

MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
New York • Pennsylvania • Virginia • West Virginia

MEETING POLICY MANUAL

2017

PREFACE

As a result of member concerns about meeting planning voiced in a survey, MARAC leaders wrote the first handbook for meeting planning in 1983. Two years later MARAC created the Meetings Coordinating Committee (MCC) to oversee meeting planning, choose meeting sites, guide the Local Arrangements and Program Committees, and regularly update the meetings handbook. The committee subsequently revised the handbook in 1986-87, 1991, 2001, 2004, 2005, 2007, 2008, 2009, 2016, and 2017.

The text of the manual will reside in electronic form with the Chair of the MCC (formerly the MARAC Vice Chair) and the MARAC Administrator. It will also be posted on the MARAC website. Meeting planners and other MARAC members interested in reading the manual may ask for it to be delivered to them electronically. It can also be downloaded from the MARAC website. Corrections or other changes to the manual should be made whenever necessary. All individuals taking part in a MARAC conference are encouraged to recommend corrections, changes, and additions. Readers should notify the MCC Chair of their suggestions. *The Manual* is always a working document. It is always growing and changing.

Meetings Coordinating Committee:

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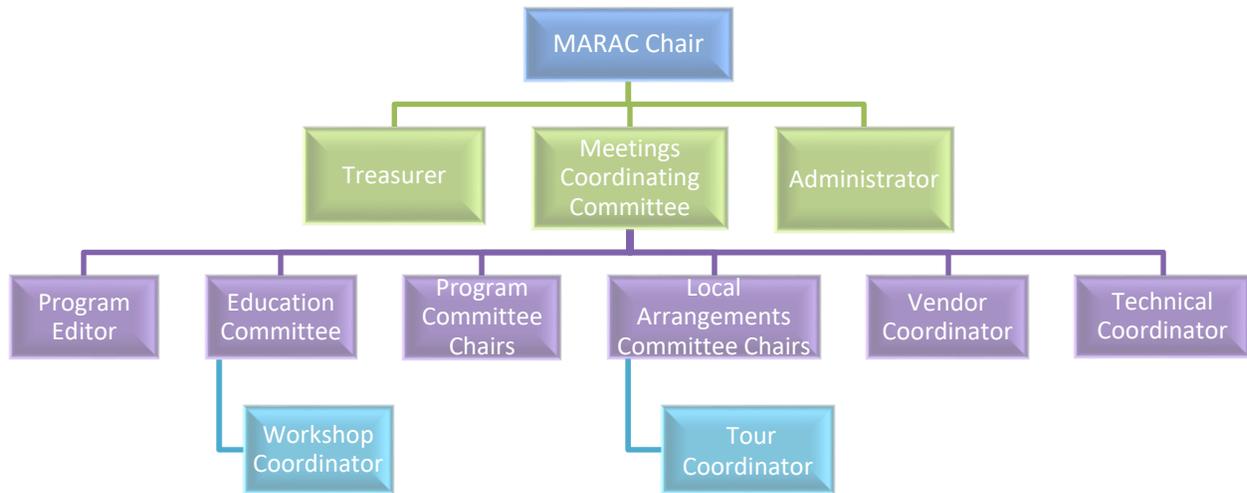
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INTRODUCTION

MARAC's semi-annual meetings are the most important benefit the organization provides its members. The members share their expertise and gain new insights in the archival profession. They are also given the opportunity to visit archival repositories and other cultural institutions with colleagues. And they become acquainted with each other in both educational and informal settings. The members who serve on the committees for these meetings provide an invaluable service for the membership.

While the work of the meeting committees is sometimes demanding and often time-consuming, volunteers who have done it realize that helping to plan a meeting is an excellent way to gain a better understanding of MARAC, to make a significant contribution to the organization, and to become better acquainted with other members. Since the MARAC Administrator handles many workflow matters, some of the more onerous burdens of meeting record-keeping have been lifted from volunteers. In 2011, MARAC began working with Helms Briscoe, a meeting procurement and site selection agency, which has greatly altered the time it takes for MARAC to investigate a city for a likely conference destination. It has also provided MARAC with a higher level of expertise that is useful during contract negotiations and at the time of contract signing. We now have a greater understanding of our rights and it has heightened our expectations of what any hotel should offer. Other changes in meeting planning have been instituted in order to simplify and standardize committees' efforts as much as possible. The MCC always welcomes the recommendations of experienced meeting planners for making future committees' work easier.

This *Meeting Policy Manual* is organized into sections that describe the roles of the Local Arrangements Committee (LAC), the Program Committee (PC), the Vendor Coordinator, Technical Coordinator, Program Editor, Workshop Coordinator, and Tour Coordinator. Also sections are included that outline the tasks of the MARAC Administrator, Treasurer, and Membership Development Committee. These individuals provide critical support for the conferences. The chart below provides a high-level view of the committees' and individual roles:



The primary responsibilities of each committee/position are summarized below:

Meetings Coordinating Committee (MCC) Chair: With the assistance of Helms-Briscoe, and with input of MARAC's members, identifies likely meeting venues and evaluates these locations; negotiates hotel contracts; signs hotel contracts; provides oversight and handles questions as MARAC committees and officers interact with one another.

Treasurer: Provides budget template and works with committees to finalize data for submittal of the budget to Steering Committee for approval; prepays for tours, reception venues or other items as needed; invoices vendors or sponsors upon request; audits the final conference receipts and publishes final accounting information for the conference.

Administrator: Manages registration workflow for attendees and vendors, serves as a main point of contact for conference communication both for internal workflow and the general membership/public.

Membership Development Chair: Organizes the New Member Orientation meeting, handles Roomshare/Rideshare programs as well as the Navigator program.

Program Editor: Creates the conference program in conjunction with the printer, handles placement and coordinates activity for conference ads, also creates the final supplement when possible (listing of final event times and locations, sponsorship acknowledgements and vendor ads).

Education Committee Workshop Coordinator: Plans and implements the education workshops, works with instructors as needed, confirms final attendance with registrants and instructor, oversees the workshops on the day. Provides the LAC with data for the budget.

Vendor Coordinator: Solicits vendor attendance for the meeting and serves as their main point of contact, coordinates internal vendor workflow with key conference personnel, works with hotel

staff to set up exhibitor areas at the conferences, works with LAC regarding local sponsorship participation.

Tour Coordinator: Plans and implements the tours, works with Administrator and tour chaperones, confirms final attendance with participants and tour chaperones, oversees the meeting point and departures of the tours. Provides the LAC with data for the budget. Coordinates with Treasurer for any onsite tour payments.

Technical Coordinator(s): Works with hotel Audio Visual personnel to oversee tech support, coordinates MARAC projector rotation and Guidebook (or similar mobile conference app) setup.

Local Arrangements Committee (LAC): Serves as the hotel contact following the signing of the contract, responsible for tours and reception, staffs registration desk, allocates space for conference events and handles meal coordination, key point of contact for local venue information and documents for registration packets. LAC is responsible for the “place.”

Program Committee (PC): Selection and development of conference theme, selection of plenary and luncheon speakers, coordinates all session activity and serves as primary point of contact for speakers. PC is responsible for the “content.”

Since this *Meeting Policy Manual* was last published in 2009, there have been significant technological, collaborative and social media advances which benefit the conference overall when incorporated into the workflow. Within the applicable section of this manual, these items (e.g. WordPress.com, Doodle Poll, Survey Monkey, Dropbox, Guidebook, Google Drive/Microsoft OneDrive, Twitter, etc.) are described in further detail. These newer technologies have also lead to the addition of a Technology Coordinator to the MCC or designating an LAC member for this role at each conference.

MCC requires that the LAC and PC chairs read over this complete manual in the initial stages of their planning in order to acquire a solid overview of the meeting. They should regularly consult it throughout the planning and implementation process. The chairs may choose to give the entire text to their committee members, or they may give them only the section about their committee. The work of each committee will go more smoothly if everyone is aware of what is expected of them. MCC also strongly advises that all who participate in the meeting should review this manual at least once and regularly consult the relevant sections as meeting planning proceeds.

