

Guidelines for Planning Annual International Meeting

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INTRODUCTION

In 2000, the hosting of the Annual International Meeting was returned to the Sections. Sections are now bidding for this honor. It is both challenging and demanding, but can be a rewarding experience for the Host Section. Good organization in the beginning, a wise choice of committee chairs, and delegation of authority will go a long way toward making this experience positive and strengthening. This needs to be done several years in advance of the actual year the Section wants to bid for the meeting.

Hosting of the meeting is not limited to Sections.

BIDDING

As soon as a Section decides to bid for the right to host the International Meeting, the Governor should appoint a selection committee to do the following:

Select a Conference Chair

Review locations

Decide on several locations in the section and select chapters to research these areas and present to the Section Board along with possible dates.

Set date and site

- A. Date – Conference should be held during July, August or September
 1. Check that the date is clear on the International Perpetual Calendar, Section Calendars, and not in conflict with other aviation events (Oskhosh, Reno) or religious holidays (Yom Kippur).
 2. Verify with the Chamber of Commerce that there are no other major activities in the city at the same time.
 3. Avoid general holidays (Labor Day, fishing opener) and NIFA competition dates.
- B. Site - Investigate a number of hotels
 1. Consider accessibility
 - a. Proximity to airports (private and commercial), freeways, events planned, restaurants, etc.
 - b. Availability of shuttle service to/from hotel
 - c. Ease of moving between room locations for handicapped.
 2. Accommodations
 - a. Ratio of guest rooms (40 to 1 is industry standard) reserved to complimentary rooms given by hotels.
 - b. Meeting, seminar, and sales room availability.
 - c. Banquet room capacity.
 - d. Registration area.
 - e. Hospitality room restrictions, size and location.
 - f. Amenities available (pool, workout room, shopping, dining rooms, etc.)
 3. Cost
 - a. Guest room rates, single and double (should be able to negotiate rooms at about 1/3 – 1/2 rack rate for that season.)
 - b. Menu options with food and beverage prices.
 - c. Equipment included with meeting rooms (podium, microphones, screens, etc).
 - d. Advance payments required
 4. Points of interest.
- C. Airport
 1. Once a hotel is selected, choose the general aviation airport if more than one is available.
 2. Try to negotiate free tie-downs, reduced fuel prices.

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Present Proposal

After a site has been selected, a proposal needs to be presented to the International Board of Directors for approval. This proposal should include proposed meeting dates, site information, hotel selected and rates available and ideas on local tours and attractions.

Start Planning

Once the bid has been approved, the real planning starts. The Section officers and the Conference Chair should assign committee chairs, confirm dates and start planning.

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COMMITTEE CHAIRS

These committees are the usual ones needed, but others may be created when required. Some positions may be combined as well.

Conference Chair

- A. Should have several years' tenure as a Ninety-Nines.
- B. Should have attended several International and Section meetings.
- C. Should have ability to work with members, hotel management, International representatives, Governors, etc.

Credentials Committee

- A. Usually all details are handled by the International Credentials Committee Chair.
- B. Ensure times for credential verification are listed on schedule of events
- C. Provide tables in the registration area.

Decorations Committee (includes signs, favors and door prizes)

- A. Cost can be a factor, but ingenuity can be a solution. Try to obtain donations from chapters, sections, and companies.
- B. Determine theme and create table decorations accordingly.
- C. Table decorations must be below eye level and quick and easy to set up.
- D. Determine if centerpieces are to be given away, and if so, what is process.
- E. Obtain favors and door prizes.
- F. Be sure all areas/meeting rooms are easily found with signs in appropriate locations.

Food Service Committee

- A. Work with Conference Chair and hotel management to coordinate all meals included in the registration fee.
 - 1. Ensure vegetarian option for all meals.
 - 2. Consider food allergies (peanuts, shellfish) and religious considerations when planning menus.
 - 3. Determine method of meal verification (tickets, plate count, etc.) Tickets seem to work best.
 - 4. Confirm all meal choices, break arrangements, and costs in writing, with copies to legal counsel for review.
 - 5. Arrange to have some extra chairs in the banquet rooms for guest who come late and want to attend the event, but are too late to get a meal.
 - 6. Work with the Registration Committee to verify registration counts for meals and determine arrangements for numbering tables if there is to be pre-sign up for seating.
- B. Confirm total counts to hotel liaison for guarantees to hotel management. Hotel needs to be told that this is the only person that is authorized to give meal counts.
- C. Coordinate times with Decorations Committee for access to room.

Hospitality Committee

- A. Notify Registration Committee of the hours of availability for including in Schedule of Events.
- B. AIRPORT: Critical to provide a gracious welcome to 99s!!
 - 1. Work with Transportation Committee to provide food/beverages and ensure greeters are available during ETA of 99 aircraft.
 - 2. Banners and informational signs are beneficial for participants and good publicity.
 - 3. Have someone there to take pictures to display later in the Hospitality room.
- C. HOTEL:
 - 1. Banner, welcome signs, and 99s flag should be transferred from one conference host to the next for displaying at entry, lobby, etc.
 - 2. Schedule coverage of Hospitality Room, maybe by 49½s during Annual Business Meeting.
 - 3. Consider having the Hospitality Room open during evenings when nothing else is planned.
 - 4. Determine whether food/drink donations are allowed in hospitality room.
 - 5. Arrange for announcement board or flipchart and lost and found area.
 - 6. Provide location for door prizes, if any, to be awarded.
 - 7. Be sure Hospitality Room is big enough for 20-30 people.

