

Conference Planning Guide

The District Presidents of the Hosting District(s) can elect to be the Conference Chair(s) or one or two other people may be chosen. They will:

- Extend the invitation to all FSMTA members at the final General Session of the present State Conference;
- Appoint the remaining officers of the conference committee including the Treasurer, Secretary and other Committee Chairs. FSMTA President-elect will appoint two committee chairs: Resolutions and Teacher's Recital. When two districts are co-hosting the Conference, the committees may be assigned according to those which need to be close to the Conference Site and those which do not.
- Call and preside at Committee meetings. One or more post-Conference meetings will be needed to finish reports and settle finances. Business may be conducted via email if necessary. Prepare reports for the FSMTA Executive Board meetings prior to and following the Conference. **The post-Conference report must include a financial report and may be presented by the President-elect if the Conference Chair(s) is unable to attend.**
- Negotiate hotel contract and arrangements with University personnel for University space used for concerts as needed. Coordinate space used with VP for MTNA competitions. VP for MTNA competitions will arrange for competition usage of the University.
- The size of the Conference committee is dependent entirely upon the situation of the Hosting District(s). Some years as many people as possible have been involved while other years there has only been a core of five or six people. Some decisions are more easily made by a smaller group, while other questions may need input from a larger group. If using a smaller committee, each member should be responsible for contacting sub-committee chairmen. In either case, frequent meetings are advisable. Delegate as much authority as you wish, but have all programs, activities and reports cleared through you.
- Possible committee chairs and sub-committees to be appointed are:
 - Fund Raising (work with Treasurer)
 - Drawings
 - Grants
 - Underwriting
 - Concerts/recitals
 - State Concerto/ winner's concert
 - Guest artist(s) concert
 - Teacher's recital (appointed by the President-elect)
 - Transportation/shuttle
 - Editor
 - Brochure (postcard) advertising

- Program book, extra recital programs
 - Resolutions (appointed by the President-elect)
 - Signs
 - Website updates and newsletter advertising
- Exhibit and showcases
 - equipment coordinators
- Hospitality
 - Banquet
 - Hospitality area
 - Meetings
 - Receptions
 - VIP Amenities
- Meeting arrangements
 - Entertainment groups
 - Speakers
 - Meeting Scheduling
- MTNA Local Competitions Site Coordinator
 - University or competition facilities
 - Volunteers: monitors, hospitality
- Registration
 - Conference packets/tourist bags
 - Name tags/tickets
 - Registration table
- Workshops, seminars, lectures programs
 - Instrument coordinators
 - Master Class
 - Ushers/introductions
 - A/V equipment
- Hotel selection:
 - As soon as the city or area that the conference will be held in is determined review information from previous conferences to determine:
 - Number of rooms to be booked for each night during the conference.
 - Conference meeting and recital rooms
 - Hospitality room (or area within the exhibit hall)
 - Exhibit hall
 - Banquet hall
 - Food/restaurant availability
 - Registration is handled directly with the hotel for registrants. Hotel information should be placed on the website, Music Teacher newsletters or mailed directly to the registrants.
 - Secure MTNA liability insurance documents if requested (available on the MTNA website).
- University reservations:

- Work with University personnel to secure recital halls for concerts for State Conference.
- Coordinate space used with VP for MTNA competitions.
- Secure MTNA liability insurance documents if requested.

The Conference Treasurer

The Conference Treasurer will:

- Submit updated signature cards to Wachovia for the conference checking account and request debit cards. The conference checkbook should be secured from previous conference treasurer with \$2,000.00 seed money from FSMTA, receive monies and pay all bills as directed by the Conference committee.
- Attend committee meetings and prepare reports for these and work with a Fund Raising chair and bring their report to the meeting if they cannot come.
- Leave the \$2,000.00 seed money from FSMTA as a final balance in the account for the next conference treasurer.
- Prepare a final conference financial statement to be presented at the next FSMTA State Executive Board meeting following the Conference.
- Two signatures are needed on bank cards: the Conference Treasurer and another person designated by the Conference committee.
- Consider purchasing a rubber stamp reading "For Deposit Only." Account number is not needed when endorsing checks to be deposited into the Wachovia account
- Keep a basic operating account listing all income and all expenses. Balance the bank account with operating account monthly. To check your figures, add the totals from these records and the sum should equal the total of your basic operating account.
- Instruct chairpersons to keep receipts and the signature from the person who incurs the expense. Ask them to submit their expenses monthly.
- Inform the Conference Chair(s) of any large expense and be sure to have the billing signed.

