

MIDWEST ARCHIVES CONFERENCE: ANNUAL MEETING TIMELINE

Local Arrangements Committee	Deadline	Program Committee
<ul style="list-style-type: none"> • Proposal (using proposal template) solicited and received by MAC Vice President; forwarded on to MAC Council for discussion and approval. Should include suggestions for hotels, local amenities, and local support. • Work with DMN Communications, Inc. to investigate hotels and present information to MAC Officers and Council. • Hotel contract is reviewed by MAC Officers; once approved, signed by the MAC President. • Dates for the meeting are established, and published on the MAC web site and in the MAC newsletter. • Co-chairs invited and presented to Council for approval from the Vice President. • Receive meeting manual, sample budgets, timeline and MAC Style Guide (also available online) from Vice President. 	<p style="text-align: center;">2 years prior to meeting</p>	<ul style="list-style-type: none"> • Co-chairs invited and presented to Council for approval by the Vice President. • Receive meeting manual, timeline, and MAC Style Guide (also available online) from Vice President.
<ul style="list-style-type: none"> • Co-chairs appoint committee members. • Create listserv for discussion, and include PC co-chairs, and any future LAC co-chairs as ex-officios. • Distribute LAC guidelines and timeline. • Hold first meeting at location designated by the co-chairs. 	<p style="text-align: center;">18-24 months prior to meeting</p>	<ul style="list-style-type: none"> • Co-chairs appoint committee members. • Create listserv for discussion, and include LAC co-chairs, and any future PC co-chairs as ex-officios. • Distribute PC guidelines and timeline.
<ul style="list-style-type: none"> • Begin investigation into possible reception sites and possible tours/special events. • Confirm the hotel's A/V costs and send a copy of MAC's A/V Form to the Program Committee (to be distributed to program participants). • Delegate specific areas of responsibility to individual committee members (i.e. registration, tours, vendors, reception; hotel liaison, meeting web page for MAC web site, etc.); collect preliminary costs and information for preliminary budget. 	<p style="text-align: center;">Jan.-Feb - year prior to meeting</p>	<ul style="list-style-type: none"> • Receive MAC AV form from LAC.

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<ul style="list-style-type: none"> • Submit preliminary report to MAC Council, with needed votes for fees. • Submit preliminary budget to MAC Council. • Meet at Spring MAC meeting with MAC Treasurer and Vice President to discuss budget; determine mechanism for transfer of cash and checks, and payments to be made. • Co-chairs meet with Program Committee co-chairs as well as other ex-officios (Education Committee Chair, PIO, Development Officer, Vendor Coordinator, Chair-Membership Committee). • Discuss any events that impact hotel arrangements and meeting space. • Registration: Determine arrangements and contact person. 	<p>April-May year prior to meeting</p>	<ul style="list-style-type: none"> • Submit preliminary report to MAC Council. • Meet at Spring MAC meeting: <ul style="list-style-type: none"> a) Review previous proposals and new ideas b) Review data base of previous program sessions c) Plan general format of the program d) List of possible plenary speakers e) Meet with PIO regarding publicity schedule. • Co-chairs meet with LAC co-chairs as well as other ex-officios (Education Committee chair, PIO, Development Officer, Vendor Coordinator). • Contact Education Committee liaison to discuss workshops/ program session ideas.
<ul style="list-style-type: none"> • Begin holding LAC meetings every 4-6 weeks. • Work with Development Coordinator to solicit contributions to offset costs of reception or other meeting expenses. • Work with Vendor Coordinator to assess vendor numbers and space needs. • Based on PC workshop decisions, coordinate with any external organizations on workshops (i.e. SAA; ARMA) 	<p>May-August year prior to meeting</p>	<ul style="list-style-type: none"> • Solicit program ideas and possible program participants from the membership. • Distribute session proposal form (also available online) with deadline in mid-August. • Select plenary speakers; determine honoraria and any other arrangements in consultation with the LAC and MAC Treasurer. • Finalize workshops and registration fees.

