

Retired Women Teachers of Ontario
Organisation des enseignantes retraitées de l'Ontario

RWTO/OERO



CONVENTION HANDBOOK

Revised 2022

CONVENTION HANDBOOK REVISIONS

The original Convention Handbook was completed in 2004. It was proposed and written after the “By the Bay” Convention in Hamilton in 2003 by:

Carol Burnell
Eileen Collins
Karen Cosier
Elizabeth Verrall

Subsequent revisions were produced in:

2008

Marilyn Emmett -Chair
Jean Axcell
Mary Lanktree
Carol Martin
Carole Watson

2013

Nancy Papiez – Chair
Sandie Bender
Mardie Panabaker

2018

Karen Clark-Lauzon -Chair
Sandie Bender
Gloria Drake
Marilyn Emmett
Carol Nelson
Nancy Papiez

2020

Nancy Bell -Chair
Judith Bennoch
Leslie Carroll-Frey
Kathy McLean

2021

Judy Drummond - Chair
Judith Bennoch
Kathy McLean

2022

Sandra Salerno - Chair
Judith Bennoch
Jan Murdoch

The Convention Handbook will be reviewed yearly and revised as needed by the Convention Handbook Review Committee.

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Introduction

The Board of Directors of the Retired Women Teachers of Ontario holds an Annual Convention during the first week of June. The location of the Annual Convention rotates geographically through the Areas and Branches. A Branch wishing to host the Convention notifies the Board of Directors two years in advance. Two years are needed to allow for the required planning. It is the responsibility of the Provincial President to ensure that the location for the future convention (two years ahead) is in place before the end of her term in June. If no Branch has offered, then appropriate Branches will be encouraged to host the Convention.

Approximately 350 members attend the Convention including the Board of Directors, Branch delegates, interested RWTO members, and Branch volunteers.

Hosting the Convention is a large undertaking that provides an exciting focus for the Branch members and an opportunity to showcase the tourism aspects of their area.

The purpose of the Convention is two-fold:

- 1) For the Board of Directors to conduct AGM business such as elections and installation of the new Board of Directors; to present resolutions and motions to the general membership for approval; to present the financial report and the proposed yearly budget; to share various reports; and
- 2) For members to network, share ideas, and enjoy the fellowship of colleagues from across the province; to honour the Special Groups; to recognize various contributions through the presentation of Provincial Awards such as Honorary Member, Feather in the Hat, Barbara Bain and Cora Bailey.

Responsibilities

Board of Directors

- Annual General Meeting (AGM)
- election and voting procedures
- seating plan for AGM
- presentation of Provincial Awards
- In Memoriam Service
- organization of the workshops
- Board of Directors meetings

Host Branch(es)

- booking the Convention venue with the approval of the Provincial President
- registration
- printing as needed
- setting up AGM room and banquet room including technology/AV equipment
- setting up tables in other locations for Insurance Display, Cora Bailey Binders, RWTO/OERO Sales, Call to Convention
- convention meals and Board of Director meals
- tours
- photography
- silent auction
- hospitality suite
- entertainment
- piper/Town Crier

Areas and Branches

The Executive Secretary-Treasurer and Program Coordinator forward membership information for the current year to the Convention Committee that includes:

- names of present and incoming Provincial Board of Directors
- number of eligible delegates by Area and Branch names

Area 1

Dundalk-High Point
Flesherton
Owen Sound and
Area
South Bruce
Warton

Area 2

Cambridge
Guelph-Wellington
Kitchener-Waterloo
Listowel
Palmerston
Stratford

Area 3

Chatham-Kent
London-Middlesex
Sarnia-Lambton
St. Thomas-Elgin
Windsor-Essex

Area 4

Brant
Haldimand
Hamilton-Wentworth

Area 5

Rendezvous
Scarborough
York North

Area 6

Blue Mountain
Daisy Wilson
Coldwater
East Parry Sound
Orillia

Area 7

Belleville
Durham Region North
Northumberland-
South Durham
Peterborough
Trenton

Area 8

Brockville
Gananoque
Kingston
Napanee
Upper Canada East

Area 9

Lanark
Ottawa-Carleton

Area 10

Sudbury

Area 11

Central Algoma
Sault Ste. Marie

Area 12

Burlington
Lydia Snow North
Halton
Mississauga
Oakville
Peel North
(Brampton)

Area 13

Lincoln West
Niagara Falls
Niagara South
St. Catharines

Purpose of the Convention Handbook

The purpose of the Convention Handbook is to provide a reference guide for the Host Branch(es), by outlining the necessary components of the Convention and providing step-by-step planning. **It is also posted on the RWTO/OERO website under ABOUT/GOVERNANCE.**

The Host Branch(es) Convention Committee decides on the organizational structure for planning purposes and allocates the tasks according to the talents and experience of the individuals involved.

This handbook is a valuable resource that includes important information from members of past Host Branches. This wealth of knowledge and experience will contribute to a successful convention that brings the Host Branch(es) pride in their accomplishment.

Communication with a recent Host Branch is also beneficial. Many issues that may not be covered in this handbook can be anticipated and solved by direct contact with someone that has experienced similar issues.

The Handbook will be updated every year by the Convention Handbook Review Committee.

It is also recommended that a Host Branch be familiar with the following documents:

- Policy and Procedures – Convention Policies VIII, Awards Policies XIII Constitution – Article VIII, B) Appointed

- Voting and Elections Procedures Handbook

The Convention Resource Binder

FOR AN IN-PERSON CONVENTION

Each current Host Branch(es) Convention Convenor (s) is/are responsible for assembling a ready visual reference with concrete examples in a binder for the next two Host Branches. This includes samples of:

- registration forms
- letters of correspondence
- white registration envelope
- convention budgets
- financial statements
- other publication materials
- structure of the Convention team
- committee reports
- a USB drive that contains the same materials for easy access and production
- a copy of the final report (see #20, pg.22).

Three copies of this Convention Resource Binder should be prepared for the Fall Board of Directors Meeting and given to the President and the Convenors of the next two Host Branches.

The current Host Branch(es) is/are responsible for obtaining copies of the Convention Resource Binder for the **two** previous years.

Any Convention Resource Binder prior to these **two** years will be given to the Provincial Archivist for storage.

The Convention Resource Report

FOR A VIRTUAL CONVENTION

The Provincial Convention Committee Convenor(s) is/are responsible for assembling a Virtual Convention Report saved on a USB drive, with concrete examples for the next two Host Branches. This report to be posted on the rwto.org website.

This includes samples of:

- registration information
- schedule of events
- letters of correspondence
- convention budget
- financial statement
- structure of convention team
- schedule of events
- timeline of material due dates
- information on delegate practice sessions
- information for practice sessions for presenters
- convention promotional material

Format of an IN-PERSON Convention

TUESDAY

- Board of Directors Lunch and Meeting (Present and Incoming Members)
- Area Directors' Meeting following the Board of Directors' Lunch and Meeting
- Set up of Registration, Silent Auction, Hospitality Suite
- Set up for Provincial Displays - Cora Bailey, In Memoriam, Sales and Materials
- Registration
- Workshops/Networking Sessions
- Welcome Dinner
- Entertainment

WEDNESDAY

- Breakfast
- AGM
- Tours or Free Time
- Banquet (Awards)
- Entertainment

At the Tuesday dinner an announcement should be made regarding emergency procedures. Usually the procedure is to call 911 or contact the hotel front desk. Check with the venue about the availability of a defibrillator and EpiPen or other health equipment as noted on the registration form.