The Conference Treasurer receives income from:

- FSMTA \$2,000.00 seed money already in the conference account
- Advertisements in program
- Exhibit fees
- Fund raising - drawings, grants, District or Local Associations, underwriting
- Registration

The Conference Treasurer pays for expenses such as:

- Checking account charges
- Postage for conference business

- Phone calls regarding conference business
- Advertising - printing and mailing
- Guest artist(s) - fee, hotel room, travel and food (laundry, dry cleaning, room service and tips are NOT included)
- Conference site expenses - such as risers or extra equipment
- Piano rental, moving and tuning
- Printing costs - program book, recital programs, conference packets enclosures (name tags)
- Food - banquet (including food, decorations and entertainment), President's reception, artist's reception, Certified Teacher's reception (if held), District/Local President's luncheon, hospitality area expenses
- Symphony orchestra (State concerto/ winners recital) - fee, scores, equipment (risers)
- Exhibits - tables, skirting, extra security (if needed)
- FSMTA President's hotel room (may be a penthouse suite) (FSMTA pays for other expenses incurred by the FSMTA President during the annual State Conference)
- Photography
- Transportation
- Amenities (gift baskets, flowers)
- Gala registration income is paid to the FSMT Foundation.
- Conference clinicians may be state residents or out-of-state residents. Committee may choose to pay workshop/clinician honorariums and/or expenses as the Conference budget allows.

Conference Budget

- A tentative Conference budget should be set up by the President-elect, Conference Chair(s) and Conference Treasurer. It may need to be revised several times during the year.
- Profits remaining after the FSMTA seed money is repaid are to be kept by the host associations to be disbursed according to their choice.

Fund Raising Chair

Fund raising chair will:

- Attend committee meetings and prepare reports for said meetings or send report with the Treasurer. They will be responsible for the following types of fund raising or delegate work to other committee members:
 - **Drawings**
 - Items may be gathered for a drawing to be held during the State Conference.

- **Grants**
 - Grants may be available through the Division of Cultural Affairs of Florida, Gannet Corporation, Musicians Club of America, Prudential Insurance Company, tourist and convention bureaus, colleges or universities for auditorium rental or other facilities. Allow ample time for grant preparation and acknowledgment.
- **Underwriting**
 - Districts or Local Associations involved in planning the State Conference may be asked to make a donation to the Conference fund. Specific events may be underwritten by local or national music stores/publishers, for i.e. President's reception, Artist's reception.

Secretary

The Secretary will:

- Attend committee meetings, keep minutes of all committee meetings and send copies to the President-elect, President, all chairpersons and any other workers who need to stay informed.
- Prepare a list of committee chairmen and their workers with phone, address and email addresses to distribute to members, President-elect and FSMTA President.

Conference Committee

Conference committee work:

- Theme selection
 - Select a theme for the Conference which carries the message that you would like us to remember. It can be used as a unifying tool on the cover of the Conference Booklet and elsewhere.
- Setting registration fees
 - Setting registration fees is left to the discretion of the Conference Chair(s), the President-elect and the Conference committee. Consider concert costs, extra transportation, presenter's honorariums and other costs when setting fees.
- Scheduling for the event
 - Various chairs will bring information to a scheduling session to work on room selection and scheduling exact times for conference events. Review past Conference schedules for ideas on scheduling. Showcases should be scheduled simultaneously with other showcases and workshops scheduled simultaneously with other showcases. Often two or three session will take place concurrently. Try to balance subject matter in these situations.
- FSMT Foundation Gala

- Make recommendations to the FSMT Foundation President regarding what type of a “gala” event would be possible at your location.
- Foundation President makes financial arrangements with the venue and Foundation pays bills for the Gala.
- Foundation President provides editor with information for registration form and publicity but may also publicize Gala separately in state newsletter.

Concert/Recitals Chair

Concert/recitals Chair will:

- Attend committee meetings delivering reports from sub-committee chairs which may be:
 - State Concerto/Winner’s concert; Guest artist concert; Teacher’s Recital (appointed by the President-elect); and Transportation/shuttle.

