

***Guidelines for Local Arrangement Committee  
Hosting an Annual Meeting***

Communities hosting an annual meeting of The Potato Association of America have the opportunity to meet and influence a diverse crowd of scientists, growers, and representatives of various industries. Following is a set of guidelines which may help the host community to take advantage of this opportunity. While these guidelines attempt to address the essentials for a successful meeting, and give a general overview of the format, they cannot provide all of the ingredients. The ways to reveal the unique flavors, to highlight the local attractions and points of interest, are left to the host community.

In the event that further assistance is required, the Local Arrangements Committee can contact the secretary of the PAA, or its executive officers, and help will be provided.

**Local Arrangements Committee.** The Local Arrangements Committee (LAC) is to be chaired by one or more persons who appoint chairpersons of subcommittees. This committee shall submit to the PAA Insider newsletter an announcement of the upcoming conference in the July issue **one year** before the conference. Updates will be published in each issue (quarterly) with registration materials and information on tours and activities in the January issue. Chairperson(s) schedule and moderate LAC meetings. Chairperson(s) shall prepare a final report to the Association covering Committee functions, pre-registration and final registration statistics, industry relations, and a statement of revenue and expenditures.

1. **Suggested Subcommittees:** Number of subcommittees are at the discretion of the LAC. Emphasis should focus on completing assignments in a timely manner.

- A. Program
- B. Registration
- C. Conference center/headquarters
- D. Housing/primary conference hotel
- E. Publicity and signs
- F. Transportation
- G. Childcare
- H. Tours and events
- I. Budget and fundraising
- J. Entertainment
- K. Symposia Hosting Section

2. Subcommittee responsibilities and time requirements will vary so potential chairpersons and members should understand the responsibilities before committing to serve on the subcommittee.



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A. **Program**

1. Meeting rooms should be thoroughly examined for suitability prior to any reservations for their usage. Appropriate meeting rooms must be reserved for

general sessions, executive sessions, poster sessions, section meetings, slide previewing, and miscellaneous usage.

2. Several persons should be enlisted to operate visual equipment. They should be advised of PAA meeting protocol. All projectors, pointers, and microphones should be readied in advance of the opening sessions. Several light switch operators should be assigned. A schedule should be developed for projector operators and others involved in running the sessions.
3. Session moderators must be chosen and assigned before the program can be prepared. Moderators should be knowledgeable in the session subject matter and sufficiently assertive to keep sessions on schedule.
4. Traditionally, a local dignitary is invited to welcome delegates to the annual meeting. The program chairperson should arrange for this speaker at the time session moderators are chosen.
5. The LAC will receive a copy of the abstracts and the meeting program from the PAA secretary several weeks in advance of the meeting. The program chairperson should arrange for the program and abstracts to be bound into a booklet for distribution during registration.
6. The program committee chairperson should assign several persons to assist with poster placement, display and removal.
7. An agenda listing times, subjects, and speakers should be posted near the entrance of each meeting room.

### **Back to Top**

## **B. Registration**

1. A registration form should be developed for publication in the January issue of the PAA Insider newsletter. (See [sample registration form](#) )
2. Registration packets should be assembled for registered participants. All packets should include name tags (with ribbons for local hosts, PAA officers, Honorary Life members, section chairs), note paper and pen, folder or binder, directions to sites of special events, city map, tickets and information for special events and tours, general information (restaurants, shopping, recreation, camping facilities, civic clubs, places of religious worship, and emergency telephone numbers). In addition, packet contents for meeting attendees will include the conference program and abstracts.
3. Registration fees must be established for delegates, non-delegates, graduate students, and late registrants after the budget is determined.
4. Committee members will oversee the registration desk for the duration of the conference.

### **Back to Top**

### C. Conference Center/Hotel

1. Not all LAC'S will have available the services of a conference center. Services that are offered by a conference center will need be to be carried out by alternative methods.
2. If the services of a conference center are engaged, a written agreement outlining the responsibilities of the conference center shall be submitted to the LAC. Responsibilities may include providing personnel for accounting and registration and helping to establish fees. All charges for all services, facilities and equipment must be specified beforehand.

#### **Back to Top**

### D. Housing/Primary Conference Hotel/Hotel

1. A motel/hotel near the conference site should be reserved as the primary conference motel/hotel. Special meeting rooms, hospitality suites, and childcare rooms. Motels should be reserved at least 12 months in advance.
2. Several possible housing options should be listed on the registration forms, such as campus dorms, campgrounds, convenient motels and hotels, and bed and breakfasts. Costs, reservation policies, and distances from the conference site should be included.

#### **Back to Top**

### E. Publicity & Signs

1. Signs will be required in several locations during the conference. Signs are commonly needed to identify the registration area, passenger loading areas, and parking areas. Signs are also needed inside the tour buses and vans, in motels and dorms, outside both paper and poster sessions, and near special events. Each subcommittee chairperson shall submit its sign requests.
2. Sign-making materials should be kept at the registration desk for making or changing signs at the last minute.