The manual is intended as a guide to meeting procedures. It is the framework under which a conference is developed. In some areas, such as the designation of responsibilities among the committees, selection and negotiation with the hotel, and the creation of the budget, standard procedure should be closely followed. In other areas, standard procedure is provided to give direction to the committees, but, for instance, if the PC wants to try something new in place of the plenary session, or the LAC wants to replace the reception with a different social gathering, such “customization” of the usual meeting arrangements is allowed and, indeed, encouraged. The manual is the start of the process -- it provides the skeleton. The LAC and PC place the flesh on the skeleton. They are encouraged to joyfully be creative in this process.

Again, **PLEASE READ THE MANUAL!** Keep it handy for reference during the eighteen months or so you plan for your meeting. When you have questions that the manual does not answer, do not hesitate to contact the Meetings Coordinating Committee Chair. The MCC Chair should be the primary point of contact for all conference questions and concerns, not the Administrator in order to streamline the Administrator's workflow. Only the Program Editor and the Vendor Coordinator, due to the nature of the responsibilities of their positions, should regularly contact the Administrator directly.

Good luck with your meeting!

LOCAL ARRANGEMENTS COMMITTEE

MAJOR RESPONSIBILITIES

The Local Arrangements Committee (LAC) is responsible for planning and managing all meeting activities except program sessions, program printing, vendor recruitment, and workshops. To produce a successful meeting the LAC, the Education Committee's Workshop Coordinator(s), and Program Committee (PC) must work closely together because in many ways their duties intersect. The three committees' work overlaps most significantly in drawing up the meeting budget and preparing the printed program. In both areas close communication and cooperation is essential. In brief, the PC is responsible for planning all program sessions; arranging for the plenary and luncheon speaker; and gathering materials for the program. The Education Committee Workshop Coordinator(s) organizes the workshops. The LAC also works closely with the MARAC Treasurer who handles the meeting funds and with the Administrator, who creates LAC and PC e-mail lists, who mails the program, creates the online registration form, manages the vendor and attendee registration workflow and serves as a key point of contact for internal conference communications. The Vendor Coordinator(s) of the MCC is responsible for inviting vendors to exhibit and/or advertise.

The LAC's responsibilities include the following:

- Serving as the point of contact for the hotel following the signing of the contract. All interactions with the hotel following the contract should go through the LAC Co-chairs.
- Working with hotel on all room arrangements and set up.
- Preparing budget using template provided by the Treasurer (see Appendix VIII).
- Overseeing all conference expenditures following approval of the budget by Steering Committee.
- Writing meeting publicity articles for *Mid-Atlantic Archivist*; along with disseminating conference information through MARAC Social Media and other venues.
- Organizing the composition of the introductory/welcome in the print program, working with input from the PC Co-Chairs.
- Supplying meeting arrangements descriptions for the print program.
- Overseeing the production of the Program Supplement, which contains last-minute information for the meeting packets.
- Working with the MARAC Administrator and MARAC Web Team to add information to the MARAC website announcing the conference.
- Assisting the Program Editor and the Administrator with tailoring the registration form to meeting needs using a template and preparing text for printed program.
- Handling tour arrangements and providing chaperones and transportation for tour groups.
- Bringing local vendors to the attention of the Vendor Coordinator, work with the Vendor Coordinator to invite them to exhibit and/or advertise.

- Working with the Vendor Coordinator to provide all vendors with assistance during the meeting.
- Contacting organizations/vendors for sponsorship of meeting events.
- Preparing registration packets and staffing the meeting registration desk.
- Arranging Friday reception location, food, and transportation.
- Planning food functions (luncheon, breakfasts, and breaks) with the hotel.
- When doable, develop a hospitality suite (held in a public area) or other social event for MARAC members on Thursday and Friday nights.
- Making arrangements for and serving as hosts at hospitality suite or other social events.
- Working closely with PC and the Technical Coordinator(s) on audio-visual equipment needs for speakers.
- Working closely with the Workshop Coordinator(s) on workshops (audio-visual equipment, budget).
- Providing directions to the hotel and reception site and, when necessary, to tour locations.
- Submit a quarterly oral or written reports to the MCC Chair.
- Submitting a final report to the MCC Chair.

Technological considerations and getting organized:

Outlined below are various software packages or services that have been used during more recent conferences to provide an easier method to collaborate, organize committee work, and publicize events. LAC should consider incorporating these technologies when planning the conference if it will ease them in conference planning. The only tool that must be used for internal communication is an e-mail list. For external communication, the MARAC blog and social media venues, along with e-mail distribution, must be used to communicate to MARAC members. The use of other technology for planning is solely at the discretion of the committee co-chairs.

- **WordPress.com** – used by LAC to create a promotional overview of the conference events. A template of the site layout is available on request. Prior examples:
 - Baltimore Fall 2014 - <https://marac2014baltimore.wordpress.com/>
 - Pittsburgh Spring 2016 - <https://marac2016pittsburgh.wordpress.com/>
- **Google Drive or OneDrive** - determine if a collaborative environment for documents should be set up. Using either Google Drive or Microsoft OneDrive to create a cloud storage workspace to allow LAC members to work on internal documents or to share items with other key MARAC/ conference attendees more easily. Some possible uses for this option include creating a LAC contact list for committee members and best times to hold conference call meetings, listing assigned responsibilities for each LAC member, sharing meeting notes for LAC and signing up for shifts on the registration desk. Some documents that can be shared with other conference key contacts or attendees include tour attendee lists, sign-up sheets for Dine Around programs, setting up MARAC committee meeting rooms and times which occur onsite, etc.
- **Dropbox** – MARAC has a free account to handle storage for large files. The conference program editor uses this account to gather files for publishing.

- **E-mail lists** - the MARAC Administrator will setup an e-mail list, using MemberClicks for each committee at the time of formation. The required core MCC members, along with the required MARAC officers, must be included to ensure smoother communications and to provide them with the oversight necessary to fulfill the obligations of their positions.
- **Survey Monkey** – MARAC has a paid SM account which has been used to collect conference evaluations, determine if an overflow hotel is needed (work with MCC Chair to set this up), and to poll membership regarding popularity of proposed tours, etc.
- **Doodle Poll – this website** can be used to set up LAC committee meeting times and check availability, the link to the poll can be easily shared with committee members
- **Guidebook** – Users can download this app to their smart phone and see updated session or events scheduled during the conference and add these events to their own calendars. Event coordinators can send instant push messages, gather real-time feedback and provide live polling. Guidebook or any similar application should be reviewed for content in conjunction with PC and any conference Technical Coordinator.
- **Passkey** – or some other similar hotel online reservation service might be used by the conference hotel. LAC will need to make sure that we have the link to site and the discount codes for MARAC attendees to reserve their hotel rooms. This information should be advertised across all channels until the discount period has expired. The hotel then provides the list of registered hotel guests to MARAC for auditing and feedback.
- **MARAC Blog** – provides a feed to our main MARAC website. Articles should be published regarding the conference using the blog by contacting the Communications Committee.
- **Facebook** - MARAC pages should be used regularly to push out information about the conference.
- **Twitter** - This service can be used to create a more interactive conference. MARAC's official Twitter account is @MARACTweets (<https://twitter.com/maractweets>) but accounts may be created for each conference. When referencing a conference, it is suggested to follow the format #maracspring17 or #maracfall17 for hashtags

These items are mentioned throughout the rest of this Local Arrangements Committee section of the MCC Manual.

COMMITTEE DUTIES

CO-CHAIRS' DUTIES

The MCC Chair appoints the LAC Co-Chairs two years before the meeting, when possible. Their first duty may be to assist the MCC Chair in the search for an appropriate hotel. From the time the contract is signed until the conclusion of the meeting, the LAC Co-Chairs serve as the principal contacts for the hotel's meeting representative(s). All contact with the hotel should go through the LAC Co-chairs in order to avoid confusion on the part of the hotel and to assure that arrangements are not made with the hotel that the LAC is unaware of. That said, the LAC cannot add rooms to the sleeping room block (only the MCC Chair can do that), or financially obligate MARAC outside the scope of the budget approved by Steering Committee without approval of the MARAC Treasurer. Their second duty is to appoint a committee consisting of 12-15 MARAC members who live in the vicinity of the meeting site or are very familiar with the area. The Administrator can send a call for members to the membership e-mail list. Upon request, the Administrator can also provide a list of members interested in serving on LAC by geographic location. Membership on the committee should include both active long-time members as well as new members and should be representative of the MARAC membership. Members of the LAC, including the co-chairs, do not have to live in the conference city but it is, of course, necessary to have pivotal committee members who do know the city well.