State Concerto/Winner’s Concert

- Work with VP for FSMTA Competitive Student Events to secure information from State Concerto Contest winners necessary for hiring an orchestra for them to perform with. Work with the Conference Chair on arrangements for obtaining the orchestra.
- Unless a grant is received, professional orchestras may be too expensive for the conference budget. Local universities generally can gather a useable orchestra to meet our needs. Deliver information regarding repertoire so that scores can be rented as early as possible. Take into consideration that a student orchestra performing with student soloists may require more than one rehearsal. If using a hotel for the performance, provide the hotel with a diagram of the orchestra seating and location of the piano to determine if they have enough risers.
- If an orchestra is not available to perform with student winners, then arrange for a program to include a piano accompaniment for the concerto winners and invite other State Competitive Day winners to participate in the program performing their winning repertoire.

Guest Artist(s) concert

- Gather prospective artist’s resumes to present to the Conference committee. After they have selected an artist proposal, the President-elect may present the resumé to the FSMTA President for EB approval. This approval may be done by an e-vote.

- The fee for the artist is paid from the conference fund, as is transportation and hotel expenses. Sometimes free rooms per so many booked are awarded and one of these could be used to house the artist. The fee includes performance at the evening concert and conducting a Master Class for students during the conference. Arrangements made for the artist's appearance including programs, stage needs, etc. should be made by this chair and the Conference chairman.
- If possible, try to engage the Artist in conjunction with a local artist series or university sponsored series. This may help with expenses. If this is the case make sure to give the co-sponsoring group additional exposure.
- Remember to schedule rehearsal time for the artist.

Teacher's Recital

- Be responsible for making all arrangements with the performers and their rehearsal times.
- Contact all of the District Presidents 9 months preceding the Conference. The choice of participants is the privilege of each District President. All performers chosen should be the level of professionalism expected of FSMTA College and Independent Teachers. Electronic equipment may only be presented if specified in the original instrumentation. Performances may last 8 - 10 minutes. Any questions or issues the District President might encounter will be addressed by the Recital Chairman or the President-elect of FSMTA.
- Request from the participant a picture of the performer(s), bio, and selection to be played.
- Prepare the recital program and get it to the Program book chairman.
- Schedule a rehearsal time for the performers. This is usually done earlier the same day of the recital.(Perhaps over the lunch hour when the room is not in use)

Transportation/shuttle

- Arrange for hotel shuttle, city or school buses or car pooling of teachers if events are held out of the hotel.

Editor

Editor will:

- Attend committee meetings delivering reports from sub-committee chairs which may be:
 - Brochure (postcard) advertising, Program book, Resolutions (appointed by the President-elect), Signs and website updates and newsletter advertising.

Brochure (postcard) advertising

- Consider preparing a postcard advertising conference highlights. Mail it through the State Editor and state newsletter publishers if possible to have a current membership listing.
- If possible prepare information for local newspapers or TV advertising. Newspapers vary in their response to news releases. They may not be interested until close to the actual Conference dates and interested if local patrons are involved. Local music stores may be encouraged to include conference highlights in their advertising.

Program book

- This chairman will need to work closely with the Conference Chair(s), Program Chair, Meeting Scheduling Chair, Exhibits chair and FSMTA President for receipt of all materials and schedules.
- Select a printer for the book in the host city. Obtain bids from various printers after showing them several examples of previous programs. Advise them about ads to be placed in the booklet. Use this printer for programs for concerts, banquet, etc as well as program book.
- When determining number of books to be printed include a few extra to be given to FSMTA President and a number to be sent to advertisers.
- Locate a graphic artist to design the cover of the booklet (if needed).
- Contact hotel to secure map of facilities for book.
- Booklet advertising:
 - Decide on cost for ads basing price on page size and the market in the area of the conference location. Furnish prospective advertisers with information as to booklet size, deadline for copy and specifics on camera ready status. A simple contract should be used for this purpose. A separate person may be appointed to secure the advertisements.
 - Contact colleges and universities as early as possible (springtime if this is a fall conference). It may work well to bill schools, banks and insurance companies later as you may be able to sell ads that way. Private individuals and small businesses should pay for the ad at the time the contract is agreed upon.
 - Consider providing complimentary ads given in appreciation to music stores or other businesses who have been especially helpful. Donor and/or patron listings are in order, especially if grants are not available.
 - Send a letter of thanks and appreciation to advertisers/donors. If they request include a Conference program book to advertisers.
- Concert, recital and banquet program information should be provided by the respective chairmen along with number of copies to be printed.

Resolutions

- Chair appointed by the President-elect. Prepare a list of individuals and institutions contributing to the success of the Conference citing their contributions and expressing the gratitude of the Association. Read resolutions during the last General session of the State Conference and immediately give a copy to the State Editor and the Recording Secretary so it can be printed in either the minutes or the state publication or both. Follow up with a letter to those cited.