THURSDAY

- Board of Directors Meeting
- Breakfast
- AGM
- Call to Convention
- Closing Luncheon (Special Presentations)

FOR A VIRTUAL CONVENTION

The Provincial Convention Committee will determine the number of days, format and timing of the AGM/Convention in a timely manner. The Virtual Convention will take place the first week of June.

The Convention Convenor should consult with the Provincial President regarding the workshops, details and times of additional meetings for the Provincial Board of Directors and/or Provincial Committees (e.g. Audit Committee). The Convention Convenor should also contact the Convenor of the next year's convention to plan for the Call to Convention presentation. As when appropriate, she should liaise with the Provincial Program Coordinator regarding aspects of the AGM and invite her to attend planning meetings,

IN-PERSON Convention Committee

The Convention Committee is comprised of:

- Convention Convenor – one person designated to be Provincial liaison and sit on the Board of Directors for one year (see RWTO Constitution Article IV 1. Board of Directors xii)
 - Co-Convenor(s) - if deemed necessary by the Host Branch(es) to share in organization and decision-making
 - Treasurer
 - Registrar
 - Recording Secretary to record the minutes of the Convention Committee meetings
 - Subcommittee Chairs – responsible for specific areas of the Convention.
- NOTE: The committee must include someone they can call on who has technical knowledge and/or expertise.

The Host Branch(es) should follow this process:

- select Convention Convenor and Co-Convenors
- determine Treasurer and Registrar
- establish committee chairs
- recruit volunteers from the Branch(es) to serve on the subcommittees.

The Convention Convenor/Co-Convenors:

- develop a timeline and planning guide
- liaise with the Provincial Executive
- invite the Provincial President or Program Coordinator to planning meetings or, if there are geographical issues, communicate via email
- send minutes of all meetings to the Provincial President and the Convention Committee
- establish appropriate meeting locations.

Convention Subcommittees

The number of subcommittees and their specific responsibilities and tasks are determined by the Convention Convenor/Co-Convenors. Regardless of the planning structure, these areas must be addressed:

- Call to Convention
- Convention Venue
- Decorations and Flowers
- Entertainment
- Evaluation of Convention
- Financial Support
- Fundraising
- Greeters
- Hospitality Room
- Photography Publications and Printing
- Registration
- Silent Auction
- Door Prizes

- **Technology/Audio Visual**
- Tote Bags
- Tours
- Voting Requirements for AGM - Scrutineers, Door Monitors, Timekeeper
- Volunteers
- Liaison with Provincial Board of Directors regarding In Memoriam Service and Special Group

Further details are provided on pages 7-22 of this handbook

VIRTUAL CONVENTION COMMITTEE

The Provincial Board will be responsible for creating a Virtual Convention Committee

Regardless of the planning structure, the Annual General Meeting must take place and address the following:

- Approval of the previous year AGM Minutes
- Presentation of the Budget
- Approval of the Budget
- Election of the officers for the following year
- Resolutions
- Installation of Officers
- Call to Convention
- Evaluation of Convention
- *Hospitality - Break Out Rooms*
- *Recording of all meeting sessions*

These are what we consider the bare bones of a Virtual Convention realizing that there may be many other aspects, depending on timing, expertise etc. that may be included. (In Memoriam, Awards, Entertainment, Workshops, Tours, etc... See Convention 2021 Report.)

Finances

a. Contract for Convention

Any contract to be entered into on behalf of RWTO/OERO must be reviewed prior to signing by the Provincial President. Things to consider before signing any Contract with the venue for the Convention:

- Size and Location – very important to have a facility where the sleeping accommodations and the meeting rooms will be in the same place/building
- Secure a guarantee of price for 2 years (or Convention date).
- Keep in mind that several attending the Convention may have mobility issues so keep the walking distance between the hotel rooms and the meeting rooms to a minimum; ensure there are elevators.
- It is important to all attending that they can all be in the same hotel, rather than some having to go to a separate hotel due to shortage of room accommodations (members do not want to have to travel back and forth between the hotel and where the meetings will be held; they want to be able socialize with each other at the same hotel; and they may wish to go back to their rooms to rest between meetings and meals).
- Be aware that some venues may charge an extra tax or fee that could greatly add to the overall cost (e.g. Village Amenity Fee which is often 2 – 5% on top of the regular room rate + taxes).
- Accommodations – as some may come in the night before due to travel time, ensure that you negotiate for at least 20 double rooms for the night before the Convention, and possibly for the night after;
 - Tuesday – 1 suite for the Provincial President – try to negotiate for free (note: Provincial President, at her expense, may host a gathering in her room for the current Board members, incoming Board members and some Past Provincial Presidents. Please check with the current Provincial President as to her arrangements and book a room according to the space she needs.
 - 15 single rooms
 - 135 double rooms
 - Wednesday – same as Tuesday
 - Ensure that members can bring in food or alcohol for consumption in their own room only
 - Try to get check-in time for Tuesday by 1:00 p.m. and check-out on last day at 11:00 a.m. or later
- Most hotels will allow 1 complimentary room for every 30 or so booked Cancellation: Ensure that the hotel allows for cancellations, without charge, within 72 hours of the time of arrival. Rooms not booked by 1 month prior to the start of the Convention can be released back to the hotel.
- Parking space – ensure there is enough for all attending to park in the same location and not have to walk too far to the hotel. If there is a charge for parking, try to negotiate the Contract so that parking is free, if possible
- Tuesday Meeting Room for Board (usually 1:15 to 3:00) – room to hold at least 35 people (existing Board-27, and possible 7-8 Incoming Board members). Area Directors will meet for one hour following the Board meeting. If at all possible, a separate room should be arranged.
- Board will also arrive by noon for lunch before Board meeting. Lunch can be in same room, if buffet.

- Workshop Rooms – Tuesday only (usually 3:15 to 4:30) – usually at least 3 to 4 rooms to hold up to 30 or 40 people each. The types of workshops are usually decided on in consultation with the Board of Directors.
- AGM Meeting Room to accommodate approximately 300-350 (including current Board of Directors, Delegates, Honorary Non-Voting Delegates, Incoming Board of Directors, non-voting observing members).

