

OF  
VIRGINIA  
CONVENTION  
PLANNING GUIDE

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## AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

### PREFACE

This AAUW OF VIRGINIA Convention Planning Guide has been compiled with the aim of providing standardization of state conventions from one year to the next. The guide should enable the convention chair, the local arrangements committee, the local arrangements committee chair, and all subcommittee chairs to understand the chain of responsibility and how the various tasks relate to each other. Individual jobs have been defined; however, this does not mean that each job requires one and only one person. Depending on the persons available, their interests, and abilities, several jobs may be performed by a single person or a single job may be divided among several persons.

The appendix contains sample forms which may be used as is or edited for a particular convention.

It is hoped that this guide will be widely used for conventions and that it will remain a work in progress. It is suggested that this guide be duplicated and individual sections be given to the appropriate subcommittee chairs. The AAUW OF VIRGINIA president, convention chair, and LAC chair should have complete copies. Users are encouraged to submit their recommendations for updating this guide to the current AAUW OF VIRGINIA president.

### POLICY AND PROCEDURES

1. AAUW OF VIRGINIA bylaws specify that the annual convention is to be held between March 15 and May 15. Considerations of fluctuating spring weather, time necessary for branches to raise EF and LAF funds, and avoiding conflicting dates with other statewide groups to which our members belong have led us to hold the convention, if possible, either the next to the last weekend in April or the first weekend in May, making certain to avoid religious holidays.
2. The AAUW OF VIRGINIA board meets in the convention hotel Friday afternoon through the dinner hour prior to the convention and also holds a convention wrap-up for approximately one hour following the convention. The state president makes arrangements with the hotel for the Friday meeting room and food requirements, as well as a location to hold the wrap-up on Sunday. The bills for board refreshments, both for Friday and Sunday, if any, and dinner are generally charged to the convention's master account with the hotel. The convention treasurer may pay this and then send a copy of this portion of the statement to the AAUW OF VIRGINIA treasurer for reimbursement to the convention account, check made payable to AAUW OF VIRGINIA STATE CONVENTION. Alternately, the Finance Vice President may pay for board expenses.
3. The AAUW of VIRGINIA board has approved one registration fee for the entire convention, whether an individual's attendance is for all, or part, of the convention.
4. The registration fee is waived for members of the host branch(es) if working only or if they attend a meal only. They are required to pay the registration fee if they attend one of the following: workshops, business sessions, cultural events, or events including meals with speakers; or if they want a convention program book.
5. Presenters who are AAUW members donate their efforts and time, thereby making a major contribution to AAUW.
6. Personal charges to a hotel room are to be paid by the individual making the charges.

## AAUW OF VIRGINIA PRESIDENT

With regard to AAUW OF VIRGINIA convention, the president:

1. recruits a branch(es) to host the AAUW OF VIRGINIA convention, at least two years prior to the convention, and, with the convention chair, locates a convention site. (See specific duties under Site Selection) The president signs the contract with the hotel, with copies of the contract for herself, the AAUW OF VIRGINIA secretary, the convention chair, and the local arrangements committee (LAC) chair.
2. issues the official call to convention at least six weeks before the convention.
3. works with the convention chair and the local arrangements committee chair (LAC chair) on all facility arrangements for the convention. The president shall approve all arrangements and plans for the convention.
4. prepares the agenda for and presides over business sessions. Prepares, or designates the convention chair to prepare the convention agenda.
5. conveys to the convention chair the need for a board meeting room, set-up, dinner and refreshments on Friday, and lunch or refreshments on Sunday. The convention chair in turn informs the hotel liaison, meals chair, and properties chair of these needs. Board meetings require a room arrangement with tables in a square or rectangle. The board of directors' meeting requires 30 chairs on the outside of the square, with plenty of elbow room. Agreements with the hotel should include a room for the convention wrap-up after the convention.
6. appoints, at least two weeks before the convention, a committee of at least six tellers including a head teller, at least four ushers including a head usher, and three pages.
7. appoints the three members of the minutes-approving committee.
8. consults with the parliamentarian prior to the convention regarding the conduct of business sessions and any anticipated parliamentary problems.
9. prepares a report for the convention booklet.
10. asks the next LAC chair to issue an invitation to the next convention. This is usually done near the end of the convention. It is nice to have a written invitation or flyer for each person in attendance.
11. provides registration committee and convention program book chair with names and addresses of branch presidents, state board members, college/university representatives, past state presidents, and the South Atlantic Regional director, following printing directions for the convention program book. (See Appendix B)
12. provides credentials chair the names of AAUW OF VIRGINIA board members, names of past presidents wjp have maintained membership in AAUW of VIRGINIA, list of college/university members, and the name(s) of member-at-large (MAL) delegate(s) , if any.
13. provides meals chair the names and seating order of those seated at the head table for the luncheon and banquet, with copies to the convention chair, LAC chair, hotel liaison, and properties chair.
14. informs the convention chair of the need to reserve a table in the front or center of the room for special guests who won't be sitting at the head table and gives a list of these names to the meals chair, with copies to the convention chair, LAC chair, hotel liaison, and properties chair.

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15. asks meals chair to arrange for place cards for the head table and the table of special guests for the luncheon and the banquet.
16. instructs tellers, ushers, and pages as to their duties.
17. always ends program on time. Prearranges a cut-off signal with speaker in case he or she continues longer than scheduled.
18. announces near the end of the convention that badge holders will be collected in boxes at the exits.
19. thanks all workers, being sure to include everyone. It may be the only gratitude they will receive.
20. sends, after the convention, an unbound filler of the convention program book to each president of a branch not represented at convention.
21. provides one person for each workshop and program session to identify herself to the presenter, in advance of the session, asking what assistance, materials, and equipment might be needed during the session. She also helps with handouts, charts, lights, projectors, seating, etc., as needed during the session. Each of these persons should have a copy of the page of the staging guide (See Appendix G) for the event for which she is responsible, obtainable from the hotel liaison. Each of these persons should know all the things included in items 11, 12, and 13 of PROPERTIES. This duty may be delegated to the program vice president.

## CONVENTION CHAIR

The convention chair is appointed by the state president to serve on the AAUW OF VIRGINIA board as the liaison between the board and the local arrangements committee (LAC) chair. Her duties are defined in the Board of Directors Handbook.

The convention chair:

1. negotiates, with the AAUW OF VIRGINIA president, a contract with the convention site hotel at least two years in advance of the convention date. This contract must be signed by the state president, who keeps a copy for herself and obtains copies for the AAUW OF VIRGINIA secretary, the convention chair, and the LAC chair.

Desirable convention site specifications include:

- C handicap accessibility
- C general assembly room to accommodate at least 175
- C separate room for luncheon and banquet
- C 6 breakout rooms for workshops
- C 75 sleeping rooms
- C complimentary suite and rooms

The convention chair should visit the hotel at the time of site selection or soon after her appointment. She must be very familiar with the hotel for all the planning.

2. serves as liaison between the AAUW OF VIRGINIA board and the LAC chair.

3. meets with the AAUW OF VIRGINIA board at the summer board meeting prior to convention to plan the program structure and to review local arrangements.

4. consults with the program vice president and program development committee regarding convention theme, speakers, number of workshops, and workshop presenters at this same summer board meeting. The program vice president is responsible for the convention program in cooperation with the president and convention chair.

5. meets with the LAC chair and convention committees as needed in the summer preceding convention to review the tentative program, duties of convention committee chairs, and other details of local arrangements. Gives a copy of this guide and pertinent materials from previous convention files to the LAC chair.

6. prepares a preliminary convention budget (Appendix C) for approval of the AAUW OF VIRGINIA board at the summer board meeting in the year preceding the convention. This preliminary budget may be based on "guess" if specific knowledge is not available. The preliminary budget forces people to get prices earlier and may be used by the LAC chair and convention treasurer in planning and negotiating. The convention chair works in cooperation with the LAC chair and the convention treasurer to establish a revised budget, using additional information which has become available. The revised budget is submitted to the AAUW OF VIRGINIA board for review and approval at the winter board meeting preceding the convention. Makes other adjustments to previous plans, as needed, with the board's approval.

7. prepares a convention brochure for mailing to the AAUW OF VIRGINIA members, containing hotel and convention registration information and the convention program.

8. Obtains address labels of AAUW OF VIRGINIA members for mailing brochures.

9. prepares a description of workshops and any special events for use by the LAC in the branch mailing and for publication in the spring issue of Vision.

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10. provides convention program book chair the names and addresses of speakers and workshop presenters to be included in the convention program book.
11. works with the AAUW of VIRGINIA president, program vice president, and LAC in assigning rooms for specific meetings, including those needed for meetings of the state board.
12. provides the registration committee the names and addresses of speakers and workshop presenters for convention mailing.
13. coordinates with the LAC chair the registration, greeting, transportation, meals, and hotel arrangements for speakers, special guests, and entertainers, as needed.
14. provides to properties chair the audio-visual requests from speakers and workshop presenters.
15. provides information needed for signs to signs chair.
16. approves or disapproves budget overages after consultation with the convention treasurer, LAC chair, and the AAUW OF VIRGINIA president.
17. works closely with the LAC chair at all times, from the first planning session through the final moments of the convention.
18. asks hospitality chair to provide transportation to/from the local airport for guest speakers, if needed.
19. conveys to the hotel liaison the need for a table in the center front of the dining room for special guests who won't be sitting at the head table.
20. obtains a copy of the staging guide with a sheet for every event of the convention from the hotel liaison. (See Appendix G)
21. arrives at the hotel early. Sometime the week before convention, usually the day before:
  - a. arranges with the hotel representative to have a preconvention meeting with the convention chair and her assistants. The LAC chair, hotel liaison, meals chair, and properties chair should be included. Each person present, both AAUW OF VIRGINIA and hotel staff, should have the parts of the staging guide for which he/she is responsible. This is virtually a "walk through the entire convention event by event." The conventions services rep and the banquet manager should be there in order to be able to brief their staffs. This meeting provides both AAUW OF VIRGINIA and the hotel staff a clear understanding of what will take place, your expectations and theirs. Ask where signs are to be placed, where registration tables will be, and where audio-visual equipment is to be placed. It is a good exercise in a reasonable common understanding.
  - b. notifies front desk staff and the bell captain of the approximate times of arrivals and departures of most attendees.
  - c. double-checks the number and names of suites and rooms that you have reserved for special guests and attendees.
  - d. reviews the master account procedures with your hotel representative to reconfirm billing arrangements. Asks the hotel to have a bill prepared and ready to be signed immediately following each meeting event and meal function. Determines at the preconvention meeting who is authorized to sign for which events. It is suggested that the LAC chair, hotel liaison, meals chair, and properties chair be authorized to sign bills.

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22. obtains in-house telephone numbers of the hotel staff for all emergencies which might arise during the convention. (See Appendix D)
23. notifies honored guests of their seating arrangement prior to meals. A written note is preferred and should include time of the meal, seating location and other instructions, such as confirming the amount of time allotted for the guest's remarks.
24. prepares an evaluation form and provides for its distribution as an enclosure in the convention program book, collection at the conclusion of the convention, and summarization. (See Appendix E)
25. orders any desired gifts for speakers and workshop presenters.
26. thanks all workers, being sure to include everyone. It may be the only gratitude they will receive.
27. is available at the end of convention to go over the final bill with the LAC chair, hotel liaison, meals chair, properties, convention treasurer along with a representative of the hotel staff (the comptroller or accounts receivable person). It is easier to review the bill while you are on site than to reconcile differences by sending the bill around the state.
28. reports the evaluation summary along with a final written report at the next meeting of the AAUW OF VIRGINIA board.
29. coordinates with the AAUW OF VIRGINIA board the writing of thank-you notes to convention speakers, workshop presenters, LAC chair, host branch, and hotel convention manager.
30. delivers to the AAUW OF VIRGINIA finance vice president all convention financial documents for audit by the summer board meeting.
31. maintains files with samples and detailed notes, by responsibility, to be sent to the convention chair of the next convention.

## SITE SELECTION

The AAUW OF VIRGINIA president recruits a branch(es) to host the AAUW OF VIRGINIA convention at least two years prior to the convention. The president and the convention chair locate a convention site. The president signs the contract with the hotel and obtains copies of the contract for herself, the AAUW OF VIRGINIA secretary, LAC chair, and the convention chair.