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- D. If host Section does not wear identifying apparel, consider at least the Hospitality Committee being easily identified to encourage asking of questions by all attendees.

Hotel Liaison

- A. Responsible for confirming all arrangements with hotel, as requested and confirmed by various committees. Must be in writing.
- B. Ensure that the 99s General Counsel reviews all contracts prior to signing.
- C. After determination of complimentary rooms provided by hotel, reserve additional rooms if needed, as required. See International Board Requirements.
- D. Be sure to have meeting rooms for the following:
 - 1. Business meeting
 - 2. Pre and Post Board Meetings
 - 3. Governors' Luncheon (if required by Council of Governors)
 - 4. Board Meetings for trusts (AEMSF, AEBM, Endowment, Museum)
 - 5. ATWAR reception (check with the current ATWAR liaison)
 - 6. Sales (fly-market) room
 - 7. Silent auction room (this is optional, depending on whether someone is planning an auction)
 - 8. Weather Briefing
 - 9. Seminars
 - 10. AEMSF Banquet (for details see AEMSF Banquet SOPs – this is a separate document you will need to get from the AEMSF trustees)
 - 11. Awards Banquet (for details see Awards Banquet)
 - 12. If this is an 'odd' election year (directors and trusts only) will need a room outside the business meeting room for ballot counting.
 - 13. Other functions as decided
- E. Verify location of meeting rooms
 - 1. Time schedule should allow time to move from one location to another.
 - 2. Ensure sufficient time for hotel to set up if meals are in same room.
 - 3. Try to schedule meetings requiring audio-visual equipment in the same room.
 - 4. Sales room should be a locked room to allow leaving items overnight and between sessions.
 - 5. DON'T change room assignments once they have been announced.
- F. Determine estimated number of chairs/tables for each event and setup (i.e., head table for meals, chairs only for programs). Work with Registration Committee to provide seating arrangement for table reservations.
 - 1. The room for the business meeting should be set up classroom style in three sections. The head table should seat 12 with the podium in the center. There needs to be two mikes in the aisles and two wireless mikes at the head table in addition to the podium mike. Also need to provide an LCD computer projector system with screens and audio.
 - 2. Tables for the International Board Pre & Post Conference Meetings shall be set up with head table large enough for board (12) preferably in a long U arrangement. Remainder of chairs should be theatre style but with some room between each chair.
 - 3. The 99s trusts (Endowment Fund, AEBM, AEMSF and MWP) will have complimentary tables in the sales room.
- G. Confirm and test (check acoustics if possible) required equipment for each meeting.
 - 1. Audio-visual equipment (one LCD projector available from Headquarters).
 - 2. Podium.
 - 3. Number of speaker systems for head table, speaker, and audience.
 - 4. Need for any flip charts or overhead projectors.
 - 5. Check layout of rooms.
 - 6. Head table and microphones at all business/board meetings .
- H. Establish guarantees for meals after confirmation of any last-minute registrations or cancellations.

Printing Committee

- A. Work with Publicity Committee on theme and logo.
- B. Prepare pre-registration packet as requested by Registration Committee for distribution at previous conferences, including preliminary schedule, hotel registration information, Chamber of Commerce handouts, maps, coupons, etc.
- C. Prepare programs and notices for Conference banquets. **Proof read!!!**

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1. AEMSF banquet program – be sure that names/sections/chapters are correct and that all information is approved by Trustee Chair.
2. Awards banquet program – get information on ALL awardees. Get approval on program from Awards Chair.
- D. Create signs and banners for sales room tables and hospitality welcome areas.
- E. Prepare registration information as requested by Registration Committee.
- F. Have some type of easily carried copy of the schedule to be included in the registration materials.
- G. Produce International Conference Program. Number pages. If price allows, make a slick (clay based shiny paper stock.) This shall include:
 1. Any welcoming letters (i.e., from mayors, etc.)
 2. Conference Committees
 3. Schedule – include ALL room names/numbers – DON'T change unless absolutely necessary. Then be sure changes are announced/posted.
 4. Hotel layout with conference rooms.
 5. AE Scholarship Judges and Recipients pictures and bios (get from AEMSF Trustees).
 6. Award winners pictures and bios (get from Awards Chairman).
 7. Information on 'Friends of the Ninety-Nines' who have made donations during the previous fiscal year.
 8. Advertisements.
 9. Next conference information on the back cover.
- H. Produce Annual Conference Packet as provided by International Secretary. Announce deadlines early; be sure to include exact address/email where information is to be sent. Let it be known that late entries WILL NOT be included. Use section/page numbers. Use spiral binding. Packet shall include:
 1. Presidents Letter
 2. Rules of the Meeting
 3. Agenda
 4. Annual Minutes of previous meeting
 5. Proposed Bylaws/Standing Rule Amendments
 6. International Board, Trust, and Committee reports
 7. Section reports
 8. New Horizons list
 9. Next conference information on the back cover
- I. If this is an odd numbered year, there will be elections at the business meeting. Get the ballots from the International Election Procedures Committee and print enough for all registered delegates.
- J. Create table tents for all board members to be used in any meeting where board is at head table. Be sure these are large enough to read and sturdy enough to last through several meetings. Then be sure to pass them along to the next conference section.