Considerations:

- Reliable high-speed internet (Min 150mbps download and 15 mbps upload)
 - On-site dedicated technical support available at all times throughout the convention
 - An excellent sound system
 - Tuesday Banquet and Entertainment in this room from 5:30-9:30 p.m.
 - Wednesday meeting usually 9:00 a.m. -11:30 a.m.
 - Wednesday Banquet and Entertainment in this room from 5:30-9:30 p.m.
 - Thursday meeting usually 8:30 for Memorial Service, followed by continuation of AGM and Call to Convention until 11:30 a.m., then set-up for luncheon 12:15 - 2:30
 - Requires at least 1 screen for In Memoriam Service
 - May need other screens for presentations as the AGM is becoming more electronic
 - 1 podium, 1 riser (for head table – usually 6 people)
 - 2 wireless microphones for head table – one needed for Tuesday banquet
 - 2 microphones and stands on the floor for Delegates to speak
 - projector(s) as needed
 - on-site AV technician - delete as addressed at beginning
 - pre-plan the budget and try to negotiate all meeting rooms for 1 price for all 3 days, including AV costs
- Hospitality Room/Area
Hospitality is usually open 1:00 – 5:00 p.m. on Tuesday and Wednesday. Times may vary so this is just a suggestion.
 - Try to negotiate that the Convention Committee can bring in their own food to save on costs.
 - Refreshments should be coffee/tea/water and maybe some finger foods. Refreshments are not intended to provide a lunch.
 - This area needs to accommodate 50 to 70 each day.
 - This area is for members to socialize.
- Silent Auction Room –
Silent Auction is usually open Tuesday 11:00 a.m. to 6:00 p.m., Tuesday 9:00 p.m. to 10:00 p.m. and Wednesday 8:00 a.m. to 6:00 p.m. Successful bidders can usually pick up items Wednesday after the entertainment or Thursday morning 8:00 a.m. to noon.
NOTE: There will not be a Silent Auction when there is a Virtual Convention
- Cash Bar is open 5:00 p.m. before Tuesday dinner and Wednesday night banquet and is available during the banquet until 9:00 p.m.

- Registration should begin Tuesday 11:00 a.m. so the Board of Directors can pick up their registration packages before their lunch/meeting. Registration is also open Wednesday and Thursday 7:00 a.m. to noon. You will need an area to put long tables where you will have the registration packages.
- An area for Cora Bailey display, In Memoriam Book, Sales and Materials table, Insurance display and Call to Convention.
- A secure room for the Host Branch to store personal/valuable items
- Meals
There will be 2 breakfasts (Wednesday & Thursday a.m.), 2 dinners (Tuesday and Wednesday evenings) and 1 lunch (Thursday).

Keep in mind that not everyone attending the Convention will register for all 3 days. There may be some that will register for 1 day only; and there may be some that only pay for the Tuesday, Wednesday banquets, and/or Thursday lunch.

The following are the numbers for the past 3 years:

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Tuesday Dinner	239	241	230
Wednesday Breakfast	230	238	226
Wednesday Banquet	258	246	238
Thursday Breakfast	230	233	224
Thursday Lunch	270	276	252

Remember that the Over 90 Members and/or Mother/Daughter and Aunt/Niece members are only there for Thursday lunch. Other members from the Incoming Provincial President's branch may also just come in for the Thursday lunch. Some members only come in for the dinners, especially members from the hosting area.

b) Convention Costs Covered by Provincial

- A non-refundable advance is given to the Convention Committee, up to two years prior to the Convention, in the amount of \$8,000 (see Policy – revised Oct-17).
- Two additional repayable advances/loans are also available - \$5,000 up to two years prior to the Convention, and another \$5,000 upon request at the time of signing the Contract (see Policy – revised Oct-17).
- Reimbursement of the following, upon receipt by Provincial of invoices:
 - Tuesday's Board meeting room rental, if any, and Board of Directors lunch
 - Workshop room rental, if any
 - Board of Directors Post Annual meeting room rental, if any
 - luncheon costs for each Over 90 member or Mother and Daughter member who attends the Thursday luncheon
 - the cost of the Thursday luncheon for one companion accompanying each Over 90 guest (see Policy – revised Oct-17)
 - corsages for Over 90 guests
 - corsages for Honorary Members
 - flowers for In Memoriam Service
 - printing costs for (i) Annual Report; (ii) Financial Report, (iii) Proposed Budget and any notes regarding Budget; (iv) voters cards; (v) table seating for AGM (vi) registration envelopes; (vii) certificates for the Over 90s (if used)
 - AV technical support, AV equipment, microphones, if any charge
 - Potential streaming software/media costs

- Honorary Members Banquet and Wednesday night accommodation for Honorary Members who are not currently on the Board.
- **NOTE:** There is no expectation by the Provincial Board that there will be a profit made at any Convention. If there is a profit made, the profit shall be divided 75/25 between the Host Branch/Branches and Provincial (i.e. hosting Branch/Branches will keep 75% of any profit). See Policy – revised Oct-17.

Role of the Treasurer

The Treasurer:

- opens a Convention Bank account with the Convention Convenor and Treasurer as signing officers
 - This is done before the receipt of Provincial monies.
 - Select one of the larger banks such as RBC, CIBC, BMO, TD Canada Trust, so that it is easier for both the Registrar and Treasurer to use. Some of the other banks and credit unions do not have branches in smaller or rural areas and both the Registrar and Treasurer need to be able to deposit and access the bank account.
- ensures the name on the account should be 20(year) RWTO/OERO Convention
- forwards to the Provincial Executive Secretary-Treasurer the names of signing officers and the convention name in order to receive the Provincial grant and loan monies
- provides the Convention Treasurer's address to the bank as recipient of the monthly statement
- informs the bank of the Registrar's name as she will also make deposits
- prepares and uses a computer program to reconcile all convention monies (this can be an Excel spreadsheet, or a formal accounting program if the Treasurer has use of one). Note: If the Treasurer is more comfortable maintaining the accounting records by hand, she can do this too.
- refers to previous years' Convention Financial Reports as a guideline and prepares a Convention budget
- prepares and distributes expense sheets for use by the Convention Committee
Note: The Convention Committee decides what expenses, if any, a Committee member can submit for attending meetings, etc.
- pays expenditures of the Convention Committee and retains receipts for all expenditures
- prepares Financial Reports for presentation at each Convention Committee meeting and provides copies to the Provincial President
- deposits money and issues cheques, as required
- reconciles Convention monies and prints final Financial Statement.

Note: The final Financial Statement is presented by the Convention Convenor at the September Board of Directors meeting.

Details on Specific Areas to be Addressed

1. Promotion of an In-Person or Virtual Convention

- Select a theme and Convention title.
- Create a logo to be used on all communications and print materials.
- Plan the 'Call to Convention' and present at the previous year's Convention.
- Prepare favours to promote the convention (e.g. bookmarks, pamphlets).
- Prepare and send letters/emails of invitation to dignitaries (e.g. mayor).
- Take the Call to Convention presentation to neighboring branches (if appropriate).
- Contact local Tourism Department to request print materials, pins, etc.
- Submit Convention information for the RWTO website and Social Media to Communications Website Convenor www.rwto.org.
- Submit Call to Convention information for September 'Connections' by July 31 to Communications Newsletter

Convenor (horizontal half page)

- Submit Convention information for December 'Connections' by October 31 to Communications Newsletter Convenor. (horizontal half page)
- Submit information and Convention registration (form - delete) replace with information by January 31 to the Communications Newsletter Convenor for publication in the March issue of 'Connections'.

2. Venue

These physical requirements should be considered:

- hotel rooms – number, quality, and cost
- parking
- reception areas for hospitality
- area for Registration
- areas for displays (Cora Bailey Award, In Memoriam, sale of RWTO materials, RWTO Insurance information)
- main dining facility – size and physical arrangement
- meeting rooms for Board of Directors meeting(s) and workshops
- audio-visual - reliable on-site high speed internet with a minimum of 150 mbps download and 50 mbps upload
- AV costs are covered by Provincial but need to be included in your budget)
- ambulatory considerations.