The AAUW OF VIRGINIA president:

1. recruits host branch(es), in an attempt to move the convention to rotating parts of the state, checking the availability of hotels, conference centers, or college/university conference facilities with necessary capacity in the area.
2. provides information about AAUW OF VIRGINIA, such as purpose, meeting objectives, membership composition, and policies.
3. is knowledgeable about convention needs, such as how many days, proposed dates<sup>1</sup>, how many sessions in morning, afternoon, and evening, types of set-ups, audio-visual equipment needs, number of attendees, number and types of sleeping rooms each night, and the number of function rooms needed.
4. solicits proposals, giving previous convention history with numbers of rooms and attendees, and indicating rooms needed, types of food functions, audio-visual requirements, general sessions and breakout rooms needs, and hours of convention.
5. learns what other meetings will be in the property during the proposed dates of our meeting, and what other activity will be in the vicinity of the hotel or in the city (parades, sporting events, etc.)
6. prepares for negotiations by knowing what meals, not covered by convention fees, convention attendees may eat at the hotel, how many drinks at the bar may be consumed, and listing the potential for recurring AAUW events and return visits by attendees.
7. asks about complimentary rooms, one to be used for a hospitality room and others for business sessions and breakout sessions.
8. holds a site inspection: measures certain rooms, allowing for podium, stage, and aisles; checks for available electrical outlets; dimmer switches; heating/cooling controls; acoustics, especially in non-traditional meeting spaces; sprinkling system; ADA standards; watches for hazards such as turned up carpet or defective stair treads; looks at sleeping rooms of different varieties and locations (rooms you are shown and some being cleaned); asks about scheduled renovations; meets hotel security; asks about emergency plans; checks the restaurant, especially at meal time; and checks the hotel lobby and registration desk for courtesy and efficiency.  
To determine the number of people who can be accommodated in each standard room, divide the total area of the room by the following square-foot factors: schoolroom (16.0), theater (8.7), banquet (11.75). Allow space for the head table.
9. inquires if check-out time can be adjusted to coincide with program schedule.
10. re-educates herself, identifying absolute needs, and hones her negotiation skills so negotiation will be more favorable to AAUW OF VIRGINIA.

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1 Policy and Procedures, #1

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11. inquires about AAUW OF VIRGINIA recourse in case hotel is sold, undergoes major renovation at the time of convention, etc.
12. negotiates by going only to hotels she seriously considers and asking for their best and final offer.
13. asks to see a standard contract or uses AAUW's standard contract format, discussing provisions she wants or doesn't want included in the contract, being especially careful of penalty and attendance clauses; notes if there is a penalty for the hotel if guests are "walked" - guests who have a reservation and, finding rooms filled on arrival, are referred to another hotel - and asks for some indemnification, such as transportation to and from for these guests.
14. is certain to specifically name meeting rooms which are needed for the convention; may include a penalty clause in case of renovations or inconvenience to guests; considers service level clauses to cover number of wait staff for meal functions and desk clerks for check-in and check-out.
15. goes higher than the sales manager, if necessary, to negotiate (director of sales or general manager); haggles, if necessary.
16. sets, with the sales manager, the cut-off date for room reservations, backing off approximately five days to accommodate those who put off reserving until the last minute.

### **LOCAL ARRANGEMENTS COMMITTEE (LAC)**

The LAC is responsible for the local arrangements and logistics of the AAUW OF VIRGINIA convention and is comprised of all local committee chairs and the LAC chair. The AAUW OF VIRGINIA convention chair serves as a consultant to the LAC.

Members of the LAC:

1. are expected to attend all meetings called by the LAC chair.
2. elect a secretary at the first meeting to take minutes of each meeting. The secretary keeps one copy on file, provides the convention chair with a copy, and distributes one copy to each member of the LAC.
3. recruit, with the LAC chair, volunteers as needed. (See Appendix F)
4. are ready to present progress reports at each meeting.
5. are expected to attend the convention for which they are responsible.
6. host branch members who are workers should register prior to the deadline if they plan to attend workshops, business meetings, cultural events, or events including meals with speakers; or if they want a convention program book.
7. set times for EF sales, as well as time to setup and take down, and notifies each branch requesting a table.

## LOCAL ARRANGEMENTS COMMITTEE CHAIR (LAC CHAIR)

The LAC chair is appointed by the host branch(es) at least 14 months prior to the convention and serves as the chair of the local arrangements committee (LAC).

The LAC chair:

1. attends the convention prior to the one for which the chair is responsible, to observe the duties of the LAC.
2. issues an invitation to the next convention at a closing business meeting of the convention. It is nice to have a written invitation or flyer for each person in attendance.
3. works in consultation with the convention chair and keeps her fully informed.
4. works with branch president(s) to recruit subcommittee chairs for the various committees to be formed from host branch(es) by September 1 preceding the convention. Supervises and coordinates the work of all the committees.
5. duplicates her copy of this guide and distributes each section to the appropriate subcommittee chair.
6. works with the convention chair and the convention treasurer in preparing the convention budget. (See Appendix C)
7. requests the AAUW OF VIRGINIA convention advance from the AAUW OF VIRGINIA finance vice president, check made payable to the bank, to open the convention bank account as AAUW OF VIRGINIA STATE CONVENTION.
8. is authorized to sign checks.
9. calls and chairs meetings of the LAC as needed.
10. creates, or designates someone to create, a hand-drawn or computer-generated convention logo by October 1.
11. designates someone to prepare a convention brochure to be mailed to every member of AAUW of VIRGINIA approximately two months before convention. See CONVENTION BROCHURE.
12. designates someone to have brochures printed, folded, and prepared for mailing at least two months before convention. Convention chair obtains address labels from the Association.
13. prepares a letter of invitation to the convention in January which should highlight the geographic area and important features of the convention. This letter should be included in the spring issue of Vision.
14. assists meals chair in choosing menus by October, or as early as the hotel will allow.
15. obtains a copy of the staging guide (See Appendix G) which has a sheet for every event of the convention from the hotel liaison. Makes sure members of the hotel staff have copies of the pages of the staging guide for which they are responsible.
16. opens the master account at the hotel one to four weeks before convention, depending upon the hotel requirements, and identifies those persons who are authorized to charge and sign for services. Probably the LAC

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chair, meals chair, hotel liaison, and properties chair should be the only persons who can authorize a charge to the master account.

17. prepares a convention schedule (Appendix Y) for each day of the convention, keeps a set for herself, and gives copies to the AAUW OF VIRGINIA president, program vice president, hotel liaison, meals chair, properties chair, decorations chair, and others who are involved in the activities of the convention.

18. goes through the entire staging guide at the preconvention meeting, usually the day before the convention, with the hotel staff that are responsible for our convention. It is best if the convention chair, hotel liaison, meals chair, and properties chair are present for this meeting also.

19. checks lines of communication, especially where a task is passed from one subcommittee or person to another.

20. thanks all workers, being sure to include everyone. It may be the only gratitude they will receive.

21. reviews charges to the master account at the end of the convention, along with the convention chair, hotel liaison, meals chair, properties chair, the convention treasurer, and a representative from the hotel's accounting office. Closes the account after the convention treasurer pays the bill.

22. submits a final report to the convention chair no later than June 1, including suggestions and recommendations for future conventions.

## CONVENTION LOGO

At the first meeting of the LAC, the group should discuss suggestions for the convention logo, ideas which represent the area and the convention theme. These ideas may be given to an artist whose drawing may be scanned into a computer or to a computer designer who can compose a computer-generated convention logo. If more than one design is available, the LAC may want to choose. It is suggested that a simple design copies best.

The convention logo is needed by October 1. Copies should be sent to the AAUW OF VIRGINIA president for approval and to the convention chair. The logo should be made available for use on the registration form and in the winter issue of the Vision as well as on all convention materials.

## CONVENTION BROCHURE

The convention brochure (Appendix X) shall be prepared to be mailed approximately two months before convention. The brochure shall include an invitation to convention (See Appendix I), workshop information, convention agenda, a map or directions to the hotel, information for making hotel reservation, and a registration form (See Appendix J).

A copy of the registration form shall be mailed to the *Vision* editor for the spring edition and to the webmaster. The brochure may be mailed at bulk mail rates, using the mailing permit of the *Vision*. In 2000, delivery was very slow, requiring 4-6 weeks for all members to receive their brochures. Cost for mailing each in 2000 was approximately \$0.15. The convention committee may choose to send brochures by first class postage.

The brochures shall be mailed at least two months before convention to:

1. all branch members

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2. college/university representatives
3. past state presidents
4. south Atlantic Regional Director
5. speakers and workshop presenters (names and addresses available from convention chair.)
6. state MALs, names and addresses available from the state finance vice president

## CONVENTION TREASURER

The convention treasurer should work closely with the LAC chair and the registration chair to ensure accurate handling and reporting of convention funds.

The treasurer:

1. opens a bank account in the name of AAUW OF VIRGINIA STATE CONVENTION. This account is to be opened with the convention advance from the state, obtained on written request by the LAC chair to the state finance vice president with check made payable to the bank. The convention treasurer and LAC chair are authorized to sign checks.
2. consults with the AAUW OF VIRGINIA treasurer on state finance procedures and policies.
3. sets up the books in accordance with convention budget. (See Appendix C)
4. receives convention registrar's written reports, detailing receipts (x registrations @ \$a.00, y luncheons @ \$b.00, . . .) and bank deposit slips.
5. keeps track of all income and expenditures.
6. makes no reimbursement without receipt or voucher. (See Appendix H)
7. pays no expenses in excess of budgeted amount unless approved by the convention chair.
8. makes refunds, upon written request and only when funds have not already been committed.
9. keeps a separate list for those not paying for meals or registration. The convention pays for registration and meals for the SAR director and the leader-on-loan, but each pays for her own transportation and lodging. Expenses of presenters and speakers who are not AAUW members are paid by the convention, including \$0.18 per mile for travel, if applicable. Awardees' meals are paid by the finance vice president out of the appropriate line item. Eleanor Roosevelt recipients and EF and LAF representatives pay for their own expenses. Any spouse signing up for a meal is responsible for paying for it. Personal charges made to a hotel room should be paid by the individual making the charges.
10. does not reimburse AAUW member presenters. They provide their own registration, meals, and lodging, thereby making a major contribution to AAUW OF VIRGINIA.
11. reviews the hotel bill at the end of convention with the convention chair, LAC chair, hotel liaison, meals chair, properties chair, and a representative of the hotel. On the approval of the LAC chair pays the bill. If the bill includes charges for AAUW OF VIRGINIA state board dinner on Friday and refreshments on Friday and possibly on Sunday, she notifies AAUW OF VIRGINIA finance vice president of board meeting charges, collects reimbursement, and deposits to convention bank account.
12. receives all convention expenditure requests within two weeks after convention. Attaches a note to each check urging recipient to cash check immediately as the bank account will be closed on (give date, four weeks after convention.)
13. balances books and closes bank account no later than four weeks after convention.
14. returns the state advance and all proceeds over expenditures to AAUW OF VIRGINIA treasurer by June 15.

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15. files a financial report with AAUW OF VIRGINIA president, convention chair, and finance vice president by June 15.
16. delivers to the convention chair all convention financial documents for review by July 1.

## REGISTRATION COMMITTEE

The registration committee is responsible for receiving the registration forms and income, maintaining records of convention attendees, providing name badges, and welcoming and registering attendees at convention. The registrar serves as chair of the registration committee.

## REGISTRATIONS AND INCOME

The registrar receives registration forms and payment for meals and registration fees. She must work closely with the convention treasurer, credentials chair, and convention meals chair. It is desirable to maintain a computer database of all registration information so that name badges and lists can be generated. If neither the registrar nor convention treasurer has access to a computer, a separate records committee can be designated.

The registrar:

1. itemizes receipts for each type meal, registration, and any special events which are requested by each registrant and gives itemized count for each meal to meals chair.
2. after logging in information and determining that the correct amount has been received, deposits checks to convention bank account.
3. forwards deposit slips to treasurer.
4. gives treasurer itemized list of receipts.
5. keeps a separate list for those not paying for meals or registration. The convention pays for registration and meals for the SAR director and the leader-on-loan, but each pays for her own transportation and lodging. Expenses of presenters and speakers who are not AAUW members are paid by the convention program and they are given a mileage allowance of \$.18 per mile. Special awardees' meals are paid by the state treasurer out of the appropriate line item. Eleanor Roosevelt recipients and EF and LAF representatives pay for their own expenses. Any spouse signing up for a meal is responsible for paying for it. Presenters who are AAUW members donate their time and efforts, thereby making a major contribution to AAUW. They provide their own registration, meals, and lodging.
6. prepares a directory of attendees (name, address, telephone number, e-mail address, and branch) for distribution at convention.

## RECORD KEEPING

In recent years registrar's records have been computerized, using a variety of standard spreadsheet programs. If the registrar and/or treasurer do not have access to a computer, a separate records committee may be named.

1. As registration forms are received, all data should be entered into a computer. A copy of the registration form is retained by the registrar.

