**CONVENTION GUIDELINES**

**FOREWORD**

This manual has been prepared as a guide for the member Club(s) hosting the annual Association Convention. It contains general instructions for planning a Convention, as well as a brief outline of the duties and responsibilities of each of the Convention committees.

The manual is not intended to cover every contingency that may occur, no is any attempt made to limit the duties and procedures to those contained in the Manual. Its primary purpose is to make available to the member Club(s) hosting Convention concise information that will provide for efficient and workable Convention planning.

**CONVENTION GUIDELINES**

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**Responsibilities and Approvals of Association Board**

1. **With Regards to Convention Planning**
2. The Association “Statement of Policy and Procedure” states: “Association Convention is an Association responsibility.” Since responsibility rests with the Association Board, all major Convention plans are subject to Association Board approval.
3. The Association President is the liaison between the Association Board and the General Arrangements Committee (GAC). It is the duty of the Association President to keep the Board fully informed concerning the progress of the Convention work and to secure approval of major plans.
4. The Association President shall sign all contracts and letter agreements. This includes all contracts and agreements for transportation, entertainment, external A/V services and any other functions that require outside services. The original signed contracts/agreements shall be forwarded to ADO to be placed in the permanent contract file. Copies of each contract/agreement shall be kept in the ADDC President’s and GAC’s Convention files.
5. It should be noted that, with the advent of bidding for Convention three (3) years in advance of the Convention year, the personnel of the Association Board will change during the preparation of plans for the “second/third-year” Convention. Change of personnel does not, affect Association policies; hence, necessary contact with the Association President or Board Contact will be made with whatever Association President or Board Contact is in office at the time.

In 2004, the Association Board approved a rotation plan for Regions to host the ADDC Convention. The revised rotation schedule is as follows: Effective with the Convention held in 2020, bids for the Association Convention shall be made on a rotating regional basis. The schedule for this rotation, beginning in September 2020, will be Northeast Region, Southeast Region – 2021, West Region – 2022, and Central Region – 2023. Any individual club within the region, a group of clubs within the region, or all the clubs within a region as a group, may make bids for Convention.

1. Plans for the items in Attachment A are always considered to be major Convention Plans, and therefore must be approved by the Association Board and/or Association President.
2. Reference to the section on “Reports to be Prepared” will establish when and how these plans are to be submitted for approval.
3. The Convention registration fee is established to defray all Convention expenses. Solicitation of funds for the Convention by Desk and Derrick members or Clubs on behalf of the Association shall be permitted. A letter of solicitation is to be approved by the Association Board.
4. The Association Board must approve any reception for which the cost of the function is not included in the Convention budget. The Association Board must give prior approval for the solicitation of funds by Desk and Derrick members or clubs on behalf of the Association in connection with such a reception.
5. Association policy does not permit the Association Board to approve the use of any portion of the registration fee for alcoholic beverages. Solicited funds can be used for such beverages.
6. **With Regard to Specific Items**

The Association Board and/or Association President are directly responsible for approving the following items:

1. Registration fee, which is based on the budget submitted by the General Arrangements Committee (Board).
2. Final selection of all speakers (Association President).
3. Group discussions, seminars, field trips, workshops (Board, based on recommendation of GAC).
4. Seating arrangements for all head tables (Association President).
5. Informing head table guests of the seating arrangements (Executive Assistant).
6. **New Convention Schedule Approved at 2007 ADDC Budget and Planning Meeting**

By resolution approved by the Association Board of Directors at the 2007 Annual Budget and Planning Meeting that beginning with the 2010 ADDC Annual Convention of the Association of Desk and Derrick Clubs, the format shall be as follows: Wednesday and Thursday - Field Trips and Seminars; Friday - Opening Business Meeting, Industry Luncheon, Open Forum/Symposium; Saturday - Business Meeting, Membership Recognition Luncheon, Banquet.

**Master List of Convention Responsibilities (Attachment A)**

|  |  |
| --- | --- |
| **Function** | **Responsibility** |
| Approve and sign all contracts and letter Agreements, including all contracts and agreements for hotel, transportation, entertainment, photographer services, external A/V services and any other functions | President |
| Sightseeing trips, industry field trips and seminars, pre-Convention and/or post-Convention trips (requires Board approval) | GAC/Committee |
| Preparation of letters requesting donations to Convention (requires Board approval) | GAC |
| Maintain list of contributors and guests attending any meal function to be provided to Association President | GAC |
| Mailing schedule to member clubs (requires Board approval) | GAC |
| Provide final Board approved registration information in PDF format to ADO for posting to Association website | GAC |
| Convention budget in detail (requires Board approval) | GAC |
| All entertainment, with the Association President’s approval | GAC |
| Selection of hotel rooms for all Board and Convention meetings, including pre- and post- board meetings | President |
| Official Convention program (ADDC President provides completed agenda portion of program and approves final printing) | GAC |
| Registration Form (requires Board approval) | GAC |
| Services of photographer (contract to be executed by ADDC President) | GAC |
| Convention Theme | President |
| Slogan and/or logo (requires Board approval) | GAC |
| Registration fee (based on detailed budget submitted by GAC) | Board |
| Final selection of all speakers | President |
| Room arrangements and set-up, gifts for speakers (as applicable) | GAC |
| Group discussions, seminars, workshops (not including industry educational seminars) (requires Board approval) | GAC |
| Seating arrangements for all head tables | President |
| Informing head table guests of the seating arrangements | Executive Assistant |
| Preparation and printing of table tents | Executive Assistant |
| Arrangements for all meals/menus to be served as part of Convention activities with Association President’s approval | GAC |
| Select clergy to offer invocation at opening business session | GAC |
| Arrange for a Color Guard and an accompanist for the singing of the National Anthems of the United States and Canada for the opening business session | GAC |
| Select those individuals to deliver addresses of welcome, with the Association President’s approval | GAC |
| **Function** | **Responsibility** |
| Selection of keynote speaker for Saturday Membership Recognition Luncheon (usually Immediate Past President) | President |
| Recommendation of speakers for Industry Luncheon and Banquet to President | GAC |
| All pre-Convention news releases for local trade, press, and energy related publications. Releases must be cleared with the Association President prior to their issuance | GAC Public Relations Committee |
| Arrangements for all radio and television coverage at the Convention | GAC Public Relations Committee |
| Preparation of registration form and all accompanying information (requires Board approval) | GAC |
| Reports to GAC as requested | Convention Committee Chairmen |
| Reports to ADDC President/Board as requested | GAC |
| Financial reports provided to distribution list in Convention Manual (see page 16, Financial Committee A-3) on monthly basis prior to Convention; provided on weekly basis starting two months prior to Convention | GAC Treasurer / Finance Chairman |

Sample Convention Schedule with Hotel Meeting Space Requirements (Attachment B)

