process to present their papers to an audience. All the authors are given equal time for each presentation.

e. SOLICITED PAPER SESSIONS -- the authors who have expertise on a pre-selected topic, are invited by the Section Program Planners to present their papers.

f. POSTER SESSIONS -- are graphic presentations of an author's paper. The authors have an opportunity to discuss their papers using graphic displays. There are 24 posters per session. Audio visual equipment is not available for poster sessions (See Appendix 14).

3. CONTINUING EDUCATION PROGRAMS -- are sponsored by the Association, planned by Sections and offered in conjunction with the Annual Meeting. The C.E. Institutes are held Saturday-Sunday before the Annual Meeting; the C.E. Sessions are held Monday-Wednesday afternoons during the Annual Meeting. They require pre-enrollment and an enrollment fee. Each Section appoints a continuing education liaison to develop and schedule the program.

4. BUSINESS MEETINGS -- Sections generally schedule the Section Business meetings to discuss Section business and to attract members to the Section. Meetings of Section Council and Committee Meetings are also scheduled during the Annual Meeting.

5. SOCIAL HOURS -- All APHA Sections will have a joint social hour with a cash bar during the APHA Ice-Breaker scheduled Sunday, October 30 from 6:00-7:30 pm. Each Section will have a designated area.
Sections who are interested in sponsoring their own social hour/cash bar must be reminded that APHA funds cannot be used in any way to defray costs. If billing information is not provided at the time the room is requested, the room will not be reserved for the function.

6. **MEAL FUNCTIONS** -- Many Sections present awards or invite guest lecturers during breakfasts, luncheons and dinners. For these functions APHA will determine the menus and the prices, will have meal tickets printed, and will handle on-site ticket sales. Since APHA guarantees the ticket sales 48 hours in advance, Section meal functions may only be scheduled Tuesday-Thursday. APHA has the policy of no refunds or exchange of tickets, and no on-site ticket sales at the door. Tickets will be collected for ALL attendees including all guests at the head table. **APHA WILL NOT FUND MEAL FUNCTIONS.**
APPENDIX 14
Poster and Roundtable Session Descriptions

POSTER SESSIONS

Poster sessions are sessions where a specific number of papers selected for presentation are displayed as charts on poster boards during a given session time. The authors have an opportunity to discuss their charts, graphs, and diagrams. The registrants circulate among the boards to view the material and can hold discussions with the authors. This presentation mode offers the author an opportunity to discuss their findings in greater depth. It also gives the attendees more time to devote to a presentation of particular interest to them.

If you are planning a poster session, you should select roughly five to ten papers per poster session. When requesting meeting space for the session be sure to indicate the number of poster boards needed. These sessions should be planned during the luncheon sessions on Monday, Tuesday or Wednesday from 12:30-2:00 pm, Monday, Tuesday or Wednesday 4:00-5:30 pm, and Tuesday or Wednesday 8:30-10:00 am.

After you have selected the papers to be presented as poster sessions, send a letter of acceptance to the participant telling them that they will appear on the poster session (be sure to provide them with the title of the poster session). Also tell them the number of their board so they will know their order of appearance.

In July the APHA office will send the program participants an information packet which will include instructions regarding poster presentations.

GUIDE FOR ROUNDTABLE PARTICIPANTS

A roundtable session is literally a collection of round tables in a room where presenters give their papers. All presenters will give their papers simultaneously three separate times during the 1 1/2 hour session. Each paper will last a predetermined period and will then be open to questions and discussion. After the discussion comes to a close, the participants will leave your table and move to a different presenter's table. You need to check with your presider regarding the expectations for your session. Roundtable format is fun because it allows for small group interaction. The roundtable format does not, however, lend itself to slide or overhead projection. Therefore if you want participants to follow your presentation using graphics, you will want to prepare paper copies of what you would have shown in slides/overheads. If you want to distribute them, bring at least 50 copies. Also, bring a supply of business cards to share with participants.
DEADLINE: MARCH 10, 1995
AMERICAN PUBLIC HEALTH ASSOCIATION
ANNUAL MEETING ROOM REQUEST

Please type

Preferred Day Date Time—From To

Meeting Title

Primary Sponsor

Co-Sponsor(s)

Program Planning Chairperson

Name Telephone

SOLICITED SESSION □ CONTRIBUTED SESSION □

Check appropriate items

TYPE OF MEETING

Independent/Joint Session

Business/Committee/Council Meeting

Poster Session (10 Poster Boards maximum per session)

Food Function □ breakfast □ lunch □ dinner

Meal Ticket Plan I

Meal Ticket Plan II Related Organizations & Caucuses only

Social Hour* □ Cash Bar (COD) □ Open Bar (Hosted)

ROOM SET-UP AND EQUIPMENT

Theater Style

Roundtables: Number of tables required for workshop:

Conference Style (no more than 24 persons)

Head Table with 6 chairs (6 chair standard-exceptions allowed at food functions)

Lighted Lectern (with microphone if deemed necessary)

Handicapped Accessibility Needed (for speakers):

Table at Door/Intended Use

*Bill to:

__________________________________________________________

__________________________________________________________

__________________________________________________________

Telephone: ________________________________
APPENDIX 16
Sample letter - Abstract Review Committee: Instructions

Dear:

Enclosed please find the abstracts which you have agreed to review for the Dental Health Section Program of the APHA Annual Meeting in Detroit, Michigan on October 19-23, 1983. The theme for the meeting is "Crisis in the Public Sector: Challenge to the Public's Health." These abstracts should be reviewed as soon as possible and returned to me no later than April 29, 1983. The earlier the better.

