

1:00 p.m.

The Chair

- 1) You Must want to do it.
- 2) You must have a vision for the Convention.
- 3) You must be assured of support from Peers and family.
- 4) Attain the blessing of the sponsoring organization(CASFS, LepreCon, WSFA...).
- 5) Select Committee.
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Committee Selection

1. People who can work together,
2. who can be professional about their job,
3. who know the job or are quick learners.
4. Chair must know enough about each job to be able to pick the right person for the job or have access to someone who can advise him.
5. He must know which jobs are vital and which are not.
 - Selection Gotchas (must have good people in these positions)
 - Hotel Liaison – Terms of Contract
 - Publicity
 - Guest Liaison
 - Banker
 - Website
6. Vice Chair
7. Sponsor Liaison
8. Programming

Various Gotchas

1. Hotel Gotchas
 - Built-in tips
 - Attrition Clause
 - Specify exclusive use of all rooms
 - Cancellation Clause (cost/date of cancel)
 - Use of non-union workers
 - Arbitration Clause
 - Corkage
 - Noise (Party block, filled by hotel liaison or party maven.)
 - Equipment Rental
 - Late check-outs and early check-ins

Hotel Notes

- Tip Hotel staff as each task is completed.
 - Build good relationships
 - Hotel Liaison should always remember that he represents the Convention to the Hotel.
 - Banker and Hotel Liaison must work well together and present a united front to the Hotel.
2. Publicity Gotchas
- None (No publicity)
 - Poorly designed Fliers, website, ...
 - Incorrect or missing info
 - Improperly targeted publicity
 - Reluctance to try new approaches.
 - reluctance to use established methods.
 - No press releases
 - Balanced publicity from early to late. (Too much too early or too much too late) Publicity must be continuing from early up to convention.
3. Guest Gotchas
- Promising the moon.
 - Know your guests. (The Good, The Prima Donnas, The Obnoxious Bastards)
 - Liaison Traits
 - Polite
 - People Person
 - Flexible
 - Responsible
 - Accessible
4. Banker Gotchas
- Lacking in Honesty
 - Must have compulsive organizational bent
 - Must be Fiscally responsible (On time deposits, budgets, payments etc.
 - Must understand conflict of interest and the appearance thereof
 - Transparency – No Secrets, Open Books
 - Must establish clear policies about budgets, receipt requirements for reimbursements and make certain everyone understands them.
 - Must pay close attention to all planning with the costs and budget in mind.
5. Website Gotchas
- Not have info easily accessible
 - Hotel Address without searching
 - Update regularly
 - Too much Chrome (Long load times) Don't use flash animation. Remember some people still have dial-up. Some people are

- visually impaired and some are color blind
 - No contact info for Committee.
 - Rules and policies not posted.
 - Site must be well organized and easy to use.
 - Site must show well on all of the common Browsers (Internet Explorer, Netscape, Firefox, Opera...)
 - Take reports of Website problems seriously.
 - Must have and adequate Web Host.
6. Vice Chair Gotchas
- Vice Chair's role in the Convention must be clearly defined.
 - He should back the Chair in places where the Chair is Weak.
 - Must have the ability to delegate.
 - Must be in constant communication with the Chair.
7. Sponsor Liaison Gotchas
- Sponsor Packets must be prepared at the earliest moment.
 - A sponsor contact list must be developed or acquired.
 - Contact must be made in timely manner.
 - Pass the contact info to those who need it including your successor on the next year's convention.
 - Avoid impropriety or any appearance of impropriety.
 - Good Faith. Keep Promises. Never promise what you can't deliver.
 - Check with Chair and Treasurer.

Adjourned 4:50 p.m.