Program Committee

- A. Coordinate all seminars, speakers, entertainment, etc., for the entire Conference.
 1. Preview speakers or obtain recommendations.
 2. Set time limit (30 minutes, etc.)
 3. Determine costs, fees, and confirm all arrangements in writing, including rights for taping seminar, with review by General Counsel.
 4. Obtain background information and assign person to introduce them and write up summary for publication.
 5. If speaker is from out of town and staying at the hotel, be sure that they have made a reservation. You might be able to use comp rooms if you are paying their expenses.
 6. Let the Treasurer know how many complimentary meals will be needed for speakers.
- B. Confirm meeting room and equipment requirements with hotel liaison and obtain information on contacts for troubleshooting during presentations.
 1. Make arrangements with conference chair for any A/V equipment that will be needed.
 2. Try to have speakers send their information ahead of time so that it can be checked out on the equipment or make arrangements for them to test it before their meeting.
- C. If presentation is eligible for Wings education, arrange for approval and appropriate forms for participants.

Publicity/Public Relations Committee

- A. Coordinate selection of logo, slogan and theme.

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- B. Give the treasurer an estimated budget for a pin, charm, tote bag or other item with conference logo to be included with the welcome packet.
- C. Determine if the conference hosts should have attire with logo and/or if it should be created for sale.
- D. Advertise the meeting (start early). Several short articles are better than one long article. Include schedule of events. Be sure dates and times are set early and are the same and correct in all publications.
 - 1. 99 News articles
 - 2. 99 News Perpetual Calendar
 - 3. Headquarters Dispatch
 - 4. Section Newsletters/Governors
 - 5. 99s website
 - 6. Newspapers in area of Conference.
- E. Contact local and state officials
 - 1. Letters for welcome packet
 - 2. Maps, coupons, etc., from Chambers of Commerce for registration packets and/or welcome bags.
- F. Contact local and state media (newspapers, radio, television), chambers of commerce, fixed base operators, airport managers, and aviation magazine publications.
 - 1. Give them name and contact information for Conference and/or Registration Chairman.
 - 2. Request name of person to whom articles should be given and attempt to meet this individual in person.
 - 3. Give schedule of events, history of 99s, photographs as often as possible, and invite them to attend.
 - 4. Arrange for interviews of speakers, President, Conference Chair, local members.
 - 5. Most radio and television stations have public service time available. Arrange pre-meeting interviews and special guest interviews, if possible.
- G. Secure local, national, and international advertising for the conference program.
- H. Encourage non-99 participation in the sales room. (this may not be allowed depending on the hotel requirements)
- I. Send thank you notes at end of Conference as requested by Conference Chair to speakers, guests, etc.

Registration Committee

- A. Draft the registration information for approval by the Conference Committee Chairs
 - 1. Include costs and refund policy.
 - 2. Include one-day registration cost for each day.
 - 3. Determine the early and full registration dates.
 - 4. List schedule of events and optional tours.
 - 5. Include hotel and transportation information, including addresses, costs, and deadlines.
 - 6. Maintain list of registrants, by Section, Chapter, Last name, and title. Include designation of International or Section officer, committee chair, Past President, First Timer, etc., as well as tours/options/special meals noted and if any money is due.
 - 7. Include time zone and weather information.
- B. Coordinate publication of brochure and schedule of events with Publicity/Public Relations Committee, after approval by International Board of Directors.
- C. Provide list of pre-registered attendees in registration packet. Consider having an updated list available each day of the conference.
- D. Obtain addresses from Headquarters to mail copy of registration form to International Board, Governors, and 99s Webmaster.
- E. Obtain ribbons from Headquarters or previous conference Registration Chair for attaching to name badges (International Board, International Trustee, International Committee Chair, Section Officer, First Time Attendee, etc.) Purchase additional ribbons as needed.
- F. Compile list of dignitaries attending.
 - 1. Provide list to International President for Annual Meeting.
- G. Ensure coverage of registration table during the hours it is open, and request location near lobby or hospitality room for ease in locating.
 - 1. Assemble registration packets, including tickets, ribbons for name badges of dignitaries, hotel map, conference packet, etc.
 - 2. Obtain welcome bags if they are being provided.
 - 3. Have separate list of registrant names to verify events.
 - 4. Know procedures for last-minute registrations and confirm meal additions frequently with Hotel Liaison.