LAC Chairs should designate coordinators for the reception, catering, publicity, tours, and other major duties. It can be useful to bring the entire committee together at least twice, but is not necessary, so everyone gets acquainted and is clear about each other's duties, but a great deal of the planning can be carried out by e-mail. The Administrator will set up a e-mail list that includes the LAC membership, the MCC Chair, the Program Editor, the PC Co-Chairs, the Education Committee Workshop Coordinator(s), the MCC Vendor Coordinator, and the MARAC Treasurer. This e-mail list should be created using MARAC's Association Management Software (AMS). The MCC Chair and the officers must approve the use of another e-mail list system and other individuals listed above must be included. The initial planning session should be held 12-15 months before the meeting.

COMMITTEE MEMBERS' DUTIES

Members who agree to serve on LAC must be prepared to assume responsibility for one or more special assignments, such as planning one of the tours. Members should **AVOID** participating in meeting sessions.

Other duties may include:

- Provide ideas for the meeting, such as reception location or tour possibilities, gather maps, brochures, restaurant information, and other suitable items for registration packets.
- Help stuff registration packets and envelopes.
- Staff the registration desk.
- Serve as a resource person for MARAC visitors.
- Assist the Co-Chairs with final arrangements the week before and during the meeting.

What follows is a more detailed description of each of the arrangements for which the LAC is responsible. The Co-Chairs, who will need to **supervise and troubleshoot** the whole process, should **delegate** all but the first two responsibilities (possibly assisting with hotel selection and appointing a committee) to members of their committee. Again, the most successful, and less stressed, Co-Chairs are those that delegate and see themselves as a central hub for the work of their committee members. The Co-Chairs are managers. They are coordinators. The Co-Chairs will also need to maintain constant contact with the PC Co-Chairs, Program Editor, Workshop Coordinator, Vendor Coordinator, Tour Coordinator, MARAC Administrator, Technology Coordinator, and hotel representative. They will also field members' questions about the meeting. They are the face of the meeting to the membership and the outside world.

HOTEL

The first consideration in **identifying** a suitable meeting venue is the size and number of available meeting rooms, along with the number of sleeping rooms they are willing to place in a room block. The location of the hotel should also be considered. Ideally the meeting hotel should be near historic sites and good restaurants that can be reached on foot; in practice, the perfect site is not always available. A hotel in a mall setting or a secluded location is not desirable. That said, the primary consideration in **selecting** a meeting hotel is the price of its guest rooms, fees for meeting space usage, and the amount of the food and beverage minimum charge, along with what can be obtained for that charge. In some cities, there will be several choices of hotels, in others, only one, but the MCC Chair and the Helms Briscoe associate should evaluate and negotiate using these guidelines regardless of the number of hotels they have to consider. The LAC Co-Chairs can often provide advice on the location and desirability of particular hotels. When several hotels are financially equal the input of the LAC Co-Chairs should be taken in to serious consideration when the hotel is selected. It is the LAC who knew their community best and who will be working with the hotel following the signing of the contract. A careful balance should be maintained between the experience of the MCC Chair and the LAC's insider knowledge. Again, all things being equal the MCC Chair should respect the insight and opinion of the LAC. It is the MCC Chair's obligation to provide the LAC with the best environment possible for the creation of a successful meeting.

INITIAL EVALUATION OF HOTEL SITE(S)

The size of the hotel needed for a MARAC meeting is based upon the anticipated attendance, the types and number of program sessions to be offered, and the number of exhibitors expected. In recent years meetings have drawn from 10 to 15 exhibitors. For an overview of MARAC's meeting history, see Appendices I and II.

Attendance at meetings varies based upon the location, season of the year, location of SAA near the MARAC region, and other factors. In general recent meetings have blocked (reserved) 25 guest rooms for Wednesday, 100-125 for Thursday and Friday, and 5-10 for Saturday. Regardless of attendance, the number of meeting rooms and types of food functions are about the same for each meeting; obviously if a lower number of attendees is expected, the capacity of the meeting rooms can be smaller. The guidelines which follow lay out the meeting room needs for Thursday through

Saturday of a typical meeting, as well as the food function needs. These guidelines, after approval by the MCC Chair, are what Helms Briscoe forwards to hotels during their call for proposal. The MCC Chair may alter the numbers prior based on the tentative location of the meeting. For example, a meeting in the furthest reaches of the MARAC region, or that is not easily accessible by plane or rail, will need smaller rooms than a meeting located on the I-95 corridor or in the heart of Pennsylvania.

MEETING ROOM NEEDS AND TIMES:

DAY	TIME	NEED	CAPACITY
Wednesday	6:00pm-8:00pm	Registration Table and Storage Room	
Thursday	7:00am-6:00pm	Registration Area and Storage Room	
Thursday	8:00am-5:00pm	Workshops (half & full day) Convenient location for breaks	15-30 Classroom Style (3-5 rooms)
Thursday	1:00pm-6:00pm	Committee Meetings	10-15 Meeting Style (3-5 rooms including space vacated by workshops, committees can meet in public locations as well)
Thursday	6:00pm-10:00pm	Steering Committee Board Meeting Plan for food service	25-30 Meeting Style

DAY	TIME	NEED	CAPACITY
Thursday	9:00pm-12:00am	"Hospitality Suite" (optional)	Public space for social gathering. LAC is encouraged to think creatively. Can be off site. This is not to take place in a sleeping room or suite. It must appear to be a public space.
Friday	7:00am-5:00pm	Registration Area and Storage	
Friday	7:00am-5:00pm	Exhibit Area Space for Continental Breakfast and Breaks. (These food functions should occur with the vendors or as close as conceivably possible. There must be a very good reason to not have them with the vendors.)	15-20 Tables
Friday	9:00am-10:00am	Optional: Plenary Session, usually a.m., approx. 1.5 hours; plan audio-visual equipment and screen.	200-250 Theater Style

DAY	TIME	NEED	CAPACITY
Friday	10:30am-6:00 pm	Panel Sessions	50-75 Theater (2-3 rooms) 75-100 Theater (2 rooms) Note: Classroom Style is desirable if space allows but theater is the default.
Friday	12:15pm-1:45pm	Luncheon with speaker Podium, audio-visual equipment, and screen	Rounds for 150-175
Friday	6:00pm-9:00pm	Reception	Offsite preferable
Friday	9:00pm-12:00am	"Hospitality Suite" (optional)	Public space for social gathering. LAC is encouraged to think creatively. Can be off site. This is not to take place in a sleeping room or a suite. It must appear to be a public space.
Saturday	7:00am-1:00pm	Registration Area and Storage	
Saturday	8:00am-9:30am	Breakfast Business Meeting Podium, audio-visual equipment, and screen	Rounds for 100-125

DAY	TIME	NEED	CAPACITY
Saturday	9:45am-1:00pm	Panel Sessions	50-75 Theater (2 rooms) 75-100 Theater (2 rooms) Note: Classroom Style is desirable if space allows but theater is the default.

MEAL FUNCTION NEEDS:

Day	Need	Capacity
Thursday	Mid-morning workshop break	Coffee, tea, snack for 50-75
Thursday	Mid-afternoon workshop break	Sodas, fruit juice, snack for 50-75
Thursday	Board Meeting Dinner Note-The MARAC Chair may elect to eliminate this meal, or simply serve dessert, to reduce expenses.	Light buffet for 25-35 (Note: Spring Conference – both current and newly elected members might attend)
Friday	Continental Breakfast (in vendor area)	200-250
Friday	Luncheon	Hot meal (plated) for 150-175
Friday	Mid-morning session break	Coffee, tea, snack for 200-250
Friday	Mid-afternoon session break	Sodas, fruit juice, snack for 200-250
Saturday	Breakfast/Business Meeting	Hot meal (buffet) for 75-100
Saturday	Break (Optional)	Beverage and snack for 50-75

In addition to the capacity of the rooms, there are other factors to be considered. On their site visit the MCC Chair and LAC Co-Chairs should also assess:

- Layout of the meeting rooms, it is preferable that the meeting rooms be all on one floor, especially in historic properties this is not always possible. Meetings rooms that are too far apart in a modern hotel should be a deal breaker.
- Accessibility of meeting and guest rooms for disabled persons.
- Proximity of the exhibition space to the program session activity. Proximity of the exhibition space to the plenary and luncheon spaces. The breakfast and break should be served in the middle of the exhibit space. There must be a very good reason for this not to occur.