3. Food and Beverage

- Select menus for meals (breakfasts – 2, lunch – 1 and dinners – 2).
- Examine refreshment options and costs for hospitality room.
- Determine that dietary needs as indicated on the registration forms can be identified and met.
- Determine availability of cash bar prior to dinners and in the hospitality room.
- Plan menus with the hotel staff.
- Conduct cost analysis for physical venue, meals and other refreshments (breaks and hospitality). Negotiate the contract to obtain the best possible rate and price guarantee for the Convention dates.
- Share the contract with Provincial President before signing. This should be done two years before Convention. Finalize meeting room requirements and set-up for all events in consultation with the Provincial President and Program Coordinator.

- **The number of attendees and times of events will vary. Consult with the Provincial President and Program Coordinator. Daily meetings at convention will help things flow smoothly.**

4. Entertainment

- Request suggestions from members keeping in mind availability, cost, variety of types of music, staging and audio-visual requirements, and space.
- Consider local entertainers as the Host Branch is highlighting their geographic area of the province.
- Entertainment is needed for Tuesday and Wednesday nights. Lighter entertainment is suggested for Tuesday as this has been a travel day for most delegates. Maximum of thirty minutes is preferred. Entertainment should be 30-45 minutes. Thirty minutes is preferred on Wednesday night since awards are also presented.
- Fees and honoraria should be negotiated.
- Request invoices from entertainers prior to performing.
- Be aware that the entertainer may require a contract.
- Prepare program information for the person who is handling the printing of the program.
- Be aware of SOCAN fees which may/may not be covered by the entertainer.

5. Decorations and Flowers

- Prepare table centerpieces and other decorations as deemed appropriate for the receptions, banquets, luncheon,

hospitality and registration areas. Consider the height of centrepieces so everyone can see and chat with others.

- Inquire if the venue already has some of these items available to save on costs.
- Purchase flowers/corsages for Over 90's, Mother/Daughter and Honorary Member recipients. An Honorary Member may prefer a donation to charity be made. Provincial pays for the Honorary Members while the Convention Committee pays for the other corsages.
- Decide on luncheon and dinner favours. In lieu of costly table favours, donation(s) to support local charities may be made.

6. Door Prizes, Draws, Raffles, Silent Auction

- Raffles are no longer permitted. To obtain a license, an organization must be non-profit with all proceeds going to charity.
- Obtain door prizes, determine a method of distribution, and display winners' names.
- For a Silent Auction obtain auction items, conduct the auction, receive monies and distribute items to winning bidders.
 - Winners are encouraged to pick up their items immediately after the Wednesday dinner. Final pick up time would be during Thursday breakfast.
 - Ask each branch attending the Convention to donate one \$50.00 item or two \$25.00 items. This request can be made through the Program Coordinator.
 - No Silent Auction takes place during a Virtual Convention.

NOTE: For a Virtual Convention e-cards are recommended as prizes.

7. Honorary Members

- Names of award recipients and their guests and guests invited by the Provincial President should be obtained in advance.
- Reserved seating is advisable for these people at the Wednesday dinner.

8. Special Groups – Over 90's, Mother/Daughter, Aunt/Niece

Clear Privacy Policies with the Executive Secretary-Treasurer.

There are three special groups which are recognized at the Thursday lunch.

- Over 90's
- Mother/Daughter, Aunt/Niece
- Determine names of Special Group members by sending letters/emails to Area Directors and Branch Presidents requesting names through the Program Coordinator.
- Prepare and send invitations to those identified. Reserve seating, possibly with individual place cards. Seat Over 90's with their companions.
- Be informed of dietary needs.
- Prepare certificates to be presented at the lunch and deliver certificates to those unable to attend.
- Special Group members may require extra assistance (e.g. meeting the Over 90's and their companions as they arrive at the hotel and taking them to a reception area prior to lunch. Having wheelchair(s) and walker(s) accessible may be helpful.)
- Follow Privacy Policies regarding taking photos, information in newsletters, posting on websites, etc. Please check with the Executive Secretary-Treasurer.

9. Provincial Past Presidents

Reserved seating ensuring all seated together near the Head Table at the Wednesday dinner

10. Tours

a) Process

- Establish a sub-committee to plan and execute the tours.
- Contact local tourism bureau and branch members for suggestions.
- Research tours to determine costs, transportation, reservations and mobility issues.
- Select three to four tours and book for approximately 45 persons per tour.
- At least one Staycation should be offered. Try to plan a tour(s) that is/are accessible to all.
- Average the costs so each tour has the same price indicated on the registration form.
- Confirm itineraries with tour guides and provide copies for bus drivers and hostesses.
- Provide a volunteer to be responsible on the bus and during the tour to help members.
- Prepare signage for the tour meeting area prior to departure.
- Confirm method of payment for each tour and restaurant.
- Prepare cheques for the hostess to pay restaurants and guides or arrange advance credit card payment and be reimbursed. Tour hostesses should remember to get receipts.
- Arrange payment for the buses, usually one week ahead.
- Prepare lists of participants for each tour. Include phone numbers of tour sites and restaurant, contact names and cell phone numbers.
- Establish a contact person in case of unforeseen events.
- Give tour information to the Registrar and the person responsible for printing.

b) Details

Organization related workshops should be scheduled on Tuesday and on Wednesday afternoon for tours, staycation and free time.

Where possible record workshops to upload to the website at a later date

- In the selection of tours, consider accessibility (e.g. wheelchair and walker). At least one tour should have minimum or no walking. Staycations such as Chair Yoga, Wellness Activities, and fun group activities, have been well received.
- Include lunch in the tours; find out if the restaurant will offer a complimentary meal to the bus driver and the tour guide. Most do, but if not, add in the cost of these lunches to the tour cost. It is suggested that the lunch be light since Wednesday evening is the banquet.
- Tours depart after the Wednesday morning AGM and should return to the Convention site by 4:30.
- Provide RWTO Branch hostesses to accompany each tour.
- Display information, or have it available, for those not touring: local area maps, restaurant guides, local highlights.
- Open the hospitality room mid-afternoon for those not touring.

11. Photography

Photography is the responsibility of the Convention Committee.

A professional photographer is not required.

- The Provincial President should be contacted for specific photographic requests.
- Photos are to be emailed to the Provincial Communications Convenors (website and newsletter) by the end of June for inclusion on the website and in the newsletter.