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5. Have maps available from Chambers of Commerce, as obtained by Public Relations Committee. Know where everything is located, including message board, lost and found, meal sign up reservation sheets, nearest hospital for emergencies, etc.
6. Message board should be available for duration of Conference.
7. Assist Credentials Committee, as requested, to verify number of attendees for Annual Business Meeting.

Sales Room (Fly Market) Committee

- A. Ensure that registration form contains the following information.
 1. A blank for reserving sales room space, including name to be put on table banner.
 2. Size and price of each table.
 3. Price differentials for non-99 vendors (if allowed.)
 4. Whether room is locked or unlocked.
- B. Tables should be skirted and signs provided to identify each vendor, section, chapter, etc.
- C. If sales room will not be locked, be sure all vendors are made aware of this.
- D. Committee members should be available to answer questions and to promptly lock and unlock sales room.
- E. Include complimentary tables for the 99s trusts (Endowment Fund, AEBM, AEMS and MWP)

Transportation Committee (includes weather briefings)

- A. Assist with selection of general aviation airport, if needed, and try to obtain reduced fuel rates, free tie-downs, etc.
- B. Determine hours that transportation will be available and include details in registration brochure.
- C. Contact Airport Tower Chief, Airport Managers, Fixed Base Operators for information (radio frequencies, cost of tie downs, hours of operation, etc.) for registration brochure, and also request that the Publicity Committee send them information on the Conference.
- D. Consult with Registration Committee for ETA of those registered.
- E. Have signs at all locations listing hours of transportation, conference contact information (phone/pager numbers), and hotel numbers.
- F. Work with Hospitality Committee to arrange for food and beverages and number of hosts after obtaining permission from FBOs.
- G. Arrange for transportation of members from FBO or, if appropriate, from commercial airport.
- H. Be sure all trips/tours include transportation (cost to be included in price).
- I. Announce several times during the Conference and have information posted on message boards for sign up for departure time from hotel to airport(s).
- J. If Transportation Committee can make arrangements for weather briefings, contact hotel liaison for room requirements.
- K. Ensure that all volunteer drivers have appropriate liability insurance.
- L. Ensure that The 99s General Counsel reviews all contracts prior to signing.
- M. Have local section member on EVERY bus as hostess even if tour companies provide them.
- N. Consider having several local members available with cars at all times for transportation to shopping restaurants, etc.

Treasurer

- A. Obtain \$1,000 advance (2 years out) from 99s Headquarters for early expenses. This will be re-paid at the conclusion of the conference. If your section has some funds, may also get an advance from them.
- B. Keep separate bank account to facilitate 501(c)(3) report.
- C. Determine estimated budget as soon as possible with Conference Chair, using samples from previous Conferences as guidelines.
 1. Confirm with the International Treasurer the complimentary registrations and fees for Parliamentarian and General Counsel, etc., to be provided with conference income. See International Board Requirements.
 2. Consider all the following when making a budget:
 - a. Taxes and gratuities. If you have or can get a tax-exempt status for your state this will help keep costs down. Tip: some hotels will charge tax on gratuities as well as meals, etc.
 - b. Include all expenses required by International (see International Board Requirements.)
 3. Try to keep costs down to promote better attendance (See "Ways to Reduce Conference Expenses").

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4. Registration fees should be charged with a break-even rather than profit goal, with fund-raisers held by the sponsoring Chapter(s)/Section(s) to supplement budget when possible. If the sponsoring section is the meeting planner, the Section may receive no more than seven per cent (7%) of gross revenue for conference planning responsibilities. The sponsoring Section will be responsible for any losses incurred.
 5. Net receipts will be divided as follows:
 - a. 60 % to Headquarters
 - b. 40 % to the Section
 6. Conference Chair should obtain approval from International Board of a tentative budget at the Spring Board Meeting the year before the conference, and a final budget at the Fall Board Meeting the year before the conference.
- D. Confirm registration fee and refund policy with Registration Committee, and ensure that both are printed on registration form.
- E. Determine who is going to accept registrations and monies. This will need to be worked out with International. Need to have the ability to accept credit cards. Figure credit card transaction fees into the budget. Determine how to handle registrations that are received after the cut-off date.
- F. At the conclusion of the Conference when all transactions are complete, the accounts shall be closed within four months. Financial and registration reports will be presented to the International Board of Directors at the next Board Meeting.

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- A. The International Board approves the schedule at the Fall International Board Meeting preceding the conference.
- B. The schedule should be published with information in The 99 News and on the website approximately 6 months before the conference.
- C. The schedule should include times for:
 - 1. Annual Business Meeting
 - 2. Banquets
 - a. Scholarship (get the AEMSFBanquet SOPs from the Trustees)
 - b. Awards
 - 3. Credentials
 - 4. International Board Meetings
 - 5. Governors' and Past Presidents' Luncheon (if requested by Council of Governors)
 - 6. Registration
 - 7. Sales (fly market) Room
 - 8. Tours and/or entertainment options
 - 9. Trustee Meetings
 - 10. Others as requested (ATWAR, etc.)
- D. Be sure that meetings that must be attended by officers (i.e.; Governors, board members) don't overlap.