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<ul style="list-style-type: none"> • Prepare written update for fall Council meeting outlining general plans. Attend Council meeting at symposium. • Prepare budget update (including all catering estimates) for MAC Council meeting. • Recommend final registration fees if not done previously; Council approves. • Work with MAC webmaster to mount meeting web page with hotel, dates, city promotion, and other information. • Finalize plans with Development Coordinator to solicit contributions to offset costs of reception or other meeting expenses. • Contact local/other businesses for fundraising or in-kind donations. • Contact University Products about supplying the registration packet envelopes (letter or legal sized as needed). Contact: Pat Foster, University Products, Inc., 517 Main St Holyoke, MA 01041 PH 413-532-3372 ext.341 FAX 413-532-9281 mpfoster@universityproducts.com • Finalize with Program Committee regarding any non-standard program events which will impact the hotel arrangements (i.e. meeting space). 	<p>September/October Year prior to meeting</p>	<ul style="list-style-type: none"> • Prepare written update for fall Council meeting outlining general plans. Attend Council meeting at symposium. • Divide up all program sessions among committee members. (Committee members will take responsibility for all arrangements related to their sessions.) • Distribute MAC AV Form to session chairs and speakers. Make session speakers aware of A/V costs and that they must declare their A/V needs by January.

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<ul style="list-style-type: none"> • MAC December <u>Newsletter</u> deadline (November 15). Write article primarily focusing on LAC information, with preview of program committee plans. • Finalize plans for tours/special events; determine what costs will be passed on the attendees (i.e. entrance fees, transportation, etc.). • Compose registration form (have attendees send separate checks for workshops or other limited enrollment activities). • Remember to add Council meeting to the event checklist in the program. • Set pre-registration deadline at least 4 weeks prior to the meeting. • Get final program information from Program and Education Committee in electronic form; combine with Local Arrangements Committee information for a <u>final</u> “draft” program. • The program should be proofed by the LAC and Program Committee co-chairs, and MAC Vice President • Send draft text program and images to the MAC Proofreader (Deb Eisloeffel) and the Publications Contractor (Aleda Downes) (no later than December 15, based on schedule for ballot and newsletter, 6 weeks for proofreading, design, printing, and pre-registration dates). 	<p>September-December</p>	<ul style="list-style-type: none"> • Provide information to LAC for <u>Newsletter</u> article (November 15). • By November, give LAC program information: session descriptions and participants, plenary session description, workshop descriptions and fees, checked against the MAC Style Guide. • Co-chairs proof read final “draft” copy of the program, which needs to be in the hands of the MAC Proofreader and the Publications Contractor no later than December 15.
<ul style="list-style-type: none"> • Review final program design for printing • Publications Contractor sends final program copy to the printer. • Ask MAC Administrator to get mailing labels to mailing service one week after program goes to the printer (printer will send the programs directly to the mailing service). Request any additional programs for local distribution. 	<p>January (early)</p>	<ul style="list-style-type: none"> • Review final program design for printing

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<ul style="list-style-type: none"> • Program is mailed to MAC membership, depending on meeting dates. • Double-check ribbons, other office supplies for any needed orders. 	February	
<ul style="list-style-type: none"> • Provide information to PC for <u>Newsletter</u> article. 	By February 15	<ul style="list-style-type: none"> • MAC March <u>Newsletter</u> deadline. Write article primarily describing program, highlighting any LAC information not done previously in the December issue (in conjunction with PIO).
<ul style="list-style-type: none"> • Make receipts/tickets for registration fee, tours, workshops, special events. • Coordinate vendor space with hotel (set-up). • Finalize plans for reception. • Finalize food events at the hotel (breaks, New Members' dinner, special events) • Confirm arrangements with University Products for delivery of registration packet envelopes. 	March	<ul style="list-style-type: none"> • Confirm AV needs with LAC, based on AV form returned by session participants.