Each abstract has had the author's name/affiliation removed and will be evaluated by two reviewers. The criteria for review will be as follows:

On each form, score the abstract from 1-4 in each of the following categories, (1=excellent, 2=good, 3=fair, 4=poor/unacceptable):

1. Originality and importance of subject matter to dental health
2. Quality of description of subject matter
3. Clarity and interest of presentation
4. Quality and completeness of supporting data or philosophy

Please total your figures and keep a copy of your results, in case I have to obtain them from you by telephone if they are not received by April 29, 1983. As with all reviewers, confidentiality of your evaluations will be strictly guarded.

I appreciate your willingness to serve as a reviewer as it is through efforts of individuals like you that the Dental Health Section can continue to make important contributions to the oral health of the public.

If you have any questions, please give me a call. Thank you.

Sincerely,

Myron Allukian, DDS, MPH
Assistant Deputy Commissioner

(Program Chairperson, Dental Health Section
American Public Health Association)

Enclosures
APPENDIX 17
Sample - Blind Review Abstract

Rating

Score each category: 2-4
1=excellent  2=good  3=fair  4=poor/unacceptable

1. Originality and importance of subject matter____________________
2. Quality and description of subject matter____________________
3. Clarity and interest of presentation__________________________
4. Quality and completeness of supporting data or philosophy______

TOTAL________

Comments: (over if necessary)

The OPHA Guide for the Selection of School Snacks

Two years ago an interdisciplinary task force was created by Oregon Public Health Association to respond to intense public concern about snacks in schools. The group was found to: a) recommend statewide nutrition policy with emphasis on funded institutions; and b) develop standards and guideline carry out policies. Available snacks were examined according to criteria set by the task force, i.e., overall nutritional quality, and sugar and salt content. The question of food additives was also given attention. In addition to a literature review, some original research was conducted.

The result was a published guide for snack selection which has received must interest and wide distribution. It is hope that it will stimulate continuing effort related to nutritional issues in the state.
March 21, 1980

Honorable Marc Lalonde
Minister of Energy
Department of Energy, Mines and Resources
Ottawa, Ontario K1A 0E4

Dear Mr. Lalonde:

It is my special pleasure, on behalf of the American Public Health Association, to invite you to speak at our 108th Annual Meeting in Detroit, Michigan on Tuesday, October 20, 1980.

This year's Annual Meeting theme is "Crisis in the Public Sector: Challenge to the Public's Health." Some 10,000 public health workers and community health leaders attending the meeting will deliberate on the problems our health system faces, given present budgetary constraints, and will look for solutions to this present crisis.

As we address these issues, we will also turn to our neighbors, and review health care programs of other countries. We hope your schedule will enable you to participate as principal speaker in the scientific session "Update on the Canadian National Health Insurance," which is sponsored by the Medical Care Section of the Association and co-sponsored by the International Health and Health Administration Sections.

Your views and contributions as Canada's former Minister of Health and Welfare and as author of "A New Perspective on the Health of Canadians" are widely known and respected here. We think it most appropriate that you give your personal perspective on the development of the Canadian health systems.

I remember fondly your participation as the honored Rosenhaus Lecturer during the 1976 APHA Annual Meeting in Miami Beach. We shared the platform for that evening's session, and it would be a personal pleasure to renew our acquaintance.

Unfortunately, the Rosenhaus Lecture was our only endowed lecture, and the Association is not in a position to pay travel expenses for Annual Meeting participants. Detroit, of course, is only a mile south of the border, so we expect a good number of Canadians to attend this year -- if that helps justify your time and travel. Of course, we shall be happy to provide complimentary registration for the convention.

I sincerely hope you will be able to join APHA on October 21, and I look forward to hearing your plans.

Sincerely,

June Jackson Christmas, MD
President
APPENDIX 19
Sample Abstract/Identification

Call for Abstract
APHA 123rd Annual Meeting
San Diego, CA—October 29-November 2, 1995

Persons wishing to contribute presentations or papers to be considered for the APHA Annual Meeting must submit an abstract of the work on the form provided below. The abstract form must be accompanied by an Author/Co-Author ID Form. The 2 forms and appropriate number of copies should be mailed to the designated Section, SPIG, or Caucus Representative and RECEIVED no later than February 10, 1995. Do not submit the same abstract to more than one Section or APHA component.

TYPE ABSTRACT TITLE IN UPPER CASE LETTERS.
Type author(s) and co-author(s) name(s) using upper and lower case letters and underline, with presenter’s name listed first as the only one to receive the detailed program participant mailing. Four abstracts without the authors' names should also be sent for blind review. Type abstract text, flush left, single-spaced, within parameters of box, using carbon ribbon standard size type. Abstract should be of camera-ready quality, suitable for 50% reduction. A completed author/co-author ID form must accompany each abstract. If the total number of authors and/or co-author exceeds three, please xerox and complete the appropriate number of ID Forms. Send original abstract and 4 copies of the abstract to the appropriate chairperson, accompanied by a self-addressed stamped envelope for notification of acceptance or rejection. Enclose a stamped, self-addressed postcard if you want notification of receipt of abstract. FAX copies of the abstracts will NOT be accepted. Deadline for receipt of abstracts is February 10, 1995. Notification will be mailed in June. Consult the December issue of the The Nation's Health for the specific topics and requirements for Sections, SPIGs, and Caucuses. If requirements and instructions are not followed, your abstract will not be considered for review. NOTE NON-MEMBERS: Contributed papers may only be read by APHA members. Non-members may submit a contributed paper but they must join APHA in order to make the presentation. All APHA members must register for the meeting.