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### NAME BADGES

1. Begin designing name badges in January.
2. Scan the logo onto a disk. Print names and convention logo on the badge using a computer printer.
3. Badge holders and badge inserts may be ordered from MARCO (1-800-232-1121) or may be purchased at office supply stores. Use plastic badge holders on hand if they have been saved from previous years.
4. Print first name large enough to be seen from a distance, with full name and branch name in smaller print below. (See Appendix K)
5. Suggested specifics for the badge include
  - a. voting delegate - ribbon
  - b. host branch members - gold star
  - c. college/university representative - red star
  - d. state board members - green post-it flag
  - e. branch president - red post-it flag
  - f. past state president - blue post-it flag
  - g. first convention - blue star
  - h. meals - red, green, blue, and gold colored dots
  - i. state member-at-large - green starA color computer printer may eliminate the need for dots and flags and simplify badge making.
6. Assemble badges the week before convention.
7. Check twice for accuracy; then alphabetize for placement on registration tables.
8. Make a chart for identifying the meanings of the stars, dots, and ribbons for the registration tables.
9. Prepare a copy of this chart to be included in the convention program book and deliver to convention program book chair six weeks prior to convention. (See Appendix K)
10. Have president announce near end of last session to leave badge holders in boxes at exits.
11. Prepare boxes to collect badge holders at end of convention.
12. Collect badge holders and give to convention chair.

## AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

### REGISTRATION TABLE

1. The registration process is the attendees' first clue as to how the rest of the convention will be handled. Put your best foot forward and make a positive impression. Regardless of the hour, the registration staff should have a smile and warm greeting for each person.
2. the registration table at least one hour before registration begins to verify that all materials are in place and ready.
3. Place directional signs in the hotel lobby, indicating location of the registration area.
4. Locate the registration area as close to the meeting rooms as possible.
5. Two 6-foot tables, with at least two chairs, will suffice for registration.
6. The registrar and two assistants should staff the registration tables during the hours of operation so there is no delay in registering. Two- or three-hour shifts for volunteers staffing the registration table are suggested. (See Appendix L) Each assistant registers half the alphabet, checking off arrivals on a master sheet. Place name badges, convention program books, and optional tickets for tours, etc., in individual envelopes, arranged alphabetically.. Encourage each registrant to check the name badge for accuracy before leaving the table as this is the ticket to meals and events and it identifies voting delegates. The registrar takes care of on-site registrations and trouble-shoots. Registrants are directed to the credentials table after they register.
7. Keep blank badges, registration forms, markers, and identifying stickers, stars, and ribbons on hand for on-site registrants.
8. At convention, when people pay cash for meals or events, keep an itemized list, with the name of the registrant, the amount paid, and items she paid for.
9. The credentials table should be separate from but adjacent to the registration table.
10. Be prepared for problems, no matter how carefully you have prepared.

## CREDENTIALS

The credentials chair is responsible for certifying voting delegates to the convention and for making credentials reports at the beginning of each business session.

The credentials chair:

1. prepares for convention with the registration committee and works side by side with registration during the convention for orderly and accurate registration and certification of voting delegates.
2. certifies voting delegates, including  
members of the AAUW OF VIRGINIA board,  
past presidents of AAUW OF VIRGINIA if they have continued as members of AAUW OF VIRGINIA,  
branch delegates as specified in the bylaws of AAUW OF VIRGINIA,  
one delegate for each college/university member of AAUW OF VIRGINIA, and  
one delegate appointed by the AAUW OF VIRGINIA president for each 25 paid-up state members-at-large.

When two or more persons share a state office, they share the vote. It is the office, not the person, which is entitled to a vote.

3. receives from the AAUW OF VIRGINIA president the list of AAUW OF VIRGINIA board members, past state presidents, college/university representatives of the college/university members, and the MAL delegate, if any.
4. if a delegate is eligible to vote in more than one category, she must choose one, as each person is allowed only one vote with the exception of some branch presidents in a vote by ballot (see #9). To avoid confusion, the credentials chair should keep a separate list of those who are eligible to vote in more than one category until it is decided in which category each will vote.
5. receives from the AAUW OF VIRGINIA treasurer by March 1 the number of members in each branch and the number of delegates to which each branch is entitled. The AAUW OF VIRGINIA finance vice president also notifies each branch of its total membership on February 1 and the number of convention delegates to which each branch is entitled. The state finance vice president includes in the mailing to branch presidents a delegate certification form with a date the form is due to the credentials chair. The form states the number of delegates to which the branch is entitled. The branch president enters the list of branch delegates and alternates, by name, signs the form, and forwards it to the convention credentials chair. The due date for these forms to reach the credentials chair should be at least three weeks prior to convention.
6. receives from each branch president the signed certification form. Some presidents may need reminding, by e-mail, post card, or telephone. Check the president's list against the treasurer's list for accuracy in number of delegates per branch.
7. compiles three copies of lists, by category, preferably using a computer, of the voting delegates: branch delegates by branch, AAUW OF VIRGINIA board members, past presidents of AAUW OF VIRGINIA if they have continued as members of AAUW OF VIRGINIA, college/university representatives, and AAUW OF VIRGINIA members at large. (See Appendix M)
8. prints a master list of each category.
9. staffs the credentials desk at the same times the registration desk is open. The credentials desk is to be adjacent to, but separate from, the registration desk.

## AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

10. a new delegate may be certified by completing the voting delegate replacement form. (See Appendix N) No changes will be permitted in the voting room.
11. prepares a credentials report to present as the first item of official business of the convention. The credentials report gives the number of voting delegates and the number of nonvoting members and registered guests for the total number in attendance at the convention. Details are shown on the suggested credentials report form in the appendix (See Appendix O). A copy of the list of delegates is to be turned in with each credentials report.
12. after reading the credentials report to the convention, moves adoption of the report (if she is a convention delegate), saying, “On behalf of the credentials committee, I move the adoption of this report.” She presents a copy to the AAUW OF VIRGINIA secretary, retaining a copy for herself. Four copies of the form should be sufficient for any convention. (See Appendix O)
13. presents a credentials report as the first item of business at each subsequent business meeting. These reports mention only changes in numbers from the initial report, always citing the total voting strength, nonvoting members and guests, and the total in attendance. In moving the adoption of these later reports, the credentials chair says, “On behalf of the credentials committee, I move that the previous credentials report be amended to include the following changes: . . .”
14. works with the elections committee, in case of a contested election, by providing a list of registered voting delegates, by checking off each as she enters the voting room. In case of a vote by ballot, each delegate may cast her vote. The branch president or head of the delegation may cast votes for any absent delegates.

## HOSPITALITY

The hospitality committee has responsibility for providing a friendly welcome and assistance of all kinds to those attending the convention. Specific duties include greeting guests, providing a hospitality room, and transporting convention speakers to/from the airport. The committee should be completely familiar with the convention program, the time and location of the various events, and with the layout of the hotel. They should be identifiable by special badges, hats, ribbons, or other means. The hospitality chair should be at the convention all day every day to help wherever needed.

The hospitality committee:

1. assigns hostesses to circulate to greet and provide directions to arriving members. Two greeters, serving two-hour shifts, will generally be sufficient.
2. provides a hospitality room.
  - a. A sign posted near the registration table should give the room number and hours of operation. It would be nice to have this in the convention program book but this is not always possible.
  - b. Staffs the hospitality room with one or two hostesses per two hour shift. Hostesses make sure that food and beverages are available to guests and tidies up after them. Hostesses should arrive 15 minutes prior to opening to prepare.
  - c. Suggested hours of operation are:
    - C Friday, noon to one hour after the evening program, except during the evening program
    - C Saturday, one hour before the opening of the convention, during free time during the day, and one hour after the banquet
    - C Sunday, closed, unless there is sufficient free time to warrant having the room open
  - d. The hospitality room should not be open during planned meals, business sessions, or any part of the program.
  - e. Refreshments should include snack food and fruit, preferably packed in individual bags. Avoid homemade items and items packed in bulk. Beverages may include regular and decaffeinated coffee, either instant or brewed, hot tea, soft drinks, fruit juices, and a small amount of white wine. A pump-type thermos is useful in serving the coffee. Paper products, such as hot/cold cups, small paper plates, and napkins will be needed, along with a small amount of sugar and creamer. An ice chest will be needed for the soft drinks. Ice is available at the hotel. See Appendix P for suggested amounts.
  - f. Staffing the hospitality room offers opportunities to host branch members who want only a small level of involvement.
3. provides a goodie bag, if it chooses, for each person registering for the convention. A local convention visitors bureau may help secure items.
4. provides transportation to/from the local airport for guest speakers, if requested by the convention chair.

## HOTEL LIAISON

The hotel liaison is the person who communicates with the hotel. An assistant should work closely with the hotel liaison and be knowledgeable about the task of communicating with the hotel staff, but the hotel liaison is the only person who actually communicates with the hotel staff, especially until all meals are selected and audio-visual requests are made. The hotel liaison may pave the way for the meals chair to talk with the banquet manager and for the properties chair to deal directly with the hotel staff. Once the convention is on site, it is helpful for the meals and properties chairs to be able to speak directly with hotel staff.

The hotel liaison:

1. works closely with the convention chair and LAC chair.
2. maintains a periodic communication with the hotel to keep her finger on the pulse, to learn what is going on, changes in the staff she should know about, etc. Changes in the staff can make your work harder. Hotel staff tends to change frequently and if she negotiates with one sales manager in the beginning, there may have been several different sales managers by the time of convention.
3. doesn't call and automatically expect that every one will know about the AAUW OF VIRGINIA meeting and the arrangements for it. Chances are they will not. By maintaining a casual communications link with the hotel, the hotel liaison will be in a better position to deal with possible last minute changes.
4. is prepared to deal politely, but firmly, with changes and recognizes the "win-win" possibilities.
5. prepares a staging guide which has a sheet for every event of the convention. The sheets list everything that needs to be done, setup in the specific meeting room, food, audio-visual needs, number of seats, seating arrangement, who's speaking, who's introducing, requirement for water and glasses, etc. Provide complete copies for the convention chair, the LAC chair, and the hotel contact. Parts of the staging guide are given to people with different responsibilities. The meals chair should be given the staging guide sheets for all the different food functions that would indicate the menu, room setup, how many seats, and also special requirements, such as perhaps a stage and microphone if the program includes a speaker and entertainment. In this case, the properties chair should also have a copy of this sheet. Otherwise the properties chair should only have those sheets for rooms and times where she has a responsibility for the property. (See Appendix G)

Suggested details in completing the staging guide include:

- f. It is generally easiest to place water and glasses at the back of the room, rather than in the middle of rounds.
  - b. A microphone and lectern should be included with audio-visuals since they are usually not permanent in a room.
  - c. All head tables should be skirted.
  - d. The "setup by time" is for the person in charge to know that by a specific time the room is to be completely set. Use this when the hotel is going to have to change a room setup from one style to another and there is limited time. If not completed on time, telephone the person responsible.
6. is authorized to sign for charges to the master account with the hotel.
7. keeps the list of hotel contacts with her throughout the convention, in case of emergency. (See Appendix D)
8. is available at the end of convention to review the master account with the convention chair, LAC chair, meals chair, properties chair, the convention treasurer, and a representative of the hotel's accounting department.

**AAUW OF VIRGINIA CONVENTION PLANNING GUIDE**

## MEALS CHAIR

The meals chair has responsibility for all planned meals and refreshments served during the convention.

The meals chair:

1. arranges for all food functions as designated by the convention chair. Determines what options are provided for breakfast.
2. selects possible menus, providing options for those with dietary restrictions, obtains prices from the hotel prior to the winter AAUW OF VIRGINIA board meeting, and passes them on to the convention chair to be used in preparing the convention budget. (See Appendix C)
3. after the AAUW OF VIRGINIA board approves the convention budget, (See Appendix C), confirms with the hotel the menus, prices, and the approximate number for each meal, leaving the option of giving exact numbers for each meal and adding some meals with special dietary requirements after reservations are received. Learn the deadline for giving the final count. Find out the hotel policy by confirming the count so that costs can be kept to a minimum.
4. obtains, from the hotel liaison, copies of the pages of the staging guide pertaining to food functions and assists in filling in the details. (See Appendix G) Makes sure the hotel banquet chair has copies of staging guide pages for each food function. Seating arrangements for each meal are usually at round tables seating 8 to 10 each.
5. if choices are offered in any menu items, determines how waiters can know each person's choice, possibly by inserting a colored slip of paper in the back of the name badge, to be removed and placed on the table at the appropriate meal.
6. after consulting with the state president, arranges for a head table for the luncheon and banquet. The president will provide the LAC chair with the names.
7. reserves a table near the front or center for guests who won't be sitting at the head table.
8. obtains place cards with names of guests seated at the head table and the table of special guests for the luncheon and banquet.
9. gives the final count for meals by the hotel deadline. You can be assured that the hotel will charge for the number of meals ordered or served, whichever is greater. Since hotels prepare 5% more than ordered, the initial count should be less than the number actually expected. This count can be corrected when the event is closer if it is thought that all of those persons will actually be present for the meal.
10. consults with decorations chair on the use of colored table linens.
11. at meal functions, identifies to the hotel representative those persons who are to receive planned special menus because of dietary restrictions.
12. makes sure the dining room staff understands about clearing the tray stands before the program begins. If this is not finished on schedule, suspend clearing service until the program is over.
13. carefully determines the meal count both prior to the event and during the meal.

## AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

14. verifies the bill after each function, checks against her numbers, and signs the bill.
15. is available to review the convention bill at the end of convention along with the convention chair, LAC chair, hotel liaison, properties chair, convention treasurer, and a hotel representative from the accounting department.

### PROPERTIES

The responsibility of the properties committee is to ensure that all materials and equipment needed for the convention are ordered, received, and placed in their proper places on time and that table and chair arrangements are as requested for each event. The ability of AAUW OF VIRGINIA to provide audio-visual equipment is somewhat limited by cost and availability. Sometimes equipment may be borrowed from the hotel or others.

The properties committee chair:

1. is the person in charge of properties and she works closely with the convention chair, LAC chair, and the hotel liaison to make certain that all equipment and supplies are provided when and where needed.
2. receives speaker, workshop presenter, branch, and AAUW OF VIRGINIA president equipment-request forms from convention chair at least two weeks before convention. (See Appendix Q) Instead of using forms, phone calls/e-mail communication directly to each individual may be preferred.
3. provides flip charts and audio-visual equipment which have been requested.
4. submits inquiries to the hotel, through the hotel liaison, about use or rental of easels, chalkboards, slide projectors, overhead projectors, screens, and/or other equipment which have been requested.
5. arranges for rental of approved equipment from the hotel or from a vendor, preferably one who regularly delivers equipment to the hotel, usually at least two weeks before convention.
6. obtains for business sessions one microphone at head table for the secretary/parliamentarian, a lavalier microphone for the president, two microphones on the main floor, one of which has a long cord for use in introducing the state board and for presenting awards, and an overhead projector and screen, if needed.
7. provides for the luncheon and banquet a microphone at the lectern and a slide projector and screen, if needed.
8. assembles a properties box which includes scotch tape, masking tape, pad of paper and carbon paper, pens, pencils, magic markers, chalk, paper clips, stapler and staples, straight pins, safety pins, heavy duty extension cords, scissors, string, rubber bands, thumb tacks, and a basic first aid kit.
9. obtains pages of the staging guide (See Appendix G) from the hotel liaison for each event for which property is involved. Assists in completing these forms. Indicates to the hotel on these forms the desired seating arrangements for each meal, for the business sessions, and for workshops.
10. provides one person for each workshop and program session to identify herself to the presenter, in advance of the session, asking what assistance, materials, and equipment might be needed during the session. She also helps with handouts, charts, lights, projectors, seating, etc., as needed during the session. Each of these persons should have a copy of the page of the staging guide (See Appendix G) for the event for which she is responsible, obtainable from the hotel liaison. Each of these persons should know all the things included in items 11, 12, and 13, below.

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11. checks microphones with technician when installed, lighting, and all audio/visual equipment before each business and program session.
12. learns how each microphone works; prechecks that it is working; learns to correct the loud hum of feedback, to correct volume, and to arrange cords to reach panel members. Seeks help of hotel staff promptly if problems occur during use.
13. knows location of light switches for dimming lights during slide presentations, turning up for business meetings, etc.
14. ensures that at least two people are capable of operating each piece of equipment to provide coverage in the event the designated equipment operator is unavailable.
15. arranges for two six-foot tables for registration, one six-foot table for credentials, tables for hospitality, and tables for branches requesting to hold EF sales and displays at convention.
16. arranges for reproduction of convention materials, providing the request and materials are received at least one week before convention. It may be possible to reproduce materials received after this date, but the costs and ultimate responsibility reside with the person making the request.
17. is involved in planning so she is prepared for all eventualities and needs of the convention. She tours the convention site with the LAC chair the week before convention to learn the layout of rooms, where all equipment will be stored, and where it will be placed for use during the convention.
18. provides meals chair with diagrams of setup of rooms for meal function, using blank layout forms from hotel. Round tables, seating 10 persons each, are usually preferred.
19. makes certain that the for business meetings includes aisles of at least 4', spacing of 2" between chairs, and 2' between rows of chairs. Seating for business meetings is generally theater style with a center aisle. A cross aisle should separate delegates from nonvoting registrants.
20. ensures that all head tables, exhibit tables, and tables used for registration and credentials are skirted.
21. checks that all cords are taped down so no one trips.
22. checks the meeting rooms fifteen minutes prior to the event to make any necessary minor changes. Sees that literature, pens, pencils, water, glasses, etc., are in place. Installs directional signs an hour before the meeting begins.
23. is available to review the convention bill at the end of convention with the convention chair, LAC chair, hotel liaison, meals chair, convention treasurer, and a representative of the hotel's accounting department.

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### SIGNS

The signs committee will receive a list of signs needed for the convention from the convention chair. Lettering should be large enough to be read at a distance.

Signs may be needed for the following areas/functions:

1. directional signs at hotel entrance and reservation desk, indicating location of registration area.
2. registration and credentials tables.
3. workshops.
4. business sessions, including
  - a. reserved seats for voting delegates and seating for nonvoting attendees
  - b. reserved seats for tellers and pages, placed with instructions by president
  - c. signs for delegates' microphones (green for the "pro" mike and red for "con")
5. Educational Foundation sales table(s)
6. tables or rooms for counterpart sessions
7. voting area
8. hospitality suite location and hours
9. others as needed.

### DECORATIONS

A branch or committee may be appointed to provide decorations for the convention.

The decorations committee:

1. provides simple table decorations for the luncheon and banquet, possibly carrying out the theme of the convention.
2. produces printed programs for the luncheon and banquet, if it chooses. (See Appendix X)
3. borrows bud vases, mirrored tiles on which to place centerpieces, and/or other basics from the hotel, if available and if desired.
4. asks the hotel liaison to arrange for different colored table linens, if appropriate.

## THE CONVENTION PROGRAM BOOK

The convention program book committee has responsibility for assembling, printing, and preparing the convention program book for distribution at the convention.

1. The AAUW OF VIRGINIA president requests a one-page report from state board members and branch presidents, indicating format, procedure, and due date, to be mailed to the convention program book committee chair. To make compiling the book easier and to provide a uniform, professional look, each person is asked to mail the report camera-ready. The report may be a hard copy or may be sent on computer disk if it can be provided using the desired word processor. (See Appendix B)

2. The contents of the convention program book, with the name of the officer who has responsibility for preparing the material, include the following:

Table of Contents

Map of Hotel Rooms (convention chair)

Convention Agenda (AAUW of VIRGINIA president)

Business Meeting Agenda (AAUW OF VIRGINIA president)

Standing Rules of Convention (AAUW OF VIRGINIA secretary)

Convention Badge Legend (registration committee)

Highlights of the previous AAUW OF VIRGINIA Convention (AAUW OF VIRGINIA secretary)

Bylaws Amendments

Proposed Resolutions

Report on Current Resolutions

Report of Nominating Committee

Roster of AAUW OF VIRGINIA Board of Directors (AAUW OF VIRGINIA president)

Reports of the AAUW OF VIRGINIA Board of Directors (one page each, except as noted)

President

Program Vice President

Membership Vice President (2)

Finance Vice President (2)

Public Policy Vice President

Communications Vice President

All the other board members' reports arranged alphabetically, allowing EF (2) for branch contributions and named gift honorees

AAUW of VIRGINIA Districts and Branches (See Appendix R)

District Representatives Reports, arranged alphabetically

Roster of Branch Presidents (AAUW OF VIRGINIA president)

Branch Reports - 38 branches, arranged alphabetically (each branch president)

Strategic Plan (AAUW OF VIRGINIA president)

List of State Conventions (See Appendix S)

Roster of Speakers and Presenters with Addresses (convention chair)

List of corporate sponsors (Fund raising chair)

Convention Committee Members (LAC chair)

AAUW OF VIRGINIA Vita Form (AAUW OF VIRGINIA president)

Evaluation Form (Convention Chair) - may be a loose sheet in the back (See Appendix F)

Blank pages (2 sheets)

3. Reports should be received at least six weeks prior to the convention.

4. Send reminders, postal or e-mail, to those who fail to report on time.

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5. Number the pages and prepare an index.
6. The cover can be 60 weight paper with the books bound with Accopress binders (plastic).
7. Prepare a convention program book for each registrant plus one for each branch not represented and one for each speaker and presenter. Except for the branches not represented, speakers, and presenters, one must be registered for the convention to receive a copy of the convention program book. The registrar and convention chair can help decide how many copies to prepare.
8. Get estimates from at least three copiers for charges for printing the book. Ask if the charge includes collating the pages.
9. Deliver assembled books to convention site , where one is placed in each registrant's envelope.
10. Give any leftover convention program books to the convention chair.

## TELLERS/ELECTIONS COMMITTEE

The tellers are responsible for counting standing votes or card count votes during business sessions of the convention. The tellers also serve as the elections committee which functions only in the case of an election in which there are two or more candidates for an office. This committee is comprised of at least six AAUW OF VIRGINIA members. One member serves as chair/head teller. The tellers/election committee is appointed by the AAUW OF VIRGINIA president who instructs them in their duties.

The officers of AAUW OF VIRGINIA are to be elected at a state convention. Elections shall be by ballot except when there is only one candidate for an office in which case the election may be by voice vote. A majority of the votes cast shall be necessary for election. In case a majority is not obtained on the first ballot, a second ballot shall be taken between the two candidates receiving the highest number of votes.

The tellers:

1. count votes indicated by standing/rising delegates or by card count when either is specified by the AAUW OF VIRGINIA president or convention.

The head teller:

1. tallies the votes, with verification by the tellers.
2. informs the AAUW OF VIRGINIA president of results, without announcing the outcome.

The elections committee:

1. in all contested elections, prepares ballots, listing the names of all candidates for the contested office(s) in alphabetical order by office, including those nominated from the floor. This means that the ballots cannot be prepared until after the first business session when nominations from the floor are called for.
2. receives a list of registered voting delegates from the credentials chair by categories:
  - a. branch delegates as specified by the bylaws of AAUW OF VIRGINIA
  - b. members of the AAUW OF VIRGINIA board
  - c. past presidents of AAUW OF VIRGINIA if they have continued as members of AAUW OF VIRGINIA
  - d. one delegate for each college/university member of AAUW OF VIRGINIA, by name
  - e. one delegate for each 25 paid-up state members-at-large, appointed by the AAUW OF VIRGINIA president

When two or more persons share an office, they share the vote. It is the office, not the person, which is entitled to a vote.

3. prepares two enlarged sample ballots to post on each side of the entrance to the voting area, within full view of the voters.
4. provides the ballot box.
5. conducts the election in an enclosed room. One ballot is given to each registered delegate, except a president or chair of the delegation of any branch, holding an entitlement card indicating the number of absent delegates, in which case the president or chair votes those ballots as well as her own.
6. ensures safety and integrity of the ballot box.

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7. tallies the votes.

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The elections chair:

1. prepares the report of the elections committee and hands it to the AAUW OF VIRGINIA president without declaring the result(s). The AAUW OF VIRGINIA president reads the report aloud and declares the election of each of the officers.
2. gives the tallied ballots in a sealed container to the AAUW OF VIRGINIA secretary.

## CONVENTION USHERS

Convention ushers are appointed and instructed in their duties by the AAUW OF VIRGINIA president and should be identifiable by special ribbons or badges. Ushers are necessary for all business sessions to ensure that no one enters the room without a name badge and to assist voting delegates and non-voting delegates in finding their designated seating.

1. Four to six members should be named ushers for the convention. They must be members of AAUW OF VIRGINIA but should not be tellers or pages.
2. The head usher is responsible for seeing that the other ushers are in place and should be available to the other ushers in case of questions or problems. She is responsible to the presiding officer.
3. There should be an usher at every door into the meeting hall. If an entryway is large, two ushers will be needed.
4. Ushers should be at the doors 15 minutes before the scheduled start of the meeting.
5. Responsibilities of the ushers include:
  - a. admitting only registered members, wearing their name badges
  - b. directing voting delegates to sit in the front part of the meeting room
  - c. ensuring that any reserved section is not used by others
  - d. closing the door to the meeting room during a vote. Delegates may leave the room but may not re-enter until the vote is completed
  - e. distributing materials and handouts only if they have previously been approved by the president
  - f. answering questions or dealing with problems
  - g. running in-house errands, such as notifying the hotel liaison of the need for adjusting the microphone or temperature in the room

## CONVENTION PAGES

Convention pages have responsibility during business sessions for distribution of motion forms as needed and carrying completed motion forms to the podium and messages to or from the podium. Three pages are appointed by the AAUW OF VIRGINIA president who instructs them in their duties.

