**aMIDWEST ARCHIVES CONFERENCE (MAC)
ANNUAL MEETING MANUAL**

**GENERAL OVERVIEW**

When the Midwest Archives Conference held its first meetings in the early 1970s, those were the first occasions when many archivists and curators were able to meet their peers. The current MAC meeting mission statement notes:

“MAC conducts membership meetings in order to provide educational opportunities for the membership, provide a venue for networking and social exchange, and to generate funds to support the non-profit making endeavors of the organization.”

In 2006, MAC changed its meeting structure from semi-annual membership meetings to a single annual membership meeting held in the spring in the traditional structure and a content-directed or educational symposium for a smaller group to be held in the fall. Each meeting has its own organizational structure and timeline. This manual has been prepared to guide those MAC members who organize the Annual Meetings and is designed to provide models and timelines for everything from the Committees to coping with the organization's fiscal requirements.

**Description of MAC Meetings**

MAC meetings are designed to allow members to gather, attend presentations in a variety of formats; tour local repositories, cultural institutions, and historic sites; participate in committee and related meetings, and enjoy various entertainments.

The Annual Meeting is held in a larger city in the MAC region during the spring (April-May), often chosen with a goal of alternating sites from east to west and north to south, as much as possible. The hotel should be able to accommodate comfortably about 350 attendees, vendors, and guests. The Annual Meeting follows the traditional meeting schedule.

The Symposium meets in smaller cities/towns in the region (allowing some flexibility for venue selection) during the fall (October-November) and focuses on a particular topic of interest to the membership. Often, availability of space at the conference hotel or avoiding religious dates and holidays and conflicts with major local events, such as home football games in university venues or other professional meetings, have been a factor in setting the date.

Hotels, reception sites, and other venues engaged for the meetings must comply with applicable federal and state laws and with the most current MAC Values Statement. In planning sessions and activities, committee members should be mindful of physical challenges of attendees.

Currently, scheduling of both Annual Meeting and Symposia should begin at least 2 years in advance, with the co-chairs/coordinators for both committees appointed at least 18 months before the meeting date. This allows for sufficient time for the committees to fulfill their responsibilities without feeling overwhelmed. While MAC has jointly hosted meetings with other regional or state organizations, MAC Council is not currently interested in such joint events. In the event that MAC undertakes joint meetings in the future, arrangements should begin at least 3 years in advance, to allow enough time for planning.

Beginning in 2014, MAC’s current meeting and administrative services partner, AMC Source/DMN Communications, Inc. (“AMC”), undertakes a larger role in MAC meetings (especially the Annual Meeting) and greater responsibility for choosing meeting cities and hotels. Beginning with the 2016 Annual Meeting, the process for selecting meeting venues is anticipated to change, although local groups may continue to propose holding an Annual Meeting in their home city. If proposals are not forthcoming, however, AMC will present the Vice President with 2-3 suggestions for cities and hotels, with a report of AMC’s investigations of each and recommendations. The exact timing for this process is yet to be determined, but we anticipate that AMC will undertake much of the work that now fills the first 6 months of the 2 year calendar. Council will select the meeting city and hotel, and approve the two local members invited to serve as Local Arrangements Committee co-chairs.

AMC will continue to negotiate contracts for hotels, reception sites, catering, audio-visual, and transportation for tours and special events (such as receptions). AMC staff also serve as the primary contact and liaison with the meeting hotel (with the Local Arrangements Committee (LAC) members as secondary support) and on-site support to staff the Registration Desk with LAC members.

LAC and Program Committee (PC) co-chairs are responsible for ensuring timely communication and handoff of information to AMC to allow needed work to be completed, in addition to their other duties which are described below. The committee co-chairs also should work closely with the Vice President, Treasurer, PIO, and others to prepare written reports (and for the LAC, a written budget) to the Vice President for the semi-annual Council meetings. The co-chairs also will benefit by reviewing the reports of past committee co-chairs and perhaps even scheduling a call or meeting with them, such as a “hand off” meeting at each Annual Meeting.

**The Role of MAC Officers:**

It is the responsibility of the MAC officers to oversee all aspects of MAC meetings, from a logistical, financial, and organizational standpoint. The Vice President has special responsibilities in regards to MAC’s Annual Meeting and Symposium, and works with the committees to ensure continuity in their organizing. The officers’ specific responsibilities include:

President:

* Assists in the review of hotel contract
* Signs the hotel contract and other contracts on behalf of MAC (all contracts must be signed by the President or Vice President only)

Vice President:

* Solicits site locations and proposals
* Recommends committee leaders, for approval by Council
* Works with organizing committees to follow manual and timelines
* Coordinates meeting organizing
* Works closely with AMC and Local Arrangements and Program Committees
* Reviews hotel contract
* Reviews program text
* Serves as a resource for the meeting committees
* Works with committees to establish budgets for review by Treasurer
* Receives periodic reports from committees and reports to MAC Council

Treasurer:

* Reviews hotel contract
* Serve as a resource for meeting committees
* Reviews all budgets and assist with finances
* Provides checks for deposits or honoraria
* Reports to MAC Council on meeting finances, based on the final committee report and actual income and expenditures
* Serves as liaison with AMC as needed

Secretary:

* Serves as liaison with AMC as needed

Council:

* Reviews and approves site locations
* Approves hotel contract
* Approves meeting budgets
* Approves LAC and PC co-chairs
* Serves as resource
* Reviews registration numbers and other meeting issues and reports

Several ex-officio officers also participate in the planning of MAC meetings:

The Public Information Officer (PIO)

* Works with meeting committees to coordinate publicity
* Assist as needed with the MAC web site
* Collects information for MAC newsletter

 *MAC Newsletter* deadlines are as follows:

May 1 – for July issue

August 1 – for October issue

November 1 – for January issue

February 1 – for April issue

Development Coordinator

* Works with committee to develop potential financial support for meetings and coordinates overall MAC fundraising

Education Committee Chair and Committee Members

* Works with LACs and PCs to select workshop topics (see Attachment 4 for more information)
* Serves as resource for the Symposium Organizing Committee (SOC)

Vendor Coordinator

* Works with vendors to coordinate their participation and support for MAC meetings
* Works with the Local Arrangements Committee and AMC to allocate vendor space

Webmaster:

* Coordinates efforts of AMC to create forms and webpages needed by LAC and PC, including online program; all requests for website content must be routed through the Webmaster before any website work begins
* Works with LAC and AMC to create web sites for meetings and a community group within Memberclicks.

**Preparing a Meeting Proposal**

Any group of committed MAC members may prepare and submit a proposal to the MAC Vice President, to be brought before MAC Council for full consideration. In the absence of a MAC-generated proposal, however, AMC will provide the Vice President with proposed city and hotel sites, for Council consideration.