12. Registration

a. Process

- Establish a subcommittee comprised of the Registrar and persons to prepare the convention materials and handle the registration desk. It is advantageous to have the person handling printing sit on this committee.
- Prepare the Registration Form in consultation with the Convention Committee and Provincial President.
- Submit the registration form and convention information to the Provincial Communications Convenor- Newsletter for publication in the March *Connections* newsletter. The deadline is usually January 31st.
- Visit the Convention site and plan registration area set-up in a large area uninterrupted by other traffic.
- Finalize contents (see Printing and Publications section) and assemble registration envelopes for the Board of Directors, Delegates and other registrants.
- Supervise registration area throughout the Convention.
- It is recommended that Registration opens on Tuesday 11:00 a.m.
- Registrants with special dietary concerns should indicate these on the registration form; consult with the venue as to how to identify and address these concern

b. Details

- Each Delegate and member of the Board of Directors must sign for her voting card. The Registrar can use the Delegate List provided by the Provincial Executive Secretary-Treasurer

c. Role of the Registrar

- Set up a computer program to track registration data. Contact the Provincial Secretary-Treasurer to obtain the Excel program. There is no requirement for the Registrar to use the Excel program if she is more comfortable creating her own form to track registrations.
- Enter registrations as received, making sure to complete each section on the registration sheet, if using the Excel program. Follow instructions set out in the "Instruction" tab on the Registration spreadsheet. The Provincial Secretary-Treasurer will answer questions and help as needed.
- If using the Excel Registration spreadsheet, e-mail a copy to the Provincial Secretary-Treasurer every few weeks so she can check the entries for you and advise of anything missing or incorrect.
- Send confirmations via mail or email to registrants.
- The Provincial Executive Secretary-Treasurer provides the Registrar, as well as the Program Coordinator, with a list of Delegates, based on the information provided by each Branch.
- Send a copy of the Delegate spreadsheet to the person responsible for Printing and Publishing and include each delegate's name, position, branch, #, seating and tour choice. If using the Excel program, the Registration spreadsheet will help to create name tags, labels for voting cards, and the receipts for each registrant. Information from the Excel Registration spreadsheet can be merged into the name tags to include name of delegate, branch, meals, tour if any and assigned table number. Print in four groups: Board of Directors, Provincial Delegates, Branch Delegates, and Alternate Delegates
- Accept only registrations with enclosed payments for all items. Eligible individuals submit expense forms to Provincial or Branch for reimbursement.
- Do NOT accept post-dated cheques.
- An Expense Form for those eligible for reimbursement through Provincial will be provided by the Executive Secretary-Treasurer and should be placed in the Convention envelopes prior to the Convention.
- Deposit all monies in conjunction with the Treasurer.
- Prepare registration statistics for the Convention.
- Track the tour choices in the database. If using the Excel Registration spreadsheet, the "Status" tab will record number of registrants, amount of funds received, number registered for each meal and number registered for the various tours planned by the Convention Committee.
- Notify the Program Coordinator and Executive Secretary-Treasurer of last-minute delegate changes.

13. Hospitality and Greeters

a. Hospitality Room

- Organize refreshments in consultation with the Convention venue. Use a large facility to accommodate 50-75

- persons.
- Provide space for displays, if applicable.
- Set specific times for the hospitality room to be open.
- Enlist volunteers to set up and host when the room is open.

b. Greeters/Hostesses

- It is important to have a welcoming area near the hotel registration desk.
- Greeters/hostesses should be available throughout the Convention to assist attendees and answer questions.
- Convention attendees should be able to identify greeters/hostesses (e.g. corsage, scarf, hat).
- Enlist volunteers from host branch(es) to be greeters/hostesses.

14. Publications and Printing

a. Choose a Printing Business.

- Compare prices.
- Establish a budget.
- Determine specifications for items to be professionally printed.
- Ensure separate invoices are provided for items Provincial pays and those that the Convention Committee provides.

b. Ensure all printed materials include:

- Convention name
- Convention logo
- RWTO/OERO identification as needed.

c. Ensure all items have been proofread prior to printing.

d. Include enough printed materials and financials for non delegates.

e. Consider going as green as possible by looking at what needs to be printed for each registrant.

f. Receive the AGM meeting booklet by mid-May.

Retain three copies of each item for inclusion in the Convention Resource Binder.

Consider using technology to share information with members during the Convention.

Specific Publications and Printing Items

Area	Items	Details	Source(s)
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Promotion	<ul style="list-style-type: none"> • Letterhead paper • Thank You cards • Call to Convention invitation • Call to Convention favours • Ad for September and December <i>Connections</i> 	<p>These are optional and may be in the form of a bookmark or other keepsake.</p> <p>Email to Provincial Communications Convenor (Newsletter) by beginning of August and November.</p>	<p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee in liaison with Provincial President</p>
Convention Program	<ul style="list-style-type: none"> • Cover • Official Greetings (e.g. mayor) • List of Board of Directors • Schedule for Board of Directors • Acknowledgement of donors and possibly, volunteers 	<p>The printing and publication of a Convention Program is at the discretion of the Convention Committee.</p>	<p>Convention Committee</p> <p>Convention Committee</p> <p>RWTO Website</p> <p>Provincial President</p> <p>Convention Committee</p>
AGM Materials	<ul style="list-style-type: none"> • Annual Report – the cover design is done by the Convention Committee • Financial Statement and Financial Implications of the Resolutions (when applicable) • AGM Seating Plan 	<p>Printing costs billed to Provincial</p> <p>To be included in the Registration Envelope</p>	<p>Provincial Recording Secretary</p> <p>Provincial Executive Secretary-Treasurer will send PDF copies for printing.</p> <p>Provincial Program Coordinator</p>
Signage	<ul style="list-style-type: none"> • Registration 	<p>To direct registrants to location of the registration table(s)</p>	<p>Could be available through the venue.</p>

	<ul style="list-style-type: none"> • Silent Auction • Storefront (if applicable) • Reserved signs for Head Table and Past Presidents' Table • Workshop Meeting Rooms • Hospitality Room • Displays (as required) • Acknowledgement of donors and/or sponsors 	<p>and to identify the table(s)</p> <p>To direct registrants to location of the silent auction and to identify the area</p> <p>To direct registrants to location of the Storefronts and to identify the displays</p> <p>Signage may be required for Insurance, Provincial Sales etc.</p> <p>Possibly placed in hospitality room or break area</p>	<p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee in consultation with Insurance Broker and Provincial Program Coordinator</p> <p>Convention Committee</p>
Menus	<p>Contents may include:</p> <ul style="list-style-type: none"> • Cover • <i>O Canada</i> in English and French • Grace • Actual food menu • charity or other Acknowledgement • Entertainment bios, perhaps with photo • Agenda 	<p>Menus are required for Tuesday dinner, Wednesday banquet, Thursday lunch</p> <p>This may not be applicable.</p>	<p>Convention Committee</p>
Registration	<ul style="list-style-type: none"> • Registration form 		<p>Convention Committee in consultation with the Provincial President</p>

Voting Cards	<ul style="list-style-type: none"> • Convention information for <i>Connections</i> and RWTO website • Registration Envelope to include Convention schedule with times and locations on front of envelope. Include venue map on back of envelope, AGM seating plan, name tag and Evaluation Form <p>Front of the card identifies the convention and delegate name. Back of the card provides voting details (see Appendix C for requirements)</p>		<p>Convention Committee</p> <p>Convention Committee</p> <p>Program Coordinator provides AGM seating plan.</p>
Name Tags	<p>Include:</p> <ul style="list-style-type: none"> • Name • Branch • Table numbers for dinners and lunch • Tour number where Applicable • Receipt for Registration fee tucked in the back 	<p>To be included in Registration Envelope</p> <p>Note: Arrange for printing new name tags at the convention as delegate changes may happen.</p> <p>Receipts provided by the Registrar</p>	Convention Committee
Special Groups	<ul style="list-style-type: none"> • Invitations to the Convention 		Convention Committee
Tote Bag	<ul style="list-style-type: none"> • Determine design • Cost out printing options • Arrange for printing 	Consult with Insurance Broker to determine financial support	Convention Committee

