

Guidelines for Convention Committee

(Rev. August 2013)

The Convention Committee is responsible for planning, organizing and providing a quality Annual Convention in conjunction with SGGEE's Annual General Meeting.

A desirable objective is to plan ahead with a two or three year lead time for venues that partner every third year with another society. The Convention Committee should hold discussions and make a recommendation to the Board of Directors regarding the selection of a convention site for the following year. The Board of Directors provides final approval and announces the chosen site during the Annual General Meeting.

An ideal organizational structure for each year of the committee would include:

1. Director appointed to the Convention Committee to liaise with and report to the Executive Committee, schedule and plan the Annual General Meeting under direction of the Board
2. Chairperson to develop and submit Financial Budgets for up coming year to the Director, and maintain financial records
3. Lead Coordinator (who could be same person as Chairperson) to lead discussions to determine city, hotel/convention centre/center and dates of convention.
4. Other coordinators to handle specific details
 - a. a person living in close proximity to contract with hotel or convention center
 - b. arranging for speakers
 - c. handling of registrations (in cooperation with membership and finance committees)
5. A member from the Publicity Committee for promotion of the convention
6. One or two persons to scout out venues for the next 2 or 3 years

Responsibilities of the Convention Committee

1. Selecting a Chairperson from volunteers on the committee or appointed by the Board
2. Determining the date and place of convention
3. Selecting and contracting with the convention center
4. Arranging for all necessary equipment
5. Setting fees for the convention
6. Arranging banquets where necessary
7. Selecting and contracting with speakers
8. Developing workshop schedules, registration packets and copying handouts
9. Insuring that the SGGEE library materials are transported to the convention site
10. Coordinating with the Publicity committee to produce flyers, posters, media packages and website information

Convention Set-up Details

1. Select a city where a significant number of members could attend without extensive travel with good access by major airlines and concentrated population with ancestors of German origin from Poland or Volhynia.
2. Set a date. In the past most conventions have been held during the second weekend in August. When partnering with another society more flexibility may be necessary.
3. Sign the written contract with the convention center. This usually requires a 10% deposit. Funds can be obtained by cheque/check from the Treasurer or the member may use their personal credit card with immediate reimbursement obtained from the Treasurer.
4. Include the following:
 - a. A room for the lectures with a 10' ceiling that can hold potentially 80-100 people with the possibly of tables set up for audience note taking.
 - b. A lockable research room that measures approximately 48' x 30'
 - c. A banquet Room. (This may be the same room used for lectures)
 - d. An equipment rental sheet. We normally require a microphone on the podium or clip-on microphone; an 8' tripod screen and a small table by the podium. Speakers may also require flip charts. A hand held microphone is needed for the Friday Annual General Meeting. Determine the availability of Internet access, whether wireless or hardwired. SGGEE has a projector to be used with a laptop and plenty of power bars and extension cords.
 - e. Obtain banquet menus and the cost of coffee/tea/juice during breaks.
 - f. Determine what taxes and gratuity fees are charged.
 - g. Reserve a block of rooms at the Hotel or convention center for convention attendees. (20-30 double occupancy rooms or more if necessary). Obtain clarification from hotel whether SGGEE will be charged for rooms not booked by cut off time. Most hotels will release the reserved rooms without charge.
 - h. Locate other hotels or accommodations within immediate vicinity of convention center.
5. Set convention registration fees. Calculate total cost of convention room rentals, coffee breaks, equipment rentals, photocopy costs for speakers needs (usually maximum is \$50.00), approximate number of free dinners for speakers, hotel room reimbursements, etc. divided by the approximate number of attendees, plus an added 10%. A spreadsheet format is advisable. Fee schedules from the previous years can be found in the Journals and used as a precedent. If possible, the convention should be self supporting. Any profits revert to the general fund, with any losses paid from general funds.
6. Banquet fees are usually at cost (which includes all taxes and gratuities).

7. Coordinate with the Publicity Committee on advertising and promotion, to develop an announcement, program agenda, registration form, flyer, poster, email and post necessary pages on the SGGEE website, and forward necessary information to the Journal Editor for inclusion in either or both the March and June Journals.
8. Select speakers and draft a program agenda. Contact speakers two to four weeks prior to the convention to confirm their attendance and the equipment needs for their lecture.
9. Keep financial records and provide information to the Finance Committee. One member of the current convention committee should keep a record of attendee names; payments received, and banquet attendance. All Registration forms and fees should be sent and paid directly to the main post office box in Calgary, Alberta, when SGGEE holds the convention alone.
10. It is advisable to keep a 5 year flow chart for future comparison showing actual expenditures that include the speakers banquet costs, fees for room rentals, equipment rentals, hotel prices and monies paid to speakers (in lieu of their free registration and banquet costs). For planning purposes, this information should be passed on to the next years Convention Committee Chairperson.

Policy on payment to speakers:

Speakers will be offered tickets to the banquet and have their convention registration fees paid, for both themselves and one guest. Room reimbursement at the negotiated discounted rate plus taxes will be paid for out-of-town speakers @ 1 night lodging per each workshop provided. At the discretion of the Convention Committee, a cash honorarium not to exceed \$300.00 may be given in lieu of the convention registration and banquet tickets.

The SGGEE Board or Executive Committee may, at the request of the Convention Committee, approve the expenditures of additional funds to pay for the real costs and honorarium to allow for the retention of such guest speakers that would be of special or unusual benefit to SGGEE as a whole. Pre-paid membership dues may also be authorized as compensation with board approval. It is understood that this clause is intended to allow for unique exceptions to the rule. It is not intended to be used on a regular, yearly basis, or to authorize special treatment for any one individual.

Note: Reimbursement for transporting the SGGEE library materials shall be calculated by multiplying the map miles from the member/transporters home to the convention site times 55 cents per mile.

When we partner with another Society for a convention, many of the above issues may need to be revised to accommodate the specific needs for that convention.