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AWARDS BANQUET

Timing

- Saturday 6:00 pm Reception (no host bar unless you get someone to sponsor)
- 6:45 pm Dinner and Program

Award Chair's Responsibilities

- In advance, check with headquarters to see if there is equipment available that you might need such a projector, camera, etc. Perhaps name badges. Headquarters will make the plaques in advance for the winners - there are pictures on file.
- Before the banquet, notify the recipients where they will sit, and be sure they all have a registration packet. Their banquet tickets are complimentary and are to be factored into the registration costs. They do pay for their own rooms and airfare.
- Arrange with the Conference Chair for a raised platform, with a podium, large enough to hold a small table on which will be flowers and the awards. There should be room for four chairs. Be sure the platform is high enough to be seen but not so high as to create a psychological barrier.
- Be sure to check all microphones in advance.
- Carefully estimate the time allotted for announcements, entertainers, introductions and the presentation of awards.
- Arrange to have a photographer present who perhaps would be able to include The 99's banner in the background of some shots. Beware of mirrors in the area.
- If you will need the lights turned down during the presentations, have a hotel person available.
- Give a single red rose to each of the women awardees.
- Decide who will be the emcee and notify the Conference Chair.
- Ask someone to say the invocation - with a backup person available.
- Table favors, decorations and programs: Put someone in charge of arranging these items after the room is set up.
- Ask "First Timers" and possibly other groups to please stand and be recognized - each group separately.

Conference Chair's Responsibilities

- Remember when arranging the program schedule that the awards portion can take a long time. The awardees have traveled at their own expense and should not be rushed.
- Have a sign-up sheet at the registration table for the banquet seating. Work with the hotel with regard to the physical arrangements.
- Signs need to be made for the "Reserved" tables and the "VIPs" who are to sit there should be notified ahead of time.
- Determine the need for a head table - check with the President for her preference.
- Arrange with the Awards Chair the format of the printed program including pictures. Same for the banquet program.
- Start the banquet program or entertainment before the dessert is served.
- Public address system: Check it out in advance. Be sure you and the Mistress of Ceremonies know how to adjust the volume and squelch controls, etc.
- Make arrangements for taking tickets and determining the count. There can be a big difference in how many tickets you have sold and how many meals the hotel says they have served.
- There will be NO raffles or door prizes at the banquet.

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INTERNATIONAL BOARD REQUIREMENTS

PARLIAMENTARIAN

- The Parliamentarian is selected by the President and is present at all Annual Business Meetings.
- Expenses for the Parliamentarian's attendance at the Annual Business Meeting are to be included in the Conference Budget.
- The President shall approve participation by the Parliamentarian in any other Board business meetings or projects in advance.

The following items shall be provided "complimentary" and included in Budget planning for all International conferences.

REGISTRATIONS

Board of Directors (9)
Legal Counsel (1)
The 99 News editor (1)

AIRFARES

Legal Counsel
Parliamentarian

BUSINESS MEETING

Parliamentarian Fee - \$500.00

ROOMS

President (Suite) – for conference dates (usually 5 nights)
Legal Counsel – 4 nights
Parliamentarian – two nights

MEALS

AE Scholarship Judges (3) – AE banquet tickets
AE Scholarship Sponsors – 2 AE banquet tickets for large sponsorships (\$5000 and above)
Note: AEMSF banquet tickets will be available for purchase without registration fees, but AE winners DO NOT get banquet tickets for free.
Banquet award recipients (Katherine Wright, Merit, Achievement, Inspiration, President's, GP Putnam) if they are not a 99 (plan on 4 of the 6)
NAA representative for the Katherine Wright award – 2 tickets to the Awards banquet
Parliamentarian – one day (3 meals)
Miscellaneous donors and local dignitaries as determined by the Conference Committee

OTHER

'Friends of the Ninety-Nines' who donate at the \$100 and above will be listed in the Conference Program.
'Friends of the Ninety-Nines' who donate at the \$5000 level and above may have their logos included in the Conference Program.

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WAYS TO REDUCE CONFERENCE EXPENSES

Audio-Visual

- A. Microphones
Does the hotel charge for microphones? Negotiate more than one free mike per room if you can. If not, reduce the number of mikes you need each day. Remember, panel discussions require additional table mikes. You can overcome this by use of a standing lectern and requiring each panelist to go to the lectern to talk. How about floor mikes? Do you really need a lot of them? Tell the speakers to insist that those talking from the audience should go to the single mike you have set up, or have one "pro" and one "con" mike for the audience.
- B. Own Some Equipment
Where possible, use your own audio-visual equipment, if you do not have too many meetings needing it simultaneously. For what it costs to rent a single projector for a full conference, you could buy your own, and one or two projectors are not that difficult to carry.
- C. Don't Go Overboard
Unless it is really necessary to your program, stay away from complicated multi-screen projection. If you want such an A V show, you will actually save money by using an expert and paying them to handle it.
- D. Reduce Speaker A V
Discuss visuals with your speakers. Many are really poor presentations. If they don't need visuals, have them use handouts. A person in the audience can't take home what he sees on a screen, but he can take home handouts.
- E. A V Labor Setup
Try to negotiate labor setup and dismantling of AV equipment into your rental price, especially in union-oriented cities.
- F. Equipment Operation
Where you use a lot of equipment, you can bet the union will move in to operate it-have a good attorney. Be ready for this. You can save a fortune on union operators if you can operate your equipment yourself.
- G. Negotiate With An Attorney
Is the local union trying to force standby soundmen, spot operators, or the like on you? Absolutely refuse to pay for any featherbedding tactics. Bring your attorney with you when you tell the business agent your side of the story.
- H. Sell Cassette Recordings
Recording your conference on DVDs for resale? Have your DVD recording company do your board meeting and your annual meeting free and then have these transcribed when you get home instead of hiring stenographic reporters.