- Whether the ballroom space is adequate enough to handle a plenary session theater style in the morning and lunch set in rounds a few hours later. A hotel should be willing to break down the theater seating for the plenary and install the rounds for lunch. While plenary in rounds can be very comfortable it more often than not creates a cramped, unfriendly environment, unless the room is very large.
- Hotel food (**Sample the food during initial visit.**)

During this visit, the MCC Chair and Co-Chairs should discuss potential dates for the meeting, and determine what the hotel has available. Helms Briscoe will have already supplied a date range in the initial call and there will already be dates “in play” at the time of the site visit. DO NOT discuss room rates, or other finances, during the hotel visit, Helms Briscoe will address these issues. When selecting a date, take into consideration religious holidays, popular holidays, college sports schedules, graduation dates, and community events. Consider anything that might negatively impact MARAC attendance or impede navigation in the city by attendees. Also, these events could also impede an expansion of the roomblock if needed. It may be helpful to contact the local Tourism bureau to confirm a major citywide event is not taking place on the same weekend. The LAC Co-chairs should take the lead in identifying such events. Often MARAC signs the hotel contracts earlier than, for example, sports schedule are made public. Remember that September meetings can be problematic for MARAC’s academic members. Bear in mind that an early October date could adversely affect conference planning (e.g. Program Editor coordinating over the summer, vacations and absent members to finalize conference details, vendor ad placement, MARAC is renewing dues July 1 – September .) A preferable time period would be mid-October to mid-November. Also be as flexible as possible about dates in order to secure the best rates. Find out if the hotel is planning any renovations and determine what impact if any this will have on MARAC. (*See Appendix X*)

CONTRACT NEGOTIATION

Helms Briscoe performs the contract negotiation for MARAC. Once MARAC has identified a city of interest our Helms Briscoe representative sends out a call to hotels in the area. At times a particular hotel is identified to approach, or is the reason that MARAC is considering that city as a venue, the Hotel Roanoke is a prime example. In these instances Helms Briscoe still make the first contact with the site. When Helms Briscoe receives responses from their call, they prepare a chart identifying the names of interested hotels, along with their addresses, the initial room rate, along with the food and beverage minimum, and open dates for the hotel. This chart is forwarded to the MCC Chair. The MCC Chair then determines which hotel(s) MARAC is interested in evaluating. The LAC Co-chairs can often provide insight into the desirability, based on such factors as location of the hotels on the list. Helms Briscoe then makes arrangements for the MCC Chair and/or the LAC Co-Chair(s) to visit one of more hotels. The hotels provide complimentary sleeping rooms for the visits.

Following site visits, MCC Chair asks Helms Briscoe to request contracts from the hotels MARAC is interested in pursuing. The most important consideration is the guest room rate followed by the Food and Beverage Minimum and then any meeting space fees.

The MCC Chair, with advice from the Helms Briscoe associate, will evaluate the contracts. The Helms Briscoe associate will negotiate with the hotel offering the most favorable proposal. **Only the MCC Chair** is authorized to sign the hotel contract.

Contracts should include the following information:

- Number and rate of guest rooms per night
- Preferably, a waiver of charge for meeting rooms
- Number of complimentary guest rooms provided per registered guests (1 per 50 rooms)
- A staff room rate for several rooms
- Taxes, where applicable
- Parking fees
- Exhibit area charges
- Deposits, guarantees, cancellation policy, etc.

At the time of the contract the actual number, and type, of needed meeting rooms may not be completely known. Workshop types, program sessions, number of plenaries, and reception needs will not have been determined. It is important, however, to be sure that the hotel has the space to take care of the high estimate. The rooms detailed in the contract should be on the higher level. It is much easier to give back space, and doing so is at times cheaper, than to add space. The contract will specify what areas will be available for exhibition space, meal functions, sessions, and workshops. During conference planning, after the contract is signed, the LAC Co-chairs have the authority to give back rooms, alter space usage, and add new spaces as long as no greater financial obligations are made. If fees need to be added the MCC Chair and the MARAC Treasurer must be consulted. Only the MCC Chair can sign a contract that further obligates the organization.

BUDGET

The LAC is responsible for drawing up a meeting budget based upon anticipated expenses for hotel, audiovisual, food, reception, etc., and income from registration fees, contributions, and sponsorships. The Education Committee Workshop Coordinator must forward their projected expenses to the LAC for budget preparation. When reviewing AV costs, note that MARAC currently owns six projectors and a spare laptop to take to conferences. The current recommended registration fee for early registration members is between \$75.00 and \$115.00. Late mail-in registration will increase by \$10, and on-site registration by \$20 of the base early registration rate. Non-member rates correspond at \$45 more than the member rate in any rate bracket. Any increase in the \$115 cap on early registration rates for members must be taken to MARAC's Steering Committee. At the outset of the budget process, decide what is likely to be the lowest and highest number of attendees for the meeting, and design the budget based upon both numbers. In general, be sure that the registration fees and guaranteed donations will cover costs. For assistance with this estimate, consult with the MCC Chair and/or Treasurer.

The MARAC Treasurer will provide LAC Co-Chairs a template in Microsoft Excel for plugging in meeting budget figures, as well as copies of previous budgets to use as models. MCC recommends that the budget be calculated for an estimated high and low level of attendance, e.g., for between 300 and 350 attendees. In order to help facilitate the budget preparation and approval process,

LAC should consider using either Google Drive or Microsoft OneDrive to more easily share the document. The budget should be completed no later than three weeks prior to the immediately preceding MARAC meeting and submitted to the MCC Chair and Treasurer to review. Following a positive vote by the Finance Committee and Meetings Coordinating Committee, the Treasurer will present the approved budget to the Steering Committee for approval.

MAJOR EXPENSES

- **Hotel:** Meeting room fees if not waived in the contract; exhibit space; and audio-visual equipment if needed. MARAC currently owns six projectors and one laptop that are transported to each conference. Most hotels charge for the use of a basic AV package and for assistance by an AV tech when needed. Wifi has come to be expected by members (in sleeping rooms, public spaces, and in the meeting rooms) and can be expensive.
- **Hotel Food:** Thursday Workshop Breaks, Steering Committee Supper Thursday night (while included in the overall conference cost, Steering Committee reallocates the funds back to LAC); Friday continental breakfast; Friday Lunch; Saturday Breakfast; and “Coffee Breaks” -- Friday morning, Friday afternoon, and Saturday morning (this is optional); and “hospitality suite” refreshments
- **Program:** Layout, printing, and mailing of the program is handled by Dickinson College Print Shop. Ask the Treasurer for the cost estimates from the previous meetings mailing.
- **Registration Material:** Folders/packets for each meeting attendee; name tag holders; lanyards, badge holders, ribbons, badge inserts, receipt envelopes, meal tickets, the program supplement and any other packet material to be photocopied, such as the restaurant guide. Envelopes should be ordered from University Products (these are usually donated and the Program Editor orders them). Vendors (like Backstage) have donated the lanyards and badge holders (the vendor’s logo might be placed on the lanyard).
- **Reception:** Location rental, clean-up fee; catering service and food; transportation to/from hotel if unavoidable
- **Plenary speaker:** The PC may offer transportation (or mileage reimbursement based on the current Federal non-profit rates), meals, sleeping room, and/or honorarium if the speaker is not a MARAC member. For the luncheon speaker, we do not offer transportation or a sleeping room. When there are plenary or luncheon speakers from out of town, it makes sense to cover their expenses at the very least. Providing a modest honorarium is appropriate as well. When they are local speakers, you can sometimes present them with a nice gift in lieu of an honorarium. As the compilers and keepers of the budget, the LAC should be kept posted on the PC’s plans for the plenary and be consulted before any offers are made. (See Appendix IV)

MAJOR SOURCES OF INCOME

- **Registration fees:** These fall into eight categories: members pre-registered early and advanced, and registered on-site; non-members pre-registered early and advanced, and registered on-site; students; and Saturday-only registrations. Generally the base pre-register early fee for members is between \$75 and \$115. To that, \$10 to \$15 is added for

advanced pre-registration; \$20 to \$25 is added for on-site registration. Non-members pay \$40 more in each category. Student rate is calculated by halving the regular member early rate and then rounding down to the nearest \$5 increment. Saturday-only rate is generally \$10 more than the student rate.