Any proposal should include:

* Location
* Potential Meeting Dates
* Local Arrangements Support
* Potential or Suggested Topic (if Symposium proposal) or Theme (if any)
* Program Support
* Recommended Membership for Committees
* Potential Hotels (note: local groups should NOT contact hotels regarding availability or rates, nor should they negotiate contracts, as this will be handled by AMC)
* Travel/Location
* Local attractions

**Hotel, Audio-Visual, and Catering Contracts and Costs**

AMC negotiates MAC’s hotel contracts. If a meeting proposal is presented to the Vice President, it may list potential hotels as a starting point for AMC’s negotiations. The VP, Treasurer, and LAC all are resources for AMC for background information relating to previous contracts and arrangements. AMC should submit the financial information related to 3 or 4 hotels to the Vice President for review and discussion, and MAC Council will select the hotel that best fits MAC’s criteria. AMC will then work with the hotel to secure all that MAC needs for the meeting and to fully develop the contract, which should include the following:

* Number of guest rooms needed each night by MAC members
* Prices for guest rooms, including relevant taxes (percentage).
* Number of meeting rooms and seating capabilities
* Waiver of meeting room charges based on the number of registered guests
* Number of complimentary guest rooms per registered guests
* Date when rooms may be released to the hotel for general sale
* Cancellation information
* Compliance with the Americans with Disabilities Act and with MAC Values Statement
* Language that holds MAC harmless should the conference not be able to be held because of a disaster, or national emergency over which MAC has no control

Hotels typically require MAC to fill a certain minimum number of rooms, both per night and in total (the “room block”), and meet a “food and beverage minimum” or catering amount. The LAC and PC should work with AMC to determine the appropriate numbers of guests per night and overall, as well as food and beverage to be provided for breaks, scheduled luncheons, and Council meeting. It is important to meet or exceed the minimums to avoid hotel financial penalties. The LAC should monitor meeting and hotel registrations by requesting periodic updates from AMC (beginning with the approach of the end of the advance registration period increasing in frequency as the meeting dates approach), and work with the PIO if needed to send email blasts to remind members to register and make hotel reservations.

The hotel contract must be signed by the MAC President or Vice President, representing MAC. The Vice President should retain all copies.

Audiovisual costs and costs for catered events should be negotiated by AMC as part of the hotel contract negotiations, or separately (outside of the hotel), as appropriate. AMC may also negotiate or assist in negotiating contracts for reception catering and tour transportation services. Contracts will include not only costs, but the expectations of what will be provided and what is included in the costs. All draft contracts should be provided to the Vice President who will consult with the MAC Officers, secure Council approval (as needed), and notify the President when the contract is ready for signature. Advance down payment may be required and should be obtained from the Treasurer.

Depending on the size of the block of sleeping rooms that MAC reserves for the meeting, there may be complimentary rooms available. One room traditionally goes to the MAC President, and the other rooms are usually offered to the Annual Meeting LAC co-chairs or those coordinating local arrangements for the Symposium. The Plenary speaker, or award winners may also be candidates for a free room. Disposition of complimentary rooms should be discussed with the Vice President.

# The Americans With Disabilities Act and MAC Values Statement

The terms of the ADA Act should be reflected in the hotel contract and to the extent possible, the choice of hotel and contract terms should be in accordance with the terms of the MAC Values Statement. If a desired hotel does not comply with the terms of the MAC Values Statement, AMC or the LAC should seek advice from the Vice President and Council before entering into a commitment. In addition, for events that are held outside the meeting hotel, such as receptions and tours, the LAC should also be prepared to assist persons who need assistance in order to have full access to those events. Local arrangements for both the Annual Meeting and Symposium should identify those members with special needs by using a check off or question on the registration form along with a short notice in the meeting pre-registration program, including the name and phone number of a local arrangements member to contact who would be responsible for special needs.

# MAC Insurance

MAC carries non-profit general liability insurance coverage. For meetings, MAC is covered against damages (costs) that might arise due to injuries and resulting medical bills, serious fire and property damage, and libel and slander. Some of the things excluded under the current liability coverage are: automobile, discrimination, sexual harassment and workers compensation. The MAC Treasurer is responsible for matters relating to insurance and holds a copy of the policy and also the information on how to contact MAC's insurance agent.

**Financial Issues**

MAC counts on meeting income as a source of general operating revenue. This helps keep membership dues affordable. Every effort should be made by the organizing committees to control costs and generate income, especially through fundraising and donations. Council approves registration fees and may set specific income targets for meetings. Committees for both the Annual Meeting and the Symposium are responsible for communicating with the MAC Treasurer in a timely manner regarding any necessary deposits, payments, registration procedures, and any other financial transactions.

**Setting a Budget**

Committees should prepare a draft budget for the meeting for presentation to the Vice President for Council review and approval as early as is possible. The Vice President and Treasurer will distribute a budget template (previous meeting budgets are also available on the MAC website as part of meeting reports). Committee members should regard this template as a model—actual costs may vary. The framework should assist the LAC in defining the various costs for a typical meeting, as well as the sources of income.

Basic template categories for expenses and income include:

* Audiovisual
* Plenary Expenses
* Workshops –photocopying and honoraria
* Food—Breaks
* Food—Reception
* Food—Other, including Council meeting catering
* Any Evening Events such as Mix Flix
* Program Costs (including graphic design, proofreading, web apps, printing/mailing (if any))
* Nametags and other Supplies
* Registration
* Vendors
* Donations and Sponsorships

There are also a number of items included in the budget paid for out of MAC funds, including for the Annual Meeting, the Plenary Speaker honorarium.

**ANNUAL MEETING SPECIFICS**

*(Please also see the accompanying Annual Meeting timeline)*

**The Committees and their Duties**

Each Annual Meeting has committees consisting of MAC Volunteers to organize the meeting.

Responsibility for organizing the logistics of the meeting rests with AMC, MAC’s outside vendor, assisted with “on the ground” support by the Local Arrangements Committee. While AMC handles negotiations and liaises with the hotel and provides Registration Desk support, the LAC will provide local expertise in selecting the reception site and local repository and other tours, fundraising, and Registration Desk support. The LAC includes two co-chairs (recommended by the VP and approved by Council) and 7-10 MAC members invited by the co-chairs. The members should represent local archivists, at least a few of whom should be located in or close to the meeting city and familiar with hotels, restaurants, and other amenities. Ideally, new archivists should be included to help get them started with MAC, but the group also needs to include individuals well-acquainted with the local venue and repositories. It is helpful if one or more LAC members are experienced dealing with web and mobile apps, including program and registration information (coordinated with AMC). The Vice President may suggest members. Co-chairs should assign or delegate any specific roles prior to beginning work (i.e., fundraising, tour selection, reception site selection, etc.); creating an expectations or description sheet for roles may be useful. Co-chairs and all members must be MAC members. Co-chairs and members of the Local Arrangements Committee are expected to attend the Annual Meeting as part of committee duties; they do not receive free registration.