Signs

- Signs identifying the registration table, exhibit areas, hospitality area, meeting rooms, etc. are important in making registrants feel welcome. Evaluate at which locations signs are most important and supervise their placement. Signs may be available through the hotel or may be provided a college or university art department or can be made by a creative committee member. Check with the conference hotel as they typically provide signs for events, scheduling, rooms etc.

Website updates and newsletter advertising

- Monthly news releases and articles should be sent to the website coordinator and articles to the State Editor for the newsletter according to those deadlines. This job may be done by the Conference Chair or delegated to another chair. A tentative schedule of Conference highlights should appear in the newsletter issue preceding the conference along with registration and hotel information. Registration and hotel information should be placed on the website as soon as it is available.

Exhibit and Showcase Chair

Exhibit and showcase chair will:

- Attend committee meetings and prepare reports for said meetings. Responsibilities may be shared with other workers. Responsibilities are:
 - Decide whether to use pipe and drape contractor. Contact local companies for prices, talk to hotel, get a feel for the space available. You will need to know this before you can make a contract for exhibitors.
 - Get detailed specs on layout with measurements, doors, outlets, etc. on the space for the exhibit hall and make a layout of booths to offer spaces to exhibitors.
 - Design a simple letterhead for a professional look on all papers, preferably a JPG file that can be used with any computer. Design pages for Prospectus below.
 - Set up a database and collect addresses, phone numbers, contact people, fax numbers, etc for prospective exhibitors: colleges, music companies, local music stores, various teaching support companies. Only some of these will come, so contact many.

- Prepare prospectus including exhibit fees, exhibit size, exhibit layout, rules and regulations to exhibit, cover letter, conference packet contact, advertising contact, hotel contact, scheduling contact, showcase opportunity and equipment provided.
- Exhibitors are charged a per-table fee. Any expense incurred for exhibits is paid from exhibitor's fees with the balance remaining in the Conference fund. This may include table skirting, backdrops and extra security.
- Determine the space available for exhibits. Some hotels may have decorators who can help with the room arrangements. In order not to become commercial, it is suggested that each Conference limit vendor's exhibits to a number of ten.
- Sometimes the hotel will charge a rate, per box, per day, for shipments from the exhibitors to be stored until setup. These expenses can add up, so it would be wise to ask exhibitors to have delivery as close to setup day as possible to minimize extra expenses.
- Each exhibitor is given a one session Showcase to promote their materials or products. Exhibit fees may be
 - *Secured area including:*
 - \$300 for the following
 - One 8 x 10 booth, with 8 foot high draped backdrop with draped 3 foot high side dividers
 - Three 6 foot draped tables
 - One chair
 - One 7 x 44 inch identification sign
 - **OR** \$150 for the following
 - One 2' x 8' draped table
 - One chair
 - One 7"x 44" identification sign
 - *Exhibits not requiring security:*
 - \$200 for one 10 foot table with skirt
 - \$100 for one 10 foot table without skirt
- Mail prospectus to local music stores, music publishers, piano dealerships, colleges and universities during the calendar year before the State Conference. Some need to have funds put into an annual budget to be able to attend.
- Make phone calls to follow up on mailing. Plan to fax additional copies to some.
- Hire a company to provide table skirting/backdrops or extra security for secured exhibits if required or recommended.
- Mail confirmation letters to exhibitors.
- Prepare information on exhibits for Program book and get to Program book chair by deadline.
- Work with Conference committee on scheduling of showcases by exhibitors. Showcases are scheduled against showcases. They are not scheduled at the same time as workshops are given.

- Work with hotel to accommodate receipt of exhibits prior to personnel arrival on site.
- Be available prior to and during the Conference to handle any problems should they arise.