TO BE COMPLETED BY PROGRAM CHAIRPERSON

SESSION:
Day ____________________________
Date ____________________________
Time: From ______ To ______
Primary Sponsor __________________

ABSTRACT:  □ Contributed
□ Solicited

Section, SPIG, Caucus, or APHA Group Abstract submitted to:
__________________________________________

I have submitted this abstract to only ONE section/component of APHA ________________________________ (sign)

If your abstract is selected for presentation, do you prefer to present it as a: ______ poster; ______ verbal presentation; ______ roundtable; ______ any of these

Are self-addressed stamped envelope and postcard enclosed?  □ Yes □ No

Are original abstract (and 4 blind review copies) and all author ID forms enclosed?  □ Yes □ No
<table>
<thead>
<tr>
<th>NAME</th>
<th>Last First Middle Initial</th>
<th>DEGREE (one only)</th>
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</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>Position</td>
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<td>ORGANIZATION</td>
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<td>CITY</td>
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<td>AREA CODE</td>
<td>PHONE NUMBER</td>
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</table>

**Program Chairperson Must Complete**

**Circle Role Type**
1. President
2. Panel Moderator
3. Author
4. Co-Author
5. Panelist
6. Discussant
7. Monitor
8. Poster Session Presenter
9. Award Recipient

**Circle Program Participant Status**
1. Contributed
2. Selected

---

**Circle Each Answer Below**

**For Affirmative Action/Statistical Use Only**

**Sex**
1. Male
2. Female

**Racial Ethnic ID**
1. Asian
2. Black
3. Amer Indian
4. Latino
5. White

**Author Making Presentation**
1. No
2. Yes
July 1993

Dear Program Participant:

APHA welcomes your participation at its 121st Annual Meeting, scheduled October 30-November 30, 1994. This year we will address the theme "Public Health and Diversity: Opportunities for Equity Examining the impact." The Program Planning Committee and the Association appreciate your contribution. We regret that the Association is unable to pay honoraria and expenses to its program participants.

The following information has been compiled to assist you in preparing for the upcoming meeting. Please read this packet very carefully.

Your presentation at the 122nd Annual Meeting has been scheduled on:

Day, Date, Time:
Hotel:
Room:
Sponsor:
Role on the Program:

* Please Note: Last minute room changes may occur, please refer to the final program which will be distributed on-site to confirm session location.

ANNUAL MEETING BROCHURE

The enclosed annual meeting brochure provides general information, a map of Washington, DC, and the following forms:

ADVANCE REGISTRATION FORM - Deadline August 26, 1994

Program Participants presenting abstracts in a contributed paper process are required to pay the registration fee. To take advantage of the discounted registration fee, complete the enclosed advance registration form and return it with your check to APHA by August 26. There is no advanced registration for participants wishing to register for one day. This can only be done on-site.

All persons giving a contributed paper presentation must be APHA members. A membership application has been included for your convenience.

On-site registration will be located at the Muscone Center on Saturday October 23 from 1:00-7:00 pm; Sunday, October 30 from 10:00 am - 7:00 pm; Monday, October 31 - Wednesday, November 1-3 from 8:00 am - 5:00 pm.

HOTEL ROOM RESERVATION FORM

The hotel room reservation form lists hotels and the rates. We encourage you to make reservations early. All reservations should be made through the APHA Housing Bureau using the enclosed housing form.

GUIDE FOR PROGRAM PARTICIPANTS

Please review the enclosed guide for information on the Annual Meeting publication procedures, deadlines for submitting copies of papers, and press room activities. A guide for the presiders, suggestions for oral presentations, and instructions for poster session participants are also included.
GUIDE FOR PROGRAM PARTICIPANTS

Please review the enclosed guide for information on the Annual Meeting publication procedures, deadlines for submitting copies of papers, and press room activities. A guide for the presiders, suggestions for oral presentations, and instructions for poster session participants are also included.

RELEASE FORMS FOR TAPE RECORDING AND DUPLICATING

In order to permit the recording of your presentation, our recording company must receive your signed release form by **September 2, 1994**

PROGRAM PARTICIPANT RIBBON

Bring the enclosed card to the Program Participant Booth to pick up your program participant ribbon. Attach the ribbon to your registration badge.

Be sure to see the preliminary program in the August issue of the *American Journal of Public Health* for session details. Again, we look forward to your valuable participation at this year's 122nd Annual Meeting in Washington, DC.

Sincerely,

Michelle Horton
Annual Meeting Planner

DATES TO REMEMBER:

- **August 30** -- Early Bird Registration cut-off date
- **September 30** -- Advance Registration cut-off date
- **September 2** -- Deadline for mailing Audio Cassette Release Form
- **Oct. 30-Nov. 3, 1994** -- 122nd APHA Annual Meeting, Washington, DC
The American Public Health Association expresses appreciation to all the program participants in this year’s Annual Meeting Program. The Association regards your presentations made at its Annual Meeting as serving these major purposes:

- Communicating new information and fresh points of view directly to a professional audience.
- Providing authoritative material for use by the working press in informing and educating large segments of the general public on recent advances in health and medicine.

It is hoped that the following suggestions will assist you in preparing for your participation at this year's Annual Meeting.