Food and Beverage/Catering

- A. Be Accurate In Your Guarantees
Guaranteeing for people who do not show up to eat can drop a bundle. Most hotel contracts allow you to increase the count at the last minute, however you cannot decrease. A savvy hotel liaison will 'short the count' to the hotel by 5 % or so, knowing that not all registrants will attend.
- B. Smaller Portions
Reduce portions on all meals, especially lunches. At dinner, instead of ten ounces of beef, cut the portions to eight ounces. You won't get a single complaint and you'll save. Try family-style service from time to time.
- C. Use Slow Carvers
At meat stations at a buffet, it will pay you to have a carver who doesn't work too fast.
- D. Stick With Lower Priced Meals
Don't try to impress the hotel by selecting the most expensive items on their menus... they make profit on the cheapest items also. Pick what your members will like, and stay at the lower price range.
- E. Spot Bargains
Buy seasonal and "local" foods and then be sure you get the best price.
- F. Control Your Bars
It is strongly recommended that you have cash bars to avoid liability. Otherwise, provide drink tickets so the bar becomes "hosted" in the eyes of the hotel. Limit the free drinks to a maximum of TWO drink tickets, after which the participants will have to purchase additional drinks.
- G. Limit Appetizers

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If you provide appetizers, instead of buffet stations, have waiters pass appetizers on trays to reduce consumption.

- H. Don't Make It A Dinner
If you do have an appetizer table, do not use large plates... .put very small plates on the table.
- I. Watch Guarantees
Always under-guarantee on appetizers.
- J. Order By The Piece
Unless you have a small group, order your appetizers by the piece and not by the person.
- K. Have A Dinner Instead
In many cities, appetizer prices have gone so high that you might be able to substitute a sit-down dinner for a reception provided you have a cash bar. Look into it... it might be the thing to do.
- L. Comps
Always budget for your complimentary registrations and try to obtain sponsors.
- M. Tickets Work!
Use exchange tickets on certain functions-especially your banquet-to get better guarantees.
- N. Go Outside Hotel
Put some of your meal functions outside the hotel in order to reduce costs, but be sure to take into consideration the cost of transportation.
- O. Break Budgets Down
Translate your budget into a per-person cost sheet. Use this when negotiating with the hotel. The catering manager will be talking to you in terms of people... .don't sit there with a total budget in mind.
- P. Pool Your Breaks
If you have coffee or refreshment breaks, and if you have a number of simultaneous sessions, have a common location for the refreshments instead of putting a station in each room.

The Hotel

- A. Master Accounts
Place a strict limit on the number of people eligible to sign master accounts, and never allow a member of your association - not even the president or chief elected officer - to sign the master account. Keep this as an upper-echelon staff function.
- B. Control Guarantees
Never allow anyone outside the staff to give guarantees to the hotel, and place a strict limit on the number of staff members with this authority. Let the hotel know about this and refuse to honor any guarantee given by anyone not authorized.
- C. Use Purchase Orders
Use a purchase order system and do not pay for any item delivered without a valid purchase order or purchase order number.
- D. Control With Tickets
Be sure to use tickets for all food and beverage events, and insist that you pay only for tickets collected - unless you over-guaranteed, of course.
- E. Distinguish Tickets
Color code the tickets, or use large numbers in the corner, to be sure that a breakfast ticket is not used for dinner.
- F. Nothing's Really Free
ALWAYS check prices of everything you think are free; e.g., you ask the hotel how much they charge for candles and are told candles are complimentary. Then you place five candles on each of 100 tables and get a bill for \$1.50 per candle - how did you know the hotel was talking of giving you only half a dozen free candles?

General

- A. Registration Cost
Make most tours optional rather than including in cost of registration
- B. Dump Portfolios
Get away from plastic or leather registration portfolios. Use plain paper 9 x 12" paper envelopes.
- C. Watch Out For Minimums
Where local unions press a three or four-hour minimum, insist that the union personnel stay the entire minimum time with you - whether you use them for the full time or not.
- D. Bus Minimum, Too

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When you rent buses for three or four-hour minimums, use the same rule.