Hospitality Chair

Hospitality Chair will:

- Attend committee meetings and prepare reports for said meetings. They will work closely with the Conference Chair(s) and the Conference Planner to make arrangements for food and beverages at the hotel. They will be responsible for the following or delegate work to other committee members:
 - **Banquet**
 - Determine cost for food including decorations or flowers. Offer at least three entree selections. A vegetarian option should be available and ask about a possible gluten-free meal. Plan for a cash bar and its location in the facility.
 - Work with the meeting arrangement chair to secure a Master of Ceremonies, someone to give an Invocation, a guest Speaker (a courtesy is to ask for suggestions from the FSMTA President) and procure entertainment. Remember banquet entertainment is meant to be background music during which attendees will be talking and socializing. Keep in mind time limits on these activities in light of other events in the schedule.
 - Determine seating at the head table. Usually the head table consists of the Conference Chair(s) and spouses; FSMTA President and spouse; Master of Ceremonies and spouse; banquet speaker and spouse and MTNA representative and spouse.
 - Invite past FSMTA Presidents to sit at a special reserved table with their spouses.
 - **Hospitality area**
 - Secure a room in the hotel where coffee/tea is available throughout the days of the Conference. This area may be a section of the exhibit hall and is mainly to be a room for resting and gathering. You may wish to display a notice board for attendees to utilize. This may not be feasible in every hotel setting.
 - **Meetings with food service**
 - Arrange for water to be placed in the session rooms and possibly water and mints in the rooms for Executive Board and committee meetings.
 - Be in contact with VP for District/Local Associations to arrange food service for luncheon meeting.

- Be in contact with FSMTA President to arrange possible food service for Executive Board meetings.
- Be in contact with Collegiate Chapters Chair to arrange food service for Student Chapters meeting.
- **Receptions**
 - Arrange for receptions following the State Concerto/Winner's Concert (named the President's reception) and the guest Artist Concert (named the Artist reception). These may include coffee and desserts.
 - Arrange for the FSMTA Certification reception if requested. Contact the State Certification chairman for their recommendations regarding schedule and food items.
- **VIP Amenities**
 - Arrange for a gift of flowers, fruit basket or cheese tray to be placed in the room of the MTNA representative when they attend the State Conference. You may wish to ask the President-elect or another person who knows the representative personally to welcome and assist the rep with providing transportation to and from the airport. The representative is given a complimentary room, registration to the conference, banquet and concert tickets paid for by the Conference funds. They are scheduled to attend only during a special state anniversary. It is the policy of MTNA to send a representative for every five years of state affiliation.
 - Arrange for a gift of flowers, fruit basket or cheese tray to be placed in the President's suite.

Meeting Arrangement Chair

Meeting arrangement chair will:

- Attend committee meetings and prepare reports for said meetings. They will be responsible for the following or delegate work to other committee members:
 - **Entertainment groups**
 - Locate and present to committee possibilities for entertainment groups in the hotel lobby between sessions, at the openings of General Sessions and the banquet. When approved, collect bio information and submit to program chair by deadline. You may need permission from the hotel if any of these presentations are in a central location. Consider the schedule when choosing performances for all of the above functions.
 - **Speakers**
 - Locate and present to committee possibilities for speakers for the following functions:

- 1st General Session (if there is not an MTNA representative attending), Banquet and 3rd General Session. When approved, collect bio information and submit to program chair by deadline.
- **Meeting scheduling**
 - Work with FSMTA President, FSMTF President, VP for District/Local Associations, VP for FSMTA Competitive and Non-Competitive Student Events, VP for Membership, Certified Teachers Chair, Student Chapters Chair on scheduling and any details for meetings they will hold during the Conference. Consult with the Certification Chair regarding potential space needed for certification exams.

MTNA Local Competitions Site Coordinator

MTNA Local Competitions Site Coordinator chair will:

- Serve as liaison with university or competition facility and staff and FSMTA VP for MTNA Competitions.
- Coordinate space used for conference with VP for MTNA competitions.
- Send map of competition facility and room information to Competitions Chair.
- Ensure the following services are provided: building security, custodial services, parking arrangements, piano tuning and opening/closing times for buildings and rooms.
- Ensure necessary equipment will be in competition rooms.
- Assist State Competitions Chair with securing Monitor Chair and /or monitors.
- Appoint Hospitality Chair to provide food and beverages for competition judges and volunteers. (expenses for these food events are paid by FSMTA from competition budget).
- Obtain contact information for emergency piano problems.

Registration Chair

Registration chair will:

- Attend committee meetings and prepare reports for said meetings. They will be responsible for the following or delegate work to other committee members:

Registration process

- Work with the Conference committee to determine information to be placed on the registration form including fees, special events, etc. Work with the Editor to get this information placed in the newsletter and on the website as soon as possible, preferably 6 months in advance.
- The registrar will receive and process all registrations and send confirmation of registration to each registrant. They will forward checks to the Conference treasurer, notify the Concert chair about numbers, the Hospitality chair about numbers and update the committee at regular meetings.
- During the conference the chair will be present at the registration table or have trained committee members attending the table. They will prepare a statistical registration report to be given at the Third General Session.