GENERAL INFORMATION FOR PROGRAM PARTICIPANTS

**Annual Meeting Papers:**
Papers must present new information or viewpoints not previously published. The acknowledged author must be listed or, in the case of a group, the chairperson must be listed as the author. Papers presented at the Annual Meeting remain the property of the author. All individuals making contributed paper presentations at the meeting must be members of the Association. A membership application has been included for your use. Please be sure you have applied for your membership prior to the meeting.

**Publication Rights:**
An author may publish his/her paper wherever he/she wishes. However, no paper may be published until after its presentation at the Annual Meeting. If an author wants his or her paper published after the meeting it is the author's responsibility to submit his/her paper to a journal for publication. Professional journals have their own format requirements and specifications for manuscripts and you should consult the journal of your choice before submitting your paper to it. In general, all professional journals will reject manuscripts that are written in the informal manner of a speech.

For your information, copies of guidelines for the American Journal of Public Health and Medical Care are enclosed.

**Suggestions for Oral Presentations:**
The following suggestions have been helpful to program participants in the past. Although the suggestions may not apply to you, we are sharing them with all speakers.

Be sure to limit the presentation to the time allotted. The courtesy of staying within your allotted time will assure the other participants their equal time on the program and allow the audience the opportunity to ask questions. The average 8 1/2 x 11 inch page, typed, double spaced with one inch margins contains 250 words. Approximately 6 of these pages can be presented by the average speaker in 12 minutes.

Rehearse your presentation beforehand, timing it. Often the actual delivery of the speech takes longer than the rehearsal. Remember that slides shown add seconds to the talk. Know what to omit if you start to go overtime.

Have a text which is highly legible (double spacing helps) with well marked cues for visuals; number the pages so that sequence can be maintained. Number your slides so they correspond to text.

So that everyone can benefit from your presentation, be sure to speak loudly and clearly, but not too fast. Speak into the microphone if it is available since many of the sessions will be recorded. The audience will appreciate it if you look at them rather than the blackboard or your paper. Shift your gaze to include everyone.

For those people interested in your exact data, you may consider distributing copies of your paper on request. Papers and materials for your presentation should be sent ahead to your hotel labeled "Hold for Arrival" or brought with you. If you
have not done so already, you should provide your session presider with a copy of your presentation and a curriculum vitae to assist him/her with introductions.

Audio-visual Equipment and Presentations:
Many speakers have already been contacted by the Session Presider/Program Planning Chairperson regarding Audio Visual Equipment.

If you have not been contacted, the following rules apply. If you have any questions, please contact the appropriate Program Planner.

1. APHA will provide free of charge a 2x2 slide projector, an overhead projector and screen for each Scientific/Joint Session sponsored by an APHA SECTION, SPIG or CAUCUS.

2. Any unusual Audio Visual needs should be ordered and discussed with the Program Chairperson prior to the presentation. You will then be advised of any charges.

3. Related Organizations must order and pay for any audio visual equipment. Speakers of these groups should contact the Program Planner directly.

4. Absolutely no on-site requests will be honored.

5. Deadline for AV requests to Section Program Planners is August 1, 1995. Additional audio-visual equipment can be ordered in advance by contacting your program chairperson. Absolutely no on-site requests will be honored.

Basic Guidelines for Effective Slide/Transparency Preparation

1. Type. Slides should never merely be typed.
   A. Photographing a typed sheet of paper yields very poor results. Remember that projecting a slide on a 10’ x 10’ screen magnifies it over 28,000 times. A slide is approximately 0.5 square inches. A 10’ x 10’ screen is 14,000 square inches. Word slides or transparencies should be limited to 7 lines of type per slide or per transparency with 6-7 words per line.
   B. Bold lettering against a properly colored background is strongly recommended for maximum view clarity.

2. Color Combinations. Backgrounds of slides should never be white, unless black block lettering is used. Deep blue is very effective with either yellow or orange lettering. Avoid deep red or blue lettering as it is difficult to read against a dark background.

3. Graphs and Charts. The same color combinations apply here. Bar graphs should be made with marker pens on white paper. Seek professional help in making your slides with graphs or charts. Avoid making slides too busy.

4. Content.
   A. Any slide, whether printed word or graph, is virtually worthless if it cannot be thoroughly comprehended in 20 seconds. Each slide or transparency should present one subject; avoid detail but instead display only essential data. Busy slides are confusing to the audience. Time needed to decipher a slide is time lost listening attentively to the speaker.
   B. Be sure to have sufficient slides to support the narrative. Six or eight slides are not enough for even a speech as brief as 10 minutes. Slides should not be left on the screen for more than one minute or they become hypnotic. If it takes longer than that to explain the slide and its concept, then it is too complex. Break the information up into smaller, more easily digested parts. Changing slides keeps your audience attentive.
   C. If the narrative is not relevant to the slide on the screen, but the next slide is not ready to be shown, use blank slides. Do not leave the screen stark white between slides, as this is even worse than a lingering slide whose information has already been passed by.

5. Concluding Slide.
   A. The rule about cramped slides applies here. A concluding slide should be read and absorbed in about five seconds. The attention here should be on the speaker and his text. If the slide holds audience attention for too long, the impact of the oral conclusion is lost.
   B. Several points, in bold lettering, can be outlined on a concluding slide. Do not exceed three in number. After the first point has been covered, go to the second, reflecting exactly what your conclusion is. Then proceed to the third point, doing the same. Reinforce each step with the spoken word, exhibiting constant control with the voice.