	<ul style="list-style-type: none"> • Silent Auction • Storefront (if applicable) • Reserved signs for Head Table and Past Presidents' Table • Workshop Meeting Rooms • Hospitality Room • Displays (as required) • Acknowledgement of donors and/or sponsors 	<p>and to identify the table(s)</p> <p>To direct registrants to location of the silent auction and to identify the area</p> <p>To direct registrants to location of the Storefronts and to identify the displays</p> <p>Signage may be required for Insurance, Provincial Sales etc.</p> <p>Possibly placed in hospitality room or break area</p>	<p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee</p> <p>Convention Committee in consultation with Insurance Broker and Provincial Program Coordinator</p> <p>Convention Committee</p>
Menus	<p>Contents may include:</p> <ul style="list-style-type: none"> • Cover • <i>O Canada</i> in English and French • Grace • Actual food menu • charity or other Acknowledgement • Entertainment bios, perhaps with photo • Agenda 	<p>Menus are required for Tuesday dinner, Wednesday banquet, Thursday lunch</p> <p>This may not be applicable.</p>	<p>Convention Committee</p>
Registration	<ul style="list-style-type: none"> • Registration form 		<p>Convention Committee in consultation with the Provincial President</p>

	<ul style="list-style-type: none"> Convention information for Connections and RWTO website 		Convention Committee
	<ul style="list-style-type: none"> Registration Envelope to include Convention schedule with times and locations on front of envelope. <p>Include venue map on back of envelope, AGM seating plan, name tag and Evaluation Form</p>		<p>Convention Committee</p> <p>Program Coordinator provides AGM seating plan.</p>
Voting Cards	<p>Front of the card identifies the convention and delegate name. Back of the card provides voting details (see Appendix C for requirements)</p>		
Name Tags	<p>Include:</p> <ul style="list-style-type: none"> Name Branch Table numbers for 	<p>To be included in Registration Envelope</p> <p>Note: Arrange for</p>	Convention Committee
	<p>dinner and lunch</p> <ul style="list-style-type: none"> Tour number where 	<p>printing new name tags at the convention as</p>	
	<p>Applicable</p> <ul style="list-style-type: none"> Receipt for Registration 	<p>delegate changes may happen.</p>	
	<p>fee tucked in the back</p>	<p>Receipts provided by</p>	
		<p>the Registrar</p>	
Special Groups	<ul style="list-style-type: none"> Invitations to the Convention 		Convention Committee
Tote Bag	<ul style="list-style-type: none"> Determine design Cost out printing options Arrange for printing 	<p>Consult with Insurance Broker to determine financial support</p>	Convention Committee

15. Set-up for the AGM

The Provincial Program Coordinator provides all details to the Convention Convenor(s). Further information can be found in the Provincial Policy and Procedures Manual.

Role of the Host Branch

- AGM room Set-Up
- The AGM room should accommodate approximately 300 for Current Board of Directors, Incoming Board of Directors, Delegates and guests.
- Set up approximately 35 round tables in preferably a scattered format. The Program Coordinator will email a diagram of scattered and straight set-ups of tables sometime in May.
- Each table should be numbered. Ask the hotel for numbers and stands.
- Set up a Head Table for the Provincial Executive. Check with the Provincial President for the number of seats required.
- Set up tables at each side of the Head Table; one for 4 scrutineers and one for 3 members of the Steering Committee.
- Set up a chair in front of the Head Table for the timekeeper. She must be visible to the delegates.
- Ensure availability of microphones: 2 at head table and 2 floor microphones
- The Program Coordinator will email a copy of the seating arrangement for the AGM. It is placed in the white registration envelopes for each Delegate and guest when the final delegate list is received in May.

16. Resolutions and Voting Procedures

The Provincial Program Coordinator provides all details to the Convention Convenor(s). Further information can be found in the Provincial Policy and Procedures Manual and in the Voting and Procedures Manual.

A. Voting Cards

- ◆ All delegates including the Board of Directors (except the Parliamentarian and Executive Secretary-Treasurer) receive voting cards when they register at the Convention which indicates entitlement to vote.
- ◆ Alternate delegates receive a voting card from the Program Coordinator only when replacing the Branch Provincial Delegate.
- ◆ Registered non-delegates are not entitled to vote and do not receive a voting card.
- ◆ Ten extra voting cards without names should be provided to the Program Coordinator for last minute changes or lost voting cards. (Changes in the Delegate and Alternate Delegate list often occur a day or two before the Convention.
- ◆ At the Convention Registration, voting cards are to be handed out separately.
- ◆ Delegates must sign upon receipt of their voting card. The signing sheet is provided to the Registrar by the Program Coordinator. It is returned to the Program Coordinator so that she can prepare the percentages for voting.

B. Ballots

- ◆ The Program Coordinator prepares all ballots.
- ◆ The Program Coordinator provides the containers/envelopes for the collection of ballots.

C. Steering Committee

- ◆ The Program Coordinator selects members, who are Past Provincial Presidents, to be on the Steering Committee.
- ◆ The Steering Committee may provide assistance in clarifying or rewriting motions being made from the floor, may offer clarification of Constitutional matters, may act as a resource for all and may be consulted at any time.
- ◆ Members of the Steering Committee do not vote.

D. Scrutineers

- ◆ The Host Branch asks for 4 volunteers to be scrutineers for each day of the AGM. They can be the same volunteers for both days or different ones for each day.
- ◆ One scrutineer from the four is selected as Chief Scrutineer each day.
- ◆ Scrutineers must be available for all sessions of the AGM.
- ◆ Scrutineers are responsible for counting votes by a show of hands and for distributing, collecting and counting ballots when a vote is by secret ballot.
- ◆ The Program Coordinator will meet with the Scrutineers/Timekeeper/Door Monitors prior to the AGM for a training session. Location and time to be coordinated with the Convention Convenor.

E. Timekeeper

- ◆ The Host Branch asks for 1 or 2 volunteers to be a Timekeeper for the AGM.
- ◆ The Timekeeper must be available for all sessions of the AGM
- ◆ The Program Coordinator meets with the Timekeeper prior to each AGM meeting on Wednesday and Thursday.

F. Door Monitors

- ◆ The Host Branch asks for 2 volunteers to be monitors for each entrance/exit to the AGM.

17. "In Memoriam" Service

The "In Memoriam" Service is prepared by the Provincial Archivist. The Provincial Archivist contacts the Convention Committee with specific requirements for the service.

18. Recognition of Donors, Sponsors, and Volunteers

a. Donors and Sponsors

- Send a thank you card or letter when a contribution is received.
- Acknowledge all contributors in the Convention Program or use signage to acknowledge donors and sponsors (e.g. in coffee break area and/or hospitality room).

b. Volunteers

- Arrange for a means to identify committee members and volunteers at the Convention (e.g., scarf, hat, flower, shirt).
- Acknowledge the contribution of all volunteers in the Convention Booklet or perhaps organize an event to thank committee members and volunteers and to celebrate the success of the Convention (e.g. lunch, dinner, reception, picnic).

19. Evaluation of the Convention

- Prepare an evaluation to be included in the Registration Envelope (see sample Appendix B).
- Request evaluations be completed after the Thursday business meeting or Closing Luncheon.