Conference packets/tourist bags

- Include Conference program booklet, listing of nearby restaurants, maps to any activities scheduled at another location, tablets, notepads, pens or pencils (sharpened).
- Local tourist or Chamber of Commerce bureaus may provide maps at no charge.
- Packet freebies may be solicited from banks, hotels, music stores, etc. You may wish to ask for some small item to be donated along with promotional brochures.

Name tags/tickets

- Types of name tags include:
 - Conference registrants
 - Exhibitors
 - Presenters
 - Student Chapter members (since they receive a one day free registration on Saturday)
- Name tags or tickets for concerts may be prepared/printed in conjunction with Conference program, so consult the Editor on these details.

Registration table

- The Registration Chair and Conference committee should establish times that the registration table will be open and publish them in the Conference program booklet. The Registration Chair should be at the table or have their trained committee workers present during these hours.
- Conference packets including name tag, Conference program booklet and event tickets should be given to each registrant.
- Exhibitors and Workshop presenters should pick up their name tags at the registration table.
- Applications for one day registrants, blank name tags, extra Conference programs, extra concert or banquet tickets that may be available will be at the registration table.
- Should the Conference choose to hold a drawing, this display should be near the registration table.
- A notice board may be placed at the registration table.

Workshop, Seminar, Lecture Programs Chair

Workshop, seminar, lecture programs chair will:

- Attend committee meetings and prepare reports for said meetings. They will be responsible for the following or delegate work to other committee members:
 - Place a call for workshop presenters in the newsletter and online. Accept suggestions from FSMTA members regarding engaging nationally known pedagogues, composers, etc. Contact these presenters and arrange details as necessary.
 - Accept workshop presenters' proposals. Bring to the Conference committee suggestions regarding a cash honorarium to be given to presenters or a gift basket or other token of appreciation. Presenters may be FSMTA members or from out of state. If a presenter is a FSMTA member they should register for at least one single day of the conference. Conference committee funds must be used for all expenses of these presenters.
 - Contact FSMTA officers who will be scheduling workshop sessions for information on their presenters or requests for scheduling these sessions. They may be: *Arts Awareness and Advocacy*, *Student Activities/Student Day*, *Collaborative Performance Forum* and *Independent Music Teachers Forum*.
 - Work with Exhibits (for showcases), Meeting arrangements and other chairs to put together a possible conference schedule. This schedule may need to be changed several times before a final schedule is completed.
 - When schedule is available contact presenters with times and give biographical information to program booklet chair as it becomes available. Give names of presenters to name tag chair for name tag preparation.

- Gather a list of amenities (computer projector, CD player, etc) from each presenter and send this list to the hotel or hosting location so they will know what each presenter needs. Give a copy of this list to the AV equipment coordinators.

Instrument coordinators

- Work with local piano dealers to procure instruments needed for workshop, concerts, etc. Set up a contract for delivery and tuning. Ask provider to consider donating the instrument, tuning or delivery and offer in return advertising in the Conference program booklet.

Master Class

- Contact prospective student participants in the Master Class by preparing an application and distributing it to teachers of prospective students in the Conference area. Conference committee may establish criteria for selection of participants. Work with artist Master Class teacher and present students on the day of the Master Class. Prepare a printed program of repertoire to be performed by students to be distributed at the event or work with the Editor to make this available.

AV equipment coordinators

- Work with Concert/Recital, Meeting and Workshop chairs to find out which equipment they may need for presentations and check with Conference chair about the availability of this equipment in the hotel. Locate several people to assist with this equipment as needed for various events.

Ushers/Introductions

- Organize volunteers to work at session/workshops. Volunteers are needed to: introduce the presenter for each workshop and remind the presenter that there is only 5 minutes left in his session (these volunteers can use bio information printed in the Conference program booklet unless separate copy is given to them by Workshop chair); ushers should distribute handouts for each workshop standing at an entrance to the session room, close door, count attendees present, open door at end of session, collect any remaining handouts to return to the presenter and report number of attendees to the Workshop chair at a designated time. You may wish to present these volunteers with a special ribbon to wear during the session(s) they are working at.
- Ushers will be needed for recitals and concerts and may be required to collect tickets depending on the situation as well as handout extra programs or assist in emergencies. You may wish to present these ushers with a special ribbon to wear during the event.