Cassette Taping:
Many Annual Meeting registrants would like an audio-cassette recording of certain sessions they attended or were unable to attend. Additionally, many members unable to attend the Annual Meeting would like to purchase a tape of a session by mail. For these reasons, APHA has contracted with an audio taping firm to record selected sessions.

If you have any objections to being recorded indicate this to us immediately so that we may make other arrangements. Otherwise, the audio cassette release form is enclosed for you to complete and return by September 1 to the address listed. All speakers must complete the release form.
GUIDE FOR THE PRESIDERS/PANEL MODERATORS

Suggestions for the Presiders:
The meeting should be called to order on schedule. Be careful to limit each speaker to the allotted time, give them a warning signal 1 to 2 minutes before. This will guarantee each participant a proper share of the program and allow time for audience discussion. If possible, allow time for questions and answers.

It will be helpful to secure copies of the participants' papers and curriculum vitae beforehand to verify time allotments and prepare appropriate introduction.

Monitors:
The monitor will be wearing a monitor ribbon attached to his/her registration badge. Please make good use of the monitor assigned to your session by arriving early to see if there are any problems with room set-up or AV equipment. The monitor will be there to handle any such problems.

Your monitor will be responsible for double checking the room set-up and the projection equipment prior to the starting time of your session, if any was ordered. He/she will also take an official count of the attendance at the meeting and check registration for badges. Because the monitor is assigned to several sessions at the same time, he/she will not remain in the room throughout the session.

Registrants with Disabilities:
Presiders should be aware that registrants with disabilities are to be given specially assigned seating. The rear right section of each room has been allocated for persons in wheelchairs. The monitors will be available to assist them to their places. In the General Sessions, interpreting for the deaf will be available. In those meeting rooms, the front row center right, will be reserved for deaf persons.

APHA Smoking Policy:
Presiders are requested to announce before each session that APHA prohibits smoking at all of its functions. Smoking will not be permitted during the meetings.

GUIDE FOR ROUNDTABLE PARTICIPANTS

A roundtable session is literally a collection of round tables in a room where presenters give their papers. All presenters will give their papers simultaneously three separate times during the 1 1/2 hour session. Each paper will last a predetermined period and will then be open to questions and discussion. After the discussion comes to a close, the participants will leave your table and move to a different presenter's table. You need to check with your presider regarding the expectations for your session. Roundtable format is fun because it allows for small group interaction. The roundtable format does not, however, lend itself to slide or overhead projection. Therefore if you want participants to follow your presentation using graphics, you will want to prepare paper copies of what you would have shown in slides/overheads. If you want to distribute them, bring at least 50 copies. Also, bring a supply of business cards to share with participants.
GUIDE FOR POSTER SESSION PARTICIPANTS

Poster Presentations
The Poster session is a graphic presentation of authors' reports. The authors illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster boards. Complete papers cannot be posted. The authors will then hold discussions with the registrants who are circulating among the poster boards. Many authors find it helpful to present a brief introduction to answer the obvious questions and allow the remainder of the time for more in-depth discussions. The author must remain by his/her poster board for the duration of the one and one half hour session. If handouts are distributed, bring approximately 50 copies.

Preparing the Poster Board
APHA will provide a poster board for each author presentation. Each board will be numbered 1 through 10. Your poster board number will correspond with the number in the program. The poster board will be 4 feet tall by 6 feet wide of white floormount homosote mounted on stands. Thumbtacks will be available on-site for mounting the displays.

The author should prepare all materials in advance. Materials should include the title of the presentation and the list of authors. Letters in the title should be at least 2 inches high. Bring all illustrations needed -- figures, tables, color photographs, charts. It may be helpful to consult an artist about the display. The material should be well-labeled and legible from a distance of 2 yards. Lettering should be bold, approximately 1 inch high. If you will be posting typed material, use a typewriter with orator or bulletin type. A suggested arrangement of a poster board is illustrated below. The participants must mount the display during the 15 minutes prior to the scheduled start time and dismount within 15 minutes after the session ends.

PRESS ROOM ACTIVITIES
Each year, hundreds of writers and editors attend the APHA Annual Meeting, seeking interesting stories on new findings in health and medicine which can contribute to both professional and consumer knowledge of the field. The APHA Press Room is set up to provide reporters with immediate, high quality information concerning papers being presented. Your cooperation is asked to ensure ample opportunity for in-depth, accurate press coverage of the meeting. Generally, reporters at the meeting will read the abstracts, attend scientific sessions, seek a copy of the complete paper, and request an interview or press conference. The rules given below govern APHA Press Room operations:

Deadline for Press Room Copies
Please send two copies of your paper, First Class Mail to: Annual Meeting Press Officer, American Public Health Association, 1015 15th Street, NW, Washington, DC 20005, for arrival by September 1, 1995. These copies enable APHA staff to anticipate news values and press interest in your paper.
Title Page
To facilitate our identification and processing of papers to be presented, the title page of each paper should contain the following information: Title of paper; author(s) name and primary affiliation; time, day, and date of session in which the paper is to be presented; primary sponsor of the session, and session title, if possible. Since many authors present more than one paper, this information is very important.

News Release Dates and Time
All papers sent to APHA Press Room are stamped as follows:
“For Release (date and time). Permission to Quote or Summarize. Publication Rights Reserved.”

News release dates will be honored by reporters. Papers presented during a morning or luncheon session are for afternoon release the same day; papers presented in the afternoon or evening sessions are for release the following morning. Press conferences and interviews are scheduled in advance of the actual presentation.

