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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| • AMC Source/DMN Communications, Inc. (“AMC”) provides MAC Vice President with suggested city and hotel locations and a report on AMC’s investigations and possible suggestions for meeting dates. The Vice President presents this information to MAC Council for discussion and approval.* If a proposal is instead prepared by or received from a local group, it should be forwarded to the MAC Vice President who will send it to AMC for investigation. Proposals should include suggestions for hotels, local amenities, and local support, but local groups should not contact hotels or facilities as part of the proposal preparation, as AMC will investigate and report back.

• After MAC Council approves the city and hotel, AMC contacts the selected hotel and negotiates the hotel contract. The draft contract is provided to the Vice President and thence, to MAC council for review and approval. All approved contracts are signed (only) by the MAC President or in his/her absence, the MAC Vice President (who also holds signed agreements).• The Vice President communicates the meeting dates to Council and after Council’s approval, to the MAC Webmaster and MAC Newsletter editor for publication.* After Council approves the meeting dates, the Vice President (with the advice of MAC Council and officers) nominates two MAC members as LAC co-chairs, who are invited to serve, subject to Council approval. LAC co-chairs must be MAC members. Co-chairs should not be considered as “appointed” until they are notified that Council has approved them.
 | 2 years prior tomeeting | * The Vice President (with the advice of MAC Council and officers) nominates two MAC members as PC co-chairs, who are invited to serve, subject to Council approval. PC co-chairs must be MAC members. Co-chairs should not be considered as “appointed” until they are notified that Council has approved them.

• Following Council approval of the co-chairs, review meeting manual, sample budgets, timeline and MAC Style Guide (available online). |

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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| • Co‐chairs appoint committee members who must be MAC members, attend the meeting, and pay meeting registration fees. Work with Vice President who may also suggest names and advise Vice President when committee is finalized. At least a few of the committee members should be located in or close to the meeting city and familiar with hotels, restaurants, and other amenities.* Co-chairs should assign or delegate members to specific roles (i.e., fundraising, tour selection, reception site selection, etc.); creating an expectations or description sheet for roles may be useful.

• Create committee group within Memberclicks, and include PC co‐chairs, and future LAC co‐chairs as ex‐officios.• Distribute LAC guidelines and timeline.• Hold first meeting at location and/or time designated by the co‐chairs. Meetings can be held in person or via teleconference or Skype. | 18‐24 months priorto meeting | • Co‐chairs appoint committee members who must be MAC members, attend the meeting, and pay meeting registration fees. Work with Vice President who may also suggest names and advise Vice President when committee is finalized.* If desired, co-chairs should assign or delegate members to specific roles; creating an expectations or description sheet for roles may be useful.

• Create committee group within Memberclicks, and include LAC co‐chairs, and any future PC co‐chairs as ex‐officios.• Distribute PC guidelines and timeline to members. |
| • Begin investigation into possible reception sites and tours/special events.• Delegate specific areas of responsibility to individual committee members (i.e., registration, tours, vendors, reception; AMC liaison, fundraising meeting web page for MAC website, blog, etc.); collect preliminary costs and information for preliminary budget.* Work with AMC to negotiate the reception contract. The draft contract is provided to the Vice President and thence, to MAC council for review and approval. All approved contracts are signed (only) by the MAC President or in his/her absence, the MAC Vice President.
 | Jan.‐Feb ‐ year prior to meeting |  |

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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| • Submit preliminary report and budget to Vice President for 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 and Membership Committee Chairs, PIO, Development Officer, Vendor Coordinator, Webmaster).* Co-chairs, PC co-chairs, and Vice President meet with AMC representatives to discuss future working relationships and communication channels.

• Discuss any events that impact hotel arrangements and meeting space.• Registration: Determine arrangements and contact person or liaison with AMC.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. | April‐May yearprior to meeting | • Submit preliminary report toVice President for MAC Council.• Meet at Spring MAC meeting:1. Review previous PC reports, proposals, and new ideas
2. Consider whether a theme is desirable
3. Plan general format of the program
4. Consider possible plenary speakers

• Co‐chairs meet with LAC co‐ chairs as well as other ex‐ officios (Education Committee and Membership Committee Chairs, PIO, Development Officer, Vendor Coordinator, Webmaster).* Co-chairs, LAC co-chairs, and Vice President meet with AMC representatives to discuss future working relationships and communication channels.

