

Guidelines for Inland Bird Banding Association Annual Meeting Arrangements August 2003

Annual Meeting Arrangement / Protocol

The annual meeting is the primary workshop where all members convene and is normally held sometime during August to December. The voluntary host is usually selected two years in advance. The meeting is a 2-day meeting convening on a Friday night and extending through Sunday noon with a Friday late afternoon Board meeting followed by an Introduction/Social event (with a local speaker), on Saturday a half day to full day is allotted for general sessions which includes a business meeting of the association (at least an hour), and presentations which can also include morning field trips, a field session with banding, workshops, and an evening banquet (with speaker). Then on Sunday morning more optional field trips, field session with banding, or workshops. The host has a large portion of the responsibility for the success of the meeting and has many details to attend to in that regard. At the same time, this is the annual meeting of the Inland Bird Banding Association and the host should not have total financial responsibility for the meeting. It is the primarily the association's responsibility. The Board has authorized \$300 in seed money for the host to use, if requested. It is expected that this money will be returned to the Treasurer from the fees collected during registration.

Host Individual/Organization Responsibilities:

1. Hotel/Meeting Site Arrangements

At least 8 months before a meeting, the host should begin making arrangements with a hotel and caterer. These include:

- a.) reserving a block of rooms based on recent attendance records
- b.) reserving a meeting room for 25-75 people that can be used for Friday night gathering and general session on Saturday or reserve separate venues for each event
- c.) reserving a banquet room for 25-75 people that can be used from 6:00-11:00 PM on Saturday
- d.) reserving a room that can function as an office, in close proximity, if possible, to the meeting rooms
- e.) making arrangements for coffee breaks and meals, if nearby eating establishments are limited
- f.) making arrangements for the use of monitors, projectors, VCR's, computer projectors, screens, and extension cords for audio visual equipment and computers if not provided by another source

Individual and meeting room prices are often negotiable, as well as the costs of coffee breaks, etc., depending upon the size of the group. All costs, room assignments, and other arrangements should be included in a contract with the hotel or meeting site.

2. Reservations and Travel Arrangements

About 6 months before the meeting, information packets including hotel information, reservation cards, maps of the city and travel options (airports, taxi, hotel shuttle services, etc.) should be sent to the Membership Secretary for distribution to IBBA members with the preliminary agenda. Or the host can request sets of mailing labels from the Membership Secretary and mail the information to the membership. This option is usually easiest. Confirmation letters or emails should be sent to the registrants upon receipt and should include meeting location maps, lodging possibilities (if not included with the meeting announcements) and a preliminary agenda. The registration packet to be handed out at the registration table should include: name tag, appropriate maps, agenda, field trip information, paper, pen, and anything else donated by sponsors.

3. Speakers

At least 8 months before the meeting, a call for papers should be sent to the membership, web site coordinator, and NABB for publication. Presentations should be held to 20 minutes with 5 minutes for questions. 15 minute breaks should be incorporated into the morning and afternoon sessions. Poster sessions should be encouraged to increase member participation. Speakers should be required to provide a short bio and an electronic copy of their abstract for publication in NABB.

4. Social Activities

Friday Evening Socials – Any special arrangements needed for these social functions (e.g. room arrangements, permits to bring beverages, food, etc.) should be made with the hotel/meeting site well in advance of the meeting. Generally an evening presentation is related to the area of the meeting.

Saturday Banquet – The banquet is the centerpiece of the organizational meeting. Plan on an evening program with a speaker following the meal. Secure a presentation title and bio from the speaker to be included in meeting announcements. Consider seating arrangements for both the meal and presentation.

Field Trips – In the past, a half to a full day has been allotted for a field trip. Field trips most often involve a tour of local habitats or a banding operation so members can broaden their perspective of banding issues. Transportation may be provided or directions for individual transportation should be included in the registration packets. Costs for transportation and meals if provided should be covered by registration fees or defrayed by sponsors.

The host representative should work closely with the IBBA President to ensure that the social activities are appropriately scheduled within the constraints of the meeting framework to complete its primary responsibilities.

5. Office and Audio-Visual Equipment

The host is responsible for ensuring the following office and audio-visual equipment is available at the meeting:

- * At least one and preferably two slide projectors with spare bulbs and remote slide advancers.
- * An over-head projector with spare bulbs if requested by a speaker.

- * A computer projector with compatible laptop computer (equipped with presentation software) or set-up to be compatible with other laptop computers if requested by speakers.
- * A portable slide projection screen.
- * At least three, 15 foot or longer extension cords.
- * 2 multiple outlet surge protectors.
- * Duct tape to secure cords to floor to prevent tripping or equipment damage.
- * Miscellaneous office supplies (staplers, paper clips, message pads, various size envelopes, name tags, lined paper, pencils/pens, etc.) if not supplied in the registration packets.