#### **Back to Top**

### F. Transportation

1. Airline discounts should be made available to delegates and non —delegates. Flight information should be included with the pre-registration form. Airport shuttle services (limousines, taxis, etc.) and a list of car rental agencies should be made available.
2. Van and/or bus shuttles to and from the meeting site and motels/hotels will be provided. Several drivers are needed to meet the varied schedules of the participants. The transportation subcommittee will prepare a notebook with bus

schedules, routes, and phone numbers of drivers for subcommittee members and for the registration desk.

3. Signs indicating van/bus departure schedules should be prominently displayed at the meeting site and at lodging facilities. At least one driver and vehicle should be available at the meeting site to handle unexpected transportation needs.
4. The transportation and tour subcommittees should work together to provide tour transportation. An early registration cut-off date is beneficial for predicting tour transportation needs.
5. Passenger comfort must be considered when ordering buses. Air conditioning and restrooms are essential. Some bus companies have only a few fully-equipped buses. School buses are uncomfortable and should be used for short runs only.
6. Information on mass transit within the community will be included in the registration packet and will be available at the registration desk.

### **Back to Top**

#### **G. Childcare**

1. Ideally, childcare should be available in a complimentary room at the primary conference motel. Daycare centers are rarely close to the meeting site and most people object to having children at the conference site.
2. Pre-registration forms should include child care requests. Registrants should know that there may not be space available if they do not pre-register. The child/caregiver ratio should not exceed 10:1 for children 6 years and older, and 5:1 for children 5 years and younger.
3. Caregivers should be hired soon after the pre-registration deadline in addition to caregivers actually hired, a list of on-call caregivers is desirable. Twice as many children as are pre-registered for child care can be expected.
4. Caregivers can be sought through newspaper advertisements, local community colleges, local Children's Services Division (CSD), and Child Development Departments at local universities. They must provide references and these need to be verified. Conference centers may also provide caregivers. It is essential to determine who will carry the liability insurance for this service. Children's Services Division should be consulted for rules and guidelines for providing this service.
5. Activities for children should be scheduled during the meetings and special events that are not suitable for children (President's reception, Awards banquet).
6. Each room for childcare should have healthy snacks available and a variety of borrowed toys. Sticky name tags should be available.
7. An information sheet for each child with an emergency release form and phone number where parents can be reached should be provided.

8. Parents should pay for care after services are rendered, at a rate no less than \$1.50/hour/child. Caregivers will be expected to collect fees from parents and turn them in daily to the conference accountant. Caregivers should be paid no less than \$6.00/hour.

### **Back to Top**

## **H. Tours and Events**

1. Tours and special events are offered to all of those who register. Usually there is a pre-meeting tour the weekend prior to the conference. On Wednesday, meetings are not held, but a menu of tours is offered from which to select. Special events, tours, and workshops are often available for spouse/guest on Monday and Tuesday of the conference. Post-meeting tours may be planned if interest is expressed.
2. The time allotted for a tour depends on several factors. For full or half-day tours, the following must be considered: transportation needs (to be arranged with the transportation committee), timing and location of rest stops, admission tickets, and meals. For each tour, the description should include its suitability for children. The committee should preview the routes and stops, allowing for boarding time and rest stops.
3. A description of tours and corresponding prices should be included in the conference announcement. A simple map included with the tour description would be helpful. Information on weather expectations and clothing needs should be included in tour descriptions.
4. The tour subcommittee should assign hosts/hostesses for each tour bus and be prepared to lead tours when guides are not available.
5. Tours should be self-supporting, if possible. A budget for transportation, admissions, and food, plus a contingency fund, should be developed. A refund policy is needed for cancellations and no-shows. When, where, and how fees are to be paid must be determined. If the LAC cannot be billed, tour guides will need to carry cash or checks. Receipts and a list of participants and other details of the tour should be turned in by tour guides after the event. Written contracts may be necessary. If a commercial tour company is available, consider using it to help estimate costs.
6. For each tour, dates, times, contact person(s), phone numbers, addresses, costs of admission, food menus, and various expenditures must be arranged. Details need to be verified two to three weeks prior to the scheduled event. At this time pre-registrations should be tabulated to determine whether there is enough interest to continue with planned tours. Some arrangements may have to be changed. Insurance and accident policies should be delineated in advance.
7. The tour subcommittee should maintain a table at the conference site where information is available on each tour. Maximum number of participants allowed per tour is determined by actual tour or transportation limits. At registration, participants may add or trade tours insofar as permitted by tour limits. A list of participants should be available for each tour.

8. A "Hospitality Suite" should be provided at the conference motel as a gathering place for non-delegates. Hot drinks and snacks should be available. The room should be clearly marked, and information about this room should be included in the registration packet.