Convention pages should:

1. be identifiable by a special ribbon or badge.
2. be in their assigned places at least 10 minutes before each business session begins.
3. sit in a reserved seat, one at each microphone and one in a side aisle seat on the front row.
4. have 20 motion forms, available from the AAUW OF VIRGINIA secretary.
5. have a clipboard available.
6. be sure the delegate making the motion has motion form filled out, name printed and signed, and signature of seconder, if needed. Delegate keeps one copy.
7. carry original copy of the motion to the podium.
8. know that only delegates may make motions or call for a vote. All others may make motions or speak to a question only if permission is granted by the convention body.
9. ensure that pro and con speakers alternate, where possible, speaking from two microphones, one designated "pro" and the other "con."
10. prepares delegate to give name and convention status (branch, state board member, past state president, college/university representative, or member-at-large).
11. informs the speaker when timekeeper signals time is up.
12. maintains order and quiet at the microphone.
13. ensures that all those making motions or calling for a vote are voting delegates.. All others may make motions or speak to a question only if permission is granted by the convention body.
14. be alert and ready to help out wherever needed.

## PUBLICITY

The publicity committee has responsibility for publicizing the convention. Publicity for the convention depends upon members of local branches, their talents, and their contacts. It is suggested that the publicity committee be comprised of 2-5 persons, with one person being designated as chair.

Suggestions for the publicity committee include:

1. starting to plan early. Since details are usually released about two months prior to the convention, the publicity committee should plan earlier to develop creative ways to reach out into the community and to be ready to give detailed press releases as information is available.
2. use of contact persons in the media, cultivated earlier by making them aware of goals and achievements of AAUW. News coverage remains a difficult task.
3. preparation of a flyer with a cover letter/invitation, inviting as many local public school teachers, K through 12, as possible.
4. having a representative, possibly the LAC chair, appear on a local television talk show.
5. create a press release and fax it to all area newspapers. (See Appendix T)
6. each convention should be publicized in the winter issue of the Vision with possible brief mention earlier, if dates and location are known. The host branch(es) should publicize the convention in their branch newsletter(s) and give monthly progress reports beginning in September of the convention year to create interest among branch members.

## CONVENTION SALES

Convention sales are limited to sales benefitting the Educational Foundation.

Branches wishing to sell EF items should:

1. reserve table space for the display by advising the LAC chair prior to convention, either using the form which is mailed to each branch or in writing.
2. be aware of the times for setting up and taking down their wares.
3. heed the times for selling which are established by the LAC committee. There will be no sales during the meetings.

## ENTERTAINMENT

The convention chair will communicate the program agenda and desires for entertainment of the AAUW OF VIRGINIA board to the LAC. Since each agenda is different from others, only suggestions for possible programs are given. Entertainment gives the host branch(es) an opportunity to showcase the area where the convention is held. Entertainment should be appropriate for AAUW, regarding costumes, song lyrics, etc. All arrangements must be made in consultation with the convention chair.

### Friday Evening

May include music, poetry, or art presentations, either alone or during a reception or program.

### Saturday Morning

May include honor guard of a girls' group, such as Girl Scouts or female NJROTC cadets

### Saturday Night

The social-hour or before- or after-dinner program may include vocal or instrumental music. Local high school or college groups sometimes look for opportunities to entertain groups.

## TOURS

If the convention schedule has built-in free time, it may be possible to arrange a tour(s) of the area. Whether or not a tour is offered will depend upon available time, the location's interest to the group, the cost, and other options. Local convention visitors bureaus can offer suggestions here. Walking tours are sometimes possible, with rides possible for those unable to walk distances. A walking tour might be coordinated with a visit to an art gallery or a historic house where refreshments might be served. All arrangements should be made in consultation with the convention chair.

## FUND RAISING

A committee of 2-5 members, including a chair, may be named to raise funds. Some LACs choose to raise funds to help underwrite convention costs; others do not. This is the decision of the LAC. Some procedures which have proved successful in the past are given here.

1. It is better to solicit funds from a smaller number of corporations likely to contribute than to send out a mass mailing with a standard letter.
2. In soliciting funds from corporate sponsors, care should be taken to avoid those corporations whose products, goals, and/or reputations are contrary to the principles and policies of AAUW. If the LAC is in doubt about a corporation, the AAUW OF VIRGINIA president should be consulted.
3. An early start is recommended.
4. Send letters detailing AAUW's membership and programs with requests for specific amounts of money. (See Appendix U)
5. Make follow-up calls one week later; after two weeks call to check on the status of the letter. In some cases, a second letter may be sent. Some companies request additional information; some may want a copy of the convention budget (See Appendix C); some may provide giveaway items rather than send a worthy organization away empty handed; etc.
6. Upon the receipt of any gift, send a thank-you letter. (See Appendix V) For larger gifts, an invitation may be extended to the Friday night program, if appropriate.
7. A large sign publicly thanking the donors of large contributions by corporate sponsors should be displayed at the Friday night program and throughout the convention.

## ADVERTISING

1. Some LACs sell advertising for the convention program book to help underwrite expenses of the convention. This remains the decision of the LAC. This could be an activity of the entire branch or all branches with a member of the LAC serving as chair.
2. In soliciting advertising from corporate sponsors, care should be taken to avoid those corporations whose products, goals, and/or reputations are contrary to the principles of AAUW. If a LAC is in doubt about a corporation, the AAUW OF VIRGINIA president should be consulted.
3. Prices for advertising in recent years have ranged from \$200 for a full page [\$100 for a half page, \$50 for a quarter page, and \$25 for an eighth of a page (business-card size)] to half that. (See Appendix W)

## TIMELINE FOR CONVENTION PLANNING

Highlights of the convention are included in this timeline. Each chair should become very familiar with her committee and its requirements, as well those of the entire convention. Individuals may wish to make their own timelines in greater detail than the one shown here.

### 24 MONTHS AHEAD

- C AAUW OF VIRGINIA president recruits host branch(es)
- C president and convention chair locate a convention site, book meeting rooms, sign contract, reserve sleeping rooms, including needs for the state board meeting

### 14-18 MONTHS AHEAD

- C local branch(es) appoint LAC chair

### 12 MONTHS AHEAD

- C LAC chair issues invitation at the convention one year before her convention
- C convention chair gives LAC chair materials from previous files and a copy of this guide

### 9 MONTHS AHEAD

- C convention chair prepares preliminary budget for approval of AAUW OF VIRGINIA board at the summer board meeting prior to convention
- C convention chair meets with state board at this summer board meeting to plan program structure including speakers and workshop presenters, to review local arrangements, and to develop convention theme
- C AAUW OF VIRGINIA board adopts preliminary budget
- C convention chair or designees begin search for speakers and workshop presenters
- C LAC decides if it will have corporate sponsors and/or advertising
- C LAC begins to think about committee assignments
- C LAC chair writes articles for branch newsletter(s) for September through March issues

### 7-9 MONTHS AHEAD

- C LAC decides if and how they can use computers for convention records and printing
- C convention chair meets with LAC chair to review duties
- C LAC recruits subcommittee chairs and committee members from those branches and mails postcards
- C hospitality committee decides if they will provide goodie bags
- C LAC chair requests convention advance from AAUW OF VIRGINIA treasurer and opens bank account with the convention treasurer
- C LAC decides if it will have tours and/or entertainment
- C LAC chair creates or designates someone to create the convention logo

### 6 MONTHS AHEAD

- C meals chair selects menus
- C publicity committee plans strategy and makes assignments
- C LAC decides on entertainment and tours and makes arrangements

### 5 MONTHS AHEAD

- C AAUW OF VIRGINIA board approves convention budget

### 4 MONTHS AHEAD

- C registrar designs registration form

## AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

- C convention chair orders address labels from Association
- C AAUW OF VIRGINIA president provides names and addresses as required to convention program book chair
- C AAUW OF VIRGINIA president provides required names to credentials chair
- C prepare convention brochure
- C convention chair orders member address labels from association

### 3 MONTHS AHEAD

- C registration committee submits letter of invitation, registration form, and hotel reservation information to Vision edit
- C LAC arranges for mailing of brochures
- C AAUW OF VIRGINIA president issues call to convention for publication in Vision
- C convention chair prepares convention agenda and description of workshops for Vision and brochere
- C convention chair provides registration committee the names and addresses of speakers and presenters for mailing brochures and oversees mailing
- C LAC chair prepares letter for Vision
- C registration committee begins designing name badges and obtains materials
- C convention program book chair arranges for materials and printing
- C registration committee mails packets

### 2 MONTHS AHEAD

- C reports due to convention program book chair
- C property chair gets a-v requests from convention chair
- C convention chair coordinates with LAC chair arrangements for guests
- C AAUW OF VIRGINIA president asks next LAC chair to issue invitation to her convention
- C convention chair prepares convention evaluation form
- C convention chair selects gifts, if any, for special guests
- C registration committee prepares copy of name badge for convention program book

### 6 WEEKS AHEAD

- C AAUW OF VIRGINIA president finalizes agenda of business meeting
- C registration committee receives registrations; gives meals information to meals chair and delegate information to credentials chair
- C meals chair itemizes count for each meal
- C credentials chair itemizes list of delegates
- C convention chair assigns rooms to specific convention events
- C registration committee plans registration procedure

### 4 WEEKS AHEAD

- C LAC chair opens master account at hotel
- C signs committee prepares signs
- C meals chair reviews banquet orders with banquet manager
- C convention chair reviews program with all speakers
- C hotel liaison prepares staging guides
- C AAUW OF VIRGINIA president appoints and provides instruction to tellers, ushers, pages, and minutes-approving committee
- C convention chair obtains hotel staff's telephone numbers
- C credentials chair prepares lists of delegates by categories
- C hospitality committee makes plans for the hospitality room

## AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

### 2 WEEKS AHEAD

- C registration committee prepares name tags
- C meals chair arranges for place cards per AAUW OF VIRGINIA president's request
- C decorations committee print programs for meals
- C convention chair prepares notices of seating arrangements for special guests
- C credentials chair prepares 3 lists of registered delegates
- C head teller prepares ballot box and plans for ballots and sample ballots
- C decorations chair finalizes decorations for tables
- C meals chair coordinates colored table linens with decorations chair
- C property chair finalizes a-v requests and acquisitions

## AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

### 2-3 DAYS AHEAD

- C meals chair gives final count for meals
- C LAC chair prepares convention schedules for all days of the convention and makes copies for all involved

### DAY PRIOR TO CONVENTION

- C LAC chair and others hold pre-convention meeting with all appropriate hotel staff at convention site

### CONVENTION

- C Enjoy!!

### BY TWO WEEKS AFTER CONVENTION

- C convention chair and AAUW OF VIRGINIA board write thank-you notes to guests, workshop presenters, and host branches
- C convention treasurer should pay all bills

### BY 4 WEEKS AFTER CONVENTION

- C convention treasurer balances books and closes bank account

### BY 6 WEEKS AFTER CONVENTION

- C convention treasurer returns state advance and proceeds, if any, to AAUW OF VIRGINIA treasurer and files financial report with state officers