- Provide boxes to collect the evaluations at the doorways.
- Make the evaluation sheets available to the Provincial President.
- Prepare an overview of relevant feedback for the Final Report.
- Recommend to the Board of Directors suggested changes to the Convention Handbook to enhance future Convention planning.

20. The Final Report on the Convention

The Final Report is written by members of the Convention Committee and is presented to the Provincial Board by the Convention Convenor at the September meeting. It brings closure to the work done by the Host Branch(es).

The purposes of the final report are:

- to provide the Convention Committee an opportunity to present an overview of some details of the Convention and its unique characteristics
- to provide suggestions from subcommittees as to their preparation and recommendations
- to present a detailed Financial Statement from the Treasurer
- to communicate significant information from evaluation sheets to make recommendations for future Conventions based on the Committee's experiences
- to provide a formal report of the Convention for Provincial and Branch Archives.

Note: The Convention Convenor makes copies of the Final Report for each of the Convention Resource Binders. Copies of printed materials are inserted into each binder. The Provincial Board covers these costs

APPENDIX A: Who Pays For What?

	PROVINCIAL OFFICE	LOCAL BRANCHES	PERSONAL	CONVENTION COMMITTEE
Steering Committee	•			
Board expenses, including Incoming Directors (billed separately)	•			
Expenses of Executive Sec-Treasurer	•			
Provincial Delegate – 1 per Branch (Convention Pkg fee, mileage, 1/2 Room)	•			
Branch Delegate – 1 per Branch (Convention Pkg fee, mileage as per Policy-no room)	•	Balance •	Or •	
Alternate Delegate – 1 per Branch with fewer than 50 members (Convention pkg fee only)	•	Balance •	Or •	
Honorary Member’s Banquet Ticket	•			
Honorary Member’s Guest Banquet Ticket			•	
Honorary Members Corsage	•			
President’s Reception			•	
Official Guest Banquet Ticket (only ones approved by President)	•			
Guest Banquet Ticket if invited by Convention Committee				•
President’s Guests’ Banquet Tickets			•	
Over 90’s Luncheon Ticket, plus ticket for 1 companion	•			
Mother/Daughter and Aunt/Niece Luncheon Banquet Ticket	•			
Corsages/flowers for over 90’s guests, Mother/Daughter guests and Aunt/Niece guests	•			
Memorial Flowers	•			
Printing – Annual Report, Budget & Notes, Financial Report, Voter Cards, Table Seating for AGM, Registration Envelopes, Over 90s Certificates (if used)	•			
Tuesday Networking Workshops (if charged)	•			
Non-Voting Attendees			•	

APPENDIX B: Evaluation

EVALUATION - RWTO/OERO CONVENTION

Your
Logo

Place an X over the image you select for each category. Add comments on the line below.
Make faces smaller so there is room for specific feedback in each area.

REGISTRATION (Form, Process, Package):



MEETINGS (Setup, Agenda, Process, Rooms)



TOURS (Please identify tour location: _____)



ACCOMMODATION:



MEALS:



ENTERTAINMENT:



GENERAL COMMENTS:

APPENDIX C: Voting Card

a. The Front of Voting Card

Name
Branch
Delegate Type or BOD

VOTING CARD

Logo

The information with the Name, Branch, and Delegate type is added to the Voter Card on a label. It is added last after the final delegate list is prepared and received in approximately mid-May. Changes are often received up to close to the Convention date.

The Voting Card can be printed ahead at any time. The RWTO/OERO Logo may also be attached on a sticker to save on printing costs.

b. Back of voting card

VOTING AT THE ANNUAL MEETING

1. Delegates shall be identified by name tags to be worn in the meeting room.
2. Door monitors shall be posted at designated entrances to the meeting room during business meetings.
3. During voting, no person shall either enter or leave the meeting until the result of the vote is announced.
4. When a vote by secret ballot is in progress, the door monitors shall close the doors of the meeting room. Doors shall be reopened when the result of the vote is announced.
5. When leaving the room, delegates shall surrender their voting cards to the door monitors.
6. Door monitors shall arrange the delegate cards in alphabetical order during the absence of the delegate and return the cards when the delegate is ready to re-enter the meeting room.

APPENDIX D: Three-day Convention Details

(Note: the following set-up was specific to the Hamilton-Wentworth Convention in 2013 but may be useful as a starting point. All venues are different especially for Registration, Hospitality, Workshops and Meals.)

DAY	TIME	FUNCTION	NUMBER	MEETING ROOM	SET-UP	FOOD	COMMENTS
Mon	Evening	Delivery of registration materials		Items can perhaps be kept in a room designated by hotel staff.			
Tues	8:00 am	Delivery of Silent Auction/Door Prize items Final check of site to make sure all is as planned		Designate a room where Door Prizes can be stored.	Have many volunteers on hand to help. Check with the hotel to see if hotel carts can be used to transport items and if the service elevator can be used if necessary.		This room can also be a home base for volunteers to keep purses, etc., and corsages for committee members and volunteers. It is suggested that someone is in the Door Prize/Volunteer Room at all times for security except during the AGM and meals.
Tues	9:00 am	Registration set-up _____ Cora Bailey Award Display In Memoriam Table Insurance Table Next Year's Convention Table RWTO/OERO Sales _____ Silent Auction & Door Prize Collection table where door prizes and names are posted.		In Front Foyer _____ Tables can line the hallways _____ _____	(2) 8 ft. L-shaped draped tables (2) 6 ft. draped tables for gift bags placed near registration _____ 6 ft draped table for binders and picture 4 ft. draped table for Memoriam book 6 ft. draped table for Insurance display 6 ft. draped table for Call to Convention Materials 4 ft. draped table for sale items _____ Tables can set up in the foyer outside of the main ballroom, or in a separate room. _____		_____ Terry Kennedy sits at the Insurance Table _____ Re: Silent Auction – The ideal is to choose a location

					Tourism for your city could set up an Information Table in the Main Lobby to assist attendees (e.g. from 9:30am to 5:00 pm.).		that everyone has easy access to and can walk by on the way to the AGM and meals.
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Tues.	11:00 am - 6:00 pm	Have General Registration ready for Delegates to register, obtain their Voting Cards and pick up their gift bags.		In Front Foyer			Delegates sign for the voting card Delegate changes are reported to the Provincial Program Coordinator
Tues.	12:00 pm – 1:00 pm 1:00 pm – 2:30 pm 2:30 pm- 3:30 pm	Board of Directors Lunch and Registration (a co-convenor hands out the registration materials and tote bags to board members upon arrival) Board of Directors Meeting Area Directors’ Meeting	35 to 40 places usually set (check with Provincial President for numbers) Approx. 20	Lunch and Meeting are usually in the same room (check with Provincial President).	For the meeting, the tables can be left as they were for lunch (consult with Provincial President).	Menu is selected by a Co-Convenor and approved by Prov. Pres.	Present and Incoming Board attend lunch and meeting
Tues.	2:00 pm - 5:00 pm	Hospitality Room	Food for 75	The room should be Fairly large. An outdoor patio with tables and chairs is a bonus!	(2) round tables and scattered chairs (2) 6 ft. tables for food	Cash bar can be in the room or none offered. There should be coffee, tea, water, and light snacks (e.g. pizza, cheese, veg., fruit. Include sugar and gluten- free items due to health concerns of some ladies.	It is a good idea to have two hospitality volunteers present at all times; one in the hallway outside of room to greet and one inside to mingle.
Tues.	3:30 pm - 4:30 pm	There are three workshops given by Board members.	Rooms are set to accommodate up to 60	Three rooms	Presenters usually require: theatre style seating and a table at the front of the room with access to electric plugs. Hand- outs are usually not given out. Participants may request digital copies.		Provincial President communicates specific needs to the Convention Convenor.
Tues.	5:00 pm – 6:00 pm	Reception/Cash Bar	250	Set-up can be in the foyer outside of the Ballroom	Setting up two bars eases line-ups.		