#### I. **Budgeting and Fundraising**

1. The LAC is responsible for developing a budget, generating revenue, and controlling expenses so as not to exceed income. These expenses should be covered by a mix of tax-deductible industry contributions and direct charges to the delegates and non-delegates.
2. The budget should be established before determining registration costs. This will require that quotes for banquets, tours, buses, audio-video equipment rental etc. be made early.
3. Potential contributors should be contacted one year in advance. Possible donors include chemical companies, state and local grower organizations, and local potato processing plants. Contributors should be sent a letter soliciting of funds, followed by a letter acknowledging receipt of funds (See sample letters). A cutoff date should be established for receiving funds or commitment for funds in order to aid in planning.

#### **Back to Top**

#### J. **Entertainment**

1. The President's Reception is held Sunday evening. If the reception is held at a conference center, a local caterer may be contracted for this event. It should be determined whether alcoholic beverages are admissible, who carries the liability insurance, and whether children are allowed where alcohol is served. Decorations for the tables can be an additional responsibility of the caterer. General announcements are made during the reception. The President's Reception is free to participants, so the cost must be discussed with the budget and finance subcommittee.
2. The Tuesday tours converge for dinner at some central point in the late afternoon. This dinner is often a barbecue including an area specialty. Selection of the dinner site should be based on the suitability of the facility and convenience of location. A no-host bar may be considered. The tour and transportation subcommittees will assist in planning this event. Childcare should be available at the facility, so arrangements for an extra room must be made, and the childcare subcommittee must provide caregiver(s). All plans should be confirmed three weeks in advance. It must be determined whether the facility requires payment in advance, on the evening of the event, or is willing to bill the LAC account afterwards. This event can pay for itself or the LAC can subsidize it if funds are available.
3. The Awards banquet is traditionally held on Wednesday evening; however, it may be held on Tuesday evening in conjunction with the dinner (barbecue). A banquet program is provided which includes the menu, the PAA president's name, the list of awards to be presented, biographies of honorary life member inductees, a list of honorary life members, a list of the LAC members, and a list of contributors (see sample program). The cost of the banquet should be handled as for the Wednesday

dinner, with the exception that honorary members and their spouses and family members are guests of the LAC.

#### K. Symposia Hosting Section

1. General: A high quality symposium is an important component of a PAA annual meeting. A symposium is organized and delivered by a section following approval by the PAA Executive Committee. Normally, planning and approval should begin two or more years prior to actual presentation.

Under special circumstances, symposium approvals may occur as little as one year prior to presentation. Normally, an annual meeting contains a single symposium. Under unusual circumstances (e.g. to address a hot topic or take advantage of unique circumstances) a second symposium may be approved for an annual meeting. When approval for a full symposium cannot be obtained, sections should consider hosting workshops or mini-workshops on the topic of interest.

2. Hosting Section: Symposia hosting sections are to have a single contact person for the journal to deal with in all matters regarding the preparation, review and publication of the symposia papers.
3. Contact Person: The symposia hosting section contact person will submit symposia papers to the journal as a single package within 3 months of the symposium. The majority of the symposium papers must be received together (e.g. 3 of 4 or 4 of 5 ). Otherwise, they will be treated as individual unsolicited submissions for which the authors (or the hosting section) are responsible for costs and revisions. The package will include: a Symposium Introduction (maximum of page - 8.5 x 11" paper); and all of the symposia papers to be published each of which will be about 12-15 journal pages in length [35-50 double-spaced typed pages] (8.5 x 11" paper). Symposia papers should only include information presented during the symposia.
4. Symposia Package: The Symposia package will be reviewed as other manuscripts and returned to the symposia hosting section contact for revision within a limited amount of time to enable publication within 6-9 months after the symposium.
5. Symposia Costs: It is customary for Section organizers to cover the travel and meeting expenses of invited speakers who are not PAA members. PAA members normally are expected to pay for their travel to annual meetings and meeting expenses even when they are making symposia presentations. Section organizers may at their option elect to cover the travel and meeting costs for PAA members who are retired from their professional positions. Costs of the symposia are the responsibility of the hosting section, not PAA or the LAC. Upon request, PAA may provide up to \$2000 to the hosting section to help support the symposium costs (e.g. travel, meeting, AJPR page and reprint costs) for invited speakers that are not PAA members or for speakers who are retired from their professional positions. The remaining costs are the responsibility of the presenters and the Section 's organizing committee. The organizing committee needs to plan ahead and be very clear with the author's regarding the expectations concerning AJPR publication, travel, and meeting costs. Funds beyond those provided by PAA and those paid for by the presenters should be obtained via fund raising or other sources. This fundraising is generally distinct from that of the LAC; however, under some circumstances the fundraising might be done in coordination with the LAC 's fund-raising efforts. For example, an organization might be more interested in supporting a meeting when the symposium is on a topic of importance to them and they might provide support to the section if that helps assure a high quality symposium and publication of important

information in the *AJPR*.

6. **Publication Costs:** The hosting section (via the contact person) will ensure that all publication and reprint costs are paid. Standard journal page and reprint charges will apply. Association members who are presenters are normally expected to cover their own publication and reprint costs. For non-member or special presenters, hosting sections will obtain the required funds for publication and reprints of the symposia papers from fund-raising, the executive committee (with limits as described above), or other sources.

**[Back to Top](#)**