

MANUAL FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

CRC REGIONAL CONFERENCE CALENDAR OF EVENTS (10-06-28)

Reg Chm	48 months	Host Chapter and meeting date selected by Director and Regional Chair, considering normal rotation based on adequate room facilities and available dates for the specific days of the meeting.
Reg Chm	36 months	Coordination of dates with other regions. Approval of the Host chapter as submitted by the Director and Regional Chair, giving evaluation of dates of this regional request as well as the other regional requests.
Chapter	24-36 months	First meeting of chapter's Board of Governors to appoint committees, General Chair and preliminary discussion on conference format.
Chapter	24-36 months	Host Chapter and Director and Regional Chair select meeting hotel.
Gen Chm	18-24 months	Appointment of committees with ratification by Host Committee.
Hdqrs	12-36 months	Distribution of <i>Manual for Conducting Chapters Regional Conference</i> to the Host Chapter, as soon as identified.
Chapter	6 months	Request mailing labels, if desired.
Chapter	6 months	*Meeting of Conference Arrangements Committee and Director and Regional Chair to finalize programs. Monthly meetings thereafter to discuss progress.
Chapter	6 months	Begin meeting of all subcommittees. Chair to call meetings monthly thereafter and just prior to the Conference Arrangements Committee meeting.
Chapter	4 months	First mailing of meeting notice.
Chapter	4 months	Web page and registration active online.
Reg Chm	3 months	Notify Presidential Representative and Vice President of when they will address the meeting.
Hdqrs	3 months	Distribution of supplies, such as registration cards, ribbons, name tags, etc.
Hdqrs	3 months	Official notice to delegates and alternates
Chapter	2 months	Second mailing of meeting notice.
Chapter	1 month	Prepare name cards for Society and regional officers, delegates, alternates and committee chairs - Appendix E.
Chapter	1 month	Prepare and mail letter of invitation to employers listed for employer recognition event.
Chapter	15 days	Combined meeting of Conference Arrangement Committee, Director and Regional Chair and all subcommittees to discuss plans and review procedures. All planning should be completed and thoroughly checked.
Chapter	10 days	Prepare name tags for pre-registered attendees.
Chapter	1-2 days	Meet visiting dignitaries at point of arrival and escort to hotel. General chair should move into the hotel. Final meeting of Host Committee and Director and rehearsal; review all details.
DAY OF CONFERENCE		All is progressing smoothly.

*Director and Regional Chair shall be advised of all meetings of the Conference Arrangements Committee to allow his/her attendance, if possible. Minutes of meetings at which Director and Regional Chair is not in attendance shall be forwarded to the Director and Regional Chair within a few days following the meeting.