*Beginning with 2010 ADDC Convention*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function** | **Start Time** | **End Time** | **Set-Up** | **Area** | **Attendees** |
| **Tuesday** |  |  |  |  |  |
| Office | 6:00 a.m. | 11:00 p.m. | Conference | 500 | 0 |
| Registration | 7:00 a.m. | 11:00 p.m. | Other | 1000 | 0 |
| Hospitality | 8:00 a.m. | 11:00 p.m. | N/A | (suite) | 0 |
| Board Meeting \*\*\* | 8:00 a.m. | 10:00 p.m. | Hollow/Square | 1000 | 15 |
| Board AM Break | 10:00 a.m. | 10:30 a.m. | None | 0 | 15 |
| Board Lunch | 12:00 p.m. | 1:00 p.m. | Banquet (8) | 600 | 15 |
| Board PM Break | 2:30 p.m. | 3:00 p.m. | None | 0 | 15 |
| Board Dinner | 6:00 p.m. | 8:00 p.m. | Banquet (8) | 600 | 15 |
|  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| Office | 6:00 a.m. | 11:00 p.m. | Conference | 500 | 0 |
| Registration | 7:00 a.m. | 11:00 p.m. | Other | 1000 | 0 |
| Club Sales | 8:00 a.m. | 11:00 p.m. | Other | 1000 | 20 |
| Hospitality | 8:00 a.m. | 11:00 p.m. | N/A | (suite) | 0 |
| Directors Elect Training - Optional \*\*\*\* | 8:00 a.m. | 12:00 p.m. | Conference | 500 | 6 |
| Offsite Field Trip 1 | 8:00 a.m. | 5:00 p.m. | N/A |  | 45 |
| Offsite Field Trip 2 | 8:00 a.m. | 5:00 p.m. | N/A |  | 45 |
| Offsite Field Trip 3 | 8:00 a.m. | 5:00 p.m. | N/A |  | 45 |
|  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| Office | 6:00 a.m. | 11:00 p.m. | Conference | 500 | 0 |
| Registration | 7:00 a.m. | 11:00 p.m. | Other | 1000 | 0 |
| Club Sales | 8:00 a.m. | 11:00 p.m. | Other | 1000 | 20 |
| Hospitality | 8:00 a.m. | 11:00 p.m. | N/A | (suite) | 0 |
| Certification Program | 8:00 a.m. | 5:00 p.m. | Classroom | 600 | 20 |
| Breakout 1 of 4 | 8:00 a.m. | 5:00 p.m. | Classroom | 600 | 20 |
| Breakout 2 of 4 | 8:00 a.m. | 5:00 p.m. | Classroom | 600 | 20 |
| Breakout 3 of 4 | 8:00 a.m. | 5:00 p.m. | Classroom | 600 | 20 |
| Breakout 4 of 4 | 8:00 a.m. | 5:00 p.m. | Classroom | 600 | 20 |
| ADDC Foundation Board Meeting – Optional \*\*\*\* | TBD | TBD | Conference | 500 | 12 |
| Educational Trust Board Meeting – Optional \*\*\*\* | TBD | TBD | Conference | 500 | 10 |
|  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| Office | 6:00 a.m. | 11:00 p.m. | Conference | 500 | 0 |
| Registration | 6:00 a.m. | 11:00 p.m. | Other | 1000 | 0 |
| Hospitality | 6:00 a.m. | 11:00 p.m. | N/A | (suite) | 0 |
| Club Sales | 8:00 a.m. | 11:00 p.m. | Other | 600 | 20 |
| Photography | 8:00 a.m. | 11:00 p.m. | Other | 1000 | 4 |
| Business Session | 8:00 a.m. | 11:00 a.m. | Other | 5500 | 150 |
| Reception | 11:00 a.m. | 12:00 p.m. | Reception | 0 | 160 |
| Industry Lunch | 12:00 p.m. | 1:30 p.m. | Banquet (10) | 5500 | 150 |
| **Function** | **Start Time** | **End Time** | **Set-Up** | **Area** | **Attendees** |
| Business Session | 1:30 p.m. | 5:00 p.m. | Other | 5500 | 150 |
| Reception/Dinner | 7:00 p.m. | 10:00 p.m. | Reception | Reception | 170 |
|  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| Office | 6:00 a.m. | 11:00 p.m. | Conference | 500 | 0 |
| Hospitality | 6:00 a.m. | 11:00 p.m. | N/A | (suite) | 0 |
| Photography | 8:00 a.m. | 11:00 p.m. | N/A | 1000 | 4 |
| Club Sales | 8:00 a.m. | 11:00 p.m. | Other | 1000 | 20 |
| Business Session \* | 8:00 a.m. | 12:00 p.m. | Other | 5500 | 150 |
| Membership Recognition Luncheon | 12:00 p.m. | 2:30 p.m. | Banquet | 5500 | 160 |
| Board Meeting | 3:00 p.m. | 4:30 p.m. | Conference | 600 | 15 |
| Reception | 6:00 p.m. | 7:00 p.m. | Reception | 0 | 170 |
| Banquet \*\* | 7:00 p.m. | 10:00 p.m. | Banquet (10) | 5500 | 170 |
|  |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |
| Office | 6:00 a.m. | 12:00 p.m. | Conference | 500 | 0 |
| Hospitality | 6:00 a.m. | 12:00 p.m. | N/A | (suite) | 0 |
|  |  |  |  |  |  |

\* Sessions are set up with an upper and lower head table with 8-10 persons at each table (President’s decision), classroom set up at the front of the room to accommodate 90 attendees, the rest of the room set up theater style.

\*\* Saturday Banquet set up with an upper head table for 8-10 persons, lower head table set up for 8-10 persons.

\*\*\* Board Meeting on Tuesday may need to go into Wednesday.

\*\*\*\*\* These events do not have a set day and/or time. Contact ADDC President for scheduling these.

Note: Schedules for Office, Hospitality, Club Sales, and Photography indicated above on Friday and Saturday are for hotel spacing requirements and not actual times those areas will be open and available to Convention attendees.

**General Arrangements Committee**

The General Arrangements Committee may by comprised of:

General Arrangements Chairman

General Arrangements Co-Chairman or Vice Chairman

Chairmen and Co-Chairmen of all Convention working committees and Individual committee members

The General Arrangements Chairman heads the Committee. The committee’s purpose is the coordination of all Convention planning and works. All of the workings of the General Arrangements Committee are subject to the approval of the Association President and/or the Association Board of Directors.

1. **Appointment of the General Arrangements Committee**

The General Arrangements Committee Chairman is appointed by the Association President and the Board of Directors upon the recommendation of the President and/or Board of Directors of the host Club(s).

* 1. The member selected in this capacity should possess the quality of leadership as well as the ability to handle responsibility and coordination of efforts. Consideration should also be given to the amount of time necessary for the performance of the assignment, so that there will be no conflict with the duties of the member’s regular job.
  2. The General Arrangements Committee Co-Chairman or Vice Chairman is appointed by the Association President and Board of Directors upon the recommendation of the President and/or Board of Directors of the host club(s). Their qualifications should be very similar to those of the Chairman.
  3. The Chairman and Co-Chairman of the Convention committees are appointed by the General Arrangements Chairman and the host club(s) Board of Directors and the complete list is submitted to the Association President.
  4. Should any changes occur as the result of resignations or replacements, the Association President should be notified promptly.
  5. When a club bids successfully for a Convention three years in advance of the Convention year, the General Arrangements Chairman and Co-Chairman of that Convention shall be appointed before the expiration of the year in which the bid was made.
  6. Appointment of the remainder of the Convention Chairmen and Co-Chairmen shall be made within the year following the bid.
  7. Early appointment of the General Arrangements Chairman and Co-Chairman facilitates the receipt of Convention reports and planning materials.

1. **General Duties of the General Arrangements Committee Chairman**
2. The General Arrangements Committee Chairman works under the direct supervision of the Association President.
3. The Chairman shall keep the Association President informed at all times concerning the plans being made, the progress achieved, the state of finances, and the activities of the Convention committees.
4. The Chairman shall outline to all of the Committee Chairmen their specific duties and responsibilities.
5. The Chairman shall keep the host club(s) fully informed concerning Convention plans by reporting periodically to the host club(s)’ Board of Directors. It is suggested that there be one Board contact for this purpose.
6. The General Arrangements Committee should at all times enlist the support and cooperation of the host club(s). A member of the host club(s)’ Board of Directors should be invited to attend the meetings of the General Arrangements Committee.
7. **General Duties of the General Arrangements Committee**
8. The General Arrangements Committee is responsible for the coordination of the activities of all the various committees and for the approval of all plans recommended by any of the committees.
9. The General Arrangements Committee should meet regularly with all members present for the entire meeting.
10. Each Convention committee chairman should attend the meetings and present a detailed written report of the activities and progress of their committee in order that the entire General Arrangements Committee will be kept currently advised about all the planning. This permits an exchange of ideas and a discussion of the inter-relationship of the work of the committees and is essential to a well-organized Convention.
11. A Secretary should be appointed to keep accurate and detailed minutes of each meeting.
12. Immediately following each meeting, a copy of the minutes should be distributed to all members of the General Arrangements Committee, the host club(s)’ President, Board contact, and the Association President.
13. Should a pre-Convention meeting be held with the Association President and Executive Assistant in the Convention city, all members of the General Arrangements Committee should be present and remain throughout the entire meeting. Each Chairman should be prepared to present a detailed report of the activities and the progress of their committee.
14. Should the committee wish to establish a slogan or logo for the current Convention, these suggestions are to be submitted to the Association Board of Directors for approval. The Association President will establish the Convention theme.
15. **Responsibilities of the General Arrangements Committee**
16. Arrangements for all meals to be served as part of Convention activities:
17. The price of each meal will be largely determined by the budget.
18. It is customary for the hotel to require a guarantee for each meal. Experience has proven that a figure of approximately 5% less than actual registration can safely be used. Consideration, however, should be given to any specific factors that might cause this figure to vary. Check with the hotel to see how many seats over the guarantee they normally set up.
19. Providing meal tickets and badges, if used, for official guests (Speakers, industry representatives, etc.).
20. Furnishing necessary information to the Association Secretary for preparation of Call to Convention
21. Preparation of a list of industry guests to whom invitations to the Industry Luncheon may be extended.
22. Such a list should contain:

Complete name

Company affiliation

Mailing address

Short resume of manner in which he/she assisted the Convention, if applicable

1. Submit the list to the Association President for approval and subsequent issuance of invitations to the Industry Luncheon.
2. Keep the Association President updated on revisions and cancellations.
3. Preparation of a list of contributors to the Convention.
4. Any funds received must be accounted for in the current financial statement.
5. A list of contributors should contain the same information as listed under C-1 above as well as the amount of the contribution and the manner in which the contribution was made (i.e., specific services, materials or cash). Any type of contribution must be identified by contributor so that the Association President or General Arrangements Committee may compose an appropriate letter of appreciation for each contributor.
6. A list of contributors may be included in the Convention program, if space permits.
7. Forward a list to the Association President weekly as contributions are received.
8. Reports to Be Prepared by the General Arrangements Committee
9. Reports on Preliminary Plans

The General Arrangements Committee for the Convention shall present to the Association Board four reports on its plans for Convention.

1. The first report shall be made in the year immediately following the Convention bid at the pre-Convention Meeting of the Association. This report shall cover basic information on the Convention city and hotel accommodations.
2. The second report shall be made at the Association Budget and Planning Meeting the year prior to hosting the Convention.

This second report shall cover the following details:

1. Overview of the ideas for sightseeing trips, field trips, pre-Convention and post-Convention tours.
2. Proposed letter to be used for solicitation of any funds
3. Proposed slogan or logo

Approval of these proposals expedites the early distribution of attendance - drawing materials that might induce larger Convention registration.