Publicity
If appropriate, you may wish to seek the assistance of public relations personnel in your agency or university to secure publicity on your paper. Advance publicity may be releases at any time, but the specific data and findings in your paper may not be disclosed prior to the release date used by the APHA Press Room as described above.

Author Handouts
DO NOT send materials to the Press Room which you plan to handout at the scientific sessions. The Press Room is limited in staff and facilities and cannot store or duplicate these materials for you. Papers and materials for author handouts should be sent ahead to your hotel or brought with you.
APPENDIX 24 (CONTINUED)

RELEASE FORM FOR TAPE RECORDING AND DUPLICATION
APHA 123rd ANNUAL MEETING

Program Participant:

APHA has contracted with an audio taping firm to record selected session. Many Annual Meeting registrants would like an audio-cassette recording of certain sessions from the Annual Meeting as well as many members who were unable to attend.

In order to provide this service to our members and registrants, we would appreciate your signing and returning the release form below. Please mail the form to APHA HEADQUARTERS.

I hereby consent to the recording and duplication of my presentation made at the 123rd Annual Meeting of the American Public Health Association.

I understand that my signing of this release form does not prohibit me in any way from using my own materials.

_________________________________________   _____________________________
Signature                                                                 Date

Name: __________________________________________________________________ (please print or type)

Session Title: ________________________________________________________________

Day/Date/Time: ______________________________________________________________

Return this form no later than September 1, 1995 to:

Michelle Horton
American Public Health Association
1015 15th Street, NW
Washington, DC 20005
APPENDIX 28  
Sample APHA Form - Audio Visual Equipment Order Form

Audio Visual Equipment Order Form  
American Public Health Association  
123rd Annual Meeting

Please Provide the Following Information for Each Session by August 1

<table>
<thead>
<tr>
<th>Session 4 Digit Item No.</th>
<th>Day/Date</th>
<th>Start Time</th>
<th>Hotel/Room</th>
<th>2x2 slide projector &amp; screen</th>
<th>Overhead projector &amp; screen</th>
<th>Other (Please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>4.</td>
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<td>5.</td>
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<td>6.</td>
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<td>8.</td>
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<td>11.</td>
<td></td>
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</tr>
</tbody>
</table>

SPONSOR: ____________________________

Program Contact: ____________________________

Phone: ____________________________

I expect to have the 2x2 slide projector, an overhead and screen in each of my scientific session rooms. I will not need any additional equipment.

Section or SPIG Program Chairperson (ONLY)

Section or SPIG Program Chairperson (ONLY)

ALL ORDERS FOR ADDITIONAL AV EQUIPMENT MUST BE ACCOMPANIED BY BILLING INFORMATION

NOTE: SECTIONS ONLY: WHEN ORDERING ADDITIONAL EQUIPMENT, DO NOT BILL SECTION UNLESS A LETTER OF AUTHORIZATION FROM SECTION CHAIRPERSON IS ATTACHED OR THE SECTION CHAIRPERSON HAS SIGNED THIS FORM.

Bill to: Name: ____________________________

Address: ____________________________

I authorize the billing to my Section for the additional piece of equipment.

Section Chairperson
APHA AUDIO-VISUAL EQUIPMENT POLICIES

1. APHA Sections, SPIGs, and Caucuses receive two pieces of AV equipment (a slide projector and an overhead projector) and screen per scientific meeting at no cost to the Section, SPIG, or Caucus.

2. APHA will equip each scientific meeting room (for Section, SPIGs and Caucus only) with a 2x2 slide projector and screen, unless notified differently by the Program Planning Chairperson by August 1, 1994.

3. If a third piece of equipment is needed, the Section Chairperson must authorize its payment from the Section’s budget or other billing information must accompany the order.

4. Related Organizations must pay for their AV equipment. Billing information is required for each order.

5. ALL CANCELLATIONS of AV equipment must be sent to APHA in writing no later than August 1.

6. Absolutely NO AV orders can be place on-site through APHA staff. On-site emergency orders must be paid for ON-SITE or billed to a designated person through the AV Company. Please be advised that on-site rental prices will be higher.

7. ALL PROGRAM PLANNERS should notify session speakers of the AV equipment provided for their Session.

AUDIO-VISUAL RENTAL PRICES ESTIMATES
(Includes Set-Up and Dismantle Labor)

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>TOTAL RENTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carousel projector (slides)</td>
<td>60.00</td>
</tr>
<tr>
<td>Overhead Projector</td>
<td>60.00</td>
</tr>
<tr>
<td>Screen (Average price)</td>
<td>50.00</td>
</tr>
<tr>
<td>Electric Pointer</td>
<td>35.00</td>
</tr>
<tr>
<td>Sound Synch Cassette Player</td>
<td>46.00</td>
</tr>
<tr>
<td>1/2&quot; Video Player</td>
<td>120.00</td>
</tr>
<tr>
<td>3/4&quot; Video Player</td>
<td>140.00</td>
</tr>
<tr>
<td>Video Monitor (20&quot;)</td>
<td>120.00</td>
</tr>
<tr>
<td>Video Monitor (25&quot;)</td>
<td>150.00</td>
</tr>
<tr>
<td>Video Monitor (30&quot;)</td>
<td>260.00</td>
</tr>
<tr>
<td>Video Projection System</td>
<td>700.00 &amp; up</td>
</tr>
<tr>
<td>Flipchart with pad</td>
<td>40.00</td>
</tr>
<tr>
<td>Cassette Player/Recorder</td>
<td>55.00</td>
</tr>
<tr>
<td>Sound Synch Cassette Player</td>
<td>90.00</td>
</tr>
<tr>
<td>16mm Movie Projector</td>
<td>120.00</td>
</tr>
<tr>
<td>Microphone</td>
<td>40.00</td>
</tr>
<tr>
<td>Sound Mixer (required if more than 3 mikes)</td>
<td>125.00 (plus operator charges)</td>
</tr>
</tbody>
</table>