AMC’s tasks include:

* Working with and supporting the LAC
* Serving as liaisons with the hotel and meeting room set-up
* Negotiating hotel, audio-visual, reception/catering, and transportation contracts
* Coordinating registration and producing and maintaining attendee and mailing lists
* Assigning meeting rooms (with input from LAC and PC)
* Handling meeting logistics, including onsite presence and availability to the LAC, PC, and hotel management before and during the meeting
* Assisting with logistics for events, tours, and workshops
* Communicating on a regular basis with the Vice President, LAC co-chairs, and Webmaster

The LAC’s tasks include:

* Working with and communicating to AMC
* Overseeing the meeting budget
* Fundraising
* Assisting with registration
* Creating the pocket program
* Arranging all events, tours, and workshops, including space for vendor fair, student poster presentations, breaks
* Communicating on a regular basis with the Vice President, Vendor Coordinator, Development Officer, Webmaster, and Program Committee; PC co-chairs should serve as ex-officio on the LAC
* Reporting on a regular basis to the MAC VP, MAC Treasurer and MAC Council
* Writing articles for the MAC Newsletter to promote the upcoming Annual Meeting, including a “wrap up” article after the Annual Meeting

The initial LAC report (to be presented to Council 12-18 months prior) should include:

* Overall planning
* Budget—preliminary (subject to Council approval)
* Committee members
* Development and Fundraising to secure sponsors and donors
* Hotel specifics (choice of hotel subject to Council approval; hotel contract negotiated by AMC)
* Marketing Plans
* Registration rates (subject to Council approval)
* Events and Tours
* Transportation issues (contract to be negotiated by AMC)
* Questions or Issues for Council

The Program Committee is primarily responsible for determining meeting content. The committee includes two co-chairs (recommended by the VP and approved by Council) and 8-10 MAC members invited by the co-chairs. Members should represent a diversity of MAC members and repositories throughout the MAC region. This committee provides a great place for young archivists to get a start with MAC, while sharing their energy and new ideas, however, it also is best if the co-chairs and/or some members have experience with past MAC meetings and service on a past Program Committee. Co-chairs and all members must be MAC members. Co-chairs should assign or delegate any specific roles desired prior to beginning work; creating an expectations or description sheet for roles may be useful. Co-chairs and members of the Program Committee are expected to attend the Annual Meeting as part of committee duties; they do not receive free registration.

The tasks include:

* Soliciting, securing, reviewing, and selecting proposals for sessions, panels, and presentations. (Committee members should not serve as speakers or participants in program sessions.)
* Choosing and securing a Plenary speaker
* Developing other program related activities/enhancements such as demonstrations
* Working closely with the LAC and Education Committee to identify workshops (both MAC and externally sponsored, such as SAA) or special educational program sessions for the meeting. The Education Committee takes the lead and generally brings proposals to the PC and LAC.
* Providing information to the LAC to assist in assigning rooms, equipment, and scheduling of sessions and presentations
* Communicating on a regular basis with the LAC; LAC co-chairs should serve as ex-officio on the PC
* Reporting on a regular basis to the MAC VP and MAC Council

The initial preliminary PC report to the Vice President for Council’s meeting one year in advance of the meeting date should include:

* Committee Members
* Overall Structure and Program Themes (if any)
* Logistical Implications
* Potential sessions
* Potential Plenary speaker(s)
* Workshops
* AV Planning
* Communication with LAC

**Local Arrangements Duties**

**Budget**

The Local Arrangements Committee prepares a draft budget for the meeting for presentation to Council as early as possible. The Vice President and Treasurer will distribute a budget template (previous meeting budgets are also available online). Committee members should regard this template as a model—actual costs may vary. The framework should assist the local arrangements in defining the various costs for a typical meeting, as well as the sources of income.

Basic template categories for expenses and income include:

Audiovisual; Plenary Expenses; Workshops –photocopying and honoraria; Food—Breaks; Food—Reception; Food—Other; Evening Events; Program Preparation and Distribution; Nametags and other Supplies; Registration; Vendors; and Donations and Sponsorships. There are also a number of items included in the budget that are paid for out of MAC funds, including the Council meeting catering; the Plenary Speaker, and the New Members Dinner.

Local arrangements are encouraged to seek costs lower than those in the budget framework whenever possible and without undue hardship. If the LAC encounters a potential cost significantly higher than the framework or outside of the framework, the Vice President and Treasurer should be contacted as soon as possible before proceeding with a financial commitment. The Committees are also encouraged to seek underwriting for any sponsorship possibilities, including breaks, educational offerings, events, and workshops.

A few specifics and observations:

* Council has stated as a firm goal that each Annual Meeting earns a profit of $3,000-5,000. The LAC (and PC) can commit to spending as desired, provided that combined registration fees and fundraising produce the desired profit margin.
* Do make every effort to meet the hotel’s minimum food and beverage requirements to avoid hotel penalties.
* Audio-visual costs are one of the highest of Annual Meeting expenses. The LACs and PCs need to communicate the Rolling Stones message of, “You can’t always get what you want,” to speakers and presenters. Live Internet connections typically are discouraged not only because of high cost but because downloading pages and sites disrupts the flow of presentations. If costly equipment or services are required, the PC and LAC may decide to schedule all in the same session room over the course of one day, rather than in many rooms for several days.
* In recent years, LACs have kept student registration fees low to encourage attendance, which is a very worthy objective. It’s worth remembering, too, that sizable student attendance at lower registration rates reduces meeting income and may require additional fundraising to compensate.
* Fundraising is an increasingly important component of meeting preparation and the LAC’s work and an increasing source of revenue and profit for the Annual Meeting. Donations should be solicited from corporate sponsors, archives and their parent institutions, and members.
* Fundraising may include cash or in-kind donations (such as beer or liquor for the reception, but be sure that the reception site allows MAC to bring in outside food or alcohol). Loans of AV and other equipment are acceptable but not encouraged because MAC bears the risks of loss or damage.
* MAC Council has decided that registration and tour fees will not be refunded if members cancel. A statement to this effect must appear in the program and each announcement where registration fees are listed. Requests for exceptions should be discussed with the Vice President.
* In recent years, tours with transportation or other fees have not filled and often must be cancelled. Tours without costs seem to be more popular.
* Restaurant tours seem to be losing popularity.
* Vendors really want to get lists of meeting attendees. MAC will provide such lists (through AMC), but will NOT provide members’ email addresses (in order to avoid possible conflict with federal privacy laws).

**Registration**

The LAC co-chairs should assign one-two individuals to coordinate registration logistics with AMC. AMC manages collection of registration information (largely through Memberclicks) and payment, liaises with the hotel and AV vendors, and provides on-site meeting support.Although Memberclicks allows online registration and credit card payment, registration payments still may be made by check. Advance registrants will receive an electronic acknowledgement and receipt. Any on-site checks or cash should be given to the MAC Treasurer.

**Refunds**

MAC Council has decided that registration and tour fees will not be refunded if members cancel. A statement to this effect must appear in the program and each announcement where registration fees are listed. Requests for exceptions should be discussed with the Vice President.

**Registration Fees**

MAC Council sets the meeting registration fees, with recommendations made by the Treasurer and the LAC, through the Vice President. Typical registration fees for recent meetings have ranged:

Advance registration $70-75

Student Registration [$10-30 less than advance registration fees]

Late Registration [$10-20 over advance registration fees]

On-Site Registration [$10-20 over advance registration fees]

Day registrants [1/2 to 2/3 of advance registration fee]

Non-Members [$15-20 over advance registration fees]

MAC does not charge a registration fee for speakers who are not MAC members and do not plan to attend the overall meeting. All presenters who are MAC members, however, are required to pay the appropriate registration fee.

