



Conventions

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CONVENTION PLANNING

Planning for a successful convention begins more than two years prior to convening date and requires collaboration of many leaders. Proper and thorough planning reduces stress for everyone involved. Early planning includes identifying a potential city, hotel, and dates for Fred J. and Julia C. Kuehne Training Sessions and International Convention.

A Hotel Coordinator will have to be appointed as well as a Convention Chairman to work with the International President and President Elect.

Fred J. and Julia C. Kuehne Training Sessions are to be offered during convention week and are the responsibility of the President Elect. Coordinate with Hotel Coordinator to accommodate the extra meeting rooms and times.

Separate Fred J. and Julia C. Kuehne Training Sessions and convention budgets are required for review at Fall Executive Committee eighteen months prior, and tentative approval by the International Board of Directors at the following Midterm. Budgets will again be reviewed during the year prior to the convention and modified as necessary.

As time gets closer to actual convention date, the International President will work with the Chairman of the Board, President Elect, International Leadership Committee, Convention Chairman, Hotel Coordinator, and the Host Club to follow up on detailed plans for the convention. Plans include specific room locations, dates and times of Board meetings, committee meetings, and convention business sessions.

Many special awards, certificates and pins are to be given at International Convention – Youth Service, LaSertoma of the Year, Youth Volunteer Club Member of the Year, President's awards, etc. Ordering these several months in advance will help ensure they are available.

A printed agenda is required to provide structure to the business session and to provide general information to convention attendees. It is helpful to print the agenda and other program items in booklet form that is easy to read and carry throughout the sessions. A separate agenda for the banquet is a nice touch.

The Convention Chairman should be involved early in the process. Major responsibilities include room/decoration set up and securing flags.

For more detailed information refer to the following Convention Guidelines. If you don't find the answers there, ask someone who has done it.

CONVENTION GUIDELINES

International President Duties

1. During your term of office as Present Elect you will have identified a hotel, prepared a convention budget, established the number of sleeping rooms to be blocked by the hotel, and negotiated a contract with the hotel for all meeting rooms. Be aware of any required deposits and due dates, as well as room block expiration dates and other commitments to the hotel. Negotiate and lock in the food cost per person (including tax and gratuity) as soon as possible but no later than 120 days prior to the meeting. This information is mandatory before setting registration fees.
2. Appoint a convention secretary, convention chaplain, elections/voting chairman, pages, sergeant-at-arms, a person responsible to manage and secure the merchandise table and storage and distributing door prizes/gifts.
3. Before the conclusion of Midterm Board meeting, check with committee chairmen to see which committees will need to report at Convention.
4. Present to Midterm Board a registration form for convention (and Fred J. and Julia C. Kuehne Training Sessions if appropriate) and information on the hotel. Deadline dates for registration and hotel registration should be provided.
5. At least ninety days prior to convention date, review the draft agenda, including only necessary committee reports, for use by the Hotel Coordinator and Convention Chairman to verify room assignments. When all information is accurate and complete, this will be included in the program booklet to be printed for convention attendees.
6. Thirty days or more prior to convention, prepare a totally scripted agenda for use in conducting the convention business sessions. The script should include nearly every word necessary for clear communication. The Parliamentarian should review and approve this scripted agenda prior to the convention. The Parliamentarian will not only check for procedural discrepancies, but as a Past International President can also spot any inconsistencies with tradition. When finalized, prepare three sets (President, Secretary and Parliamentarian).
7. Send a copy of the scripted agenda to the appointed secretary for use in taking minutes. This will help to ensure that names are accurate and speed up the final minutes. Provide this draft to the secretary as early as possible but no later than ten days prior to convening the first business session.
8. Obtain two early bird door prizes to be given at the beginning of each morning business session during the International Convention.
9. Work with Hotel Coordinator and Convention Chairman to select meals for Thursday evening, Friday awards lunch, and Saturday installation banquet.
10. After all this has been discussed with the hotel sales liaison, put together a budget and set the registration fee to cover expenses no later than January prior to the convention. If individual tickets are available for certain events, establish the pricing for those tickets. As a rule of thumb, the registration package for all events is usually the best deal so more are encouraged to register in advance. Work with the Headquarters Office to prepare a registration form for distribution. Write an enthusiastic article for publication to encourage members to attend. Make your readers feel they wouldn't miss it for anything.
11. Make schedules to cover the registration desk with specific hours and post those hours in the registration area so attendees know when to come back if they arrive when it is closed. If the hotel has an electronic system, they may also put these hours on the system.