NOTE: Other equipment is available. Please call for prices.
(Speakers must make arrangements for operation of equipment)
APPENDIX 29
Sample Form - Session Evaluation Form

Session Evaluation Form

Section: ____________________________________________
1994 APHA Annual Meeting

Session Title ________________________________________________________________

Co-Sponsors ________________________________________________________________

Date & Time ________________________________________________________________

Location _________________________________________________________________

Evaluator _________________________________________________________________

Physical Settings

1. Were there difficulties with the setting for this session? _____ Yes _____ No
   Comments: ______________________________________________________________

2. Were the acoustics adequate? _____ Yes _____ No
   Comments: ______________________________________________________________

3. Was audio-visual equipment used? Check.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Speaker</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movie</td>
<td></td>
<td></td>
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<tr>
<td>Slides</td>
<td></td>
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<tr>
<td>Overhead</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Blackboard</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

4. Audience size - estimated number: ________________________________

5. Overall reaction to session:
   Sufficient time for discussion _____ Yes _____ No
   Moderator controlled session _____ Yes _____ No

6. Rank quality of entire session 1-10 (1 being highest quality and 10 lowest). Consider all speakers, presentations and subject matter covered.
7. Individual Presentation Assessment. Enter Yes or No in each box.

<table>
<thead>
<tr>
<th></th>
<th>Speaker A</th>
<th>Speaker B</th>
<th>Speaker C</th>
<th>Speaker D</th>
<th>Speaker E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker well prepared</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Topic of professional interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New information provided</td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Speaker should be used in future</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker kept to time limit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials distributed to audience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audience was stimulated</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Good material</td>
<td></td>
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<td>Poor material</td>
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<td>Good presentation</td>
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<tr>
<td>Poor presentation</td>
<td></td>
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</tr>
</tbody>
</table>
Form used by Population and Family Planning Section, at annual meeting, to solicit help from the section's membership for the planning of next year's meeting. These could be handed out at business meetings as well as at scientific sessions.

Population and Family Planning Section

Please help in planning next year's meeting in Atlanta!

Do you have ideas for session topics? (Please note below)

Are you willing to organize an "invited papers" sessions? Yes/No
If so, on what topic(s)?

Would you be willing to chair a session? Yes/No
If so, will you review the abstracts for that session? Yes/No
What other suggestions do you have for next year?

Name/Address/
Phone Number
**APPENDIX 31**

**Sample Abstract Review Form**

**Health Administration 1990**

Instructions: Reviewer, please review and fill out one listing per abstract. Do not return the abstracts, only the sheets.

Return to: Health Administration Program Planner

Date due: March 15, 1990

Thank you for your contribution to the Health Administration Section.

<table>
<thead>
<tr>
<th>Program Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>LST Number:</td>
</tr>
<tr>
<td>Date Received:</td>
</tr>
<tr>
<td>First Author:</td>
</tr>
<tr>
<td>Key Word Title:</td>
</tr>
<tr>
<td>Submitted by student, professional academic researchers</td>
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<tr>
<td>Reviewer Name:</td>
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</table>

<table>
<thead>
<tr>
<th>Reviewer</th>
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<tbody>
<tr>
<td>Date Sent:</td>
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<tr>
<td>Comments:</td>
</tr>
<tr>
<td>Scientific Contribution:</td>
</tr>
<tr>
<td>Content:</td>
</tr>
<tr>
<td>Fit with Theme:</td>
</tr>
<tr>
<td>Format Recommended: Panel, Poster, Roundtable etc.</td>
</tr>
<tr>
<td>Other:</td>
</tr>
<tr>
<td>Recommendation: Accept/Reject/Transfer</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision: Accept/Reject/Transfer</td>
</tr>
<tr>
<td>Mail Date of Notification to APHA/Central</td>
</tr>
<tr>
<td>Mail Date of Notification to Author</td>
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</table>

74
PINK SECTION

PROGRAM CONTACTS
<table>
<thead>
<tr>
<th></th>
<th>Number of Scientific Sessions</th>
<th></th>
<th>Number of Business Meetings</th>
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<tr>
<td>SPIGS</td>
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<td>BIOETH</td>
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<tr>
<td>H LAW</td>
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<td>6</td>
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<tr>
<td>N PROF</td>
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<tr>
<td>SOCIALIST</td>
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<tr>
<td>WOMEN'S</td>
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<td>18</td>
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<td>total</td>
<td>96</td>
<td>101</td>
<td>109</td>
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</table>
TOTAL: $  13.76

*** U.S. POSTAL SERVICE ***
SUTTER STREET STATION
150 SUTTER STREET

CLERK #09
DATE: 05/01/95 09:28:39 AM

090 POSTAGE  13.76

TOTAL: $  13.76

*** THANK YOU ***

Este es el recibo de las estampillas, por favor consolelas a necesario.
Romy
To: Dr. Cynthia Gomez

From: Don Gabard

Date: July 31, 1995

The following 5 pages are intended to help facilitate our conference call. I just received the following "Charter Agreement" and note that they want a signed agreement by August 7 as well as $1,000. I will call each of you and try to arrange a conference call prior to the seventh, although almost all of you were available on the seventh. Please FAX or call me with times you are available for a conference call and I will sort out our common times. Thanks for your patience and look forward to talking with you.
Conference Call Agenda

1. Program Committee: needs, wants, desires?

2. Social Event: Dinner
   Harbor Cruise: At $40.00 each, can we sell 125 seats?
   Can we expect to get $4,000 by October 26 by mail-ins or front
   the money or negotiate to have guarantee but money to follow
   Tuesday?