- E. Cut Early
Analyze your program format after it has been set down in your first draft. Determine at this time what can be eliminated that will save money and yet not hurt the program itself.
- F. Learn From Others' Mistakes
Check with several associations which have recently been to the city where your conference is being held to check out costs and surprises.
- G. Comp Cars
Car rental companies will provide at least one courtesy car if you designate them as the official car rental agency for your conference and if you agree to put out a mailing to your members. However, if the hotel you are using has an exorbitant parking fee, it might not be worthwhile to take a free rental car, so try to negotiate a certain number of complimentary parking spaces at your headquarter hotel.
- H. Get Bids!
Always get bids from all suppliers. Even the difference in rental on a small number of items can be \$100.
- I. Set Up A Cost Control System
Devise a spreadsheet with each cost item on it according to your budget, to compare budget vs. actual charges. Keep this up to date frequently so you always know your budget's status.

Entertainment and Speakers

- A. Package Deals Work Best
Always try to buy "packaged" shows - fully equipped - to save hiring music separately and to reduce rehearsal costs.
- B. Break Down Minimums
For example, if you are having an activity with live music, the minimum number of musicians in a room at hotels varies from city to city. When you are faced with an exorbitant minimum, say a twelve-piece orchestra in a certain room, hire two six-piece bands so you end up with continuous music and no breaks. Four combos is also an option.
- C. Name Entertainment vs. Local Groups
In hiring entertainment, remember that many "name groups" or speakers employ local pickups and then charge you the fees and expenses. In such a case, it would be much less expensive to get a good local group, unless you need the name to sell registrations.
- D. Flowers Are Expensive
Before you use them, ask yourself if they are really necessary. If you do have flowers, use them, reuse them and then use them again.
- E. Hospitality Entertainment
Reduce the costs of your hospitality room or reception by seeking out free activities and displays - a local boutique, local artists, jeweler, clothing, etc. The list is limitless.
- F. Anticipate Expenses
When negotiating with speakers, try to obtain a total package cost including all expenses, if you can. Then you will know exactly what to budget ahead of time.
- G. Tourist Class Only
When you pay expenses for speakers, advise them that tourist class travel is the organization's policy. You can also get excursion rates by buying far enough in advance.
- H. Substitute Honorariums
Sometimes you can get a speaker free by offering to pay expenses for the spouse - but watch this! You could end up paying more than the speaker's fees and expenses if not controlled.
- I. Reduce Speaker Costs
Whenever possible, use local speakers.
- J. Promoting Speakers Saves
There are times when you can get an excellent speaker free, like when your speaker is an author of a new book he wants to sell.
- K. Speaker Cassettes
You can frequently retain a company who will record the speakers and sell the DVDs at no cost to you, and maybe even provide a commission.

Transportation

- A. Know Your Route

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When setting up a shuttle system, ride the route yourself on a bus or drive it in a car before the conference. You should do this at different times of the day to take into consideration traffic flows. It will allow you to make a determination whether or not you need more or less vehicles because of the distance, traffic, etc.

B. Standby Buses

When ordering buses, if you are really not certain of the number you will need, try to negotiate for standby buses where you will pay only for the time used if the bus is not required for your trip

C. Use Substitutes

Monitor the number of people taking a bus. If less than a full load, it may be less expensive to arrange for taxicabs - but be certain they are full - or recruit volunteer drivers.

Printing and Mailing

A. Make Your Own

Instead of paying substantial amounts to print nametags, signs, or special tickets, recruit one of your members to create them on a computer.

B. Look for Assistance

Use the public relations and ad departments of your members to get some or all of your design work done free, or at substantially reduced prices, and getting donations or advertising to cover costs of printing the program.

C. Use Post Card Announcements and Reminders

To save on printing, paper, and postage costs, post cards even eliminate envelopes and are easy for participants to post.

Share your suggestions and successes with the next conference hosts !!!

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TIPS FOR CONFERENCE CHAIR

Purpose: To provide a checklist for the Annual 99s Conference Chair to verify completion of assignments.

Basics

- Has the date been definitely set?
- Have all committees been formed?
- Has the hotel contract been reviewed by General Counsel?
- Make sure all meetings/programs start on time!

Publicity and Advertising

- Has the publicity chairperson prepared a schedule of advance articles to appear in local papers? Include time zone, addresses, and a contact.
- Have you contacted local and state newspapers and special publications of clubs and fraternal organizations?
- Have you contacted local and state radio stations?
- Do you have photographs and all necessary information from speakers and entertainers?
- Are you keeping a publicity file for each speaker, including follow-up stories and interviews, if any?
- Have you issued invitations to individuals and groups who may be interested in some special session or feature?
- Have you invited newspapers and radio stations to cover the events?
- Have you reserved a table or other accommodations for press representatives?
- Have you asked clubs, churches, and other organizations to announce the event at their meetings, or to permit your representatives to speak briefly?