President Elect Duties

1. Prepare Fred J. and Julia C. Kuehne Training Sessions by selecting the trainers.
2. Coordinate with Fred J. and Julia C. Kuehne Training Session trainers to ensure all information is shared regarding registered attendees and training material.
3. Select entertainment for opening session and installation banquet if desired.
4. Appoint an emcee and installing officer for the installation banquet (Past International President is used to officially install officers.)
5. Decide on theme or topic for convention education and select person to conduct the session. This is usually held on Friday afternoon, but other times may work better for any number of reasons. Be sure to note scheduled time and duration on the official agenda.

Host Club Responsibilities

1. Furnish “goody” bags.
2. Furnish food and drink for hospitality room (if such a room is available.)
3. Set up registration area with tables for registration and credentials. Ensure advertised hours for opening the convention registration desk are covered by designated persons.
4. Arrange for table decorations as directed by:
 - A) **International President** for the International Convention business meetings and Awards luncheon.
 - B) **International President Elect** for any Fred J. and Julia C. Kuehne Training Session lunches and/or banquets and for the International Convention installation banquet.

International Headquarter’s Responsibility

1. Ensure table nameplates for the head table(s) for International Convention meeting rooms and the board of directors meeting.
2. Other duties as assigned/requested by the Exec Officers.

Hotel Coordinator Duties

1. Work closely with the International President and President Elect and the Host Club or Region.
2. Establish contact with selected hotel of choice, supply them with LSI tax identification and determine deadlines for signing contract, required deposits (if any) and changes if necessary. Provide this information to the President Elect for presentation to the Board of Directors at the Midterm board meeting.
3. Work with the dates for Fred J. and Julia C. Kuehne Training and International Convention as approved by the Board of Directors.
4. Negotiate room rates, menus, food prices and inquire as to any comp rooms.
5. Be specific to the hotel representative how many meeting rooms will be set up, (i.e.) theater, classroom, extra tables for reports and merchandise, microphone(s), head table(s), riser(s) etc. and set up a hollow square for the board meetings.
6. Block off sleeping rooms with hotel representative.
7. Keep host club informed of hotel accommodations pertaining to hanging of anything on the walls, if a hospitality room is allowed and if so, what kind of food, drink, etc., is permitted.
8. Confirm menu selections at least twelve (12) weeks prior to Fred J. and Julia C. Kuehne Training Sessions and International Convention. Provide options for medically-necessary items such as sugar-free dessert. Remember to add taxes and gratuity to total for each meal.
9. Secure a separate room for the convention Awards lunch.
10. During the months and days prior to the convention, monitor the guarantee numbers for each meal service. If registration is down, decrease the guarantee from those originally planned and find out when a final count is locked in. Frequently, the final guarantee is 3-5 days prior to each event but can be different depending on hotel policy.
11. Work with the host club, International President and President Elect to select specific meals and lock in meal prices. Registration receipts have to compensate fully for the number of meals charged. Don't forget to check on availability of "dietetic or allergic" special needs.
12. Planning is the key to a successful week. Avoid last minute chaos by having everything possible completed in advance. Work with convention chair and committee chairs to get name badges, "goodie" bags etc.... organized before the first day of registration.
13. Check out each room at least an hour before each event to see if layout is what was ordered. Follow a checklist so nothing is overlooked. Make sure the microphones are set where they are supposed to be and that they are powered on. Determine if an extension cord is needed.

Details!

(If you are also convention chair, you may appoint a committee chair to handle decorations and favors, entertainment, room setup assistance, registration desk, transportation, other logistics issues.)

Start by laying out the schedule based on a typical agenda. For the time being, assume we are having Fred J. and Julia C. Kuehne Training Sessions unless otherwise notified. If Fred J. and Julia C. Kuehne Training Sessions are not being offered or the schedule is shortened, the entire schedule should be adjusted to accommodate the agenda. It is easier to cancel rooms than to add on after the hotel has given away rooms to other groups!

BEWARE OF THE CONTRACT:

- Ask about penalties if sleeping block is not filled or if meeting and banquet room numbers are reduced.
- What is the latest date the contract can be changed without penalty?
- What deposits are required?
- When is final payment expected?
- Are comped rooms based on number used per night or aggregate for all days?
- What is the charge for meeting rooms with or without meals associated?

