TIME SLOT ALLOCATION FORMULA

Sections and SPIGs
We looked at three key factors in allocating slots for Sections and SPIGs;
1. Membership - A large membership is an indication of the components representation within APHA and most likely within the field.
2. Registration – More sessions should be allotted to groups with high attendance.
3. Abstract submissions - The number of abstracts submitted to a particular component indicates the public health community’s interest in that field or topic.

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. The first column is the previous year’s session allocation. This should be the number they were originally allocated not the number of sessions actually held.
3. In the purple columns update the membership number for each group. Ask membership for the most current report. The “% of members” column will change as the numbers are updated.
4. In the orange columns update the number of registrants from each group using the report from J Spargo’s system. Again, the “% of registration” field will change as the numbers are updated.
5. In the green columns update the number of abstracts submitted to each component using the report from the Confex system. The percentages will change here as well.
6. The spreadsheet will automatically update to show the average of all three percentages; percent of membership, percent of registrants, percent of abstracts submitted.
7. The number in step 6 is used to determine the final number of sessions allocated to a session. It will be the percent of sessions allocated to the group based on a predetermined number of sessions allowed.
8. The column titled “# session per formula” is a formula which includes the grand number of sessions that we would like to allocate. If you click on one of the cells you will see a formula similar to “600*I2.” The first number is the number of sessions that APHA has determined should be allocated. This should be changed each year in order to reduce the number of sessions. Change the number in the first cell and then drag down the formula to change all cells.
9. The column titled “change” indicates the difference between what was allocated the previous year and what the formula says should be allocated for the next year. In some cases this number can be really big. No group should gain or lose more than 3 sessions. In order to make that change you need to hand type in the final number into the grey column. Use the following to determine how many sessions to actually add or take away.
   - If the results of the formula were the same or a difference of 1, the calculated session allocation did not change.
   - If the difference between the 2013 allocation and the formula was 2 or 3 sessions, the group gained or lost only 1 session from what was allocated in 2013.
   - If the difference was 4 or 5 sessions, the group gained or lost only 2 sessions.
   - If the difference was 6 or more points, the group gained or lost 3 sessions.
   - We also decided that no group should have more than 5 sessions per time slot. Since there are now 12 time slots, no group can have more than 60 sessions.
10. If the last step was done correctly than the column named “Difference from XXX Allocation” should only be a negative or positive 1, 2 or 3.
11. The last column in bright orange is for informational purposes. It allows us to see how many sessions a group actually held as well as how their attendance was. This doesn’t play into the formula but is useful to see.