Other plans may be submitted if the Committee so desires; however, this is at the discretion of the Committee.

1. A third report shall be prepared for the Budget and Planning Board meeting the year of Convention. This report will be presented to the Board of Directors for approval and should include the following:
2. Schedule of all sightseeing trips, field trips, and tours, along with related costs.
3. Proposed Convention budget, along with Registration Fee.
4. Proposed Registration form.
5. Proposed Photographer invitation to bid letter, sample contract, and list of required photographs
6. Proposed timeline of Convention
7. A fourth report shall be filed at the pre-Convention Board meeting the year of the Convention giving the status of all plans.

All reports will be forwarded to the Association Board in accordance with the deadline schedule.

Immediately following the Board Meeting, the Association President will advise the General Arrangements Chairman concerning the Board’s decisions regarding the plans presented. If such information is telephoned, it will subsequently be confirmed in writing and/or e-mail.

1. Post-Convention Report

The General Arrangements Committee will prepare a detailed Convention report no later than two (2) months after the close of Convention.

1. This detailed report shall contain:
2. Brief concise reports from each of the Convention committees, including their financial transactions and their recommendations for future committees.
3. A concise, but comprehensive, report on the overall activities of the General Arrangements Committee.
4. A financial statement showing all cash receipts and disbursements.
5. This detailed report shall be prepared in and distributed as follows:
6. ADDC Board of Directors (to be filed with following year’s report to ADDC Budget and Planning Meeting.
7. ADO
8. General Arrangements Chairman of the “next-year” Convention
9. The Association President will forward a copy to the General Arrangements
10. Chairman of the “second and third-year” Conventions.
11. **General Information**
12. The presentation of a Convention is an important and large undertaking. Therefore, the membership of the host club must be made aware of the scope of the project and of the necessity of complete membership support. The membership must also recognize the fact that industry should be made aware of the importance and serious intent of the undertaking.
13. An advance of funds may be requested from the Association Board to meet Convention expenses incurred prior to receipt of registration fees. This stipend may be used at the General Arrangement Chairman’s discretion, for example – cost of committee meetings, postage for flyers sent, or give-away items at convention presentations. It is NOT a part of the convention budget, and any balance remaining at the end of the convention belongs to the hosts of the convention. It does not need to be returned to the Association.
14. The Association President and the Executive Assistant may visit the host club prior to Convention. This visit provides an opportunity to conduct a site review of the hotel, hold a meeting to be attended by all committee chairmen to report on their committee activities and to finalize plans. Expenses of such a visit will be paid from the Convention Fund.
15. The Convention registration fee is established to defray all Convention expenses.

Solicitation of funds for the Convention by Desk and Derrick members or on behalf of any Desk and Derrick Club shall be permitted. A letter of solicitation is to be approved by the Association Board.

1. Unless donated, the cost of gifts that the host club may wish to present to all registrants will be the responsibility of the host club.
2. If necessary, the services of paid help may be secured for preparing registration packets. Such expense shall be set forth in the preliminary budget submitted to the Board for approval.
3. Expenses of the host club such as room charges, parking, etc. shall not be an

Association Convention expense.

1. **Transmittal of Files and Material**

All prior year files are to be forwarded no later than November 1 and current files no later than

December 1.

1. Forward to ADO the following: ADDC Banner, flags, and ADDC display, etc.
2. Forward to the General Arrangements Chairman of the “next-year” Convention the following:
3. Samples of all printed materials such as:

Official Program

Registration Form Budget Worksheets

Flyers/Information Notices

1. One copy of the final detailed post-Convention Report.
2. Forward financial records as outlined under duties of Finance Committee.
3. Destroy all other material.

**SPECIAL NOTE:**

It has been the experience of host clubs with a large membership that establishing a special “Decorations Committee” proved advantageous. Nearby member clubs may be able to assist the host club on a particular phase of the decorating. Each Convention is different. Therefore, the General Arrangements Chairman should be allowed to select the committees needed. One might want a Decorations Committee, or a Supplies Committee, or you might not have an ADDC EXPO (and thus not need this committee), etc.

**GAC Treasurer/Finance Committee**

The GAC Treasurer/Finance Chairman is responsible for preparing the Convention budget and overseeing all financial records in connection with the presentation of Convention. The rules for this committee will vary depending upon the location of the Convention. The following should be considered in carrying out the work of this committee:

1. **For Conventions Held in the United States**
2. The bank account will be handled through ADO.
3. The Convention Treasurer, the General Arrangements Chairman, and the Association President must approve all invoices and statements. After they are approved, the ADDC President will forward to ADO with the check request form for payment. All check requests shall be submitted on one of the three forms posted to the ADDC Web site on the Forms Book page under Convention GAC Tools (Payment Request Form, Registration Refund Request, and Refund Request Field Trip and Seminar). The Payment Request Form shall have all documentation attached before payment will be made.
4. The Convention Treasurer will keep a record of all funds received in the form of contributions. Any contributions received should be forwarded to ADO for deposit into the Convention account. The Finance Chairman should make monthly reports to the ADDC President, President-Elect, ADDC Treasurer and General Arrangements Chairman until two months prior to Convention; from that point on, weekly reports should be made. This report shall include a budgeted vs. actual income and expenses report.
5. ADO will provide financial statements showing income received and disbursements made on a monthly basis. One copy should be sent to the following:

ADDC President

ADDC President-Elect

General Arrangements Chairman

General Arrangements Co-Chairman

ADDC Treasurer

Convention Treasurer

Finance Committee Chairman

1. All monies for registration fees will be sent directly by the members to the ADO Manager for deposit into the Convention bank account.
2. Expenses associated with the various ADDC committees that relate to Convention are a Convention Expense and not an ADDC Committee Expense. For example, audio/visual equipment that would be required to present proposed bylaw changes.
3. Prepare a final written report after Convention close. The General Arrangements Chairman will determine the deadline.
4. **For Conventions Held Outside of the United States**
5. The Convention Treasurer will establish two accounts in a local bank. Signing authority for the accounts will be the Association President, President-Elect and Treasurer. Two of the three signatures will be required for transfers and withdrawals.
6. Account number one will be a savings account. The Convention Treasurer will deposit all monies received from local fundraising into this account.
7. Account number two will be a checking account which includes a debit card. The checks for this account will be held in the Association Distribution Office (ADO). The debit card will be in the possession of the Convention General Arrangements Chairman.
8. The Convention Treasurer, the General Arrangements Chairman, and the Association President must approve all invoices and statements. After approval is received, any payments payable by debit card can be made by the GAC. All approved invoices which are not payable by debit card are forwarded to ADO for payment.
9. The Convention Treasurer will keep a record of all funds received in the form of contributions and deposited in Account number one. The Convention Treasurer shall make monthly reports to the ADDC President, ADDC President-Elect, ADDC Treasurer, ADO and General Arrangements Chairman until two months prior to convention; from that point on, weekly reports should be made. This report shall include a budgeted vs. actual income and expenses report.
10. ADO will provide financial statements showing income received and disbursements made on a monthly basis. One copy should be sent to the following:

ADDC President

ADDC President-Elect

General Arrangements Chairman General Arrangements Co-Chairman ADDC Treasurer

Convention Treasurer

Finance Committee Chairman

1. All monies for registration fees will be sent directly by the members to the ADO manager for deposit into the Convention bank account.
2. Expenses associated with the various ADDC committees that relate to Convention are a Convention Expense and not an ADDC Committee Expense (for example, audio/visual equipment that would be required to present proposed bylaw changes).
3. Prepare a final written report after Convention close. The General Arrangements Chairman will determine the deadline.
4. All accounts should be closed out and any balances transferred to ADDC.

**Entertainment Committee**

The Entertainment Committee is responsible for all social activities of the Convention. The following should be considered in carrying out the work of the committee:

1. The entertainment on Thursday and/or Friday evening will be under the direction of this Committee. Without implying a limitation on the Committee, it is suggested that the following points be taken into consideration when making plans for these evenings:
2. Careful thought should be given to selecting entertainment that will appeal to all registrants. Capitalize on something unique within the Convention city/area. All forms of entertainment should be kept short.
3. Whether or not a meal is served will depend upon the overall budget for the Convention and if funds are available. Light refreshments may be served in lieu of a meal, in which case the hours set for the function should be such that registrants would have an opportunity to dine elsewhere and return in time to attend the function.
4. It is preferable to hold at least one of the evening functions at the hotel, thus eliminating the logistical problems and expenses of transporting registrants to another site.
5. Consideration should be given to the fact that registrants welcome the opportunity to visit among themselves and renew old acquaintances. It is not necessary to provide for entertainment throughout the entire evening.
6. No portion of the registration fee for Convention may be used to purchase alcoholic beverages; however, a “cash bar” may be provided.
7. Collecting meal tickets can pose a problem since some hotels do not furnish this service. Also, some hotels charge per plate use; second helpings can therefore add to the cost.
8. Prepare a final written report after convention close. The General Arrangements Chairman will determine the deadline.

**Field Trip Committee**

The Field Trip Committee is responsible for handling all tours, field trips and pre-Convention and/or post-Convention tours. The following should be considered in carrying out the work of this committee.