Establish sleeping room block from Sunday to Sunday so those that want to arrive early may do so at the convention rate. **Typical numbers based on history are:**

Sunday - 5 double rooms

Monday – 5 double rooms

Tuesday – 10-12 additional rooms for a total of 15-17 rooms to accommodate incoming Fred J. and Julia C. Kuehne Training Session participants

Wednesday – same as Tuesday

Thursday, Friday and Saturday – add another 15-20 rooms to the block for convention attendees

Typical schedule (reserve meeting rooms as required by agenda):

To be scheduled -

If International President has a suite with space suitable for a meeting, use that space to avoid meeting room rental cost. If not, reserve small room with Board-type table and comfortable chairs as per the time requested by the International President. This meeting can also be held in a suite if table and chairs are available to spread out books and other papers.

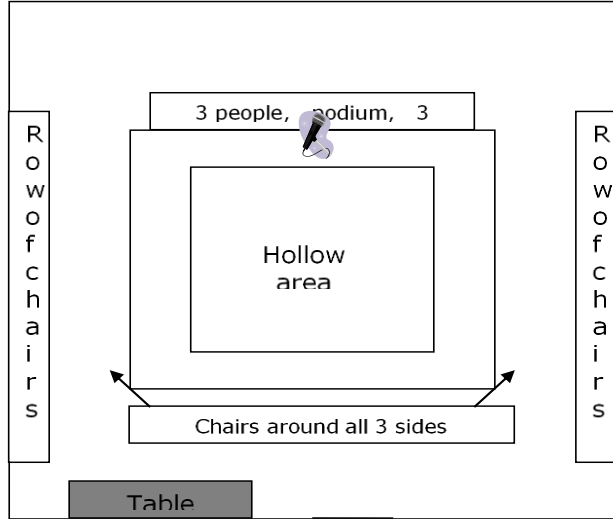
Wednesday (all day) Fred J. and Julia C. Kuehne Training Session

Reserve rooms as needed to accommodate the number of different classes being offered (Member, International Director, Parliamentarian, Qualified Trainers etc.) Advise hotel of layout desired (usually classroom style in breakout rooms.)

Determine if audio-visual materials are needed (microphone, flip charts, projectors, etc....)

Thursday (9am to 5 pm) – Third Board Meeting

Reserve a room large enough to accommodate “hollow square” layout with extra space for reports. Each side of the square should be long enough to seat at least six people. Order a podium (and microphone if necessary) to be placed in the center of “front” side of the square. Most hotels have this but may have only one, so request it early before someone else does. A separate stand-alone podium does not work well because the Parliamentarian is too far away from the Presiding Officer. Ask for extra chairs to be placed along walls on each side so guests will have a place to sit. See drawing for layout of room. **(This same arrangement is required for Saturday afternoon First Board meeting.)**



Thursday evening Opening Session for Convention

Size of room depends on number registered and what kind of entertainment will be offered (if any) during the opening session. Sometimes, the opening will recess and group will move to a different room for dinner and entertainment. Check with presiding officer for planned event and layout requirements. Reserve a microphone for opening business session if group is large. Also reserve audio equipment for entertainment unless entertainer is providing (usually they do). Ask entertainment committee chair if dance floor is needed. Hotel may not have it on site, but can probably get one for extra cost if necessary.

Friday (all day) and Saturday morning Business Session

Reserve a room for number of registered members/guests from 9am to 5pm on Friday and 9am to 3pm on Saturday. Watch these numbers carefully as registrations are received and adjust with hotel as necessary. The Saturday meeting may finish earlier but the room should still be blocked until 3pm. Layout is with two head tables with at least one riser, and theatre or classroom style for remainder of participants with center aisle and standing floor microphone.

Friday Awards Luncheon (approximately 12 noon– 1:30 pm)

Set up with rounds of 8 to 10 for number registered. Add a few extra seats for Youth Service Award and Youth Volunteer Club Member of Year and their families if planning to attend. Plan for either a head table (full or abbreviated) or at least a stand-alone podium and microphone for presentations. Make sure water glasses are on tables for toast to all nations.

Saturday - First Board meeting

Same set up as Thursday Third Board meeting that immediately follows the convention session. Reserve the room for 1pm to 5pm to provide flexibility in the schedule.