3. Hospitality Suite: Does it still serve a purpose proportional
   to expense or could the goal be met at coffee
   house/bar/restaurant where it would be free (or almost)

4. Newsletter Content
   History from Walter
   New Member news- Linda
   Chair's note-DC
   Program- on separate sheet with all caucus meeting rooms and
   events
   Booth Help-Linda
   Do we want a pro/con on ethnic representation on Board?
   Student news- Elizabeth

5. Social event other than hospitality and dinner, we have only
   one member of caucus in San Diego, how should we proceed?

6. Jim will mail me the banner?

7. Booth ideas: Linda
   Walter's pictures, banner, ?

8. OTHER:

   Ask Dr. Day
   re: Social night
   Breakfast for 9

   Rainbow Flag
Business Meeting Agenda

1. Opening Remarks
2. Program Chair Report
3. Treasurer Report
4. Newsletter Report
5. Membership Report
6. Student Report
7. Chair's Report
8. EHOC Report
9. Booth Organizer
10. Social Committee Report
11. Elections:
   Secretary/Newsletter
   Treasurer
   Program Chair-Elect
12. 1996 Program Content
13. Debate and Vote on Ethnic Representation
14. Other new Business
CHARTER AGREEMENT
July 31, 1995

BOAT: Spirit of SD-UDLBO
Upper Deck Level Buyout
DATE: November 1, 1995
DAY: Wednesday
ACCOUNT #: 11010DC
SALES MANAGER: Rhonda R. Ohnesorge

CLIENT: Tom Stuberud
COMPANY: American Public Health Assoc.
ADDRESS: 4771 51st Street
San Diego CA 92115
619-582-1919

GROUP NAME: Amer. Public Health
ACTIVITY: Dinner Cruise
PROFILE:

GUEST COUNT: 125
QUARANTINE:

BOARDING TIME: 7:15 PM
DEPARTURE TIME: 7:30-10:00 PM
RETURN TIME: 10:00 PM

COMMENTS:

STANDARD DINNER CRUISE MENU
Caesar Salad
7-Grain Squaw Rolls and Butter
Twice Baked Potato
Fresh Seasonal Vegetables
Boneless Chicken Breast Filet
Beef Bourdelais Served in a Puffed Pastry
New York Style Cheesecake with Raspberry Purée

BEVERAGE SERVICE
Boarding Mai Tai with Cash bar
Complimentary Coffee, Tea and Soda.

ENTERTAINMENT
Live Band for dancing and listening enjoyment.
Please advise on Musical Preference.

SET UP:
Pre-set formal tables.
Napkins placed in water glasses
Dedroblum bud vases.
SPIRIT OF SAN DIEGO

The SSD is a modern, sleek, mini-cruise ship with a sun deck, two climate-controlled enclosed decks and 360-degree picture-window viewing. This vessel also touts three full-service bars, one on each deck, and a large galley. All dinners are prepared fresh and hot. Each enclosed deck is carpeted, has its own sound system, an area for dancing and entertainment. The vessel is an impressive 145 feet in length with a 35 foot beam. The "Spirit", as she is known, accommodates up to 575 passengers.

CAPACITIES
Seated (400 persons)
Cocktails (575 persons)
Tour (575 persons)

HOURLY RATE
Midweek $1365
Weekend $1575

3 Hr. Minimum
CHARTER AGREEMENT
July 31, 1995

Tom Stubbendorf
American Public Health Assoc.
4771 51st Street
San Diego, CA 92115

Dinner Cruise
November 1, 1995
1101OOC

CHARTER COSTS

<table>
<thead>
<tr>
<th>QTY</th>
<th>COST</th>
<th>CHARGES</th>
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</thead>
<tbody>
<tr>
<td>Dinner Cruise</td>
<td>125</td>
<td>$39.95</td>
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<tr>
<td>(125 Minimum Necessary for Exclusive Use of Upper Deck) 2.5 Hour Cruise</td>
<td>INCLUDED</td>
<td></td>
</tr>
<tr>
<td>Seated Dinner Program</td>
<td>INCLUDED</td>
<td></td>
</tr>
<tr>
<td>Cash Bar</td>
<td>INCLUDED</td>
<td></td>
</tr>
<tr>
<td>Live Entertainment</td>
<td>INCLUDED</td>
<td></td>
</tr>
<tr>
<td>Sales Tax- Dinner Cruise</td>
<td>INCLUDED</td>
<td></td>
</tr>
<tr>
<td>Gratuity - Dinner Cruise</td>
<td>INCLUDED</td>
<td></td>
</tr>
<tr>
<td>Port Fee</td>
<td>INCLUDED</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $4,993.75

Signed Agreement and Deposit Due Aug.7, 1995
balance Due Oct.26, 1995

+Final guaranteed guest count due 7 Days Prior to your Event.*

Accepted By: __________________________
Date: __________________________

Authorization for Onboard Expenses: __________________________

Rhoodr O'mhessorge
Sales Manager
619 522 6150

*This charter agreement is made subject to San Diego Harbor Excursion's terms and conditions on reverse. Thank you for your patronage.*