1. **Tours**
2. Tours of the city can best be handled by the local agencies presenting such tours. It is suggested that arrangements be made with such an agency for these tours and that the Field Trip Committee furnish member clubs with information, but that the tour agency be responsible for selling tickets, etc. Because of the frequency of such tours daily, it is doubtful that advance reservations would be necessary, but circumstances should be investigated.
3. When planning tours to places of interest other than those included in city tours or to outlying areas, the prime consideration should be “Would this be of interest to a sufficient number of registrants?”
4. No tours should be planned during scheduled business sessions.
5. All promotional material provided to member clubs on tours should include the following, but need not be limited to these items:
   1. Date of tour
   2. Place or places to be visited, with a brief description
   3. Number that may be accommodated on tour
   4. Hours during which tour will be held
   5. If an all-day tour, approximate number of miles to be covered
   6. Price of tour and notice as to what will be included in such a fee
   7. Deadline for reservation
   8. Deadline for refund of fee
   9. Advise registrants of tours they are on, with instructions to notify the Committee if unable to attend
   10. Suggested clothing, shoes, etc.
6. **Field Trips**
7. Field trips are considered to be those trips conducted to view some phase of the petroleum, energy or allied industry. When planning field trips, careful consideration should be given as to whether such a trip would be available to the majority of members within their own localities, thus ensuring that such trips will appeal to the registrants.
8. Items under I. 3 and I. 4 above would also apply to field trips.
9. Hosts on the buses for tours or field trips are extremely helpful. The cost of a host should be included in the price of each trip so that the host does not pay. Small door prizes on each bus help to initiate camaraderie. It is suggested that Industry Luncheon tickets be given to the companies sponsoring tours and field trips.
10. **Pre-Convention or Post-Convention Tours**
11. It is suggested that local travel agencies handle these tours. The Field Trip Committee should secure all information on such tours and furnish this to the member clubs. All reservations, collecting of funds, etc., should be handled directly by the member with the travel agency.
12. It is also suggested that only one (1) post-Convention tour be offered. Experience shows that attendance to pre-Convention tours seems more favorable than post-Convention tours.
13. Items under I. 3 and I. 4 of this section would also apply to pre- or post-Convention tours. However, the reservation forms should be forwarded to the travel agency for all further handling.
14. Information should also be furnished to member clubs as to where the post-Convention tour will terminate, especially if this point is not the site of the Convention.
15. The Pre-Convention and Post-Convention Tours are self-supporting. These trips require a budget be prepared and presented to the ADDC Board for approval.
16. **General**
17. All promotional material being furnished to member clubs by the Field Trip Committee should be sent to the General Arrangements Committee and ADDC President for approval prior to mailing.
18. It is suggested that no effort be made to secure films of the Convention city for use by member clubs for the following reasons:
    1. The number of requests for such films does not warrant the time and effort required to arrange for the films.
19. Many of the available films are not current. Showing outdated films detracts from-- rather than encourages--attendance at Convention.
20. Difficulties are encountered when mailing films across the U.S./Canadian border.
21. The Committee should maintain an Information Area, such Area to be preferably located in the proximity of Registration and/or the Hospitality Room. The Information Area should furnish information regarding hotel facilities, local churches, and general information regarding the Convention City, as well as all phases of the Convention, including tours being offered by the Field Trip Committee.
22. Deadline for all activities should be the same as the registration deadline. Separate deadlines cause confusion.

**Hospitality Committee**

The Hospitality Committee welcomes registrants and assists them whenever possible. The following should be considered in carrying out the duties of this committee:

1. Should the committee desire to do so, it may provide either an information booth at the air and rail terminals or have members of the committee stationed at such terminals to offer assistance to registrants. This is at the discretion of the committee, depending upon the members who would be available for such service. In no event should any attempt be made to transport registrants to the hotel when the time consumed in such effort could more readily be utilized elsewhere in the overall presentation of Convention. Many times, airport authorities will help with signage, booths, local information, etc., if asked.
2. The Committee will maintain a Hospitality Room where registrants may gather to visit, etc. Whether refreshments of any nature are served in the Hospitality Room is at the discretion of the Committee, but it should be kept in mind that unlimited funds are not available for this purpose. The cost of any gifts that the host club may wish to present to the registrants must be borne by the host club. The Hospitality Room should not be open during any business session, official luncheons, or symposiums of Convention. The Hospitality Room may be open during field trips and/or seminars. The dates and times of the opening of the Hospitality Room should be at the discretion of the host club. As a guide, the following hours may be considered:

Tuesday Set up 6:00 p.m. – 8:00 p.m. Wednesday 6:30 a.m. – 9:00 a.m. 5:00 p.m. – 10:00 p.m. Thursday 6:30 a.m. – 10:00 a.m. 5:00 p.m. – 8:00 p.m. Friday 6:30 a.m. – 8:00 a.m. 4:00 p.m. – 7:00 p.m. Saturday 6:30 a.m. – 8:00 a.m. 2:00 p.m. – 4:00 p.m. Sunday 6:30 a.m. – 11:00 a.m. Take down

Base your coffee/tea consumption according to availability in business meetings.

1. Recruit volunteers to staff the Hospitality room several weeks prior to Convention. Establish a work schedule, make sure all time slots are filled, and duties are properly understood.
2. Consider obtaining a small dolly for moving food and supplies from vehicles into room. Also keep in mind that having a larger vehicle for making supply runs is very helpful. This may save multiple trips in picking up daily purchases.
3. Do as much preparation as possible the night before once the room is closed for the evening. Wash all dishes, set out food for next day where possible, get coffeepot ready so all that needs to be done is to plug in and start brewing.
4. It is helpful if members of the Committee wear distinctive identification.
5. Association Scrapbook (if requested by ADDC Scrapbook Chairman)
6. Arrange for the display of the Association Scrapbook in a place readily available to the Convention Registrants and easily safeguarded. Consider using the Hospitality Room.
7. Request that the Scrapbook Chairman arrange for the delivery of the scrapbook to the attention of the Hospitality Committee at the Convention hotel via the most feasible means of transportation.
8. Serve as liaison between other committees regarding field trips, photograph schedule, etc.

Many registrants look to the Hospitality Room for information. A large bulletin board in the room, or just outside the room in the hallway, is very useful. This can also be used to post door prize winners and any messages.

1. Arrange area for sale of Club sales items. Generally, this would be a separate room or area that could be closed up and locked when not in use.
2. Provide security measures to protect sales items, Association scrapbook, and door prizes.
3. Provide suitable decorations for Hospitality Room, if so desired.
4. Prepare schedule of Hospitality Room hours for Convention Program Chairman to be included in the Official Convention Program. Also prepare a notice that could be placed on the door of the Hospitality Room for quick reference by member.
5. Maintain “Lost and Found”.
6. Prepare a final written report after Convention close. The General Arrangements Chairman will determine the deadline.

**Hotel Accommodations Committee**

The Hotel Accommodations Committee shall be responsible for handling all arrangements with the hotel for housing of registrants. The following should be considered when carrying out the work of the Committee:

1. The hotel should be given a written request to reserve a sufficient number of rooms to accommodate all registrants. A confirmation of this request should be furnished in writing by the hotel. The hotel should also be asked to furnish a breakdown of the accommodations being reserved. Such breakdown should include the number of single rooms, double rooms, kings, and suites (1, 2 and 3 bedrooms), and the prices for each type of accommodation. Mention should also be made of the availability and charge for adding rollaway beds.

2. Should the hotel selected as Convention headquarters be unable to house all the registrants due to a larger attendance than anticipated, rooms should be reserved in other hotels in the immediate vicinity. Rates at these hotels should also be secured.

3. As soon as possible, have the hotel provide the required reservation information for the Convention dates, including a toll-free phone number. This information should be summarized on a reservation form, along with the related room costs, and forwarded to ADO. ADO will post the form under the Convention button on the Association Web site. If possible, summarize the information in a manner that would allow members to print out the reservation form and forward directly to the hotel.

4. The committee will tentatively reserve a sufficient number of rooms for the Association Board members upon advice from the Association President or Executive Assistant. The Executive Assistant will make the final room reservations for the Association Board and the Regional Directors Elect. Reservations should be made as required, continuing through Sunday. The committee should determine if members of the ADDC Board will arrive earlier than required or stay later than Sunday, so that accommodations will be available.

5. It is customary for the hotel to furnish certain complimentary suites for the Convention. While the number of such suites may vary in different cities, a suite has always been furnished to the Association President. If other suites or “comp” rooms are furnished, these will be assigned at the discretion of the ADDC President.

6. Sufficient hotel accommodations for all out-of-town registrants should be assured before members of the host club are permitted to make reservations. The only exceptions are as follows:

General Arrangements Chairman and Co-Chairman or Vice-Chairman

Chairman of Hospitality

Chairman of the House Committee

Chairman of the Registration Committee

These reservations should be limited to rooms rather than suites until such time as it is determined that requests from all out-of-town registrants have been filled.

7. The Committee should provide information concerning hotel parking facilities and any costs that may be involved. Information should also be provided on any complimentary shuttle service offered by the hotel, or other means of transportation between the airport and hotel. Once obtained, this information can be forwarded to ADO for posting on the Association Web site under the Convention information.