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<ul style="list-style-type: none"> • Pre-registration deadline. • Finalize food events at the hotel (breaks, New Members' dinner, special events); confirm numbers with hotel after registration deadline. • Confirm baby-sitting information. • Compose A/V needs list and communicate that in writing to the hotel (early April). • After the close of pre-registration, complete the following: <ol style="list-style-type: none"> a) Create list of meeting attendees for registration packet b) Tabulate anticipated session attendance c) Make final meeting room assignments for all sessions, events and activities with hotel staff (based on pre-registration results) d) Print list of program changes or corrections for registration packet (last week of April) e) Print list of vendors for registration packet f) Print corporate sponsor list for program packet g) Include a floor plan/layout of the meeting rooms in the registration packet (or include in the pocket program) • Finalize vendor setup and location. • Produce name tags for registrants, as well as non-registered program speakers and vendors. • Compile pocket program for registration packets (include ALL activities--sessions, program changes, workshops, tours, events, luncheons, coffee breaks, Council and committee meetings--and room locations, where tours will depart, LAC and PC contact information). • Assign a LAC member to each program session and special event. They should arrive early to make sure room set-up is correct; all A/V equipment is working. • Produce list of workshop attendees for workshop presenters; provide any updates on number changes. 	<p>Late March/ April</p>	<ul style="list-style-type: none"> • Communicate any program changes to LAC co-chairs for inclusion in the pocket program. • Distribute guidelines to session chairs.

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<ul style="list-style-type: none"> • Stuff registration packet envelopes, include pocket programs, restaurant listings, meeting evaluation, listing of vendors and sponsors, maps, pens, coupons, and any other items. • If you need to send (or deliver) boxes of registration material to arrive the day before the meeting, contact the hotel to make sure they will store them in a secure place and have them available at the registration area early Thursday morning. • Make reservations for restaurant tours, if possible. Create a sign-up sheet for each restaurant. (Post sign-up sheet and a menu, if available, on the bulletin board next to the registration table.) 	<p>One week before meeting</p>	
<ul style="list-style-type: none"> • Confirm placement or ask hotel for directional signs in lobby toward Registration tables (minimum of two tables) and bulletin board for messages, announcements, and restaurant tour signups. • Stuff smaller envelopes for registration (name tag, receipts, tickets, ribbons); should accompany the larger packets. • Give the hotel final attendance counts for all food functions (5-7 days before meeting; confirm required lead time with hotel) • Distribute Registration Table guidelines and schedule to LAC members. 	<p>Monday-Wednesday before the meeting</p>	

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<ul style="list-style-type: none"> • Staff Registration Table • Answer questions; provide assistance and directions, as needed. • LAC co-chairs serve as liaisons to the hotel. • Lead tours and restaurant tours. • Oversee special events. • Oversee vendor area. • Ensure signage for all events, sessions, tours, and workshops. • Monitor sessions and A/V needs. • Give Treasurer any remaining registration checks and cash; LAC co-chairs and Treasurer meet with hotel representative to finalize bill and payment. • Collect meeting evaluations; transcribe and share report and feedback • Transfer MAC banner, office supplies, and registration database, etc. to incoming LAC co-chairs. Check for needed items; inform new co-chairs. 	<p>During the meeting</p>	<ul style="list-style-type: none"> • Committee members should attend all sessions they are responsible for: count attendees and take note of general reaction to the session; distribute and collect session evaluations. This information should be included in the PC final report.
<ul style="list-style-type: none"> • Write thank you letters to: Hotel staff, LAC members, Program co-chairs, donors, vendors, University Products, corporate sponsors. 	<p>June</p>	<ul style="list-style-type: none"> • Write thank you letters to all program participants and committee members. • Write thank you letters to plenary speakers and include honoraria check (s), if not handled previously. • Write thank you letters to workshop presenters and include honoraria check (obtain from the Treasurer).

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<ul style="list-style-type: none">• Write final report to Council. Send copy to Vice President for distribution to Council.• Vice President will also distribute the report to incoming LAC and Program Committee co-chairs.• Work with MAC Treasurer to finalize budget.• Transfer documentation to MAC Archives and for inclusion on the MAC web site.	July	<ul style="list-style-type: none">• Write final report for Council. Send to Vice President for distribution to Council.• Vice President will also distribute the report to incoming LAC and Program Committee co-chairs.• Transfer documentation to MAC Archives and for inclusion on the MAC web site.