

MARC CONFERENCE PLANNING GUIDELINES

Please remember in your planning that the purpose of this conference is to offer Leadership and Networking opportunities, conduct the business of the regional council, and to raise sufficient operating funds to run the council.

Conference Bid

1. According to the Standing Rules XV, Conferences will be on a rotation plan as stated in the Standing Rules. The Chair and/or Co-Chair will be announced 2 years out at the MARC meeting at the IC Convention.
2. Close proximity to air transportation and interstate transportation should be a major consideration. Airport transportation/shuttle service is preferable if available.

Local Conferences Committee

Local Conference Chair

1. Works in conjunction **with the MARC President and Vice President/President Elect** and schedules one mid-year meeting at the site of the next annual leadership conference, to include the Conference Chair, to tour hotel facilities for the conference. Meeting should be scheduled between February and early April to coincide with the Executive Board meeting.
2. Arrange with hotel to block rooms for the Executive Board members attending Executive Board meeting, arrange a meeting room and arrange for lunch. (If meeting is held at conference site>)
3. Liaison between the MARC Executive Board and Hostess State Council.
4. Coordinates the activities of the Registration Chair, Conference Treasurer and Workshop Coordinator.
5. Schedules meetings with local committee, which can be accomplished electronically if the committee is widespread. The frequency should be decided by the committee.
6. Arrange for hospitality room (optional) and volunteers to staff it.
7. Appoints Conference Auditing Committee consisting of minimum of three (3) members from within the hostess state. Audit committee should not include any Conference Committee members.

Registration Chair

1. Prepares a conference Registration Form, to include registration for the Annual Leadership segment of the conference. (This could be done by the Conference Chair and given to the registration chair if she is not at the planning meeting.)
2. Receives registrations
3. Manages registration desk, selecting times and coordinating volunteers
4. Provides nametags and/or function tickets.

Conference Treasurer

1. Shall prepare a Conference Budget (to realize a profit for the council equal to the amount on the proposed budget.) **Note: The cost of the suite for the MARC President should be included when preparing the budget unless it is being comped by the hotel.**
2. Open a separate checking account and provide bank with 501c information.
3. Shall receive and deposit all monies pertaining to the annual leadership conference and pay all bills incurred by the conference.
4. Shall purchase a gift for the MARC President and President Elect, not to exceed \$25.00 per person.
5. Shall prepare a detailed conference financial report. **Leadership should be broken out with a breakdown of leadership expenses.**

6. Shall furnish the conference treasurer's books to the auditing committee **within sixty (60) days** after the annual leadership conference and submit the Financial Report of the conference to the Executive Board upon completion of said audit. The profit will accompany the report sent to the MARC Treasurer.
7. A copy of this Financial Report will be furnished to the Conference Chair and will be published in the **March issue of the reMARC's.**

Conference Planning

Select a conference theme.

Hotel Arrangements

1. Block sleeping rooms. Refer to previous 3 years for registration/hotel room numbers. ***Secure the suite for the President when blocking rooms.***
2. Determine meeting room needs, considering the following:
 - Friday Leadership – Set up should be based upon speakers scheduled for the day. Setup should be based upon hotel availability and needs of the speakers.
 - Friday Mixer (if on site) and/or optional late evening mixer off site.
 - Saturday General Assembly
 - Inspirational Service will be held on Saturday, determined by the President and Chaplain. Needs include a small skirted table for the service and podium for Chaplain's use.
 - Flag Ceremony needs to include a small skirted table, a US Flag, and standards for the flags. Could possibly use the same table that Chaplain uses.
 - Incoming Executive Board Meeting/File Exchange can be held on Saturday following the General Assembly in the same room.
 - Saturday Luncheon
 - Saturday Evening Banquet
 - Staging for installation (in conjunction with needs of VP/President Elect or installing officers) with center aisle preferable.
 - Podium with microphone and light
 - Anticipate required area for entertainment.
 - President's reception area after the banquet (optional, to be coordinated with the needs of the VP/President Elect.)
 - Room for the Market Place and/or Chinese/Silent Auction items with sufficient tables to accommodate needs, preferably with a lockable area for items for Friday evening. This should be coordinated with the MARC Ways & Means Chair.

Select Workshop/Leadership Topics

1. The Conference Committee shall assist the MARC President and Vice President/President Elect in selection of workshops, suggesting topics and resources.
2. Tentative workshop topics shall be presented to the Executive Board at the mid-year meeting at the conference sight.

Set Registration Fees

To determine the amount of registration fee, consider the following:

Realize a profit equal to the amount proposed in the MARC Budget, which is \$1,500 for speakers' fees.

1. Cost of Meals
2. Conference booklet expenses
3. Entertainment

4. Speaker fees (\$1,500 from the MARC Treasury Budget)
5. Room fees and set up fees
6. Decorations
7. Gifts for the MARC President and President Elect
8. Registration expenses, invitations, etc.
9. Audio visual rental expenses.

Registration Form

1. Develop registration form, allowing for partial registration without Friday Leadership, and for individual functions. Also develop form for Market Place and table rental fees.
2. Registration forms shall be distributed at the July meeting at International Convention, along with hotel brochures and reservation forms. This information will be provided for each State President, MARC representative and MARC Executive Board member.
3. Registration, Market Place, and the hotel reservations forms shall be furnished to the MARC Communicator and the Webmaster for inclusion in the June issue of reMARC's and the MARC website.
4. Registration and hotel reservation forms shall be forwarded to the incoming IC President no later than June 1st for inclusion in her yearbook presented to all IC Executive Board and General Board members.

Meals and Mixer

1. Hostess chapter(s)
2. Theme
3. Proposed Budget Amount (obtain from MARC Treasurer)
4. Annual Leadership Conference Agenda with times and locations
5. Decorations
6. Tickets (if applicable)
7. Programs
8. Entertainment/Speakers

Conference Agenda/Conference Booklet

1. Cover design
2. Booklet style
3. Conference scheduling **with direction from the MARC President.**
4. Contents include:
 - Welcomes from MARC President, MARC VP/President Elect, Local Conference Chair, Hostess State President
 - Conference Committee Directory
 - Hotel Map
 - Rules of the Meeting (obtain from MARC Parliamentarian) *if not included in the President's agenda pages.*
 - Speaker biographies
 - Candidates' qualifications
 - Proposed Bylaw changes
 - Roll Call Sheet (if not included in the President's agenda pages)
 - Proposed Budget (obtain from the MARC Treasurer)
 - Annual Leadership Conference Agenda with times and locations
 - MARC Officers and Committees
 - Past MARC Presidents with year and conference location (optional)
 - MARC State Presidents and MARC Representatives (optional)

Officers Reception (optional)

A reception, or just a Receiving Line will be hosted by the Incoming MARC President's State, and at the discretion of the Incoming President. Either would be held after the Banquet.

Goody Bags

Optional and at the discretion of the Hostess State.

Conference History

Samples should include the Conference Budget, Registration Form and the Speakers; Agreement.

Revised – 1999, 2004, 2009, 2013, 2019