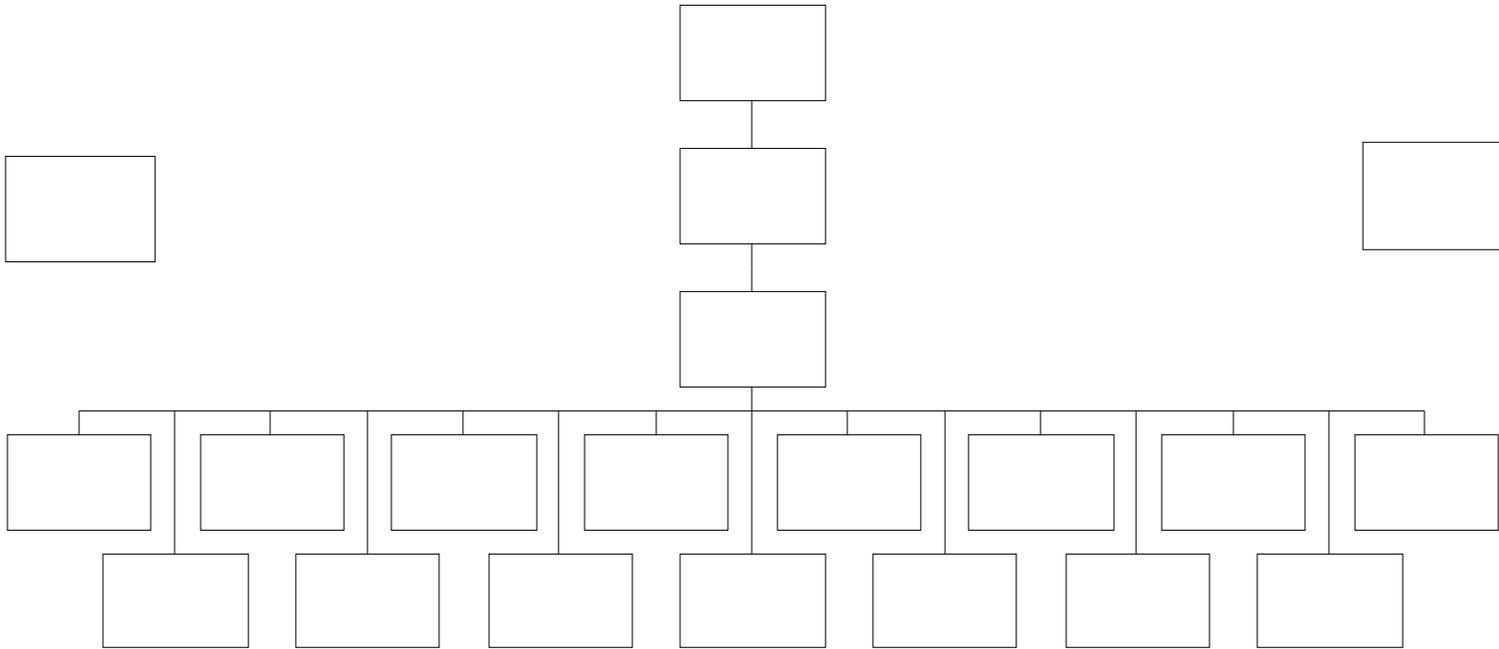
### BY JULY 1

- C convention treasurer delivers all financial documents to convention chair
- C convention chair reports final evaluation summary, convention report, financial documents, and convention materials to AAUW OF VIRGINIA board

## AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA

### Diagram of Convention Responsibility

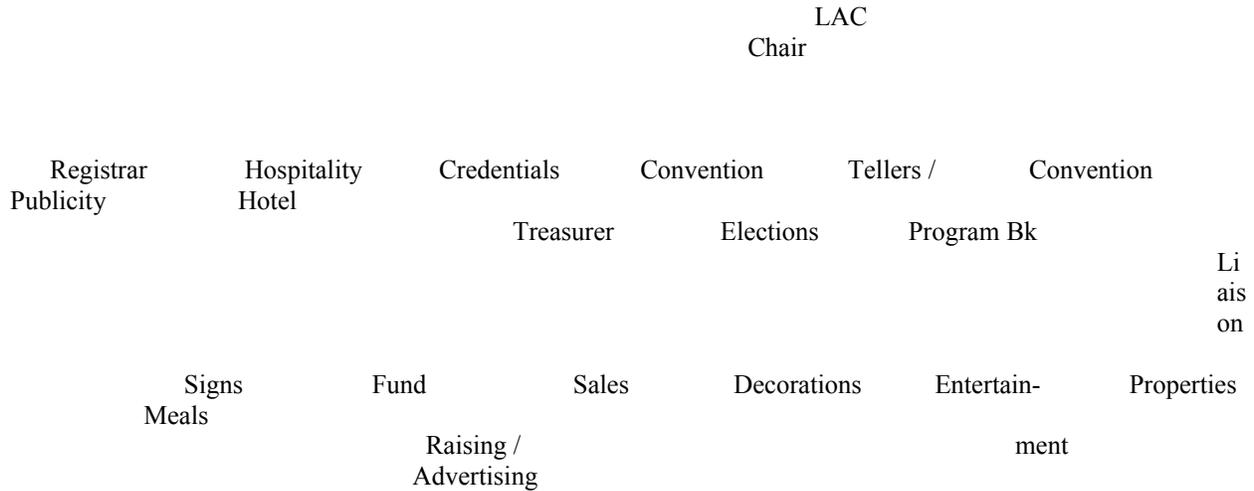
AAUW OF VIRGINIA CONVENTION PLANNING GUIDE



AAUW VA  
President

State                      -----                      Convention  
Board                      Hotel                      Chair  
Staff

**AAUW OF VIRGINIA CONVENTION PLANNING GUIDE**



APPENDIX A: DIAGRAM OF CONVENTION RESPONSIBILITY  
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA

CONVENTION PROGRAM BOOK

Annual reports are to be submitted by state board members and branch presidents for inclusion in the convention program book. Each report is a one-page summary of all the work done by state board members and branches and the progress that has been achieved. In preparing the reports, individual goals and state/branch goals should be considered.

Reports are to be mailed camera-ready to the convention program book chair, approximately six weeks prior to convention. She may choose to accept diskettes in specified word processors of her choice.

To make compiling the convention book easier and to give a uniform, professional look, please follow these guidelines.

- C White paper, 8 ½ X 11, unfolded, pages not numbered;
- C 12 pitch elite or Times Roman type font, if available;
- C Top, bottom, left, and right margins 1 inch;
- C Center report title and year in capitals at the top of the page; and
- C Block name and title to the right at the bottom of reports.

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

APPENDIX B: CONVENTION PROGRAM BOOK

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA

LEADERSHIP: LEARNING FROM THE PAST, LEADING INTO THE FUTURE  
1998 CONVENTION BUDGET

INCOME			
Fund Raising			0
Registration			
Early:	Members	(100 x 40 = 4,000)	
	Non-Members	( 5 x 45 = 225)	4,225
Late:	Members	( 40 x 45 = 1,800)	
	Non-Members	( 5 x 50 = 250)	2,050
Meals			
Saturday:	Luncheon	(150 x 14.00)	2,100
	Banquet	(100 x 21.00)	2,100
Sunday:	Breakfast	( 75 x 11.00)	825
Board Tea/Convention wrap-up			0

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

Miscellaneous		0
Advance from State		750
		\$12,050.00

EXPENSES

Meeting Rooms		0
Convention Books:	(150 x 6)	900
Hospitality		300
Registration/Mailing		200
Program Expenses		1,200
Transportation		100
Meals		
Saturday: Luncheon	(150 x 14.00)	2,100
Banquet	(100 x 21.00)	2,100
Sunday: Breakfast	( 75 x 11.00)	825
Board Tea/Convention wrap-up		0
Guest Expenses		300
Decorations		250
Properties	1,000	
Entertainment		300
Administration		300
Refunds		250
Return State Advance		750
Surplus/Deficiency		1,175
		\$12,050.00

APPENDIX C: CONVENTION BUDGET

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA  
STATE CONVENTION  
HOTEL CONTACTS

NAME OF HOTEL \_\_\_\_\_  
ADDRESS \_\_\_\_\_

	NAME	TELEPHONE NUMBER
GENERAL MANAGER	_____	_____
GM'S SECRETARY	_____	_____
DIRECTOR OF SALES	_____	_____
CONVENTION SERVICE MANAGER	_____	_____
BANQUET and CATERING MANAGER	_____	_____
ACCOUNTING MANAGER	_____	_____
RESERVATION MANAGER	_____	_____
ROOM SERVICE MANAGER	_____	_____
AUDIO-VISUAL TECHNICIAN	_____	_____
HOUSEKEEPING MANAGER	_____	_____
CHIEF OF SECURITY	_____	_____
BELL CAPTAIN	_____	_____

**AAUW OF VIRGINIA CONVENTION PLANNING GUIDE**

**AAUW OF VIRGINIA CONVENTION EVALUATION**  
 April 20, 1996 Chesterfield, VA

Please take a moment to evaluate the convention; your remarks and ratings are valued and used in planning future conventions. Please deposit the form in the box provided at the exit as you leave the convention, or mail to: Nancy Richardson, 336 Club View Drive, Great Falls, VA 22066. Thank you for your assistance.

Convention Brochure	Excellent	Good	Fair
Vision, Convention Issue	Excellent	Good	Fair
Convention Book	Excellent	Good	Fair
Registration/Credentialing Process	Excellent	Good	Fair
Exhibits/Sales	Excellent	Good	Fair
Convention Seating	Excellent	Good	Fair
Keynote Address	Excellent	Good	Fair
Opening Business Session	Excellent	Good	Fair
Buffet Lunch/District Meetings	Excellent	Good	Fair
Workshops: Status of Women and...			
Current Political Climate	Excellent	Good	Fair
Education	Excellent	Good	Fair
Internet	Excellent	Good	Fair
Diversity/Adelante!	Excellent	Good	Fair
Afternoon Eskimo Pie Break	Excellent	Good	Fair
Final Business Session	Excellent	Good	Fair

Comments on the 1996 Convention:

Suggestions for future conventions:

VA AAUW's 1997 (Lynchburg) and 1998 (Williamsburg) conventions will be two-day events. In 1999, the AAUW National Convention will be held in Washington, D.C. Would you like a one-day or two-day VA AAUW convention in 1999?

One-day                      Two-day

Thank you for completing this evaluation. Your comments and suggestions are important.

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA

SUGGESTED POSTCARD TO BRANCH MEMBERS

RE: COMMITTEE ASSIGNMENT  
(should be edited and personalized, as needed)

Dear \_\_\_\_\_,

As you know, the \_\_\_\_\_ Branch is hosting the AAUW  
Virginia State Convention on \_\_\_\_\_ dates \_\_\_\_\_.

We are in the organizing process and hope you will serve on the  
\_\_\_\_\_ Committee.

There will be a meeting on \_\_\_\_\_ date, time, place \_\_\_\_\_.

We hope you will be there!!

/s/Local Arrangements Chair

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA  
STATE CONVENTION

STAGING GUIDE

DAY \_\_\_\_\_ DATE \_\_\_\_\_ ROOM \_\_\_\_\_

SETUP BY TIME \_\_\_\_\_

EVENT/SESSION: \_\_\_\_\_

SIGNAGE \_\_\_\_\_

SPEAKER(S) \_\_\_\_\_

FACILITATOR/MODERATOR \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME \_\_\_\_\_

ROOM SETUP \_\_\_\_\_

NUMBER TO ATTEND \_\_\_\_\_ WATER AND GLASSES \_\_\_\_\_

AUDIO-VISUAL REQUIREMENTS \_\_\_\_\_

DECORATIONS \_\_\_\_\_

ENTERTAINMENT \_\_\_\_\_

MENU \_\_\_\_\_

MISCELLANEOUS \_\_\_\_\_

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

STAPLE RECEIPT(S) HERE

AAUW OF VIRGINIA CONVENTION

REQUEST FOR REIMBURSEMENT

Date \_\_\_\_\_

Pay to \_\_\_\_\_

Amount \_\_\_\_\_

Purpose \_\_\_\_\_

Budget Line Item \_\_\_\_\_

Requested by \_\_\_\_\_

Approved by \_\_\_\_\_  
Local Arrangements Committee Chair

To whom should the check be given/mailed? \_\_\_\_\_

Address \_\_\_\_\_

For Treasurer's Use  
Date Paid \_\_\_\_\_

Check # \_\_\_\_\_

APPENDIX H: REQUEST FOR REIMBURSEMENT

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

February 1998

Dear Branch President and Branch Members:

The '98 State Convention was truly a memorable one. Janice Weinman, our new Association Executive Director, was both inspiring and challenging with her comments at the Leadership Luncheon. I ran into a old college classmate whom I hadn't seen for years. Attending the counterpart session for treasurers gave me a better understanding of my duties as branch treasurer. I found the cutest tri-cornered hat for my grandson while shopping in Colonial Williamsburg. Choosing among the six workshops was tough -- they all sounded so good. It was worth the drive just to sample "Death by Chocolate " at the Trellis Restaurant!!! I'm so glad I made the time to attend this convention!

We expect your reflections on the '98 Virginia State AAUW Convention to go something like those above, but only if you're a part of this special gathering.

The 73rd annual convention will be Friday - Sunday, April 24 - 26, 1998, at the Ramada Inn Historic Area in Colonial Williamsburg. Six Hampton Roads AAUW branches have teamed up to host this convention.

Right now, while it's on your mind, please complete a registration form and mail it to the convention registrar! Room reservations should be made directly with the Ramada Inn. Please reproduce the enclosed registration materials in your branch newsletter so that all your members will have the opportunity to register early and avoid higher, late registration fees!

A convention schedule, mailing addresses, phone numbers, and fees are included within this mailing. Should you have further questions, please call me at 757-722-5775 or email me at SKIPSAYLOR@aol.com.

All your Hampton Roads hostesses look forward to welcoming you to Historic Williamsburg in April as we focus on "Leadership: Learning from the Past, Leading into the Future."