- Example:

Base fee: \$95

Members:

Pre-register early: \$95

Pre-register advanced: \$105

On-site registration: \$115

Non-members

Pre-register early: \$135

Pre-register advanced: \$145

On-site registration: \$155

Students: \$45

Saturday-only: \$55

- **Exhibitors' fees:** MARAC charges \$600 for a single table and \$800 for double. Charges for any special set-up or equipment is passed directly to vendors who require them.
- **Meal Functions:** Participants who attend the Friday lunch and Saturday breakfast pay for these meals, although the LAC may choose not to charge them the entire per person cost of each. The cost of the lunch is nearly always subsidized. Estimate the amount of income from another source you will need in order to offset the remaining per-person cost, and be sure you can secure it.
- **Contributions and advertisements:** Vendors are often willing to sponsor coffee breaks or the reception and to advertise their companies in the program. The LAC should solicit local businesses and organizations as well. The Vendor Coordinator should always be kept aware of these solicitations. Those who donate services or funds from \$1 to \$250 should be recognized in the program, in meeting handouts and on the MARAC website as in-kind donors or contributors; those donating over \$250 should be acknowledged as sponsors. A vendor making a donation in excess of \$1000 should be given a complimentary exhibit table. Exhibitors appreciate signs thanking them for event sponsorship. In 2014 MARAC purchased two placards along with easels, which are transported to each conference and used as vendor acknowledgement signage.

The most recent sponsorship guidelines are as follows:

- \$250 - to be a non-exclusive sponsor of a conference event, including Friday breakfast, Friday break, Friday reception, Saturday break or Saturday breakfast
- \$500 - non-exclusive sponsor of a conference event, including the above, or also plenary or luncheon
- \$1000 - exclusive sponsor of a breakfast or break, free vendor table, free ad in program
- \$1500 and above - exclusive sponsor of a breakfast, break, plenary or luncheon, free vendor table, lunch, upgraded ad, etc.

- **Tours:** Tours are self-supporting; in other words, participants' fees must cover all expenses, and tours must be canceled if they will not break even, or if an extremely popular tour cannot cover the losses of a sparsely attended one. To determine what a tour should cost, total any site entrance fees, transportation or meal costs, and divide this amount by a projected number of attendees for the cost per participant. If the minimum number does not sign up for the tour, it must be canceled, if it will negatively impacts the tours overall. Profits from tours are added to the meeting income. Every attempt is made to not cancel tours.
- **Workshop fees:** The pre-meeting workshops are also self-supporting (i.e., the participants' fees must cover all the expenses-speaker fees, audio-visual costs, handouts, coffee breaks- and if there are not enough participants to break even, the workshop is canceled). The Workshop Coordinator works with LAC Co-Chairs to determine the above expenses before setting a fee for each workshop, using the MARAC base workshop fee. Every attempt is made to not cancel a workshop. It is MARAC who cancels a workshop due to low enrollment, not the presenter.

SOME GUIDELINES CONCERNING FEES AND PAYMENTS (APPROVED BY STEERING COMMITTEE, 1987)

Registration: All meeting attendees, including LAC and PC members, as well as MARAC members who are program participants, are expected to pay the registration fee. The one-day registration is for Saturday only. A Workshop-only registration fee is also offered. Arrangements can be made, with the approval of the MCC Chair, to offer non-MARAC plenary speakers complimentary registration or the member rate. Speakers who participate in conference activities should pay the conference fees.

An early registration cut-off date of five weeks prior to the meeting will be set and indicated on the registration form. Registrations must be received or postmarked by that date in order to take advantage of the early pre-registration fee.

The Program Committee contacts should e-mail or mail non-MARAC program participants (session speakers, chairs, etc.) a copy of the program in advance of the early registration date, along with a letter from the PC chairs inviting them to register for the upcoming meeting. The current non-member speaker policy is as follows:

- Speakers are not offered complimentary or reduced rate registrations
- Speakers are not required to become members of MARAC
- If speakers are attending conferences to simply present their speech without attending additional conference activities, then they are not required to register. They should however check in at the registration desk on-site to pick up their speaker badges
- If speakers would like to attend tours, workshops or other events beyond their own sessions, then they need to register.

- **Presenters who are not MARAC members are permitted to register at the lower member rate according to the time frame of the registration (early, advanced and on-site).** Note however that student speakers should register at the discounted student rate (which is less expensive than the member rate).
- The final decision as to who qualifies to register at the member rate resides with the MCC Chair.

Those attending meal functions are expected to pay for them. Exceptions to this rule should be kept to a minimum. Food is an expenditure. The following individuals **may** receive a complimentary invitation to a meal function at the discretion of the LAC:

- Non-member plenary speaker
- Luncheon speaker
- Local dignitaries (number should be kept to a minimum)

Arrangements can be made to waive the registration fee for students works who are members of LAC, for example who sit the registration desk for an extended period of time, or who provide outstanding service in some other way. The MCC Chair must approve such arrangements.

The Custer and Finding Aids Committees may wish to cover breakfast expenses for non-member award recipients. The Chairs of these committees should be reminded of this.

Reception: The reception is open to all meeting registrants. Exhibitors (who should be encouraged to attend), local dignitaries, plenary and luncheons speakers if not otherwise participating in the conference, and student volunteers who assist with the planning and preparation for the meeting should receive a complimentary invitation to the reception. A nominal fee, but one that does adequately reflect the expense of the caterer, is charged for guests of meeting attendees.

Meeting Participants: Plenary speakers who are non-MARAC members may receive an honorarium, travel expenses, lodging and a per diem for meals. (See Appendix IV.) The PC and LAC Co-Chairs should work together to ensure funds are budgeted to cover the costs of a plenary speaker. Luncheon speakers are usually local so there should not be any travel expenses, although incidentals, such as parking, should be considered. When there are plenary or luncheon speakers from out of town, it makes sense to cover their expenses. Providing a modest honorarium is appropriate as well. Session speakers do not receive honoraria or travel expense reimbursement.

Workshop instructors receive honorarium and travel expense reimbursement. Workshop fees cover these expenses. The Workshop Coordinator(s) should work with the LAC Co-Chairs and consult with the MCC Chair if there is a desire to make special arrangements for a noteworthy instructor.

MARAC TAX STATUS

MARAC is classified by the IRS as a 501(c)3, or charitable, organization. Its tax identification is FEI # 23-7346917. With this federal tax status, MARAC was granted sales tax exemption in Maryland

(expires 9/30/2022), New Jersey (no expiration), New York (no expiration), and Virginia (expires 8/2020). The Virginia status relates to only sales made by MARAC not to taxes included in hotel invoices. Delaware has no sales tax. MARAC applied in 2000 but was declined by Pennsylvania for sales tax exemption. We do not have tax exempt status currently for DC and West Virginia. Any certificates that we have not applied for or are about to expire should be reviewed in time for any conference held in these states by the MARAC Treasurer and Administrator. The organization is not exempt from most local taxes. The LAC must estimate tax charges where applicable. In some cities, they are considerable.

HANDLING MEETING FUNDS

LAC Co-Chairs should remind their committee, as well as PC and Workshop Coordinator(s), that **receipts or other documentation, such as a memo or letter, are mandatory for all monies collected and spent for the meeting**, including reimbursements for plenary speakers and workshop instructors. Any bills or payments that come to the LAC Co-Chairs should be verified for accuracy and, accompanied by receipts or other documentation, sent promptly to the Treasurer. Any questions or concerns about meeting finances should be discussed with the MCC Chair and Treasurer as soon as they arise.

The Administrator will process registration and sponsorship payments, deposit checks and cash received, forward deposit information to Treasurer, and coordinate with Treasurer and Vendor Coordinator to obtain outstanding vendor payments.

PUBLICITY

The LAC has primary responsibility for writing meeting publicity, although the PC must provide the program information. Meeting notification should go out to the membership through the MARAC website, the *Mid-Atlantic Archivist*, social media channels and by presenting at the Business Meeting program. *MAA* publicity should appear in the two issues immediately before the meeting and should be coordinated with the newsletter editor. Feel free to begin submitting material to the *MAA* editor and social media channels, especially images, as soon as the site is chosen. The more coverage there is the better. *MAA* Deadlines are December 1 (winter issue), March 1 (spring issue), June 1 (summer issue), and September 1 (fall issue). Articles should include information about the site of the meeting and/or the hotel, the program sessions, the plenary and luncheon speakers, suggested transportation to the meeting, and special events, such as the tours and reception. These subjects should also be touched upon in the slide presentation given at the MARAC Saturday business meeting at the immediately preceding meeting.