8. It is wise to wait until after the actual Convention starts for the ADDC President to assign complimentary rooms/suites. Many members make reservations months in advance of Convention, but do not show up to register. The complimentary ratio may be drastically changed once Convention starts.

9. If there is a Concierge Floor, check with the Association President to see if they wish to request accommodations for the ADDC Board on this level.

10. Prepare a final written report after Convention closes. The General Arrangements Chairman will determine deadline.

**House Committee**

The House Committee is responsible for securing all rooms for use during the presentation of

Convention. The following should be considered in carrying out the work of this committee:

1. Meeting rooms will be needed for the following activities, plus any other requirements as requested by the Association Board.
2. Business sessions

This room must be large enough to accommodate all registrants, with space provided for a head table to seat approximately 20 persons, a table for the timekeeper, and a table for the Registrar Committee. A section should be reserved in the front section of the room for the Delegates and Alternates, with appropriate signs indicating such section. This room should be reserved for Thursday, as required, all day Friday, and all-day Saturday, with the specific times for use to be furnished by the Association President.

1. Luncheons and Banquet

Provision should be made to have all registrants seated in one room for the two luncheons and the banquet. Space should be provided for a head table to seat approximately 8-10 persons. A head table of two tiers, each seating 8-10 persons, will be needed for the banquet. The Association President may request tables at the front of the room reserved for the seating of Past Association Presidents at either a luncheon or banquet. A table in the front of the room is customarily reserved for the press at all meals. In addition, special tables will also be needed for others, a list of such requirements being furnished by the Association President. It is preferable to have the business sessions and the meals in separate rooms, but because of hotel facilities, this arrangement cannot always be made. If it is necessary to use the same room for both, then it should be ascertained from the hotel the amount of time needed to convert from lecture-style seating to banquet style seating and vice-versa. This information should be furnished to the Association President to aid in the preparation of the Convention Meeting schedule

1. Workshops and Seminars

The number of rooms needed for seminars and/or workshops is dependent upon the decision of the ADDC President, who is responsible for the programs at Convention. Advice will be furnished by either the ADDC President or the Convention Program Chairman as to what the room requirements are and schedules for such. The number of participants for seminars and workshops is generally between 25-50.

1. Thursday and/or Friday Night Entertainment

The room requirements will depend upon the type of entertainment being planned by that committee. The room reserved for this should be large enough to accommodate all registrants as well as being suitable for the type of entertainment planned. The Entertainment Committee is responsible for any decorations, etc.

1. Presentation of Candidates

This function is under the direction of the Association President, who in turn delegates the actual presentation to the Nominating Committee. The presentation may be held during the Friday business session.

1. Registration

It is preferable that registration be conducted in a room rather than in the lobby of the hotel. To do so eliminates the necessity for transferring all registration materials when Registration is not open. When a room is used, provision should be made whereby the room may be locked each night. If registration is conducted in the hotel lobby, then arrangements should be made for the transferring of all registration materials to a locked room each night. Request the hotel to provide signage advising location of Registration Room/Area.

The size of the room needed for registration will depend upon the anticipated attendance at Convention and the procedure followed by the Registration Committee. The Chairman of the Registration Committee should furnish the House Committee with a detailed list of equipment needed (number of tables, etc.) The room to be used for registration should be large enough to avoid congestion during peak registration hours and should also be easily accessible. This room should be available at the convenience of the Registration Committee.

1. ADDC Board of Directors Meeting

This room will need to accommodate fourteen to fifteen (14-15) people seated around one table, usually a “hollow square”. It should be ascertained from the hotel if food may be served in the room. (Frequently the Board prefers lunch and/or dinner served in a room adjoining the meeting room rather than going out to eat.) This information should be transmitted to the Association President. The Association President will furnish advice on dates and time.

Also, a meeting of the incumbent and newly elected Board of Directors is held directly following the Saturday Membership Recognition Luncheon from approximately 2:00 p.m. until 4:30 p.m. This room should accommodate 14-16 people.

1. General Arrangements Committee

It is suggested that whenever possible, a room be set aside for all those who are working on Convention. This room may be used as a “Headquarters”, as well as for storage of miscellaneous items. The room should be available the day prior to Convention through the following Sunday.

1. Hospitality Room

It is up to the General Arrangements Committee as to whether a meeting room is used for this purpose. In most instances, the hotel has furnished a room to be used for this purpose at no cost. The Chairman of the Hospitality Committee will advise the House Committee as to the days that the Hospitality Room will be needed.

1. Registrar Committee

Space must be provided at the entrance to the room where the business sessions are being held for the check-in of all Delegates and Alternates. The Chairman of the Registrar Committee will furnish advice as to what is needed for setup. A small room near the business session room will be needed on Friday and Saturday where the members of the Registrar Committee may retire to tally votes. Less than ten (10) people need to be accommodated.

1. Information Desk

This will be maintained by the Field Trip Committee and should be located near either the Registration Room or the Hospitality Room.

1. Activities Desk

This may or may not be needed, depending upon the plans of the Field Trip Committee as to whether the committee or outside tour services will collect monies. Information and Activities Desks could be combined.

1. Club Sales Room

This room should be large enough to accommodate groups of persons desiring to sell their club items to the membership. It will be maintained by the Club Sales Committee, who will furnish advice as to any special requirements.

1. Storage Room

This room should be large enough to accommodate any items required to be stored by the GAC or ADDC Board during convention.

1. Photography Room

This room should be large enough to accommodate groups of persons desiring to have photographs taken. It will be maintained by the Photography Committee, who will furnish advice as to any special requirements. The room should be reserved from 1:00 p.m. Thursday through 12:00 noon Sunday. This room may be used to offer for sale CD’s of photos taken throughout the convention.

1. ADDC Foundation Meeting Room

ADDC Foundation is responsible for any expenses associated with the room, i.e. water, coffee, etc.

1. ADDC Educational Trust Meeting Room

ADDC Education Trust is responsible for any expenses associated with the room, i.e. water, coffee, etc.

1. It is possible that requests for additional rooms may be received. These requests may be made by a club(s) desiring to bid for the next year’s Convention, by a Region(s) wishing to hold a function for its members, etc. Such requests should be fulfilled, ONLY AFTER all requirements as set forth in Item 1 above have been accomplished.
2. As soon as approval has been given by the Association Board for rooms to be used for official functions (i.e., those specified in Item 1 above), a letter should be directed to the hotel stating the rooms to be used, the time during which each room should be available, and any other pertinent information in connection with the use of meeting rooms. The hotel should be requested to furnish confirmation in writing of such advice.
3. The House Committee will be responsible for microphones and lecterns, as well as advising the hotel of all seating requirements for the various rooms. Any request for equipment by a committee should be made well in advance to help eliminate last minute confusion and allow rooms to be set to proper requirements. With proper advance notice some equipment can be borrowed, thus eliminating rental fees.
4. The seating arrangements for those to be at the head tables for the business sessions, the luncheons, and the banquet will be prepared by the Association President. The Executive Assistant will be responsible for preparing and arranging the place cards at the head tables.
5. The House Committee will secure signs to indicate to the registrants where the various functions and activities are being held. The Committee should check with the hotel to see what type of signs may be available for use at no cost.
6. Provide the hotel with ADDC’s banner and the U.S. and Canadian flags in sufficient time for them to be in place for the Opening Business Session. (Note that depending on the requirements by the Association President, the flags may be presented during opening of business session.) The placement of the Country flags, in conjunction with the head table, will have to be taken into consideration during setup. There is a small decorative stand that should be obtained from ADO to hold the State and Provincial flags that can be placed at either the upper or lower head table.
7. Prepare a final written report after Convention close. The General Arrangements Chairman will determine the deadline.

**GUIDE FOR DETERMINING ROOM SPACE REQUIRED FOR CONVENTION**

|  |  |
| --- | --- |
| **TYPE OF ACTIVITY** | **PERSONS TO BE ACCOMODATED** |
| Business Session – Friday & Saturday | Depends on expected Convention registration  (125-150) |
| Luncheons & Banquet – Friday & Saturday | Depends on expected Convention registration  (125-150) |
| Workshops & Seminars | Based on ADDC President’s advise (25-50) |
| ADDC Certification Seminar | Generally, 20-25 people |
| Symposium | Depends on expected Convention registration  (125-150) |
| Thursday and/or Friday Night Entertainment | Depends on expected Convention registration  (125-150) |
| Meetings of the Board of Directors | Pre-Convention – 14-15 people  Post- Convention – 14-16 people |
| Registration | 3-5 workers, two tables with chairs plus room for numerous boxes |
| Photography | 3-4 workers, several chairs, risers & waiting area |
| Club Sales | Tables with 2 chairs for each club requiring space to display sales items (6-8 tables) |
| Luggage Storage Room – Before & After Convention | Depends on expected Convention registration, hotel accommodations, and pre- or post- Convention schedules |
|  |  |

**Photography Committee**

The Photography Committee is responsible for having all official Convention photos made, for the sale of such photos, and for making arrangements for group photos to be taken. The following should be considered in carrying out the work of this committee:

* + 1. The Association President must sign any contract for photos with a professional photographer. (See sample form.) Copies of the contract shall be given to the Photography Committee Chairman, the General Arrangements Chairman, the Association President, and ADO.
    2. If the price of photos and/or a digital JPEG format CD set by the photographer does not include the cost of mailing, an additional charge sufficient to cover such costs should be added to those items sold, with the exception of those ordered by ADDC.
    3. A list of official photos to be made for ADDC will be furnished by the Association President, cost to be paid by the Association. (See sample list)
    4. The committee may maintain a Photography Room, such room to be closed during all official Convention functions. It is suggested that the room be reserved from 1:00 p.m. Thursday until 12 noon Sunday.