Cordially,

Mary Saylor  
Convention Registrar

APPENDIX I: INVITATION TO CONVENTION

**AAUW OF VIRGINIA CONVENTION PLANNING GUIDE**

E

**CONVENTION REGISTRATION**

Name \_\_\_\_\_ Branch \_\_\_\_\_  
*As you want it on your badge*  
 Street Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**6. VOTING STATUS (check one only)**

Branch Delegate    Alternate Delegate    Past State President    MAL  
 State Board Member \_\_\_\_\_  C/U Representative \_\_\_\_\_  
*Position* *Name of College/University*

**i SPECIAL DESIGNATIONS (check all that apply)**

Branch President    50-Year Member    First Timer    Student Affiliate

<b>i REGISTRATION</b>	By March 24	After March 24	Total
	\$45.00	\$55.00	_____
<b>i MEALS</b>			
Saturday Luncheon	\$15.00		_____
Saturday Banquet	\$30.00		_____
<b>i TOUR OF HISTORIC FREDERICKSBURG</b>	\$10.00		_____
<b>i TOTAL PAYMENT ENCLOSED</b> (Make checks payable to <u>AAUW of Virginia Convention</u> )			_____

**i** Do you plan to attend the Celebration/Diamond Jubilee Reception Friday, April 8? YES NO (Circle one)

**i** SPECIAL NEEDS (dietary, access, etc.) \_\_\_\_\_

**i WORKSHOPS (mark 1<sup>st</sup> and 2<sup>nd</sup> choices)**

- Making A Difference By:  
 Being A Gifted Giver  
 Making Membership Grow  
 Promoting Public Policy  
 Understanding The Interaction Of Certain Foods With Prescription Drugs

**i DISPLAY SPACE**

Board members of **AAUW OF VIRGINIA** and Branch Educational Foundation Chairs should contact Gayle Lea at the address below to reserve display space. All sales will benefit the Educational Foundation.

**i RETURN BY MARCH 24 TO:**

Gayle A. Lea  
 18 Yosemite Lane  
 Fredericksburg, VA 22408

For AAUW Use Only  
 Postmark \_\_\_\_\_  
 Amt. Rec'd \_\_\_\_\_

**AAUW OF VIRGINIA CONVENTION PLANNING GUIDE**

**APPENDIX J: CONVENTION REGISTRATION FORM**

**AAUW OF VIRGINIA CONVENTION PLANNING GUIDE**

**AAUW OF VIRGINIA CONVENTION PLANNING GUIDE**

**APPENDIX K: NAME BADGE**

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA

SCHEDULE FOR REGISTRATION

		A-M	N-Z
Friday	10:00 - 12:00	_____	_____
	12:00 - 2:00	_____	_____
	2:00 - 4:00	_____	_____
	4:00 - 6:00	_____	_____
	6:00 - 8:00	_____	_____
	8:00 - 10:00	_____	_____
Saturday	8:00 - 10:00	_____	_____
	10:00 - 1:00	_____	_____
	1:00 - 3:00	_____	_____
	3:00 - 5:00	_____	_____
	5:00 - 7:30	_____	_____
Sunday	8:00 - 10:00	_____	_____

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

1993 AAUW OF VIRGINIA CONVENTION  
ROANOKE, VIRGINIA  
APRIL 30 - MAY 2

MASTER LIST OF VIRGINIA BOARD VOTING DELEGATES  
BY BRANCH AFFILIATION

ALEXANDRIA	MILLER, JOANNE	Public Information
ANNANDALE	WRIGHT, JUDITH	Bylaws/Resolutions/Historian
	ESPY, KELLY	Membership Vice President
BLACKSBURG	DAVIS, LAUREL	President
CHESAPEAKE	CALLO, MARIE	Recording Secretary
CLINTON MD	BLAKE, VERA	Diversity Task Force Chair
CULPEPER	KINCER, KAY	College/University LAF
GREAT FALLS	RICHARDSON NANCY	Va Women's Network Liaison
MANASSAS	ACKERMAN, KAY	Public Policy-Federal
MCLEAN	PICKENS, CAROLINE	Educational Equity
	STOTZ, MARGARET	Northern District Representative
MIDLOTHIAN	BERGER, NANCY	Vision/Leader Editor
NEWPORT	FARRIER, SHIRLEY	Corresponding Secretary
NEWPORT NEWS	KEATER, MARGARET	Public Policy-State
NORTON	CORNETT, DIANE	Southwest District Representative
RALEIGH NC	NORRIS, BETH	Director South Atlantic Region
RESTON	STILLSON, MARION	Campaign for Choice
RICHMOND	PHILLIPS MARCIA	Central District Representative
	FINCH. MILDRED	Treasurer
	BECKHAM. SHERELLE	Educational Foundation
ROANOKE	MARTIN. MARGARET	Program VP
VIRGINIA BEACH	WALLER. NEOLA	Finance Chair
WINCHESTER	WHITE, JOANNA	Northwest District Representative
WOODBRIIDGE	EAGLES, JOYCE	Parliamentarian
YORKTOWN	ANDERSON, PEGGY	Tidewater District Representative

APPENDIX M: MASTER LIST OF VOTING DELEGATES

CREDENTIALS  
1993 AAUW OF VIRGINIA CONVENTION  
ROANOKE VA

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

APRIL 30 - MAY 2, 1993

MASTER LIST OF DELEGATES BY BRANCH

ALEXANDRIA( 4) LEIGHTON, LALLIE DAWSON MCPHERSON, SUE WRIGHT, DEBORAH STUPSKI, RUTH	GREATER MANASSAS(2) BROWN, LOUISE McKENZIE, NANCY
ARLINGTON( 9) HUNTINGTON, MARGARET P. MCINTYRE, DOROTHY FURNESS, CAROLINE MILLER, MARTHA ANN	HAMPTON( 2) HOOVER, SUSAN SAYLOR, MARY MARTINEZ, ALMA
BEDFORD( 3) TURNER, KATHERINE GRAVES, DOT SPEAR, AMY	HARRISONBURG( 5) HEDRICK, JOYCE LIGHTNER, NANCIE SUNDRA, DONNA KASLOW, RITA UPDIKE, TINA SELINI, LANICH
BON AIR(3) KELLY, KATHY SORRELL, CONNIE ALWOOD, NANCY	LEESBURG (2) BARTON- LEONARD, MARTHA
CHARLOTTESVILLE (4) BERG, MARGARET MUELLER, GEORGIA V. SORENSEN, LENI A. HOPPER, TRACEY	LYNCHBURG( 5) WITHERS, RUTH BENEDICT, BONNIE LIGHT, PAT LIPSCOMB, ELIZABETH SOLYOM, GWEN
CHESTERFIELD( 2) BARNETT, JOAN ZAPP, MARTHA	MCLEAN(7) GROW, LAVONA ALDEN, DIANE MANCHESTER, CAROLYN REISTRUP, CATHE BLOCKWICK, JESSMA SCOTT, LORETTA HUMKE, MARY
CULPEPER( 2) HOUCK, SHIRLEY KINCER, KAY	NEWPORT NEWS(3) RIDDLE, MARILYN ANDERSON, PEGGY MAXWELL, SHERYL
FALLS CHURCH(3) BAXTER, ANNE ROSEN, NADYNE HARRIS, EDA	NORFOLK(5) ROBINSON, EVELYN REDDY, TERRY WOODSON-ROBINSON, ALTHIA WHI ITEHEAD, MARIAN
FREDRICKSBURG (2) LEA, GAYLE DONALSON, LINDA	PORTSMOUTH (3) FORBES, JULIA ANDREWS, ELIZABETH SAVEIKA, JOYCE GRAVATT, KAY
GREAT FALLS(3) GILL, MARGE TOLMACH, NORMA SAWICKI, EVE	

CREDENTIALS  
1993 AAUW OF VIRGINIA CONVENTION  
ROANOKE, VIRGINIA  
APRIL 30 - MAY 2

**AAUW OF VIRGINIA CONVENTION PLANNING GUIDE**

MASTER LIST OF COLLEGE/UNIVERSITY MEMBER REPRESENTATIVE  
VOTING DELEGATES

VOTES	C/U MEMBER	C/U REP.
_____	Old Dominion Univ.	Terry Reddy
_____	Roanoke College	Ronda Carpenter
_____	James Madison University	Tina Updike
_____	Lynchburg College	Elizabeth Lipscomb
_____	Virginia Wesleyan College	Althea Woodson-Robinson

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA

VOTING DELEGATE REPLACEMENT FORM

I certify that \_\_\_\_\_ will be a voting

delegate for the \_\_\_\_\_ Branch, replacing

\_\_\_\_\_, at the 1999 AAUW OF VIRGINIA

Convention.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Branch President

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA  
STATE CONVENTION

CREDENTIALS REPORT

Attached is the list of names of the voting members of the convention and their alternates who have been registered through \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_ Date Time

VOTING DELEGATES:

State Board Members \_\_\_\_\_  
Branch Delegates \_\_\_\_\_  
Past State Presidents \_\_\_\_\_  
College/University Representatives \_\_\_\_\_  
MAL Delegate(s) (1 per 25 MALs in attendance) \_\_\_\_\_  
Total Number of Voting Delegates \_\_\_\_\_

NONVOTING MEMBERS AND GUESTS:

Nonvoting State Board Members \_\_\_\_\_  
Nondelegate Branch Members \_\_\_\_\_  
MALs \_\_\_\_\_  
Guests \_\_\_\_\_  
Total Number of Nonvoting Attendees \_\_\_\_\_

TOTAL ATTENDANCE \_\_\_\_\_

“On behalf of the credentials committee, I move the adoption of the credentials report.”

For a continued business session, “I move that the previous credentials report be amended to include the following changes: . . .”

Signed \_\_\_\_\_  
Voting Delegate

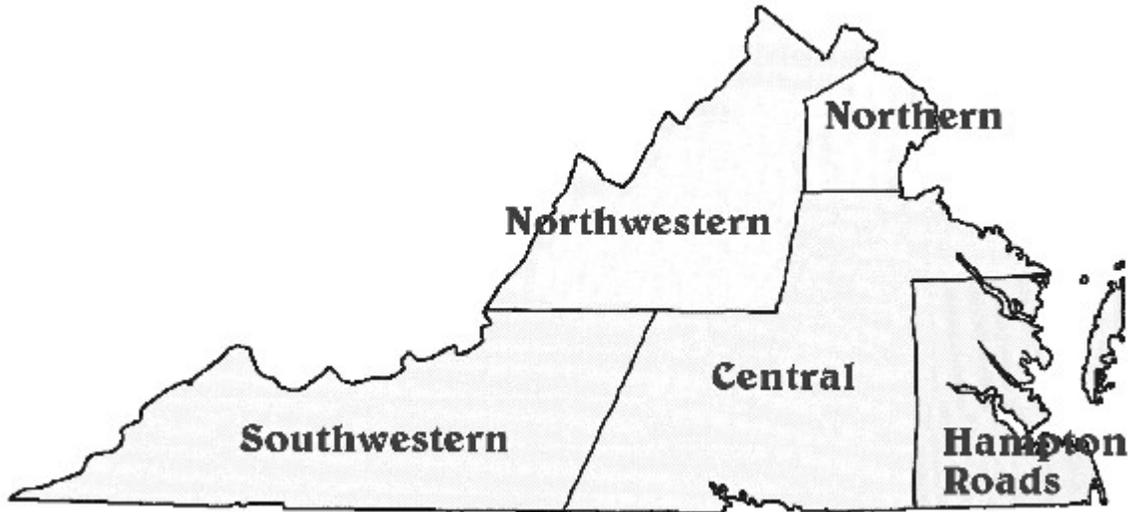
SUGGESTED AMOUNTS OF FOOD TO PROVIDE FOR THE HOSPITALITY ROOM

9 2-liter drinks  
24 diet cokes  
24 regular cokes  
24 sprite  
2 large instant coffee: decaf and regular  
ground coffee  
tea bags  
2-3 blocks of cheese  
cardboard hot/cold cups (100)  
napkins (150)  
small plates (100)  
enough fruit for 3 days  
creamer and sugar  
crackers  
detergent/dish rag/scissors/sharp knife/coffeemaker

APPENDIX P: SUGGESTED AMOUNTS FOR THE HOSPITALITY ROOM



## AAUW BRANCHES IN VIRGINIA



AAUW of Virginia's 38 branches are organized into five districts as indicated below:

**Central**

Bon Air

Chesterfield

Danville

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Fredericksburg Lynchburg Richmond	<b>Hampton Roads</b>	<b>Northern</b>	<b>Northwestern</b>	<b>Southwestern</b>
	Hampton	Alexandria	Culpeper	Bedford
	Newport News	Arlington	Charlottesville	Blacksburg Area
	Norfolk	Fairfax City	Harrisonburg	Norton-Wise
	Portsmouth	Falls Church	Staunton	Radford
	Suffolk	Great Falls	Waynesboro	Roanoke
	Virginia Beach	McLean Area	Winchester	Smith Mountain
		Manassas		Wytheville
		Mount Vernon		
		N. Virginia Online		
		Reston-Herndon Area		
		Springfield- Annandale		
		Vienna		
		Woodbridge		