**Add-On Fees**

Local arrangements, particularly at the Annual Meeting will charge certain additional fees for various events held at a meeting. Most workshops require an additional fee, whether a basic or an advanced workshop. Costs of handouts or AV or other equipment to be used in a workshop and any food or beverages provided to participants should be included when workshop costs are determined. (Typically, food and beverages are not provided unless necessary to help meet MAC’s hotel minimums.) The MAC Education Committee, along with the Vice President, should be consulted on the setting of these fees. Also, single MAC workshop leaders receive a $250 honorarium and multiple leaders split a $300 honorarium. These honoraria should be factored into the overall workshop costs.

Other events, such as tours or a luncheon, may require an additional fee to cover food and beverage or transportation costs, and the LAC usually sets these fees, since it has determined the costs during meeting planning. Fees should be set at a reasonable level to fully cover costs.

All add-on fees should be listed separately on the meeting registration form. For recent meetings, tours with transportation costs have not filled; perhaps cost is a concern for meeting attendees.

**Registration Packet**

In the past, the LAC obtained program packet envelopes from University Products, usually supplying an historical photo to be used as a major element of the cover design. Packets have not been provided for recent meetings, and may no longer be needed since meeting programs are now online. Pocket programs also may be available online or via mobile app, or if printed, handed out at registration (suggested to have a small supply at the registration desk for any who may need them) without requiring a large envelope. If, however, the LAC and PC wish to provide an envelope, it is recommended that University Products be contacted at least 6 months in advance, and the envelopes should arrive at least 6 weeks prior to the meeting, with time and LAC members allotted to stuff the packets with enclosed items. If packets are not required, University Products may wish to provide a cash donation to support the meeting.

# Food and Social Events

Hotels generally require conferences and conventions to spend a designated “food and beverage minimum” amount in order to sizable financial penalties. AMC negotiates the size of the minimum based on projected attendance and events. The LAC should work with AMC staffers to provide the required information and determine a minimum amount that MAC is likely to be able to meet. When planning the reception, breaks, and other social events at the Annual Meeting, it is essential that the LAC work with AMC, the VP, Development Coordinator, and Treasurer to make sure that meeting expenses and revenues are within agreed upon projections, and to discuss any problems that might arise in this area as soon as possible. As MAC derives much of its operating expenses from meeting revenues, it is expected that meetings will make the desired profit.

The opening reception normally is scheduled for Thursday evening and the LAC should expect to take the lead in locating likely sites, although AMC should be involved to negotiate any site usage contracts, as well as catering contracts. (Some sites have in-house catering or arrangements with local hotels or even with the meeting hotel, as well as rules about what may or may not be served. It is recommended that the work of investigation of sites and negotiation of contracts be handed off to AMC very early, allowing MAC to secure the best possible rates and the LAC to focus on planning the reception itself.) The site of the reception could be a local repository, historical site, or the hotel, as determined by the LAC. The LAC and AMC should work with the site to secure the desired open space and whether any tables and chairs for attendees are needed, as well as knowing whether planned changes to exhibits or design of the open space may affect the reception.

In MAC's recent history, these receptions usually include free catered food and non-alcoholic or alcoholic beverages as well as a cash bar. Donations of locally-made beer or wine may obviate the need for a cash bar, but should be cleared in advance with management of the venue, as not all sites permit food and beverage to be brought in from the outside.

LACs are encouraged to locate underwriting by major corporations, local institutions, and organizations to fund the receptions (as well as other meeting costs). Sites within easy walking distance may be desirable in order to avoid transportation costs, but some transport for mobility challenged attendees may be required. For reasons of safety and insurance coverage, using commercial transportation (e.g., a tour bus company) is recommended rather than using private vehicles. If transportation is needed, an additional fee should be considered to cover any costs.

Occasionally, social events have been planned for Thursday evening with varying degrees of success. In some cities, MAC has been able to acquire a block of tickets for events such as symphony concerts or baseball games, which are sold to members on a first come first served basis, or the Student/Young Archivists’ Night on the town has been scheduled. Such events may also be scheduled on Friday evening. As needed, a LAC member makes reservations at a local establishment and provides direction.

The New Members/MAC Pals reception can be held before the reception or on Friday evening. This event should either be scheduled at a local restaurant, or in the hotel (to ensure coverage of the hotel’s catering requirements). MAC pays the cost of the food at the new members’ meal so attendees are not charged.

Breaks and Vendors: LACs are encouraged to schedule refreshment breaks in the vendor hall on Friday during the morning and afternoon breaks between sessions to draw MACers into the exhibit area. At a minimum, there should be regular and decaf coffee and tea in the morning, and coffee and soda in the afternoon, but as this is a good way to help meet the hotel’s catering minimums, rolls/Danish/bagels, fruit, cookies, popcorn, candy, and other snacks may be offered.

On Friday evening, the LAC usually schedules local restaurant tours, although in recent years, these have been declining in popularity as members make their own arrangements. If offered, members of the LAC agree to lead groups of conference attendees to their favorite local restaurants. Parties are limited to approximately 10-15 people, and individual LAC members take responsibility for making reservations and other arrangements. First-come, first-served sign-up sheets for restaurant tours are posted at the registration area.

**Fundraising**

Those involved with local arrangements know the local area and potential contributors, and therefore, they assume the major responsibility for meeting fundraising. All should, however, work closely with the Treasurer, Development Coordinator (as much as possible, given that the LAC members know the locality best), and Vendor Coordinator in this endeavor, and keep the Vice President apprised of progress for periodic reporting to Council. It is critical that the fundraising solicitations of the LACs and Development Coordinator avoid overlap, so the LAC should periodically touch base with the Development Coordinator. Early focus on fundraising and regular communications and information sharing are advised. Each committee should appoint a member to oversee fundraising and act as liaison to the Development Coordinator. A major target for fundraising is the sponsorship of the opening reception, both for refreshments and the donation of the site, but it has become important to also locate other sources of support for the meeting, particularly the breaks and other events, as well as student scholarships to cover student registration fees.

A follow-up letter is essential for both cash and in-kind donations, where the in-kind donation (coffee break, reception site or refreshments for the reception, etc.) may need to be spelled out further. Checks should be forwarded to the MAC Treasurer. Once donations are received, thank you letters from the MAC President stating the amount of the donations should be made as soon as possible, especially for tax purposes on the part of the donor. All donors and supporters should be acknowledged in the online meeting program and pocket programs and meeting signage.

# Plenary Speakers, Other Speakers, and Program Participants

The Program Committee handles the bulk of the work in selecting and contacting the Plenary and other program speakers, as well as program participants.