Program and Tickets

- Does your printer have all copy and cuts for production of the program?
- Have you received a written quotation from your printer, and a clear understanding about any extra charges?
- Have you given the printer a definite order for the exact quantity of programs required?
- Have you instructed the printer as to when, where, and to whom to deliver the programs and/or tickets?
- Have you checked carefully the order of events and spelling of all names listed on the program?
- Has credit been given in the program of the use of properties and for any donations, such as paper, artwork, engraving, etc.?
- Have you arranged to send copies of the program to each person who takes part in the event?
- Do your tickets clearly specify location, date, and hour of the event?
- Do you have a definite understanding with all persons involved with the advance sale of tickets as to when the advance sale ends, what the refund policy is, and when the money should be turned in?
- Have you appointed persons to handle ticket sales at the doors?
- Have you provided a safe depository for the money until it can be banked?
- Do you have change on hand for ticket sales at the door?

The Event

- Do you have acceptances from all persons who are to participate?
- Has each individual been clearly informed as to the location, date(s) and hours?
- Have you prepared a diagram of the speaker's table for banquets and notified each person where he is expected to sit (place cards)?
- Have you allowed for last-minute changes at the speaker's table or delays in arrival?
- Do you have complete data on any special announcements that are to be made?
- If a meal is to be served, does the hotel have your final reservation count?
- Have you arranged for an alternate entree for those who will not want meat?
- What facilities have been provided for unexpected extras?
- If the meeting is to open with an invocation, has the person/minister been selected and the acceptance received?
- Have waiters been instructed to serve those at the speaker's table first, and to clear each speaker's place promptly when he/she is finished?

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- Have you estimated your time allotment carefully for announcements, entertainers, introductions, etc., as well as for scheduled talks?

Check Your Props

- Make the seating arrangement correct and comfortable. It is essential to plan carefully for the physical comfort of your guests and speakers.
- The head table should be on a platform high enough to be seen, but not high enough to create a psychological barrier.
- Have plenty of light - but no glare. Do not put a speaker in front of windows or mirrors, which force the audience to look into glare.
- Have person assigned who can adjust lighting for presentations, if needed.
- Have all the props in place, such as maps, exhibits, pamphlets, gavel, whiteboard, podium, flip chart, projectors, etc.
- Arrange for your public address system and TEST IT THOROUGHLY IN ADVANCE. Same for other electronic equipment.
- The podium should be well lighted for the speaker's notes.
- Water and glasses should be provided for the speaker.

Entertainment Features

- Do you have the name of each individual on the program, including any accompanists or assistants?
- Does the person who is to do the introductions have the biographies and know how to pronounce all the names? Don't stumble on this - if you don't know, ask!!
- Does the speaker have a clear understanding of the time allotted?
- Does the speaker have complete details on location of event and where they appear on the agenda?

Registration

- Do you have registration cards or blanks with plenty of space for name, address, title, e-mail, etc.?
- Have you arranged for large-type name badges and last minute additions?
- Are people assigned to accept registration fees and sell tickets?
- Is your registration set up for separate lines for information, new registrations, and advanced registrations?
- Are members of the registration staff well informed as to conference activities, locations, maps, and contacts?
- Do you have needed supplies? Like cash boxes, scissors, files, pencils, erasers, pens, scratch pads, tape, rubber bands, paper clips, staplers, thumbtacks, and even small tools like a hammer and screwdriver.
- Is the registration location well identified and easy to find?
- Are the registration hours established and posted?
- Is your staff informed who is to receive complimentary registrations?
- Have you compiled an alphabetical list of those registered - by name and by title?
- Is the conference listed on the hotel bulletin board?

Speakers

- If people at the speaker's table are to be introduced, do you have a list of the individuals, with official titles, in the order in which they are seated?
- Do you have adequate data on each speaker for the introductions? (See notes above under Entertainment Features.)
- If speakers are to remain overnight, have hotel reservations been made in advance in the name of your organization?
- Has the speaker been tactfully reminded of the time limitations for his/her talk?
- If the speaker is to be paid, have arrangements been made in advance so there is no last-minute embarrassment?
- Has someone been appointed to take speakers to the airport or escort them to a hotel if they are remaining overnight?

After the Meeting

- Are all bills in and approved?
- Is the treasurer making a final report of receipts and expenditures for audit by the Conference Chair?
- Have all borrowed or rented properties been returned?

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- Have all critical statistics and information been forwarded to the next two conference chairs and International Headquarters? Use the International Conference Data Sheet
- Have you written "thank-you notes" to speakers, entertainers, newspapers, and everyone who contributed to the success of your event?

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INTERNATIONAL CONFERENCE DATA SHEET

PLEASE COMPLETE IN TRIPLICATE AND MAIL TO
NEXT TWO CONFERENCE CHAIRS AND 99 HEADQUARTERS
(include a copy of the hotel contract, the conference program and packet)

From: (List host Section/Chapter(s) and contact information if there are questions)

Statistics are from The 99s International Conference held at:

_____ Number of pre-conference registrations received

_____ Number of registered attendees

_____ 99s

_____ 49½s and quests

_____ Number of additional event tickets sold

_____ Number of hotel room nights rented by 99s and guests.

Please list any other information that will be of help to the next conference chairs, and mail within ten days after hosting the conference. Your information will greatly help the next hosts with their planning.