6. Secretarial Assistance

The host is responsible for arranging for assistants in the registration of the meeting participants. An additional assistant is useful to help with equipment setup and maintenance in the meeting room, to adjust meeting room lighting, adjust speaker systems, to deliver messages, get additional supplies if necessary, run errands, etc. The primary responsibilities of the secretaries and office assistant include:

- * Assisting with registration
- * Delivering messages
- * Posting information on meeting rooms, arrangements, or any schedule changes
- * Assisting members in getting or using equipment (extension cords, projectors, computers, etc.)

7. Meeting Room Setup

Seating arrangements should be conference style for board meetings and classroom style, with tables and chairs, for general session and business meeting. A head table should be arranged at the front of the room for the President and Secretary to use at the business meeting. A podium and a microphone should also be set up for the general session. The host representative or assistant should coordinate with the President to ensure that any additional equipment (e.g., slide projectors, computer projectors, overhead projectors, screens, monitors, VCRs, etc.) is set up in the general session meeting room prior to the meeting. The host representative should designate someone to assist with the equipment use, including sound system, during the meeting as well as control the lights in the room.

8. Registration

Registration fees are normally collected prior to the meeting or during registration to cover expenses of the meeting, room rental, refreshments at breaks, social-event costs, and field trips. Registration fees can be kept to a minimum by carefully negotiating contracts with hotels/meeting sites as well as using available organization equipment and staff. **Registration fees should be calculated after all food service, room fees, speaker fees, mailing fees, and other material fees are figured in based on expected attendance.** Name tags should be provided upon registration sign-in. The Treasurer can provide funds, if necessary, to pay some expenses prior to the meeting (see the beginning paragraph of this booklet). It should be planned to replace these funds with registration receipts. The objective should be no net costs to IBBA or the host as a result of a meeting.

9. Cost Accounting

The host representative should work closely with the Treasurer to ensure that all collected registration fees are accounted for and all meeting expenses that are to be reimbursed from the registration fees are itemized and paid in a timely manner. Keeping a file of receipts for the meeting expenses may be particularly important if other groups (NGO's, sportsmen's groups, etc.) or agencies are sharing the costs of hosting the meeting. A good accounting of meeting income and expenses can also be invaluable for planning purposes to the host of the next meeting.

10. Personnel Needs

There will be personnel needs from the beginning of setting up the meeting to the actual completion of the event. Items to be planned for are as follows:

- * Send out call for speakers/papers letter
- * Mailing out a meeting agenda/registration materials (be sure to include a place for registrant name, address, who to write the check to, and where to send it).
- * Someone to make up name tags and put packets together.
- * Personnel to set up breaks unless a caterer is doing it; someone to show caterer where to set up.
- * One or two people for the registration table.
- * Someone in charge of lighting during the meeting.
- * Someone in charge of audio-visual equipment.
- * Someone in charge of field trips.

11. Miscellaneous

Silent Auction

It has become a tradition at the annual meeting to have a silent auction. Members are encouraged to donate items for the auction. The host committee may also gather items for the auction. Items are then displayed during the Friday and Saturday meeting sessions. Attendees may write in bids for each item any time during that period and during the banquet. At the end of the banquet, winners are announced. They pay the IBBA treasurer what they have bid and pickup their newly won items. The money from the auction is then given to Inland Bird Banding Association and used to help defray the costs of the meeting. It is also tradition that IBBA donated some money to the host organization for its hard work.

Suggested Meeting Time Line

8-12 months

- secure location, food service, evening speakers
- make sure location has audio-visual equipment needed or begin making arrangements to rent or borrow

6-8 months

- mail out call for speakers letter (email to BIRDBAND also)
- advertise in appropriate newsletters paying attention to deadlines for publication

6 months

- Work up program schedule
 - speakers, field trips, etc
- secure volunteers to help on day of meeting

5 months

- mail out meeting details/registration to members (can include a preliminary agenda or just info on evening speakers, lodging info, and whatever other program info you have at that time)

2 months

- possibly more advertising on the internet or maybe a postcard reminding Members

1 month

- double check on food service for the meeting, finalize food choices

1 week

- make up name tags
- call volunteers to confirm their help on meeting date
- type up a registration list in alphabetical order for volunteers at the registration table
- if people are paying at the door, have a money box available for volunteers to take registration at the door
- make sure audio-visual equipment is ready to go for the meeting
- do any last minute preparations

Day of

- set up registration table
- set up screen, microphone, podium, or other equipment
- know where light switches are
- know where the restrooms are to tell participants
- have water available for speakers