Final Report
DOE Grant DE-FG02-03ER41230-A000

E.W. Beier
Department of Physics and Astronomy
University of Pennsylvania
Philadelphia, PA 19104-6396

This is the final report on a grant from the Department of Energy Division of High Energy Physics used to support a meeting of the American Physical Society Division of Particles and Fields in Philadelphia, Pennsylvania, April 5-8, 2003.

The meeting

The Organizing Committee for the meeting was Sally Dawson (BNL; Chair); Gene Beier (Penn; Local Chair); YK Kim (Berkeley); Paul Langacker (Penn); Joe Lykken (Fermilab); Marc Oreglia (Chicago); Natalie Roe (Berkeley); Marc Sher (William and Mary); Elizabeth Simmons (Boston); and Maria Spiropulu (Chicago). Gene Beier and Paul Langacker were the local organizers representing the University of Pennsylvania. Additional local support was provided by Larry Gladney and Joseph Kroll. The logistics of the conference were handled by the meetings department of the APS, with additional services provided through the resources of the high-energy physics group at the University of Pennsylvania.

The DPF meeting was held simultaneously with the APS April meeting. The meeting was quite successful, with over 400 registered attendees. This number is comparable to the number of attendees at conventional DPF meetings and about 50% larger than the number that typically attends the APS April meeting.

The meeting was held in the Loews Hotel in Philadelphia, except for a Monday afternoon session held on the Penn campus at the University of Pennsylvania Museum of Archeology and Anthropology. This session featured talks on the future of elementary particle physics by five well-known physicists who are also excellent speakers.

Logistical information for attendees of the meeting and a copy of the talks are posted on the meeting World Wide Web site:

<http://www.dpf2003.org>

The scientific content of the meeting is available through the invited talks schedule and “transparencies” that are posted on this web site. The URL for this site was purchased for two years and will expire in early 2005.

Finances

The meeting was supported by the registration fees of the participants, this grant of \$35,000 from the Department of Energy, and a National Science Foundation grant used solely to support the travel expenses of young scientists.

The Department of Energy grant was targeted to support the conference infrastructure (Audio-Visual rentals, website design and maintenance, and similar expenses). When the accounting for expenses was complete, there was a balance of \$5800 in the DOE grant. It was expected, based on the experience of other conference organizers, that expenses associated with the development and maintenance of the conference website through a commercial firm would be substantial. When we sought a commercial firm to support the website, we found that the photographer in a laboratory near the physics department also produced websites and designed posters. The hourly cost to design a poster and develop a website was less than 20% of what was budgeted, leading to the unexpensed balance in the account.

Concluding remarks

The 2003 meeting of the Division of Particles and Fields of the American Physical Society in Philadelphia was quite successful. The financial support of the Department of Energy Division of High Energy Physics played a key role in making the meeting productive, and that support is acknowledged with appreciation.