Saturday Banquet

Reserve a room to accommodate registered members/guests in dinner setting. This is usually the largest event since often times there are many guests coming in for the installation as well as spouses of registered attendees. Room layout includes a head table and rounds of 8-10 for others. Stand-alone podium at the end of the head table works best so others not at the head table can get to the microphone without walking behind the head table. (Please allow room for those sitting at the head table to walk

behind without endangering self or others). Make sure water and glasses are on tables for toast to all nations.

More details can be found in the Duties of the President Elect portion of this section.

Sample Budget

International Convention (Dates) Fabulous Hotel, Anywhere USA				
Income				
	Convention Registration	100 @ \$100 ea	10000	
	Extra meals	10	687	
	Total Income			12187.00
Expense				
	Audio Visual: projection screen, microphones	Podium microphone, one floor microphone	115	
	Entertainment, Thurs/Sat	DJ, singer, band	500	
	Food breakout each meal			
	Thursday opening	100+1 @ \$29	2929	
	Friday Awards lunch	105+1 @ \$19	2115	
	Saturday banquet	105+1 @ \$38	4028	
	Meeting rooms	Ballroom, Board room, breakout rooms	500	
	Decorations	Keep it simple	200	
	President's room	Thurs, Fri, Sat only a \$100 per night	300	
	Total Expense			12187.00
Profit/ (Loss)		Goal is to break even!		000.00

Fred J. and Julia C. Kuehne Training (Dates) Fabulous Hotel, Anywhere USA				
Income				
	Fred J. and Julia C. Kuehne registration	30 @ \$50 ea	1500	
	Extra meals	10 @ \$20	200	
	Total Income			1700.00
Expense				
	Audio Visual: projection screen, microphones	Podium or floor microphone	50	
	Kuehne meals	30 @ \$50	1500	
	Meeting rooms	General session, breakout rooms	100	
	Decorations	Keep it simple	50	
	Total Expense			1700.00
Profit/ (Loss)		Goal is to break even!		00.00

THE BUSINESS OF BEING A DELEGATE

A delegate should:

1. Comply with the rules for obtaining credentials and reservations for the convention functions.
2. Be well-informed of business, previous to convention.
3. Be prepared to actively participate in the discussion of the business of the convention. A majority vote of those present and voting, commits the whole organization by such action. Every Delegate should feel a responsibility to vote. An important phase of the business of a convention is the consideration and adoption of amendments to the Bylaws. Such amendments, when adopted, become law by which the organization lives, and lawmaking should result from the best thinking of the entire convention body.
4. Attend all business meetings.
5. Abide by the rules adopted by the Convention.
6. Ask questions. If you don't understand the motion, chances are others don't either. Request clarification on everything you don't understand fully.
7. The presiding officer should restate each motion just before calling for the vote. If this doesn't happen, ask that it be done. Know what you are voting on.
8. Vote according to your conscience on all questions and to report to the club on the business of the convention.

VOTING - It is a delegate's duty to formulate an opinion and to VOTE that opinion, whether it is the popular opinion or not. Too often those who are not in accord with the popular view will not advance their ideas in discussion and will not vote their consciences lest they be frowned upon as "dissenters." It is better to have a conviction, right or wrong, than to remain silent when the time comes to vote.

INSTRUCTING DELEGATES - The home Club may instruct its delegates on how to vote on the various issues that will come before the convention. Delegates usually try to speak and vote according to the thinking of those they represent. However, they are obligated to consider all points of view presented to the convention and vote according to their conscience for the best interests of the whole organization. Delegates must explain and justify their voting to their local Clubs. The members must rely on the good judgment of those they elected to represent them.

REPORTING - A delegate's responsibility includes the obligation to report the "meat" of the convention to the home club. This report should be given while it is still news.

THE CONVENTION'S LOOK TO THE FUTURE

What is the real purpose of a convention? To be sure, it is to hear reports of work completed, to elect officers and to enjoy the association of people of like interests. But a convention must be more than these to warrant the time and expense involved. A convention has the responsibility to plan for the future. The convention body should set the course for the officers and chairmen to follow in the coming year.

APPROVED RULES AND PROCEDURES FOR CONVENTIONS AND BOARD MEETINGS

The following two rules are not listed in the International Policies but have been formally adopted for implementation at conventions and Board meetings. Additional rules may be added as appropriate for efficient conduct of meetings.

1. There shall be a dress code for International Convention meetings. Apparel shall be casual business attire.
2. The only items to be sold at International Convention will be merchandise sponsored by LaSertoma International.