The bulk of the publicity effort is directed at MARAC members, but measures should be taken to notify professionals in allied fields who might be interested, especially those near the meeting site. The most economical way to reach other organizations is through e-mail lists and social media. Announcements should be made regularly on SAA's Archives and Archivists E-mail list, forwarded to the nearby other archival regionals (such as NEA and MAC) and regional state library lists. The list for the History Section of RUSA, ALA would also be relevant. Those interested in attending the meeting can contact the Administrator for a program or download it from the MARAC website

It has also proven to be fruitful to send stand-alone messages, separate from the general conference announcement, about each workshop. These especially should be sent to the library, museum, and history lists in the state where the conference is to occur. The Education Committee should handle this.

MARAC uses the Dickinson College Print Center to help design, print, and mail the conference programs. To publish the program online, the Program Editor provides a PDF of the program to the MARAC Administrator to post on the MARAC website. At this time, the LAC Co-Chairs will consult with the Administrator about providing additional information for the website such as a special link needed to register with the conference hotel and any association discount codes available to offer. LAC Co-Chairs will provide information to the Administrator to update MARAC's conference webpage as needed and to send email blasts to membership that highlight different aspects of the meeting. LACs may also elect to create a WordPress.com site for the meeting. MARAC has created a template for the WordPress.com site, which can be updated for each conference. Contact the Communications Committee for more information.

The Administrator will create and test (with LAC's assistance) the online registration form for the conference. Once approved, the Administrator will announce via the MARAC e-mail list the opening of the conference registration and provide links to the conference program online.

TOURS

Popular tour sites include archival repositories, historical sites, museums, scenic areas, industrial sites, or areas where local products, such as beer or wine, are made. Walking tours of historic urban areas and cemeteries are also popular. Tours are most often offered the Thursday before the meeting, but occasionally Saturday afternoon tours also go over well. Complete tour descriptions and times must be provided in the program. The LAC should determine minimum and maximum participants for each tour and include that information in the printed program. Last minute cancellations should be avoided. It is preferable that tours never be cancelled. Try to set a deadline at least two weeks before the meeting for determining which tours will move forward.

Tour fees should cover all expenses. A minimal fee for all tours (\$5.00) should be charged to help encourage people to attend tours and to be sure to cover all costs. Experience has shown that if people don't pay something for a tour that they are more likely to not attend. Also tour fees should be in even dollar amounts and rounded up to fives and tens for simplicity. The money can always be used to cover costs such as gas or parking if a LAC chaperone must provide transportation. Tours must be canceled if there are not enough participants to recover costs but the tours should be seen as a group, as long as the tours overall do not lose money it is perfectly fine to proceed with a single tour that may lose money on its own. Cancelling a tour is to be avoided if possible. If it must be cancelled, it should occur with enough reasonable time to inform attendees prior to their travel to conference. Some tour destinations however require a certain minimum number of attendees. Also some of the more popular tours might sell out early and the Administrator will close the online tour registration when it meets the maximum number of attendees and start a wait list. Having an adequate number of LAC members onsite to cover registration and the tour activities is critical to

the success of the meeting. Please keep this in mind when planning tours that are a distance from the conference site and require much effort on the part of LAC members to plan and carry out. The Tour Coordinator should assign a tour chaperone to each tour and share their names with the MARAC Administrator. Also a shared sign up spreadsheet for LAC registration desk volunteers is helpful.

Once the online and paper registration close (two weeks before the conference), the Administrator will share (via a shared drive) the final spreadsheet for each tour with the Tour Coordinator so that they can collaboratively update the tour lists as changes occur. The Tour Coordinator will send an email confirmation to each list of tour attendees confirming the tour meeting time and location and the name and contact information of the tour chaperone.

A few weeks prior to the meeting, the Tour Coordinator will provide details for payment to the tour companies to the MARAC Treasurer. Details should include when payment needs to be made, to whom the check should be issued, whether payment is a flat fee or per person fee, and whether a donation to the tour site is expected in lieu of stated fee, etc. The Treasurer will issue payments for the tours as stipulated. For tour companies that want payment the day of the tour, the Treasurer will write checks onsite shortly before the tours depart and give them to the tour chaperones to pay for the tours.

The Tour Coordinator needs to work closely with the Administrator to ensure that tours are not overbooked, that spaces are sold at the registration desk for tours that have availability, and that the last acceptable time for anyone to join a tour is determined. Attendees who register onsite for tours will need to be informed of the meeting location and the assigned tour chaperone.

For popular tours, there is often a waitlist. The Administrator will maintain the waitlist. When an attendee cancels, the Administrator will notify the next person on the list.

Tour chaperones should check in with the registration desk shortly before their tour meeting times to collect their final list of attendees and pick up payment for the tour company if needed. The tour chaperones should give their cell phone numbers to the registration desk as there are often stragglers or unforeseen circumstances.

IN-SERVICE DAYS

Several MARAC conferences (Pittsburgh 2016, Newark 2017) have hosted "In-Service Day" on the Thursday of the MARAC meeting. An In-Service Day is an opportunity for MARAC members to assist local organization(s) such as community corporations and citizen's groups that do not employ an archivist with processing or condition assessment. The LAC will have to identify local organization(s) that might benefit from this service, taking into consideration location and resources. Transferring collections to the conference hotel for the day is also an option. The LAC will have to budget for any refreshments, transportation, supplies, or other expenses, and locating a vendor to contribute supplies can be helpful. The LAC should be prepared for the possibility of a benefitting organization dropping out a few weeks before the event. Personnel and organizational changes can happen.

The Administrator will provide a list of the volunteers for the In-Service Day to the event coordinator when pre-registration closes. The coordinator will send an email with the details of the event to the participants. Frequently, many participants who originally sign up for In-Service Days may cancel or simply not show up. Even so, an In-Service Day can be a valuable experience, both for the participating organizations and the MARAC members.

RECEPTION

The reception, held on Friday evening, provides a place for everyone to gather informally. Ideal sites for the reception include historical societies, art galleries, university libraries, state archives, historic buildings, etc. In selecting a site, LAC must check for handicapped accessibility in any parts of the building to be used during the reception. In large cities, the cost of holding the reception offsite might be prohibitive; also holding the reception in the conference hotel may be needed to meet the high food and beverage minimums required in these cities. The Local Arrangements Co-Chairs have the authority to sign contracts with the reception venue and any caterers. If they are not comfortable signing a contract, they can forward it to either the MCC Chair or the Treasurer, but they do have the authority, as long as it is in keeping with the approved budget.

The LAC should make concerted efforts to secure sponsorship for this event from a vendor, local institution, or business. Sponsorship becomes more critical if expenses for the reception are steep. Costs may include rental of the site, insurance, transportation from and to the hotel, and catering (service, food, drink, etc.). The LAC should notify the Treasurer as soon as a reception site is confirmed, so that he/she can obtain event insurance. **Without substantial sponsorship, it is best to keep the arrangements simple. The reception should not be seen as a dinner, light refreshments are preferable unless a generous sponsor has been obtained.**

Attendees are charged an extra fee if they choose to bring a guest to the reception and the Administrator will include a guest ticket in the attendee registration envelope. If the reception includes a cash bar, a reception drink ticket might be needed for attendees and guests to submit when ordering a beverage. If a beverage reception ticket is needed, contact the Administrator so that these tickets can be created and included in the conference registration envelopes for attendees. These tickets will be printed by the Dickinson College Print Center approximately one month before the conference.

HOTEL FOOD

The LAC works with the hotel to plan the following food functions. Unless a plated meal, food should be ordered for approximately 75% of attendees at most. The LAC should attempt to provide foods to accommodate special dietary needs. In addition, the hotel should provide pitchers of water and glasses in all of the meeting rooms throughout the conference.

WORKSHOP COFFEE BREAKS

Breaks for workshops occur in mid-morning and mid-afternoon, and should be set up close to the rooms where the workshops are being given. If a workshop is held offsite, for example, at a nearby college or university, LAC should make arrangements for simple refreshments to be served there also. Coffee, tea, water, juice, and pastries or fruit in the morning, and sodas, juice and/or water, and cookies or fruit in afternoon are appropriate break fare. The participants' registration fees cover cost of these breaks. The LAC will determine the final count for these breaks based on the workshop attendance figures provided by the Administrator.