Tues.	6:00 pm - 9:00 pm	<p>The Welcome Dinner</p> <p>Dress is smart casual</p> <p>The Mayor of the City is invited to this dinner and should be expected to give a short talk. If not available, usually another dignitary takes his/her place.</p>	Set room up for 250	A Main Ballroom	<p>(30) round tables of 10</p> <p>Hotel podium and a microphone</p> <p>*There is no head table (check with Provincial President)</p> <p>Seating is arranged by the Convention Committee for the two dinners and the closing lunch. Table numbers are indicated on the name tags.</p> <p>* The Seating for the AGM is done by Provincial and a print copy provided to the Committee for duplication and placement in the registration envelope.</p>	<p>Example Menu: asparagus soup, chicken breasts stuffed with goat cheese and walnuts, roasted potatoes, vegetables, hot lava chocolate cake</p> <p>The cash bar should be set up throughout the meal.</p>	<p>Announcements should include emergency procedures – Call 911 or Main Desk in Hotel</p> <p>Door Prizes can be posted on a chart and picked up after dinner in a designated location</p> <p>Entertainment</p>
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DAY	Suggested TIME	FUNCTION	APPROX. NUMBER	MEETING ROOM	SET-UP REQUIREMENTS	FOOD	COMMENTS
Wed.	7:00 am - 8:30 am	Breakfast	200 - 300		Set buffet up inside the Main Ballroom	Full buffet	Approximate cost is \$17 per person
Wed.	8:00 am – 5:30 pm	Registration		Same as Tuesday	Same as Tuesday		

Wed.	9:00 am - 11:10 am	AGM - Business Meeting	300		<p>Set-up in the Main Ballroom with:</p> <p>24 round tables of 8 with notepads and pens at all tables</p> <p>(2) 6 ft. tables for the head table with 7 chairs on risers and 3 microphones</p> <p>(1) 6 ft. table with 3 chairs for steering committee set-up on right of head table</p> <p>(1) 6 ft. table with 4 chairs for scrutineers was set-up on left of head table</p> <p>(1) table and chair for the Timekeeper</p> <p>(2) standing microphones in aisles labelled "A" and "B"</p> <p>A controller sitting by exit door to collect voting cards of anyone who must leave the room</p>	Place pitchers of ice water at each table	It is advised to hire an Audio Visual Service. (Provincial pays for these costs.)
Wed.	10:00 am - 10:15 am	Refreshment Break	300		This can be set-up at one end of the ballroom or in a hallway.	Include: coffee, tea and assorted baked cookies, etc.	Approximate cost is \$4 per person
Wed.	10:15 am - 11:10 am	Business Meeting Continued					
Wed.	11:30 am sharp! Returned by 4:00 pm	Have buses ready for pick-up for Tours	5 Tours is ideal		It helps to provide instructions on nametags to locate the Tour Sign and Leaders in the Hotel Lobby or at the front of the Hotel		The 20 minutes between the end of the AGM meeting and tours allows for a washroom break, etc.
Wed.	2:00 pm - 5:00 pm	Hospitality Room	40	Same as Tuesday	Same as Tuesday	Same as Tuesday	This is set up for those not on tours. It is intended for snacks and drinks only (not as a meal).

Wed.	5:00 pm – 5:45 pm	Reception/Cash Bar	300	Set-up can be in the foyer outside of the Ballroom	Setting up two bars eases line-ups.		Think about hiring a musician during the reception.
Wed.	5:00 pm	Board Photo (formal)		Board members must have a predetermined place for the photo determined by the Convention Convenor	Avoid taking the photo on stairs because of mobility issues for some of the ladies.		Check to see if both the Present Board and Incoming Board have their photos taken together. It's up to a convenor to ensure everyone is present.
Wed.	5:45 pm	A Piper pipes in the Executive and Board of Directors			The Executive and Board of Directors should meet in a predetermined area. The Convention Convenor joins to be piped in.		The Executive sits at the Head Table; the Board of Directors sit with their Branches.
Wed.	6:00 pm - 9:00 pm	The Banquet Dinner Dressy					

DAY	Suggested TIME	FUNCTION	APPROX. NUMBER	MEETING ROOM	SET-UP REQUIREMENTS	FOOD	COMMENTS
Thurs.	7:00 am - 7:30 am	New Board of Directors' Breakfast	Set up for 25	Buffet set-up in meeting room	Board Room style	Full Buffet Breakfast optional	The menu is selected by Convention Committee and not different from main breakfast

Thurs.	7:30 am – 8:45 am	New Board of Directors’ Meeting	25	Meeting Room	Board Room style		Check with Provincial Pres. (Board room style may not be necessary for meeting after breakfast if in <u>same</u> room)
Thurs.	7:00 am - 8:30 am	Breakfast	275		Set buffet up inside the Main Ballroom	Full Buffet Breakfast optional	
Thurs.	8:00 am – 12:00 pm	Registration		Same	Same		Some may not arrive until the last minute hence registration for luncheon until 12:00 pm
Thurs.	9:00 am – 9:20 am	Memorial Service			A table is set up at the front with a lit candle and vase (no water)		The Provincial Archivist will give directions to the person in charge of the Memorial Service
Thurs.	9:20 am - 11:30 am	AGM - Business Meeting (Continued from Wednesday)	275		Same as Wednesday	Same as Wed.	Evaluation forms are collected
Thurs.	10:00 am - 10:15 am	Refreshment Break	275		Same as Wednesday	Same as Wed.	
Thurs.	10:15 am – 11:30 am	AGM - Business Meeting	275		Same as Wednesday	Same as Wed.	
Thurs.	11:30 am	Pre-Luncheon Gathering for Over 90s and companions, Mother/Daughter pairs, Aunt/Niece pairs			It is advised that The Over 90’s and Mother/Daughter Pairs are met upon arrival and sat in a separate room before the luncheon to rest.	There is no cash bar	Special Groups can come in after everyone is seated (applause) Photos are taken during the dinner when each is announced.

Thurs.	12:15 pm- 2:30 pm	Luncheon and Convention Closing Ceremonies	290	Main Ballroom	<p>30 round tables of 10</p> <p>Reserved Tables for Over 90's and Mother/Daughter pairs</p> <p>(2) 6ft. tables for Head Table with 7 chairs on risers</p> <p>Hotel podium and microphone</p>	Can be a served lunch or lunch buffet	<p>Installation of new Board of Directors.</p> <p>Presentation of Provincial Past Presidents Pin.</p> <p>*Have a couple extra tables set up for possible overflow of meal registrants</p> <p>*some extra Over 90's or Mother/Daughter pairs may show up unexpectedly</p>
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