1. The committee will provide a group photography schedule and an order form in the registration packets. Information may also be posted on the Association Web site under the Convention.
2. Prepare a final written report after Convention close. The General Arrangements Chairman will determine the deadline.

SAMPLE FORM

**Work for Hire Agreement**

This Work for Hire Agreement (this Agreement) is made as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ by and between the Association of Desk and Derrick Clubs (ADDC) of 5014 FM 1500, Paris, TX, 75460, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor Name) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor Address). In this Agreement, the party who is contracting to receive the services shall be referred to as “ADDC” and the party who will be providing the services shall be referred to as “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor)”.

* + 1. **Description of Services**

Beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) will provide the following services (collectively the “Services”): Photographic Services to the ADDC, Annual Convention, in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City, State), September \_\_\_ - \_\_\_, 20\_\_. One Master copy (1 CD) of all photos taken will be transferred (free) to ADDC within seven (7) days following the Convention. This master copy will also be available for purchase by individuals for $\_\_\_ (mailing and taxes included. These copies will be enhanced and provided in JPEG format on one (1) CD. All orders will be filled within 30 days following the Convention. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) will be provided a room with electricity at the Convention. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) will use this room for command and control of the photographic crew, as well as for the purposes pertaining to this event: enhancing photos, taking/billing orders, selling. If a client requests mailing of the printed pictures, a $3.00 fee will be added to their order. ADDC will not be responsible for the mailing of anything, purchased by individuals, from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor). A deposit of $\_\_\_\_\_\_ will be required to book these dates. The remaining balance will be due by \_\_\_\_\_\_\_\_\_\_ (date). The deposit is not refundable if for any reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) is released from this contract by ADDC. The deposit will be subtracted from the Total Cost of $\_\_\_\_\_. Please provide a POC for administrative matters during the convention. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) will work diligently in accomplishing all requests from ADDC. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) has reviewed the list of required photographs and will provide all the photographs requested. Once this contract is agreed on and signed by both parties, all changes/requests will be included by attachments. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) will stay in contact with ADDC and will request a meeting with ADDC, at ADDC discretion to finalize the details of the ADDC Convention.

* + 1. **Payment for Services**

ADDC will pay compensation to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) for the services based on $\_\_\_\_\_ per day. Two (2) days x $\_\_\_\_\_ = $\_\_\_\_\_. Complete event CD = $25. 5x7 prints = $5.

* + 1. Termination

This Agreement will terminate upon successful completion of stated services. See Para 5. ADDC will not have exclusive property rights to these works. Instead , they will have full economic rights to the works produced by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor).

* + 1. Relationship of Parties

It is understood by the parties that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) is an independent contractor with respect to ADDC, and not an employee of ADDC. ADDC will not provide fringe benefits, health insurance benefits, paid vacation, or any other employee benefit, for the benefit of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor).

* + 1. Work Product Owners

Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively, the “Work Product”) developed in whole or in part by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) in connection with the Services shall be the exclusive property of ADDC. Upon request, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) shall sign all documents necessary to confirm or perfect exclusive ownership of ADDC to the Work Product.

* + 1. Confidentiality

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) will not at any time or in any manner, either directly or indirectly, use for the personal benefit of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor), or divulge, disclose, or communicate in any manner any information that is proprietary to ADDC. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement.

* + 1. Injuries

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) acknowledges \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor)’s obligation to obtain appropriate insurance coverage for the benefit of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) (and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor)’s employees, if any). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) waives any rights to recovery from ADDC for any injuries that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) (and/or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor)’s employees) may sustain while performing services under this Agreement and that are a result of the negligence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor)’s employees.

* + 1. Indemnification

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor) agrees to indemnify and hold harmless ADDCD from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against ADDC that result from the acts or omissions of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor), \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor)’s employees, if any and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor)’s agents.

* + 1. Entire Agreement

This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

* + 1. Serverability

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

* + 1. Applicable Law

This Agreement shall be governed by the laws of the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

PARTY CONTRACTING SERVICES: Association of Desk and Derrick Clubs (ADDC)

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVICE PROVIDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Vendor)

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE FORM**

**LIST OF REQUIRED PHOTOGRAPHS**

|  |  |
| --- | --- |
| **Opening Session:** | |
| President opening Convention Welcome by Governor (or rep) Welcome by any other representatives Keynote Speaker | Color Guard & Presentation of Flags Welcome by Mayor (or representative) Welcome by President of Host Club Head Table  Candidates |
| **Friday Industry Luncheon:** | |
| Presiding Officer/Head Table | Person introducing Speaker  Speaker |
| **Saturday Business Session:** | |
| Presiding Officer/Head Table | Election winners with Regional Directors-Elect  Region/Clubs bidding for Convention |
| **Saturday Membership Luncheon:** | |
| Presiding Officer/Head Table Person introducing Speaker Keynote Speaker | AIMEE winners (include any other winners, i.e. Outstanding Achievement)  Any special program or presentation |
| **Saturday Night Banquet:** | |
| Presiding Officer  Both Head Tables  Person Introducing Speaker  Speaker  Any special presentations (i.e. President’s gift, Certificates of Appreciation to the Board, etc.) | Presentation of Gavel Acceptance Speech Incoming Board Outgoing Board  Clubs |

**Notes:**

1. If there is a panel on Friday or Saturday afternoon, photographs should be taken of the person presiding, the head table, and the panelists.

2. If the photographer chooses to take photographs of the various ADDC Committee Chairmen making their presentations with the hope of selling these, he/she is free to do so; however, they should not be included in the group for the Association.

**Program Committee**

The Program Committee is responsible for planning the Convention program except for those items delegated to the Association Board. The following should be considered in carrying out the work of this committee:

1. The committee will arrange for an invocation to be given by a member of the clergy at the opening of the business session on Friday. The Association President will select the individuals to deliver the invocations necessary for any other Convention activity.
2. The committee will arrange for a Color Guard and an accompanist for the singing of the

National Anthems of the United States and Canada for the opening business session.

1. The committee will select, with the Association President’s approval, those individuals to deliver addresses of welcome. (Customarily this includes one or two civic speaker(s), the Mayor or Chamber President, and the president(s) of the club(s) hosting Convention.)
2. The Association President selects the keynote speaker at the Saturday Membership Recognition Luncheon. (The keynote speaker is usually the ADDC Immediate Past President.) A keynote speaker is not required.
3. The committee will suggest to the Association President a list of speakers for both the Friday luncheon and Saturday banquet. The Association President makes the final selection. It is suggested that at least three persons from the petroleum, energy or allied industries be submitted as possible speakers for each occasion. Include a brief biography on each. Careful thought should be given to the position held by the proposed speaker, the topic on which he or she is best qualified to speak, as well as his or her ability as a speaker and attraction for the Convention attendees. It is advantageous to consider these individuals as early as possible as many executives set their calendars two years in advance.
4. The committee is responsible for the official printed program. In addition to the program information, the Committee needs to obtain the ADDC Presidents photos and welcome message for the program. The Committee should obtain photos of keynote speakers and any other speaker the Association President would like in the program. Prior to printing the program, a draft shall be submitted to the Association President for approval. This particular duty will prove to be your committee’s largest budgeted expenditure.
5. It has been determined that printed menus for luncheons/banquets are not necessary; however, they are appealing. If separate printed menus are used, they will be a part of this committee’s responsibility, and should be budgeted.
6. The committee will select and purchase gifts to be presented to the Friday luncheon speaker and the Saturday banquet speaker. The Association President and those who will introduce the Friday luncheon speaker and the banquet speaker will be advised as to the specific items purchased for their information in presenting these gifts. The Association President selects a gift for the keynote speaker at Saturday’s first meal function, but the cost should be borne by the Convention budget.
7. Prepare a final written report after Convention close. The General Arrangements Chairman will determine the deadline.

**Public Relations Committee**

The Convention Public Relations Committee has the responsibility for Convention publicity. This includes notification to the local media in the Convention city/state and compiling a complete press release for the Association Board of Directors, as well as all Association Club Presidents. The duties for the committee are outlined below.

It is suggested that the Convention Public Relations Chairman be the host club Public Relations Chairman (if that position exists at a club level), as this avoids confusion in dealing with local news media. The Chairman will work closely with the Association President to determine what information they would like included in the press release. There is not a whole lot to do early in the year; most of the work comes in closer to Convention time.

It is recommended that e-mail be the method of choice in compiling the information to be included in the press release. The Chairman should establish an ADDCPRESS file on their computer in which to store information as it is received. Obtaining as much information as possible before Convention will help streamline the process. Some items, such as the new Association Officers, Contest Winners, and ADDC Distinguished Service Awards may not be available until Convention. The goal should be to have all releases ready by the Monday following Convention. Once the releases are compiled and a Table of Contents created, everything can be forwarded to the ADO Manger for distribution to all Club Presidents, ADDC Officers, etc. Keep in mind that not all information received will be in a similar format. If you have a preferred method of receiving information, make that known when you request information. Also check with the ADO Manager to see what format he or she prefers.