The meeting budget template contemplates a $500 honorarium for the Plenary speaker. This money is available for the Program Committee without prior approval from Council, although Council should be consulted about it and advised who the Plenary speaker will be and his/her anticipated topic, and reported to Council and the Treasurer. Consult with the Vice-President and Treasurer before agreeing to pay the Plenary speaker’s travel, hotel, and meal costs (by reimbursement) or per diem expenses, plus a waiver of meeting registration fees. Depending on meeting attendance and the number of rooms MAC must fill, a complimentary hotel room may be available in the conference hotel for out of town Plenary speakers who need to stay overnight. If the Plenary speaker stays in the conference hotel, be sure to clarify who makes the reservation; if the speaker does (probably preferable), do confirm that the reservation exists, to avoid later problems. If costs are reimbursed, MAC requires documentation of payments (that is, receipts). If a per diem (a daily “allowance” intended to cover all daily costs such as meals, ground transportation, parking, etc.) is offered, choose an amount that is consistent with some standard such as a rate set by the federal or state government, Society of American Archivists, or a major university or archives. MAC typically does not offer advances on travel costs. Finally, what is spent on the Plenary speaker is somewhat flexible, that is, the Program Committee can offer what Local Arrangements Committee fundraising will cover, while still hitting the target for recommended meeting revenue. MAC historically has been frugal with its funds, so be sure to coordinate between PC and LAC and keep the Vice President informed.

Locally-based Plenary speakers are not offered hotel, travel, or meals; they may be offered parking reimbursement or ground transportation (at the current IRS rate), plus a registration fee waiver. Plenary speakers, like other speakers, need not pay registration fees if they are present only to speak, but should register and pay fees to attend a full day or meeting.

Attached are two examples of Plenary speaker agreement templates, one for full expenses and one for limited expenses for locally-based speakers.

Regular speakers, program participants, student poster presenters, and vendors do not receive a stipend, travel, hotel, or meals. Regular speakers and program participants should sign a Program Participant Agreement (attached).

Agreement templates also are available as Word documents on the MAC website. Signed agreements are held by the Vice President.

**Student Poster Session**

The LAC, in cooperation with the Education Committee, sponsors and provides space for graduate students to showcase their research and projects. This event has been scheduled on Friday afternoons or Saturday mornings to accommodate their class schedules. As with other space issues, the LAC should communicate with AMC to ensure that space and easels for posters are available. To date, MAC has not provided electricity or other equipment. Posters are judged by a panel of judges during the display (for example, the Vice President and other officers, Council members, and committee chairs) and awards presented during the Membership Meeting.

**Student Scholarships for Registration (optional)**

If funding is available, the LAC has offered free registrations to selected students to attend the Annual Meeting. The LAC announces the availability of the scholarships on the MAC, SAA, and SAA student listservs. Interested students submit their names/contact information to the LAC by the end of February or as designated in the announcement. From those who applied, a random drawing is held and winners receive free registration. The LAC coordinates with AMC to refund payments already made.

## The Program

## The LAC is responsible for gathering and preparing all text copy and images for the printed program (which may be “printed” only as a PDF), including the Program Committee’s information on sessions, the Education Committee’s information on MAC or other workshops, and information from the Vendor Coordinator about vendors. The Symposium Organizing Committee should also submit a brief description of the forthcoming Symposium in the fall for inclusion.

All text submitted to the Proofreader and Publications Contractor/Graphics Designer should follow the MAC Manual of Style (available online). The deadline for submission should allow plenty of time (i.e., 4-6 weeks or as requested by the Proofreader and Publications Contractor) for design, review by the LAC and return to the Program Committee for proofreading, and corrections. The information/text compiled by the LAC goes to the Publications Contractor for final design. After the design is completed, the final version is returned to the LAC/PC and Vice-President for final corrections. Once the program is finalized, the Publications Contractor then sends a PDF of the program to the MAC Webmaster and AMC to be posted on the MAC website. (All requests for website content must be routed through the Webmaster before any work on the website begins.) (If the program will be printed on paper, which is increasingly unlikely to occur in the future, the electronic files would go directly to MAC's printer, submitted timely to allow for printing and mailing so that members receive the program 45-60 days in advance of the meeting.)

The Program Committee will supply the LAC with a list of names and addresses of non-MAC members on the program and the Vendor Relations Coordinator will supply a similar list for vendors. Lists should be sent to AMC so that AMC can supply them with programs via email and a link to the PDF.

**Vendors**

The solicitation of vendors is a major responsibility of the Vendor Coordinator, in conjunction with the Development Coordinator. As with fundraising, the LAC, Vendor Coordinator, and AMC should communicate regularly about vendors and their needs at meeting.

The Vendor Coordinator should complete a letter of agreement with vendors who wish to participate in the Annual Meeting. MAC Council sets the fee for vendors to exhibit, and it is important to determine whether MAC will provide electricity, and if so, whether the vendors pay for it. Other elements to include in the letters would be the date and time of the vendor exhibits, equipment needs, and other negotiated elements, including Internet or wireless access, and electricity. Vendors receive 1 free registration per organization, and additional representatives will need to register.

In recent years, MAC has contracted with between six to eight vendors for a meeting, and has also expanded to include local non-profit groups for a lesser fee. It is recommended the vendor area be large enough to include the meeting breaks, to facilitate booth traffic. The Vendor Coordinator handles the billing of vendors, usually in advance of the meeting. Payments are usually sent directly to the MAC Administrator.

**Schedule Outline: Annual Meeting**

Wednesday:

8:00 a.m. – 4:00 p.m.: External Workshop and/or MAC Workshop (full day or half day)

Thursday:

7:00 a.m.— end of day Registration

8:00 a.m. – Noon 2-3 MAC Workshops (Fundamental and Advanced)

 MAC Council Meeting

9:00 a.m.-Noon Local Tours

1:30 p.m.-3:00 p.m. 3 Sessions

3:30-3:30 Break

3:30 P.M. – 5:00 p.m. Plenary Session

5:30 Pals Reception

Evening Reception

 Young Archivists’ Night on the Town

 Other

Friday:

8:30-10 3 Sessions

9-afternoon Vendor Fair

10-10:30 Break

10:30-12: 3 Sessions

1:30-3: 3 Sessions

3-3:30 Break

3:30-5 MAC Members’ Meeting

Evening Restaurant Tours and Social events (planned or on your own)

Saturday:

8:30-10 3 Sessions

10-10:30 Break

10:30-Noon 3 Sessions

Option: Closing Event or Plenary

The conference runs Thursday through Saturday. The LAC and AMC arrange for rooms and audiovisual equipment for all the sessions, workshops, including pre-conference workshops, and the vendor exhibits. The Program Committee contacts program participants for audio-visual needs and communicates that to the Local Arrangements Committee and AMC. Final room assignments are made by the LAC and AMC when enough conference registrations have been received so that it is possible to determine the size of room that each session will need. The LAC schedules and plans all tours and meals, and the reception, with logistical support from AMC.

The MAC Council and committees meet during the conference and should arrange with the LAC for meeting room space, as well as verify times to hold meetings by consulting the LAC and Program Committee regarding the overall meeting schedules to avoid conflicts. This is especially true if the meetings are scheduled before the formal start of program sessions either on Wednesday or Thursday morning.