• 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. |

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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| • Begin holding LAC meetings every 4‐6 weeks. Report progress periodically to Vice President and as requested. Prepare and provide to the Vice President reports to Council for bi-Annual Meetings.• Work with Development Coordinator to solicit contributions to offset costs of reception or other meeting expenses.• Work with Vendor Coordinator, PC, and AMC to assess vendor numbers and space needs.• Based on PC workshop decisions, coordinate with any external organizations on workshops (i.e., SAA; ARMA).* Confirm the hotel’s A/V costs with AMC and send a copy of MAC’s A/V Form to the Program Committee (to be distributed to program participants).
 | May‐August yearprior to meeting | • 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, amounts available for travel, hotel, and meals, and other arrangements in consultation with the LAC’s budget and MAC Treasurer. Inform VP.• Finalize workshops and registration fees.• Receive MAC AV form from LAC.* Write note or short article about “call for papers” deadline for MAC Newsletter (May 1 deadline).
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|  | June-July year prior to meeting | * Brainstorm topics of interest and sends to Education Committee. Education Committee uses this list to determine workshops and contacts potential speakers.
* Education Committee co-chairs contact SAA regarding SAA-sponsored workshop.
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|  | July-August year prior to meeting | * Education Committee reaches out to speakers
* Education Committee works with SAA and MAC Council to approve contract
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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| * Education Committee solidifies workshops in consultation with PC and LAC
* Education Committee assembles workshop descriptions and AV requirements and sends them to LAC
* Secure AV bids and sends cost estimates to Education Committee
* Determine recommended workshop fees in conjunction with Education Committee
 | July/August year prior to meeting | * Education Committee solidifies workshops in consultation with PC and LAC
* Education Committee begins formulating Friday open forum topics. PC may decide to not include open forums in which case this task can be scratched
 |
| • 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 and workshop fees (the latter with PC input) to VP if not done previously; VP communicates to Council for approval.• Work with MAC Webmaster to mount meeting web page with hotel, dates, city promotion, and other information. All requests for website content must be routed through the MAC Webmaster before any work on the website begins.• 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. Periodically advise Treasurer and VP.• If desired, contact University Products about supplying registration packet envelopes (letter or legal sized). John A. Dunphy, Vice President & G.M., University Products, Inc., 517 Main Street, Holyoke, MA 01040, 800-628-1912, ext. 304. (Registration packets may no longer be needed.) | September/OctoberYear prior to meeting | • 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 are responsible for “shepherding” and making all arrangements related to their sessions.)* Work with Education Committee to finalize workshop offerings and work with Education and Local Arrangements Committees to set (and communicate) fees for workshops.

• Distribute MAC Speaker Agreement Form to plenary speaker, and session chairs and speakers. Advise speakers of types of AV available (limited if costs are high), make them aware of cost constraints and that they must decide their A/V needs by January. Secure signed agreements and forward to Vice President. |

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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| • Contact MAC committee chairs and ex officios to receive all requests for meeting space or other activities, including lunchtime sessions and special topics. Information is needed by end of December or preferably earlier.* Coordinate with PC and AMC regarding non‐standard program events which will impact the hotel arrangements (i.e., meeting space). Also ongoing.
* Write article for MAC Newsletter (November 1 deadline) primarily focusing on LAC information, with preview of PC plans.

• Finalize plans for tours/special events; determine what costs will be passed on the attendees (i.e., entrance fees, transportation, etc.). AMC negotiates transportation contracts.• With MAC Webmaster and AMC, create online registration form and discuss payment options. All requests for website content must be routed through the Webmaster before any work on the website begins.• Remember to add Council meeting to the event checklist in the program.• Set early or pre‐registration deadline at least 4 weeks prior to the meeting.• Get final program information from Program and Education Committees in electronic form, including finalized open forum topics, workshop descriptions, and AV needs; combine with Local Arrangements Committee information and Symposium advertisement for a final “draft” program.• Send draft program to LAC and PC co-chairs and Vice President for review• Work with and send draft text program and images to the MAC publications graphic artist and proofreader for design and proofreading at least 4 weeks before “go live” date (generally February 1, but based on schedule for ballot and pre or early registration dates). For a printed program, allow 6 weeks. | September‐December | • Provide information to LAC for MAC Newsletter article (November 1 deadline).• By November, give LAC complete program information including session descriptions and names of participants, plenary speaker and session description, workshop descriptions and fees, all 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 at least 4 weeks before “go live” date (see LAC notes).• Receive finalized open forum topics and workshop descriptions from Education Committee (November) |

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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| • If program is to be printed (which may no longer occur), review final program design for printing. Publications Contractor sends final program copy to the printer. Advise AMC of printing plans so they can prepare mailing lists and prepare for mailing. Request any additional programs for local distribution. | January (early) | • If program is to be printed (which may no longer occur), review final program design for printing.* Work with Webmaster, AMC, and LAC to create, test, and ready MAC online meeting registration website for launch. All requests for website content must be routed through the Webmaster before any work on the website begins.
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| * Student registration scholarships announced, drawing held in March.
* If printed program is created, program is mailed to MAC membership (coordinated by AMC), depending on meeting dates.

• Double‐check ribbons, other office supplies for any needed orders.• Education committee will consult re: AV needs | February | * Launch online meeting registration site.

