

HELPFUL HINTS FROM PREVIOUS CHAIRPERSONS

Discuss with Hotel: Contract and General Items

- Review the hotel contract and understand everything in it; perhaps even memorize it!
- In March or April, contact the hotel contact person to introduce yourself. Obtain name, phone and fax numbers for this person. Make sure the hotel contact understands that all calls and arrangements concerning this meeting should go through the Site Chairperson (except the Exhibit Chairperson).
- Start a log; write down everything, date it, save all notes and don't throw anything away until the meeting is over.
- Discuss hotel reservation cards. Inform hotel to send these directly to the Publication Chair by June 1st.
- Get menus and price list for all foods.
- Get AV list with prices so you can decide where to rent from the hotel or contract outside cheaper.
- Review assigned space for all functions to be sure adequate space is blocked for the meeting/food functions per agenda. Be sure hotel contact person has final copy of the program.
- An extra meeting room is usually needed for the Corporate Liaison Committee meeting; there maybe other committees or groups that need meeting rooms. Check with board members at the July meeting for additional requirements.
- Find out about late check-out for board members, if possible (or baggage storage).
- Arrange a pre-convention meeting to include the Site Chairperson, President, Program Chairperson, Exhibit Chairperson, President-Elect and key hotel staff to contact when needed.
- Arrange a post convention meeting to pay the final bill.

The Site Chairperson will work closely with the **President, Program Chairperson, Exhibit Chairperson and the Registration Chairperson.**

The President has the final say on all plans.

Discuss with the President - EVERYTHING!!!

- Select menus for all food functions - meals, breaks, wine and cheese, committee meetings. These selections should be made so prices can be given to the Finance Committee to set registration and workshop fees before the July Board Meeting. NOTES ON MENUS: Be sure to include decaf coffee and drinks; schedule workshop breaks before workshop starts instead of at 0930 or 10 AM; have coffee for registration desk early AM on Friday.
- Decide on VIPs (hotel usually gives gift baskets).
- Get number of board members attending the Board Meeting to confirm meal on Wednesday night (usually requires 48-72 hrs ahead).

Discuss with Program Chairperson

- Any special room arrangement requirements by speakers for workshops or other sessions.
- List of all AV requirements for all sessions Recommend that you review previous years hotel event functions for general requirements. Find out what hotel provides without additional charge.
- Be sure that someone is assigned by the Program Chairperson to handle AV equipment for each session. It is your responsibility to make sure that they know how to handle equipment. If rented from hotel, meet AV people early and get them to show you how to operate the lights and equipment.
- Decide break times for workshops so you can schedule with the hotel. Recommendations were made to have breaks at beginning of workshop instead of waiting later.
- Be sure hotel reservations for the speakers have been made.
- If complimentary rooms are to be used for speakers, find out which speakers should be assigned to these rooms.

Discuss with Exhibit Chairperson

- The chairperson will need an electrical needs form and a booth layout form from the hotel
- Be sure the drayage firm has been contracted.
- Hotel will need a finalized exhibit booth layout and a list of exhibitors. Exhibit Chairperson may handle directly with the hotel.
- Get name of the freight/shipping company.
- Notify (or check to see if Exhibit Chair has notified) the hotel of electrical needs.
- Each booth needs one eight foot table, table cloth (may request additional ones) and two chairs.
- Have table and two chairs set up near an outlet for the Exhibit Committee. May keep this table to use later for the door prizes (may want to have hotel drape if used for door prizes).
- Be sure to include the Exhibit Chairperson and assistant in the workshop luncheon on Thursday since there is no time to go out to lunch.
- Wine and cheese is in the exhibit hall; suggested time is 6:30-8PM (will be published in program).
- Coffee breaks for general session are also in exhibit hall.

Discuss with Registration Chairperson

- Have attendance forms signed by President early. Suggest rubber stamp with President's signature for at door registrations.
- Registration desk should have electrical outlet, locked storage room and an easel (usually comp from the hotel) for information signs. Need area for two people at pre-registration and two at-door registration.
- Be sure appropriate signs are available for registration desk (responsibility of chairperson).
- Set up registration EARLY!!!
- Try to locate registration desk for pre-meeting workshops in the area where the workshop is being held.
- Get registration numbers for workshops (usually required pre-meeting, 48 hrs ahead) to confirm meals and business meeting luncheon (usually by noon Wednesday).

General Session

- Make sure projector is rear projector; not center of the room.
- Have wireless remote and laser pointer; check prior to session.
- Have center aisle microphone for questions from the audience.
- Get to session early (with Program Chairperson) - check and recheck everything, i.e., AV, lights, temperature, microphones, projectors, PA system for volume, crackling, humming, etc.
- The Program Chairperson should be with you checking last minute details - carousels with speaker's slides, microphone on speaker and checking microphone and laser with speaker.
- Be sure to have pager number of AV person to contact at any time.
- Have backup laser, if possible. Virginia Area Directors have one that they will bring to the meeting if notified ahead of time.
- Have aisle space on outside against the wall as well as center aisle.
- If room large enough, have arranged classroom style.

Workshops

- Suggest that you check room setup the night before when hotel people are setting up. Get speaker involved if available. Program Chairperson should assist with this.
- Be sure breaks are replenished if necessary. Inform workshop hostess to handle this. Have pager number of banquet person available for faster service.
- Try to set up registration desk in area of workshop room.
- Be sure room is sound proof or that there is space between workshops so the noise will not distract either session.
- Workshop title signs should be posted. This is Program Chairperson's responsibility.