As a rule, no tours or sessions are scheduled for the Wednesday of the conference unless local circumstances warrant it. (Examples may be availability of art or museum exhibits or lectures or other educational opportunities available only on Wednesday.) The registration desk is not set up on Tuesday or Wednesday of the conference, unless the LAC feels that having it set up earlier is warranted (although if such is the case, the desk should be staffed by LAC members only to avoid incurring extra costs with AMC). The registration desk should be set up no later than early Thursday morning (usually 7:00 – 7:30 AM) to be convenient for those attending morning tours and workshops. Most conference attendees will arrive on Thursday, and the morning of that day at the registration desk will be the busiest. AMC and LAC together should plan on having at least four people at the desk in the morning, and three in the afternoon, with likely two AMC staffers available and the rest of the slots filled by LAC members.

Thursday morning is set aside as a time for tours, workshops and the MAC Council meeting. Tours often include trips to local archival collections; to special features of local institutions, such as conservation labs; and visits to local tourist attractions of interest to archivists and members. Some LACs have also arranged for post-meeting tours. On the Thursday of the conference tours and workshops are scheduled for the morning and the sessions begin in the early afternoon. Friday is traditionally a full day of sessions, committee meetings and the MAC Members’ Meeting. In addition, the vendor exhibits are held on Friday. Sessions are also held on Saturday morning.

# Program Committee Duties

**Annual Meeting Content**

The real issue for any program committee is how to ensure a program with content that is interesting and relevant to MAC members. Content can complement, but must differ from, that its predecessor meetings. The PC should review speaker and session lists from previous meetings.

Each new program should adhere to these guidelines:

* Sessions and workshops should generally not duplicate those held in the recent past. They may add to, or thematically mesh with earlier sessions (or Symposium content), but they should not duplicate them. Repeats of MAC workshops or sessions may be justified occasionally, especially relating to emerging technologies, or when the previous session or workshop could not accommodate all those wishing to attend.
* If the meeting has a theme, sessions that coordinate or complement the theme are encouraged.
* Every effort should be made to secure “new” speakers, including "first timers."
* A diversity of institutional involvement should be reflected in the choice of speakers. The meeting locale may offer program or special workshop opportunities.

**MAC Workshops:**

MAC workshops are determined by the MAC Education Committee, in consultation with the LAC and Program Committees. MAC Council sets the meeting registration fees, with recommendations made by the Treasurer and the LAC. Workshop leaders receive a stipend ($250) for their presentations, which is set by MAC Council. Multiple instructors for a MAC workshop split a total of $300.. However, the Education Committee liaison(s) should record in writing the subject and time of the workshop, number of registrants allowed, equipment and or other supply needs and other elements that are negotiated. MAC will pay for photocopying or preparation of instruction materials for up to 25 attendees, and instructors are encouraged to indicate their needs early with the Education Committee. Normally, MAC workshops are conducted by MAC members, so that no in-kind meeting registration waiver, transportation, meals or hotel rooms are received by the workshop leader. See Attachment 4: Revised Workshop Timeline (pp. 37-38) for more detailed information.

# External Workshops:

MAC has coordinated external full-day or half-day workshops taught by other related professional organizations, such as the Society of American Archivists (SAA) and ARMA International. The MAC Program Committee, working collaboratively with the LAC and Education Committee, selects which ones to offer. Once the decision is made, the MAC Education Committee works with the organization to draw up a contract. This contract must be signed by the MAC President or Vice President, to include language about:

* Equipment and food/beverage needs, and who will provide payment
* Meeting room needs
* Number of registrants allowed
* Information on instructor(s)
* Mutual responsibilities to publicize the event
* Cancellation information

External groups should handle their own registrations, and this information should be included in the program. It is the LAC’s responsibility to arrange for rooms, audiovisual equipment, and any food (if provided) that may be required for the workshops. Payment for any equipment and food is the responsibility of external organization, either directly or reimbursed to MAC after the meeting. Presenters should advise the LAC (who then informs AMC) of any shipments of materials or other items forwarded to the hotel.

# Plenary Speakers, Other Speakers, and Program Participants

The meeting budget template contemplates a $500 honorarium for the Plenary speaker. This money is available for the Program Committee without prior approval from Council, although Council should be consulted about it and advised who the Plenary speaker will be and his/her anticipated topic, and reported to Council and the Treasurer. Consult with the Vice-President and Treasurer before agreeing to pay the Plenary speaker’s travel, hotel, and meal costs (by reimbursement) or per diem expenses, plus a waiver of meeting registration fees. Depending on meeting attendance and the number of rooms MAC must fill, a complimentary hotel room may be available in the conference hotel for out of town Plenary speakers who need to stay overnight. If the Plenary speaker stays in the conference hotel, be sure to clarify who makes the reservation; if the speaker does (probably preferable), do confirm that the reservation exists, to avoid later problems. If costs are reimbursed, MAC requires documentation of payments (that is, receipts). If a per diem (a daily “allowance” intended to cover all daily costs such as meals, ground transportation, parking, etc.) is offered, choose an amount that is consistent with some standard such as a rate set by the federal or state government, Society of American Archivists, or a major university or archives. MAC typically does not offer advances on travel costs. Finally, what is spent on the Plenary speaker is somewhat flexible, that is, the Program Committee can offer what Local Arrangements Committee fundraising will cover, while still hitting the target for recommended meeting revenue. MAC historically has been frugal with its funds, so be sure to coordinate between PC and LAC and keep the Vice President informed.

Locally-based Plenary speakers are not offered hotel, travel, or meals; they may be offered parking reimbursement or ground transportation (at the current IRS rate), plus a registration fee waiver. Plenary speakers, like other speakers, need not pay registration fees if they are present only to speak, but should register and pay fees to attend a full day or meeting.

Attached are two examples of Plenary speaker agreement templates, one for full expenses and one for limited expenses for locally-based speakers.

Regular speakers, program participants, student poster presenters, and vendors do not receive a stipend, travel, hotel, or meals. Regular speakers and program participants should sign a Program Participant Agreement (attached).

Signed agreements are held by the Vice President.

**Publicity**

The LAC/PC should work with MAC’s PIO to ensure consistent public relations efforts through the MAC listserv, newsletters, web site, and occasional email blasts to members. In addition, the LAC should plan a brief presentation at the Annual Meeting the year prior, to encourage attendance. The LAC is encouraged to work with local groups and to share the meeting program with related regional and state archival groups, records managers, librarians, and others and those interested in participating and/or joining MAC. The LAC should also work with the PIO to establish a social media handle, such as #MAC2014, and incorporate its use in MAC’s social media outlets.

**Web sites (http://www.midwestarchives.org)**

The LAC/PC should work with the MAC PIO, MAC Webmaster, and AMC to develop and implement a web site for the Annual Meeting. The web site should include the names of committee members, local attractions, hotel information, and the printed program as a pdf. In addition, registration information should also be included, and the online registration portal. After the conclusion of the meeting, selected presentations and essays may also be made available on a post-mortem meeting web site. As a reminder, all requests for website content must be routed through the Webmaster before any work on the website begins.

The LAC may also wish to develop an optional blog to help publicize the meeting and provide updates. The MAC Webmaster will not be responsible for providing any assistance with the blog.