APPENDIX R: DISTRICT MAP AND BRANCHES

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA  
STATE CONVENTIONS

Year	Hosting Branch	State President	Term	Branch When Elected
1925	1. Williamsburg	Thelma Brown Heffelfinger	1925-28	Williamsburg
1926	2. Richmond	Thelma Brown Heffelfinger		
1927	3. Lynchburg, Sweet Briar at Lynchburg	Thelma Brown Heffelfinger		
1928	4. Norfolk	Thelma Brown Heffelfinger		
1929	5. Roanoke	Jeanette Kelly	1928-30	Williamsburg
1930	6. Williamsburg	Jeanette Kelly		
1931	7. Richmond	Elizabeth Otay	1930-32	Lynchburg
1932	8. Lynchburg	Elizabeth Otay		
1933	9. Charlottesville	Dr. Marion Smith	1932-36	Roanoke
1934	10. Newport News	Dr. Marion Smith		
1935	11. Blacksburg	Dr. Marion Smith		
1936	12. Petersburg	Dr. Marion Smith		
1937	13. Norfolk	Bernice Whitlock Bowles	1936-38	Newport News
1938	14. Roanoke	Bernice Whitlock Bowles		
1939	15. Rockbridge	Dr. Gillie A. Larew	1938-40	Lynchburg
1940	16. Winchester	Dr. Gillie A. Larew		
1941	17. Charlottesville	Nora Fraser	1940-42	Charlottesville
1942	18. Staunton	Nora Fraser		
1943	19. Roanoke	Marie Garrett	1942-46	Roanoke
1944	20. Roanoke	Marie Garrett		
1945	Meeting Cancelled	Marie Garrett		
1946	21. Wytheville	Marie Garrett		
1947	22. Charlottesville	Dr. Mildred Taylor	1946-50	Staunton
1948	23. Norfolk	Dr. Mildred Taylor		
1949	24. Alexandria	Dr. Mildred Taylor		
1950	25. Staunton	Dr. Mildred Taylor		
1951	26. Richmond	Dr. Janet MacDonald	1950-52	Roanoke
1952	27. Richmond	Dr. Janet MacDonald		
1953	28. Hampton	Helen D. Schubert	1952-54	Harrisonburg
1954	29. Harrisonburg	Helen D. Schubert		
1955	30. Staunton	Amy S. Lamkin	1954-56	Arlington
1956	31. Roanoke	Amy S. Lamkin		
1957	32. Richmond	Bernice B. Lovitt	1956-58	Norfolk
1958	33. Charlottesville	Bernice B. Lovitt		
1959	34. Fredericksburg	Elizabeth S. Carson	1958-60	Lynchburg
1960	35. Roanoke	Elizabeth S. Carson		
1961	36. Norfolk	Elizabeth E. Sale	1960-62	Richmond
1962	37. Newport News following Regional Conference, Williamsburg	Elizabeth E. Sale		
1963	38. Abingdon	Mary Thrasher	1862-64	Norfolk
1964	39. Charlottesville	Mary Thrasher		

APPENDIX S: AAUW OF VIRGINIA STATE CONVENTIONS

**AAUW OF VIRGINIA CONVENTION PLANNING GUIDE**

Year	Hosting Branch	State President	Term	Branch When Elected
1965	40. Northern District Branches at Arlington	Dr. A. Marguerite Risley	1964-66	Lynchburg
1966	41. Richmond	Dr. A. Marguerite Risley	1966-67	Blacksburg
1967	42. Lynchburg at Natural Bridge	Frances H. Engel		
1968	43. Virginia Beach	Adelaide H. Stegman	1967-70	Arlington and Springfield/Arlington
1969	44. Blacksburg	Adelaide H. Stegman	1970-72	Richmond
1970	45. Waynesboro	Adelaide H. Stegman		
1971	46. Fredericksburg	Doris DeHart		
1972	47. Williamsburg	Doris DeHart	1972-74	Newport News
1973	48. Roanoke, Lynchburg, Bedford	Vera Huckel		
1974	49. Charlottesville	Vera Huckel	1974-76	Waynesboro
1975	50. Falls Church, McLean, Reston, Springfield/Annandale in Reston and Tysons Corner	Jean B. Nichols		
1976	51. Norfolk	Jean B. Nichols	1976-78	Hampton
1977	52. Harrisonburg at Massanetta	Rosalind E. Exum		
1978	53. Richmond	Rosalind E. Exum	1978-80	Mt. Vernon, Springfield/Annandale
1979	54. Blacksburg	Elaine A. Lailas		
1980	55. Alexandria	Elaine A. Lailas	1980-82	Alexandria
1981	56. McLean, Reston, Vienna in Washington, DC	Barbara F. Wright		
1982	57. Springfield/Annandale and Arlington in Gaithersburg, MD	Barbara F. Wright		
1983	58. Roanoke	Virginia Kennedy	1982-84	Blacksburg
1984	59. Virginia Beach	Virginia Kennedy	1984-86	Virginia Beach
1985	60. Lynchburg	Christine Hernandez		
1986	61. Fredericksburg	Christine Hernandez	1986-88	Vienna
1987	62. Charlottesville	Kristin Moyer		
1988	63. Hampton	Kristin Moyer	1988-90	Portsmouth
1989	64. Harrisonburg	Kay Gravatt		
1990	65. Bon Air, Richmond	Kay Gravatt	1990-91	Hampton
1991	66. Great Falls, McLean, Reston, Vienna in Reston	Susan Hoover		
1992	67. Blacksburg	Jan Harrison	1991-92	Virginia Beach
1993	68. Roanoke	Dr. Laurel Davis	1992-94	Blacksburg
1994	69. State Board at Charlottesville	Dr. Laurel Davis		

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Year	Hosting Branch	State President	Term	Branch When Elected
1996	71. Chesterfield	Marion Stillson		
1995	70. Alexandria, Arlington, Mt. Vernon, Springfield/Annandale	Marion Stillson	1994-96 Reston	
1997	72. Lynchburg	Nancy Richardson, Peggy Stotz	1996-98 McLean	
1998	73. Hampton Roads District in Williamsburg	Nancy Richardson, Peggy Stotz		
1999	74. Charlottesville, Waynesboro	Neola Waller	1998-2000	Virginia Beach
2000	75. Fredericksburg, Culpeper, Woodbridge, Greater Manassas	Neola Waller		

## AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

NOTE: This press release was prepared for the 1991 AAUW OF VIRGINIA convention and is shown here for content only. All press releases should be double-spaced. It is edited to reflect current usage.

FOR IMMEDIATE RELEASE

For additional information  
Call Lavona Grow  
(O) (202) 708-4850  
(H) (703) 734-9098

STATE AAUW CONVENTION TO BE HELD IN RESTON APRIL 19-21

“Empowering Women, Action & Impact” is the theme of the 66<sup>th</sup> annual convention of the American Association of University Women Virginia (AAUW OF VIRGINIA) to be held at the Sheraton Reston Hotel April 19-21.

Members from the 42 AAUW branches throughout the state will gather to focus on one of AAUW’s primary themes: education and equity for girls and women. The opening event, to which the public is invited, is a reception April 19 at 7:30 p.m. at the Center for Innovative Technology and short addresses by former Governor Linwood and State Secretary of Education James Dyke.

Convention keynote speakers at the Saturday luncheon, will be Drs. Myra and David Sadker, professors of education at American University, who, after 10 years of research, have concluded that there is discrimination against girls in classrooms from pre-school through college.

Other convention speakers include National AAUW Executive Director Anne L. Bryant. Chilean-born writer Elena Castedo, now a resident of McLean, whose novel “Paradise” was nominated for the National Book Award, will lead a workshop. Workshop topics will include diversity awareness training, community partnerships for change, and how to increase the number of girls studying math and science subjects.

Delegates to the convention will be welcomed by Delegate Kenneth Plum.

AAUW is a nationwide organization of 140,000 women which works for equity for women, lifelong education and self-development, and positive changes in society.

Local co-chairs of the convention, which is being hosted by four local branches, are Jackie Brown (Reston Area Branch), Marge Gill (Great Falls), Enid Tidwell and Nancy Richardson (McLean), and Sue Hogan (Vienna).

Anyone interested in attending either the Friday night reception or the Saturday luncheon should contact Carol Ward at (703) 860-5664.

APPENDIX T: PRESS RELEASE

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

1652 Montmorency Dr.  
Vienna, VA 22182  
February 20, 1991

Mr. Mark Clayton, Administrator  
Reston Hospital Center  
1850 Town Center Parkway  
Reston, VA 22090

Dear Mr. Clayton,

The Virginia Division of the American Association of University Women is having its annual convention in Reston at the Reston Sheraton April 19-21, 1991. AAUW is a group of women and men who hold at least a bachelors degree from accredited universities and work together for positive societal change. We expect to have delegates from all over the State of Virginia and several from our National AAUW organization in Washington, DC. The Executive Director of National AAUW will address the convention on Saturday evening, April 20.

We are a diverse group with a large network of connections throughout Virginia. We are hosting an environmentally friendly dessert reception at the Center for Innovative Technology on Friday evening, April 19, 1991 which will include a presentation by Gov. Holton of the technological ventures currently being attempted in Virginia with a look at the future of technology in Virginia. The Virginia Secretary of Education, Mr. James Dyke will also give a welcome address. We hope for attendance by approximately 400 people, most of whom reside in Northern Virginia.

Last year RJR Reynolds was the major underwriter for our convention in Richmond. We would like to request that the Reston Hospital Center consider filling at least part of that pillar of the community role for 1991. We feel that \$1250 would satisfy our budgetary requirements, but anything above or below that amount would be greatly appreciated. We will publish a list of our supporters in our program booklet and at the reception, as well as displaying a large sign both at the Center for Innovative Technology reception and our meeting site at the Reston Sheraton. In addition, we would be pleased to publicly recognize our patrons at the reception. We hope that you or your representative would be able to attend this Friday evening dessert reception as our guest.

The American Association of University Women is well known for its role in promoting education, and in performing community services. AAUW is very much interested in the changing demographics and challenges of the Workforce 2000, having recently launched, through its Educational Foundation, the Eleanor Roosevelt Fund for Women and Girls in Science and Technology. We are interested in bringing these underrepresented people into the fields of math and science, as the United States will face a critical shortage of skilled workers in these areas in the coming years. This issue will be addressed at the convention, and we are sure that you as an employer are actively interested in the future workforce.

We are also involved in many local mentoring programs as well as child and elder care projects. In Fairfax County we have members serving on the Fairfax County Citizens Budget Overview Committee and the Fairfax County Cultural Facility Task Force as well as being asked to testify regularly for the Fairfax County School Board through our Education Watchdog Committee.

Our local branches are not 501(c)(3)s, but virtually all the money that our local branches raise goes to support the philanthropic arm of our organization, the Educational Foundation, which last year gave \$2.2 million in fellowships and grants to women pursuing graduate studies. We hope that you will agree that these activities are important and that the organization merits your consideration in partially underwriting this event.

I look forward to hearing from you, and would be happy to meet with you to discuss any questions you might have.

Sincerely,

Enid E. Tidwell  
Local Arrangements Chair

APPENDIX U: LETTER TO CORPORATE SPONSOR

AAUW OF VIRGINIA CONVENTION PLANNING GUIDE

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA

1652 Montmorency Dr.  
Vienna, VA 22182  
March 20, 1991

Mr. Mark Clayton, Administrator  
Reston Hospital Center  
1850 Town Center Parkway  
Reston, Va 22090

Dear Mr. Clayton,

We, the members of the Great Falls, McLean Area, Reston Area and Vienna Branches of the American Association of University Women, thank you for your very generous donation of \$1250 for our Virginia Division convention at the Reston Sheraton in April.

We would be very pleased if you or your representative would join us as our guest as the Friday, April 19, dessert reception at the Center for Innovative Technology at 7:30 pm. We will be sending you a more formal invitation closer to the event. Thank you for your contribution and we wish for your continued success.

Yours truly,

Enid E. Tidwell and Marge Gill  
Chairs, Corporate Sponsors

Marge Gill, President  
Great Falls Branch

Nancy Richardson and Peggy Stotz  
Co-Presidents, McLean Area Branch

Ollie Parrott and Theresa Larsen  
Co-Presidents, Reston Area Branch

Sue Haugan, President  
Vienna Branch

APPENDIX V: DONATION THANK YOU LETTER



**AAUW OF VIRGINIA CONVENTION PLANNING GUIDE**

**APPENDIX X: BANQUET PROGRAM AND BROCHURE**



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