1. **Items to be prepared prior to Convention:**
2. All pre-Convention news releases for local trade, press, and energy-related publications.

Releases must be cleared with the Association President prior to their issuance.

1. Arrangements for all radio and television coverage at the Convention
2. **Items to be included in Association Press Kit to be posted on the Association’s Web site and** **distributed to ADDC club presidents who require mailings:**
3. Incoming ADDC Board of Directors Elect – This form can be done ahead of time and all that will remain to fill in after Convention will be the names.
4. Officer Elect Biographies – Once the list of candidates has been released, send an email to all candidates requesting a brief biography. This way once elections have taken place, you will know which ones to include.
5. Scheduled Meetings – A brief release can be prepared for the upcoming ADDC Conventions (Location, Club, and Dates) prior to Convention. If only one club is bidding, that information will also be available prior to Convention.
6. AIMEE Awards – This information will not be available until after the Saturday Membership Recognition Luncheon. Prior to the Convention, contact the Contest Chairman and ask if they would bring a disk with them listing all the winners in each

category. This is one area where it would be good to confirm the format being used as there is usually quite a bit of information and the less you have to format, the better.

1. ADDC Distinguished Service Award – Contact the ADDC Public Relations Committee regarding the Special Achievement and Distinguished Service Awards. Request that they prepare a brief release and either e-mail it to you the Monday following Convention or bring the information on a disk.
2. President’s Report and President’s Banquet Remarks – The President will be able to provide this to you before Convention.
3. Keynote Speakers Biographies/Speeches – The biographies should be available prior to Convention. Many times, if the speaker is well known, this information can be found on a company web site. All speakers use different methods of presentation and often times no prepared speech will be available. Many use the off-the-cuff method of presenting information, thus making it difficult to tape or transcribe. If that’s the case, a brief statement on the speech and topic could be included with the biography.
4. Convention Seminars and Field Trips – A summary sheet can be prepared listing all seminars and field trips held during the week of Convention.
5. ADDC Committee Reports – It is not mandatory for each ADDC Committee to give a verbal report at Convention; however, a written report is always requested by the President and can be included. Check with the Association President to see what committee reports they may want to include. This information should be available before Convention takes place.
6. Trade Press Kits
   1. The number of trade press kits will depend somewhat upon the Convention City, but normally ten (10) will be sufficient.
   2. Prepare trade press kits by inserting the following:
7. ADDC brochure
8. Official Convention program
9. Copy of keynote speakers address
10. Release on all award winners
11. Biography of all speakers
12. Biographies on incoming ADDC Board
13. Release on newly elected Officers and Directors
14. Mail Press kits to members of the trade press and to those requesting direct publicity materials. It is customary to mail a kit to each of the publications that regularly publish Desk and Derrick news. Check with the Association President to see if there are any specific kits that they wish sent out.
15. Final Report

Prepare a final written report after Convention close. The General Arrangements Chairman will determine the deadline.

**Registration Committee**

The Registration Committee shall be responsible for the registration of all attendants at Convention, the preparation and distribution of registrants’ kits, and the receiving of information from various other committees to be included in kits. The following should be considered in carrying out the work of the committee:

1. **The ADDC Board sets the registration fee for any Convention.**
2. **Registration Forms:**
   1. The ADDC Board shall approve the Registration Form. Based on the decision of the Association President, the form may be mailed or emailed directly to all members or published in the official publication*.* The form should also be posted and available for printing from the ADDC Web site.
   2. With guidance from the General Arrangements Chairmen, a deadline for receipt of registration forms should be established, such deadline to be approximately one month prior to the dates of Convention. Extending the deadline for registration is permissible, depending upon the prevalent circumstances and upon approval of the ADDC Board. A late fee will be assessed to registration forms received after the established deadline.
   3. A deadline for refund of registration fees should be established at the discretion of the

General Arrangements Committee, pending approval by the ADDC President.

* 1. All registrants must pay the full registration fee regardless of time of arrival or departure during Convention. Members of the host club attending Convention are required to pay the registration fee even though serving on a committee during presentation of Convention.
  2. The Emergency Information section is to be placed in a box at the end of the Registration Form. The following shall be included within the box:

• I understand that my participation in the field trip or special events is at my own risk and responsibility. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club and the Association of Desk and Derrick Clubs assume no liability.

• This form is to be completed by each person attending ADDC Convention activities.

Signed release forms must be received before departure on any field trip/tour or special event. The information provided here is regarded as confidential.

• PLEASE RETURN SIGNED RELEASE FORM ALONG WITH YOUR REGISTRATION FORM.

1. The registration forms, and checks or money orders to cover registration, are to be sent directly to ADO. Registration forms with fees charged to a credit card may be faxed to ADO. The ADO manager will cover any credit card information on the forms when making copies to ensure that this information is not shown on the forms that are forwarded.
2. The ADO Manager prepares a record of all registrations, as received, on a computer worksheet called “Convention Attendees.” Copies of this report are sent to the Association President and General Arrangements Chair on a periodic basis that grows in frequency as Convention draws near. The GAC provides a copy of this report as well as other related reports prepared by ADO, including the original Registration Forms, to the Registration Chairman as quickly as possible.
   1. Original Registration forms are forwarded by ADO. It is the responsibility of the Registration Committee to verify that critical information is supplied and to contact the registrant for any incomplete or supplemental data. This includes verifying that the total cost of all fees has been accurately calculated.
   2. It is extremely helpful if the Registration Committee prepares a spreadsheet report listing registrants and other information helpful to the GAC and other GAC committees, diet restrictions, completion of Emergency Information and Release Form, number of persons participating in field trips and seminars, number of guests for meals or other events.
3. **Registration at hotel:** (Not to be confused with registering for a hotel room.)
   1. The committee shall request from the House Chairman, sufficient space to handle registration on site. This is preferably a room in a locality of the hotel that would be easily accessible. Registration may also be conducted in an open area of the hotel lobby or similar location, depending upon hotel facilities. Using a room for registration is advantageous because it eliminates the necessity for transporting all registration materials twice daily for safekeeping, and the costs incidental to such transporting. When a room is used, provision should be made whereby the room may be locked when not in operation.
   2. The number of registration desks is dependent upon anticipated attendance at Convention. One desk may be used for ADDC Board Members, Board-Elect, delegates and alternates only. The remainder could be based upon an alphabetical breakdown in total or by Region.
   3. Operating hours for this committee are at the discretion of the General Arrangements

Committee and the Registration Chairman.

1. **Name Badges**

The name badges for all registrants should designate Association Officers, Delegates, Alternates, and Registrar Committee members.

1. **Activity Tickets**

The activity tickets, if required, are prepared by this committee. It is suggested that tickets for each event be printed on a different colored paper or some such separation. The Public Relations Committee will distribute activity tickets for members of the trade press.

1. **Assigned Meal Seating**

If the General Arrangements Chairman desires assigned meal seating, the Registration Committee should handle it. This job is quite burdensome and requires some last-minute changes. The committee should plan to be flexible to some extent in this regard. All Convention business meetings and meal functions shall be designated as “non-smoking”.

1. **Flyers or Notices**

The Registration Committee frequently receives requests for a flyer or notice to be placed in specific individual’s registration packets (i.e. Past ADDC Presidents, Club Presidents, or members of a certain region or committee). When such a request is received, ask that a list of names be provided showing who should receive the flyer. This way the committee is not guessing or spending a lot of time trying to determine who should receive the information.

1. **Registrants’ Kits**
   1. The Committee will be responsible for receiving the items to be included in the kits and for preparing the registration kits for all Convention registrants. These kits should contain the following items. (Additions to the kit may be included with the approval of the Association President.)

**Kits for registrants other than Delegates and Alternates:**

* 1. Copy of the official program
  2. Hospitality room schedule
  3. Photography schedule
  4. Hotel floor plan
  5. Name badge
  6. Meal tickets, if required
  7. Special events tickets, if required
  8. Florist information
  9. List of Convention attendees

Items printed in the official program may be omitted.

**Kits for Delegates and Alternates**: Items (a) through (i) above

Additionally, any reports, invitations, etc., from ADDC Officers, Directors or Committees that the Association President deems necessary. The ADDC Treasurer will provide an annual report that goes to all Delegates, ADDC Board Members, and Past Association Presidents in attendance. It is extremely helpful if a listing of recipients accompanies items sent to be included in the kits. This will help to reduce the guesswork of who should receive what.

1. The Registration Chairman should provide the GAC Chairman with a deadline for receipt of all contents for the kits. This deadline should be communicated to the entire GAC Committee, the ADDC President and ADDC Committee Chairmen.
2. The Committee will purchase envelopes, folders, badge holders, etc. for kits and these items should be budgeted.
3. Deliver kits to hotel prior to Convention hours of Registration.
4. To alleviate workload of this committee, preparation of kits by outside services may be employed at the discretion of the General Arrangements Chairman, but this must be budgeted for during preliminary reports to the ADDC Board.
5. **Final Report**

Prepare a final written report after Convention close. The General Arrangements Chairman will determine the deadline.