STEERING COMMITTEE SUPPER

Typically Steering Committee is served dinner, but if this is cost prohibitive, then just a snack or dessert should be served instead. Steering Committee meets on Thursday evening during the conference. Generally 25-30 members attend this meeting, but the LAC should contact MARAC Administrator a week or so before the meeting to get a more exact count. The attendance at the Spring Conference is always larger since the newly elected Steering Committee members are encouraged to attend and the meal headcount will be higher. Although the cost for this supper appears in the LAC Budget (and they make the arrangements), the cost is charged back to the Steering Committee.

Alternatively, the Steering Committee may choose to avoid this expense if the menu of the conference hotel is especially high by eating on their own before the meeting begins. Consult with the MARAC Chair before planning this supper with the hotel. If a meal is not served, snack/dessert and beverages may still be desired. On the other hand, at times, the expenditure of the Steering Committee dinner is needed to assure reaching the hotel's Food and Beverage minimum.

FRIDAY BREAKFAST

The registration fee covers the cost of this continental breakfast. At the least, the meal should include coffees (regular and decaffeinated), teas (regular and herbal), water, a variety of pastries, including some that are not sweet, juice, and fruit. Some members do appreciate soda, as well.

FRIDAY LUNCH

The lunch is usually a substantial hot meal, which should include dessert. Generally, in the interest of time it is served banquet style. If buffet style is chosen, there must be a number of lines to accommodate the crowd quickly so as to not disrupt the luncheon speaker program. There should be a reserved table for the Program Committee Co-Chairs, Local Arrangements Committee Co-Chairs, the luncheon speaker, and other featured guests near the front of the room. There should be a platform, podium, screen, projector, and microphone for the luncheon speaker.

Give attendees a choice of two or more entrees, one of which is vegetarian. Meeting participants pay extra to attend the lunch, but usually some of the registration fee or other income subsidizes the lunch because if the meal costs too much, attendance will be low. Be aware of the dietary restrictions listed by attendees on the paper and online registration forms. Meal descriptions in the

printed program should be as detailed as possible to encourage attendance and to work to ensure that attendees are happy with their meal choice.

Contact the Administrator as soon as the luncheon arrangements are decided with the hotel. Meal tickets will need to be created in accordance with each entrée or if a buffet is offered then only a single luncheon buffet ticket would be needed. These meal tickets are printed by the Dickinson College Print Center one month in advance of the conference and sized so that they can be easily inserted into the plastic name badge holder by the attendees. The Administrator will then add the meal tickets to the attendee registration envelopes. During the conference luncheon, the hotel staff will either collect the tickets or (if placed at the attendee seat) just use it as a reference to deliver the correct meal.

COFFEE BREAKS-TWO FRIDAY AND ONE SATURDAY

The breaks should be held in or adjacent to the exhibit area on Friday. If at all possible, a Saturday break should be offered but can be eliminated as a cost cutting measure.

Mid-morning breaks should include coffees, teas, water, and juices. If the budget allows, add some kind of pastry, along with fruit, for those who missed breakfast. The mid-afternoon break should include soft drinks (diet and regular), some without caffeine, water, and juice; add fruit and/or cookies if funds allow. If affordable, replacing the standard cookies with a local “treat” is a great touch, such as soft pretzels, ice cream, etc.

SATURDAY BREAKFAST

This meal takes place immediately before the MARAC business meeting. It may be served buffet or banquet style but is always a hot meal. Attendees pay extra for this meal, but, again, the meal is usually subsidized by other income to keep attendance up. Make sure to consult with the LAC for the next meeting, as well as the MARAC Chair, to determine their audio-visual equipment needs. Seating arrangements should be made for individuals who want to attend the Business Meeting but who have opted not to eat the breakfast. There should be a platform, podium, screen, projector, and microphone for the speakers.

The breakfast tickets are also printed by the Dickinson College Print Center one month in advance of the conference and sized so that they can be easily inserted into the plastic name badge holder by the attendees. The Administrator will then add the meal tickets to the attendee registration envelopes.

PRINT PROGRAM

The printed program is MARAC’s most direct communication with the membership concerning the meeting. The Program Editor is responsible for gathering and editing the text of the program, but the LAC contributes significant portions of the text. Please navigate to **Printed Editor** section in the Program Committee section of the manual for detailed description of the writing and

production of the program. Also the Program Editor is responsible for ordering the large envelopes that are ordered from University Products (who usually donates them).

REGISTRATION WORKFLOWS

LARGE MEETING PACKETS AND REGISTRATION DESK ITEMS

The LAC is responsible for these materials for the meeting packets:

- Restaurant guide
- Brochures for local historical or other sites
- The program supplement (see below) listing a pairing of session names/numbers with hotel meeting rooms, plus any other necessary last-minute announcements. Also any thank you announcements needed for the Vendors and Sponsors. The supplement should detail Wi-Fi availability for the hotel and include any needed passwords for attendees if allowed.
- Approved vendor flyers as needed
- MARAC Committee flyers as needed (including upcoming conferences information)
- Lanyards might be donated by a vendor and shipped to an LAC member to bring to the conference. Otherwise the Administrator will bring generic lanyards to the conference.
- Name badge plastic covers for badge inserts might also be donated by vendors and oftentimes shipped with the lanyards. Otherwise the Administrator will bring these covers to the conference.

If there is no one on the LAC who can do any needed photocopying, and subsidize the cost, these costs should be factored into your budget.

The Administrator will bring the following materials in letter size, window envelopes:

- Name tags
- Ribbons for officers and LAC and PC members.
- Registration receipts
- Meal and Reception Tickets
- Lanyards and badge inserts UNLESS a vendor (who has donated these items) has already shipped these items to LAC. Then LAC should bring them to the conference

SUPPLEMENT

The LAC will provide a small photocopied document listing the meetings events and locations, since that information is not available when the program is printed. Other updates, such as cancellations, or changes in session speakers, should also be announced in the supplement. One of the pages should include the Schedule-at-a-Glance, with the addition of room numbers for sessions and other events as needed; another page should list updates; and the hotel meeting room floor plan. If at the conference we no longer have any hard copy programs for onsite registrants, then the Supplement will be handed out instead. Extra copies should be made in advance if attendance is expected to be high.

If time permits, the Program Editor may design the supplement. The point is to provide last-minute information as briefly and cheaply as possible. If time doesn't allow, then LAC is responsible for creating the supplement. Also if the Guidebook app is being used, these updates should be uploaded to the service and maintained throughout the event for any changes.

REGISTRATION DESK

The LAC should also hold an "early bird" registration on Wednesday night in order to ease the pre-workshop rush the next morning. Arrangements must be made with the hotel to secure a space and storage area for an hour or two for early registration. This is included in the hotel contract.

Also on the Wednesday afternoon before the conference, the LAC should make arrangements to meet with the MARAC Administrator to review the hotel layout and expectations for registration. The Administrator covers most all of the shifts at the desk during the conference and provides continuity and communication between shifts. Events/meals that can still be "sold" during onsite registration should be reviewed and communicated with the registration desk staff.

The registration desk is open all day Thursday and Friday, and on Saturday morning. The desk should be staffed by at least two LAC members. The Administrator staffs the desk the entire time unless there are committee meetings that require Administrator attendance. Extra LAC members should be on hand for the Thursday evening and Friday morning rush. Staffing the desk should be shared by a number of people on the LAC. It is recommended that LAC assign one individual to oversee the desk schedule. Members should sign up for hours (on a shared spreadsheet if possible) to work during the conference. LAC members should commit to work the registration desk as part of their volunteer responsibility.

The registration desk also serves as a center of information about the meeting, the local area, and MARAC. If possible, somewhere near the registration desk, there should also be a separate table for MARAC membership brochures and other promotional literature.

ON-SITE REGISTRATION

Be prepared to register 50 or more people during the meeting. Generally the more accessible the meeting site (such as meetings on the I-95 Corridor), or to the existence of a sizable archival student population in the area, the greater the number of on-site registrants.