• Education committee will consult re: AV needs |
| • Provide information to PC for MAC Newsletter article. | By February 1 | • Write article primarily describing program, highlighting any LAC information not done for previous newsletter (in conjunction with PIO). |
| • Work with AMC to ensure that all needed receipts/tickets for registration fee, tours, workshops, special events, and signage for meeting rooms and registration and vendor area, etc. will be ready.• Coordinate vendor space set-up with AMC, Vendor Coordinator and hotel. • Finalize plans for reception. AMC assists with contract negotiations, if needed.• With AMC, determine final food event needs at the hotel (breaks, Council meeting, special events).• Confirm delivery of registration packet envelopes with University Products, if used. | March | • Confirm AV needs with LAC, based on AV form returned by session participants. |

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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| • Pre‐registration deadline• Work with AMC to:1. Finalize food events at the hotel (breaks, Council meeting, special events); confirm numbers with hotel after registration deadline
2. Confirm child care information
3. Compose A/V needs list and communicate that in writing to the hotel (early April)
4. Create pocket program with all session, workshop, tour, meeting, break, and event titles, start/end times, locations, and departure locations for tours, room information, floor plan, and LAC/AMC contact information; graphic work is done by MAC’s service provider and proofreading is done by LAC and PC co-chairs and Vice President. Pocket program may be distributed via mobile app or online (if the latter, coordinate with the Webmaster).
5. Print off a few copies of the pocket program to keep at the Registration Desk for volunteers and any member who requests a copy.

• After the close of pre‐registration, coordinate with AMC who will:1. Periodically tabulate anticipated session attendance
2. Maintain a list of meeting attendees and create an electronic list minus email addresses to share with vendors.
3. Make final meeting room assignments for all sessions, events and activities with hotel staff (based on pre‐registration results)
4. If a registration packet is created (may not occur), create and print a list of attendees, vendors, and corporate sponsors, program changes or corrections and floor plan/layout of the meeting rooms
 | Late March/ April | • Communicate any program changes to LAC co‐chairs for inclusion in the pocket program.• Distribute guidelines to session chairs. |

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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| 1. Finalize vendor setup, location, and equipment needs
2. Finalize student poster setup, location, and equipment needs
3. Produce list of workshop attendees for workshop presenters and provide any updates on number changes
4. Produce name tags for registrants, speakers, and vendors
5. Ensure that all room set‐up is correct and all A/V equipment is appropriate and working
6. Coordinate delivery and hotel storage of registration and workshop materials and that signage will be in place
* LAC will:
1. Select student scholarship winners and coordinate with AMC how to reimburse previously-paid registration fees
2. Schedule LAC members to staff registration desk with AMC
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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| • Coordinate hotel arrival times with AMC to ensure that an AMC staffer will manage distribution of shipped workshop and registration material to arrive as needed, contact the hotel to provide secure storage and availability 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.)
* If registration packets are used (may not occur), coordinate stuffing envelopes with pocket programs, restaurant listings, meeting evaluation, listing of vendors and sponsors, maps, pens, coupons, and any other items.
 | One week beforemeeting |  |
| • Coordinate with AMC to:1. Confirm placement of directional signs in hotel lobby, Registration tables (minimum of two tables), bulletin board (for messages, announcements, and restaurant tour signups), and side table for placement of literature
2. If used, stuff smaller envelopes for registration (name tag, receipts, tickets, ribbons) to accompany the larger packets.
3. Give the hotel final attendance counts for all food functions (5‐7 days before meeting, as required by hotel)

• Distribute Registration Table guidelines and schedule to LAC members. | Monday‐Wednesday beforethe meeting |  |

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| **Local Arrangements Committee** | **Deadline** | **Program Committee** |
| • Assist AMC to (AMC takes the lead): 1. Staff Registration Table
2. Answer questions; provide assistance and directions, as needed.
3. Liaise with hotel.
4. Oversee special events and tours.
5. Oversee vendor area with Vendor Coordinator
6. Oversee student poster sessions
7. Ensure adequacy and proper placement of signage for all events, sessions, tours, and workshops.
8. Monitor sessions and A/V needs.
9. Give Treasurer any remaining registration checks and cash; meet with AMC, MAC Treasurer, and hotel representative to finalize bill and payment.
10. Ensure that meeting evaluations will be provided to attendees, receive and share reports and feedback
* LAC will:
1. Lead tours and restaurant tours
2. Transfer MAC banner, office supplies, etc. to incoming LAC co‐chairs for next Annual Meeting. Check for needed items; inform new co‐chairs.
3. Assist Education committee liaison with workshop and open forum leaders
 | During the meeting | • Committee members should attend all sessions they are responsible for, count attendees, take note of general reaction to the session, and distribute and collect session evaluations. This information should be included in the PC final report.• Immediately after meeting, Education Committee distributes workshop evaluations |
| • Forward information to MAC President to write thank you letters to: Hotel staff, LAC members, donors and corporate sponsors, and vendors.• Work with MAC Treasurer to finalize budget.* Within 4-6 weeks after meeting ends (or as soon as Treasurer provides final budget), write final report to Council and forward to Vice President to distribute to Council, incoming LAC and Program Committee co‐chairs, and to the Webmaster for the website.

• Transfer documentation to MAC Archives and for inclusion on the MAC website. | June | • Forward information to MAC President to write thank you letters to all program participants and committee members; plenary speakers and include honoraria check(s) (obtain from Treasurer), if not handled previously.• Write final report for Council and send to Vice President to distribute to Council, incoming LAC and Program Committee co‐chairs, and to the Webmaster for the website.• Transfer documentation to MAC Archives and for inclusion on the MAC website. |