**TIME SLOT ALLOCATION FORMULA**

**Caucuses**  
Since membership data for caucuses can be inaccurate or non-existent we felt that historical data and session attendance were the best factors to use. Each year, APHA hires room monitors to count the number of attendees in each presentation. Attendees have a better experience when sessions have a higher attendance.

**Step by Step process**  
1. Use the previous year’s spreadsheet as a template for entering information. Be sure to add any new groups or remove disbanded groups.
2. Delete the attendance history from the meeting 3 years prior. Keep the attendance data from the previous year.
3. Add in the attendance data for the meeting that has just ended. First, count the number of sessions that were actually held. Not the number that was allocated but the number of sessions they actually had.
4. Then count the sessions had less than 20 attendees and add to the “Sessions with less than 20” column. The percent in the next column will change automatically and an average for the two percentages will be calculated.
5. Use the information below to determine the actual number of sessions to allocate to each Caucus.
   a. Groups with an average attendance of 0%-19% receive the same number of sessions that they received the past year. They had good attendance which indicates that they were allocated the correct number of sessions.
   b. Groups with an average of 20%-24% lost 1 session from last year.
   c. Groups with an average of 25%-49% lost 2 sessions and
   d. Groups with an average of 50% or more lost 3 sessions.
   e. This follows the same principle used for Sections and SPIGs in that no group should gain or lose more than 3 sessions. Since one of our goals is to decrease the number of sessions, no caucus was granted more sessions.

**Forums**  
Per the agreement with each forum when they were established, they are allowed to receive 2 oral sessions and 1 poster session. This policy was not well enforced in the past, but moving forward we will adhere to the policy.