**Prior to the Meeting**

**Responsibilities of the LAC prior to the Annual Meeting**

* Work closely with and advise AMC, the MAC Vice President, MAC Treasurer, and other officers and ex officios and the Program Committee
* Take the lead in communicating, advising, and providing information to AMC as needed for successful logistical work
* Support AMC in negotiating hotel and AV contracts
* Support AMC in coordinating registration and providing confirmations and receipts, and managing the database software
* Assist AMC’s efforts to work with the hotel and to communicate any catering numbers needed to the hotel
* Based on registration numbers, determine locations for sessions and workshops, assisted by AMC
* Support AMC and Vendor Coordinator in providing for vendor and non-profit tables
* Support AMC in coordinating committee meeting locations and AV needs
* Take the lead in choosing the reception site; allow AMC to negotiate venue and catering contracts
* Organize and coordinate any special events (such as silent auction or Mix Flix)
* Create pocket programs with room locations and LAC/AMC contact information
* Stuff program packets for attendees, if desired
* Provide ribbons for nametags and MAC banner for registration desk

**Responsibilities of the PC prior to the Annual Meeting**

* Work closely with and advise the Local Arrangements Committee, AMC, the MAC Vice President, MAC Treasurer, Education Committee, and other officers and ex officios
* Distribute Session proposal form and solicit proposals via the MAC Newsletter (such as short article for May 1 deadline about “call for papers” deadline, and other articles about meeting and program) and email blasts (through the PIO) (note: the Program Committee is unable to help prospective speakers complete sessions; speakers are responsible for providing full and complete session proposals)
* Develop meeting content: Plenary, sessions,
* Collaborate with the MAC Education Committee to develop workshops (see Attachment 4)
* Distribute Guidelines for Session Chairs
* Determine AV needs of sessions; communicate those to LAC
* Distribute and secure signatures of Plenary speaker, and session speakers and participants using standard agreement template
* Develop Session and Evaluations in conjunction with AMC, as needed

**During the Annual Meeting**

Local Arrangements Committee:

* Support AMC in coordinating Registration Area with signs, skirted tables, bulletin boards for messages, restaurant signup sheets, repository information, job ads, etc.
* Support AMC in ensuring accurate and appropriate signage for sessions, workshops, tours, vendors, and sponsors
* With AMC, staff registration desk; put up MAC banner; develop guidelines for volunteers (no refund policy, refunds, workshop openings, registering that day, etc.)
	+ Hours: Wed. evening; Thursday morning (7 a.m.-all day)
* Coordinate with the MAC President and LAC co-chairs as to who welcomes and introduces participants at opening Plenary session (the task has been handled variously in past years)
* With AMC, track workshop participants/any events such as box lunches
* Keep track of tour participants and tour leaders; establish meeting location; post signs
* Keep track of restaurant tour participants and leaders; establish meeting location; post sign up sheets
* Keep track of any transportation for tours or events
* Keep track of any committee meetings
* Support and work with AMC on reception catering and transportation
* Support AMC in tracking AV needs and issues
* Support AMC in monitoring break food and food for Council meeting
* Work with AMC and Vendor Coordinator to designate tables for vendors and non-profits
* Work with AMC to ensure easels are in place for student poster sessions

Program Committee:

* Session liaisons monitor room set-ups, check in with session participants
* Touch base with Local Arrangements Committee

**After the Meeting**

# Full Financial Accounting

During the course of meeting planning, some expenses will need to be paid before the actual start of the meeting, but receipts and post-meeting bills will need to be turned over from AMC and the LAC to the Treasurer. While the LAC will keep track of expenses for the meeting and may have the Treasurer issue checks during the meeting, the final main accounting with the hotel, vendors, etc. will likely come after the meeting. Likewise, any registration checks received by AMC or the LAC will need to be turned over to the Treasurer at the meeting. Any vendor and donor checks which may be received directly by the LAC or AMC should be turned over to the Treasurer as soon as they are received. Letters of thanks should be sent out by the Development Coordinator as soon as possible.

In addition to any accounting by the LAC, the Treasurer will keep an official accounting of all meeting related receipts and expenditures. Following the completion of all transactions, the treasurer will make a formal financial report for each meeting. At that time, if warranted, the Treasurer may make adjustments.

**Meeting Evaluations**

AMC will email meeting evaluations to attendees, collect responses, and provide metrics to Vice President for distribution to Council.

**Final Narrative Report for Local Arrangements Committee (anticipated to be finalized 4-6 weeks after meeting concludes or as soon as final financial accounting is available)**

* Committee members
* Overall assessment of meeting
* Special acknowledgments
* Evaluation results
* Communication with PC, VP, and AMC
* Attendance breakdown
* Budget—Final and Profit
* Development and Fundraising
* Food Breakdown and Funding
* Hotel
* Marketing—Overall
* Events and Tours
* Registration-final count
* Session breakdown and logistics
* Recommendations for future meetings
	+ What Worked
	+ What Didn’t Work

# Final Narrative Report for Program Committee (anticipated to be finalized 4-6 weeks after meeting concludes or as soon as final financial accounting is available)

* Committee Members
* Overall Assessment
* Special acknowledgments
* Communication with LAC, VP, and AMC
* Plenary (ies):
	+ Format/Topic
	+ Speakers
	+ Attendance
	+ Overall comments
* Sessions:
	+ Format/Topic
	+ Session development and context
	+ Speakers
	+ Attendance
	+ Unused session ideas
* Workshops
	+ MAC and other
	+ Attendance
	+ Overall comments
	+ Other Issues
* Recommendations for future meetings

What Worked

What Didn’t Work

Reports should be sent to the MAC Vice President, who will distribute them to MAC Council, the MAC Webmaster for inclusion on the MAC web site, the MAC archives, and future Committee coordinators.

# Thank Yous

The MAC President sends formal thanks to:

* Program and Local Arrangements Committee co-chairs
* Donors, but only as requested by those involved in fundraising

The Program Committee co-chairs send formal thanks to:

* all of the members of the program committee
* the Plenary speaker(s)
* any other special speakers (session presenters and moderators if PC members can’t do item below)

The Program Committee members send formal thanks to:

* all those persons who participated in a program session organized by the committee member

The Local Arrangements Committee co-chairs send formal thanks to:

* all those persons who served on the LAC
* any additional persons who helped with local arrangements but were not formally part of the committee: tour leaders, reception hosts, etc.
* donors with which they had primary contact, with copies of the letters also sent to the Development Coordinator

The Education Committee chair sends formal thanks to:

* those persons involved in MAC workshops or special sessions planned by the committee
* external workshop presenters/sponsors

The MAC Development Coordinator or Vendor Relations Coordinator sends formal thanks to:

* all exhibit vendors
* donors with whom they had primary contact, with copies of the letters, as appropriate, to the LAC

If circumstances warrant, various committees may also request a formal written thanks from the President to acknowledge a special contribution.

# MAC Manual Distribution and Updating

This manual should be updated as needed, and should also be fully reviewed by the outgoing and incoming MAC Vice Presidents every 2 years. An online version is available on the MAC website as a pdf, and the MAC VP should distribute pdf versions to the Committee chairs and coordinators.