**Seminar Committee**

The Convention Seminar Committee has the responsibility for planning, developing, and conducting educational seminars for members either before or after the ADDC Convention.

It is suggested that topics for seminars should come from the host club’s Education Committee. Discussion should then be sought from the ADDC Education Committee Representatives. The Convention Seminar Committee Chairman and the ADDC President should then determine which topics would have general appeal to the members.

After this list is available, the Convention Seminar Chairman can hold a planning meeting with members of the host club to determine which topics they feel they could effectively develop and offer. The General Arrangements Chairman and the ADDC President should approve the final list of topics and seminar charges.

NOTE: The Association Certification Program Committee Chairman will provide information to the Convention Seminar Chairman to be included in the Convention registration materials and will notify the Convention Seminar Chairman of any room and A/V requirements for the Certification Program Seminar. Time needs to be set aside in the Convention schedule on the Thursday of Convention for the ADDC Certification Program Seminar.

1. **Duties of Seminar Committee Chairman**
   1. At the first meeting, go over possible topics and determine which ones your group thinks can be effectively handled. From this discussion, appoint a Seminar Leader for each topic selected. Assign individual duties. Discuss possible costs, allowing for travel and hotel costs for potential instructors, and determine tentative charges for seminars. (Remember that it is not ADDC’s intent to make money on seminars however they must be self-supporting.) It is difficult to determine all expenses at such an early stage; be sure to allow a sufficient budget for contingencies.
   2. If a topic is considered potentially desirable but no instructor is available, study the possibility of having a local college or university professor put on the seminar or even the possibility of bringing in an outside group (such as PETEX) to put on the seminar. You can then discuss this with the ADDC President. Set a date for the next meeting, allowing time for topic approval by the General Arrangements Chairman and the ADDC President. Confer with the House Chairman about your tentative plans.
   3. At the second meeting, advise committee of approved seminar topics. Discuss reports from members, if any. Consider proposed registration information and ask for input on language to be used, names of instructors and final seminar charges. Consult with the Registration Chairman as to dates for mailing Convention information to club presidents. Keep these dates in mind when setting the deadline date for receipt of information on the proposed registration form. Set date of next meeting, which could be the deadline date for receipt of information for proposed registration form. Also request that each Seminar Leader have their outline by next meeting.
   4. At third meeting, discuss reports from committee members. Approve outlines. Send outlines to General Arrangements Chairman and the ADDC President for approval. When approved outline has been returned, forward it to the Registration Chairman to accompany other Convention information. Establish date for next meeting.
   5. At fourth meeting, discuss committee reports; consider Continuing Education Units (CEUs) for registrants, gifts for instructors. Set date for next meeting.
2. At fifth meeting, discuss reports. Select possible items to include on “checklist” for each seminar. See sample checklist. Request each Seminar Leader to send their list to the Committee Chairman prior to next meeting. Consider any unfinished business such as instructors’ gifts, door prizes, photos and biographical sketches needed for press releases, etc. Set next meeting date if one is required.
3. At any further meetings, convey reports, etc., and set deadline dates.
4. Final meeting: After conclusion of seminars, convey final reports, update and correct “duties” list. Include your committee’s comments and suggestions in a final written report; deadline to be determined by the General Arrangements Chairman. Send copies of the report to General Arrangements Chairman, ADDC Education Committee Chairman, and the ADDC President.
5. **Duties of Seminar Committee Chairman or Vice-Chairman**
   1. Contact House Chairman to reserve space for the seminars on a tentative basis. With his/her assistance, determine costs of rooms, coffee breaks, lunches, audio/visual and special equipment, and report your findings to the committee. Hotel or other contracts are to be signed by the ADDC President, but the contact should always be the House Chairman.
   2. Coordinate coffee breaks with House Chairman in case some staggering of times is needed.

All seminars will be “non-smoking.” Have water and glasses available in all seminar rooms. Finalize, with House Chairman, available menus and costs and report back to committee for its decision.

* 1. Receive all photos and biographies of instructors and prepare a News Release to be approved by Seminar Committee, ADDC Public Relations Committee Chairman, Convention Public Relations Chairman, General Arrangements Chairman, and the ADDC President.
  2. Arrange with the hotel to have name and phone number of persons to contact if problems arise during seminars and circulate this information to each Seminar Leader. Arrange with Convention House Committee for signs to be displayed outside each seminar meeting room announcing name of seminar and for display of this information in the hotel lobby.

5. Work up a “checklist” of requirements for each seminar from reports of Seminar Leaders:

1. Registration table needed outside of the meeting room
2. Head table, skirted
3. Name cards for speaker(s) at head table
4. Head table seating: two seats on each side of table podium or lectern
5. Table podium in center of head table, or a lectern at the front of room
6. Lecture-style seating or classroom style
7. Advise registrants of areas in hotel where smoking is permitted
8. Determine whether the speaker will need standing mike
9. Plan for visual aids needed by speaker (blackboard, projector, etc.)
10. Make sure there are plenty of extension cords
11. Ice water with glasses
12. Plan to have speaker gift readily available for presentation

6. As soon as requirements are firm, provide list to House Chairman concerning all arrangements, sending the Committee Chairman and each Seminar Leader a copy of your letter.

1. **Duties of Seminar Committee Secretary**

(It is suggested the Seminar Committee Chairman appoint a Secretary to keep minutes of the meetings and provide support as listed below.)

1. Type list of Convention Seminar Committee members and distribute.
2. Take minutes at each meeting and distribute.
3. Notify each member a few days prior to each meeting.
4. Handle any correspondence requested by the Committee Chairman.
5. Obtain ADO’s reports as Convention draws closer to keep track of seminar registrants.
6. After Registration deadline date, furnish each Seminar Leader and the Committee Chairman with a final list of registrants for the preparation of CEUs.
7. If requested by Seminar Chairman, type Seminar Committee’s Final Report, after committee approval, for forwarding to General Arrangements Chairman
8. **Duties of Seminar Leader**
9. Select at least one member (preferably two) to assist you in your work. Furnish the Chairman and Secretary with their names and contact information.
10. Create detailed outline of your seminar. Determine exactly what most ADDC members will need to gain from this seminar. This outline is extremely important, as it is from the outline that you will contact the instructors to discuss their participation.
11. Select instructors. This is probably the most crucial aspect of the duties. Before contacting any instructor, you may wish to make a list of those recommended by other Desk and Derrick members or their employers. Remember that sometimes a person is very knowledgeable about a subject but may not be able to impart that knowledge. **A good seminar instructor needs to be both knowledgeable about the subject and an effective teacher.**
12. Contact instructors.
13. Orientation of instructors:

This is crucial. You have determined what the instructor is going to be responsible for in your outline. You will also need to be sure your instructor is familiar with Desk and Derrick members’ needs and what they will be expecting from the seminar.

1. Training materials:

After the instructor is thoroughly familiar with what is included in the outline, he/she will need to help you with the training materials necessary for the course. Discuss the maximum number of students that can reasonably be taught in the class, and whether he/she prefers the traditional classroom techniques, such as straight lecture formats, or structured discussion groups. Keep in mind that structured discussion groups permit greater participation and allow for free exchange of ideas. Sometimes this exchange with fellow members is quite valuable. Determine space requirements, seating arrangements and other requirements such as lectern, sound system, microphone, blackboard, etc.

1. Concluding the seminar:

You might want to encourage your instructor to consider having a segment at the conclusion of each seminar on how to implement what was learned. A common seminar criticism is that a great majority of ideas appear too difficult to put into practice. Setting aside a period of time to show how to apply new ideas to the work environment is time well spent.

1. Be sure the instructor understands the time schedule and is prepared to abide by it. He/she must break when required.
2. Obtain from your instructors an idea of their fee or travel expenses, costs of any books or handouts, video rental, etc. Report back to the committee.
3. Obtain a biographical sketch, photo, and share this with both the Convention Public Relations and Program Committees.
4. Include all the above requirements in your reports to the Seminar committee and obtain approval for all handout materials.
5. Confirm in writing all the arrangements to your instructor and send a copy to your chairman.
6. Enlist a backup instructor for your seminar, if possible. Explain that he/she could be called upon in an emergency.
7. Approximately one month prior to seminar, write your instructors again to explain where and when they will be expected. Confirm equipment needed hotel arrangements, travel plans, fees (if any), etc.
8. One or two days before the seminar, call your instructors personally, giving them detailed instructions on where you will meet them. Give instructions on parking, etc. Arrive at least 30 minutes before the scheduled start time. Call your assistants to verify that they will be available at the seminar and are aware of their duties.
9. On seminar day, bring all materials to the hotel at least 30 minutes early. Check that you have some help in the room while you meet the instructor. Look over the room to be assured all is in readiness. Check out sound system and bring the list of registrants. Have the instructor sign the CEUs. Verify that door prizes (if any), and the speaker’s gift are available.
10. At the beginning of seminar, introduce your instructor and give registrants any instructions such as rest room location, time of break, place for lunch, etc.
11. Stay in the room during the entire seminar in case of emergency or if your instructor needs some help.
12. Solicit comments from registrants and incorporate them into your Final Report, along with any suggestions as to how to make the Convention Seminars better.