**ATTACHMENT 1 – PLENARY SPEAKER AGREEMENT**



*Insert date*

*Insert name*

*Insert address and contact information*

Dear :

On behalf of the Midwest Archives Conference Program Committee, we are very pleased that you have accepted our invitation to be the Plenary Speaker at our 20\_\_\_ Annual Meeting, to be held April at the *[insert hotel, city/state]*. The program committee is delighted you have agreed to speak and believes that the membership will enjoy hearing from you. This letter will confirm the terms of your engagement as Plenary Speaker.

You have agreed to present a Plenary Speech tentatively entitled “ .” At present, your Plenary Speech is scheduled for Thursday, April at p.m.

The Midwest Archives Conference is pleased to provide you with the following payments for your services as Plenary Speaker:

 Honorarium: $

Transportation: Round trip coach airfare from to , total costs not to exceed $

Ground Transportation: Actual costs incurred (the Midwest Archives Conference does not reimburse for automobile rentals without prior approval)

Lodging: One night’s stay at the *[name of conference hotel]*

Per Diem: $ for meals and incidentals

Following the conclusion of the meeting, the Midwest Archives Conference will pay your honorarium and reimburse you for actual out of pocket costs and expenses supported by documentation.

If these terms are acceptable, please sign one copy of this letter and return it to me and retain a second copy for your records.

We very much look forward to your speech!

Sincerely,

*Print president’s name here*

President

Midwest Archives Conference

*Insert address and contact information*

Agreed and accepted:

*Print speaker’s name here*

Date

**ATTACHMENT 2 – PLENARY SPEAKER AGREEMENT**



*Insert date*

*Insert name*

*Insert address/contact information*

Dear :

On behalf of the Midwest Archives Conference Program Committee, we are very pleased that you have accepted our invitation to be the Plenary Speaker at our 20\_\_\_ Annual Meeting, to be held April at the *[insert hotel, city/state]*. The program committee is delighted you have agreed to speak and believes that the membership will enjoy hearing from you. This letter will confirm the terms of your engagement as Plenary Speaker.

You have agreed to present a Plenary Speech tentatively entitled “ .” At present, your Plenary Speech is scheduled for Thursday, April at p.m.

The Midwest Archives Conference is pleased to provide you with the following compensation for your services as Plenary Speaker:

 Honorarium: $ + reimbursement for parking during the meeting

You also agree that the Midwest Archives Conference may use your name, brief biography, and photograph in print and on its website to publicize your talk and the meeting.

Please provide your parking receipt and we will reimburse your parking and pay your honorarium following the conclusion of the meeting.

If these terms are acceptable, please sign one copy of this letter and return it to me and retain a second copy for your records.

We very much look forward to your speech!

Sincerely,

*Print president’s name here*

President

Midwest Archives Conference

*Insert address and contact information*

Agreed and accepted:

*Print speaker’s name here*

Date

**ATTACHMENT 3 – PROGRAM PARTICIPANT AGREEMENT**



**Session Participant Agreement Form**

***Midwest Archives Conference Annual Meeting***

**April**

**Insert name of hotel, city/state here**

[**http://www.midwestarchives.org/**](http://www.midwestarchives.org/)

Thank you for your willingness to share your expertise with the attendees of the MAC Annual Meeting, 20 ! To confirm your participation in the conference, please complete the form below, and add your your initials where requested. Please return via e-mail to Program Committee Co-chair ( ) as soon as possible and **no later than .**

**Session Title:**

**Speaker:**

 (List your name as it should appear in program. Do not include titles/departments)

**Institution:**

 (List institution name as it should appear in program. Do not include titles/departments)

**Address:**

**Phone:**

**Fax:**

**E-mail:**

**1.** I understand that I have agreed to participate in the MAC Annual Meeting, 20\_\_\_, as a session speaker or chair. Because of my participation, my name and institutional affiliation will appear in the online and/or print programs. \_\_\_\_\_\_ (Your initials)

**2.** I understand that the content of my session may be made available on the MAC Web site, in its entirety or in summary.

**a.** I agree \_\_\_\_\_\_ (Your initials)

**b.** I do not want my session posted \_\_\_\_\_\_ (Your initials)

**3.** I understand that I must register for the conference.

**a.** **MAC member**: I understand that as a MAC member I will need to pay the registration fee. \_\_\_\_\_\_ (Your initials)

**b.** **Non-MAC member**: I understand that as a non-member, if I wish to attend the conference beyond my session, I will need to pay the regular non-member registration fee. If I attend just for my session, I need not pay a fee. \_\_\_\_\_\_ (Your initials)

**4.** I understand that the conference organizers will provide laptops or personal computers for the sessions, and that I must bring my presentation on a memory stick. \_\_\_\_\_\_ (Your initials)

5. I understand that any changes affecting my participation in the conference must be communicated to my session chair so that s/he can inform conference planners as soon as possible. \_\_\_\_\_\_ (Your initials)

*Thank you for agreeing to share your wisdom and expertise at MAC Annual Meeting, 20\_\_!*

**ATTACHMENT 4—Revised Workshop Timeline (Approved November 2015)**

|  |  |  |  |
| --- | --- | --- | --- |
| Timeframe | Task | Responsible Party | Notes |
|  |  |  |  |
| April/May (prior to meeting) | * PC & LAC co-chairs meet with Education Committee co-chairs to discuss roles, number of workshops and open forums to be offered, potential workshop and open forum topics, and honoraria
 | PC/LAC will set up meeting with Education Committee co-chairs |  |
| June-July (prior to meeting) | * PC brainstorms topics of interest and sends to Education Committee\*
* Education Committee co-chairs contact SAA regarding SAA-sponsored workshop
 | PC sends lists of topicsEducation Committeeco-chairs contact SAA | \*Education committee uses this list to determine workshops and contacts potential speakers |
| July-August (prior to meeting) | * Education Committee reaches out to speakers
* Education Committee works with SAA and MAC Council to approve contract
 | Education Committee |  |
| August-September (prior to meeting) | * Education Committee solidifies workshops in consultation with PC and LAC
* Education Committee assembles workshop descriptions and AV requirements and sends them to LAC
* LAC secures AV bids and sends cost estimates to Education Committee
* LAC and Education Committee determine recommended workshop fees
* Education Committee begins formulating Friday open forum topics\*
 | Education CommitteeEducation CommitteeLACLAC/Education CommitteeEducation Committee | \*PC may decide to not include open forums in which case this task can be scratched |
| September-October (prior to meeting) | * Education Committee submits report to Council with workshop fee recommendations
* Education Committee finalizes open forum topics
 | Education Committee |  |
| November-December (prior to meeting) | * Education Committee sends finalized open forum topics, workshop descriptions, and AV needs to LAC, PC, AMC
 | Education Committee |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Timeframe | Task | Responsible Party | Notes |
| February-March (prior to meeting) | * Education Committee checks with workshop leaders, PC, LAC, and AMC on AV needs
 | Education Committee |  |
| April/May (at meeting) | * Education Committee liaises with workshop and open forum leaders (LAC provides assistance when necessary)
* Immediately after meeting, Education Committee distributes workshop evaluations
 | Education Committee |  |