At the desk, the MARAC Administrator usually handles the payment of the on-site registrations and other conference related fees (tours, meals, workshops, etc.). The credit card transactions are through the MemberClicks system and must be handled by the Administrator. The LAC staff typically helps to “check in” those registering on-site by giving them a blank registration form to complete, creating a name badge, and answering questions.

REFUNDS

Full refunds for cancellations can be made up to two weeks prior to the meeting, and the refund deadline must be printed on the registration form. After the deadline, the LAC Co-Chairs have the authority to give refunds, but only in the case of serious personal or family emergency. The LAC Co-Chairs should communicate this information to the Administrator and Treasurer. The Administrator will provide refunds for credit card payments, and the Treasurer will provide refunds for check payments after the MARAC meeting.

STUDENT ATTENDEES

There is a student registration fee for the conference. The LAC may allow students to attend a few sessions without paying for registration in exchange for their assistance with tours, registration desk, packet stuffing, or whatever. The MCC Chair must approve arrangements for student attendees.

ROOM ASSIGNMENTS

The LAC Co-Chairs should coordinate room assignments for sessions based on session counts provided by the Administrator. PC Co-Chairs should be consulted in this matter and should take the lead in assigning the rooms. After a call by the MCC Chair to the Steering Committee the MARAC’s committee chairs should contact the LAC Co-Chairs to schedule their Thursday afternoon meetings. A shared spreadsheet can be set up in Google Drive for everyone to access to more easily share this information. These meetings last for 1-2 hours so LAC should be able to schedule several to a room. Some committee chairs will ask for specific times to allow members to attend multiple meetings. If LAC does not hear from a committee chair, space should not be scheduled as not all committees will meet at each meeting. Some hotel contracts do not include meeting space and committee chairs must find alternate locations. LAC will do their best to provide meeting space for all committee chairs who desire it but meeting space is never guaranteed.

HOSPITALITY SUITE

The hospitality suite, open Thursday and Friday nights from about 9:00 p.m. to the wee hours of the morning, serves as a social gathering spot. The hospitality suite must occur in a public space. The hospitality suite is not mandatory but is a nice option when possible. LACs are encouraged to think creatively to provide some type of social event on these evenings.

FREE SLEEPING ROOMS

A hotel contract should allot a free sleeping room (“comp rooms”) for each 45-50 sleeping rooms reserved per night; also several staff rooms, at a reduced rate, should be included. The LAC Co-chairs receive the first available comp rooms. Some hotels will simply assign them comp rooms. The LAC Co-chairs assign the remaining comp rooms and any remaining staff rate rooms. A free room should be assigned to the plenary speaker or to any other guest who’s room would otherwise be paid out of the meeting budget. A free or staff rate room should be offered to the Program Editor and Vendor Coordinator. Extra free room(s) may be offered to PC Co-chairs, LAC members whose service has been above and beyond, and to anyone else the LAC feels warrants it.

MEETING WRAP-UP AND EVALUATIONS

After the dust has settled from the meeting, the LAC Co-Chairs must write a final report, submitting it electronically to the MCC Chair, who will forward it to the MCC list. For the format of the report, see Appendix IX. The comments portion should include an evaluation of the local arrangements, including problems encountered and recommendations for future LACs. Permanently valuable records of the LAC, along with a copy of the final report, go to the MARAC Archivist at the next MARAC meeting.

It is generally appreciated that the LAC writes thank you notes to tour operators and others who helped to make the local arrangements portions of the conference a success.

The MARAC Administrator will launch LAC surveys for conference attendees to complete through Survey Monkey immediately after the conference. The survey runs for two weeks and the Administrator then distributes the results to LAC and MCC.

Meeting Planning Timetable for LAC

MARAC plans for its meetings on a cycle that begins a year and a half or 3 meetings in advance. The prior semi-annual meetings provide LACs and PCs excellent opportunities for these committees to meet in advance.

Time	Task
Around 18-24 months	<ul style="list-style-type: none"> • MCC Chair secures the LAC Co-Chairs • Hotel contract is negotiated and signed by the MCC Chair, with assistance from the Helms Briscoe Rep • Co-Chairs review recent meeting reports from LACs and PCs • Conference is announced on MARAC website with LAC/PC chairs listed, hotel rate, dates and venue
Around 14 months	<ul style="list-style-type: none"> • LAC Co-Chairs select committee, discuss assignments, and form subcommittees to carry them out; suggested subcommittees are publicity, sponsors, reception, tours, registration, hotel food functions, luncheon speaker, audio-visual set-up, transportation options, directions • Begin search for reception site • Call for Committee Members can be sent by Administrator to MARAC e-mail list. Administrator can provide lists of members who expressed interest in serving on LAC by geographic location. • Administrator can assist in setting up e-mail lists or discussing a shared environment like Google Drive
At 2nd MARAC Meeting (12 months preceding)	<ul style="list-style-type: none"> • Report to MCC on planning • If not before, hold first LAC meeting at an earlier conference and get any progress reports from subcommittees that may have started work as a result of phone or e-mail conversations • Decide whether to plan an In-Service Day for the meeting
Between 9 and 7 months	<ul style="list-style-type: none"> • Send meeting notice to SAA, social media and other relevant e-mail lists. Consider sending to the e-mail list for nearby state library associations, MAAM, and the local historical community • Finalize reception arrangement; select caterer and menu • Write brief article about the meeting for <i>MAA</i> • Select venue for In-Service Day – consider distance, cost, facilities, safety, parking; solicit supply donors • Draft budget in consultation with PC Co-Chairs and Workshop Coordinator(s), and submit to MCC Chair and Treasurer for preliminary review

Time	Task
At MARAC Meeting (6 months preceding)	<ul style="list-style-type: none"> • Meet with MCC • Present budget for MCC and Steering Committee approval • Meet with vendors and invite them to the next meeting • At business meeting, give humorous slide presentation to MARAC membership inviting them to the next meeting
Around 6 months	<ul style="list-style-type: none"> • Consider creating a WordPress.com website for the meeting • Finalize tour arrangements such as transportation, food, tickets, and tour guides as necessary • Collect local brochures for meeting packets • Finalize transportation arrangements for reception, if necessary • Write second article for <i>MAA</i>; send second notices to <i>SAA</i>, other relevant organizations and E-mail lists • Solicit local sponsors to subsidize the reception, coffee breaks, and other events. • Provide LAC-related material for the program to the Program Editor in plenty of time for layout
Five Months Prior	<p>Work with the Administrator on the following:</p> <ul style="list-style-type: none"> • Meal and Reception Tickets • Plenary and Luncheon Speaker needs • AV equipment information
Around 4 months	<ul style="list-style-type: none"> • Consult with PC to finalize audio-visual needs for program participants • Make tentative arrangements with the hotel for meals and breaks
Around 3 ½ months	<ul style="list-style-type: none"> • Confirm audio-visual needs one more time to avoid last minute surprises • Compile information for the supplement and consult Program Editor if time allows • Put together information packets for In-Service Day participants
Around 3 weeks	<ul style="list-style-type: none"> • Contact standing committee chairs through the MCC Chair as well as LAC and PC chairs (consult website or MCC Chair for their names) for upcoming meeting, to find out if they will be meeting during the meeting, and if so, have them select a meeting time to be printed in the supplement.

Time	Task
Around 2 weeks	<ul style="list-style-type: none"> • Using the registration information provided by the Administrator, make any necessary alterations in plan for tours; keep in touch with PC and Workshop Coordinator(s) regarding room assignments for sessions and workshops • With the assistance of the Vendor Coordinator plan the vendor space, taking care to assign prime locations to those who are giving extra support to the meeting • Set registration desk schedule with LAC members, and review the rest of the meeting strategy with committee • Produce supplement for packets <p>Work with Administrator on the following:</p> <ul style="list-style-type: none"> • Headcounts for the conference for sessions, meals, reception, etc. • Tour list confirmations • Identify events/meals that may be “sold” at the registration desk • Registration Desk Shift Coverage • Stuffing Envelopes • Meeting at the hotel on Wednesday before the conference for overview of hotel layout and meeting key hotel contacts
Last week	<ul style="list-style-type: none"> • Assemble meeting packets • Meet with hotel representative to report food function numbers and review all activity and food arrangements, audio-visual needs, etc.
6 weeks to 2 months after the meeting	<ul style="list-style-type: none"> • If necessary, track down any outstanding bills and otherwise assist Treasurer in closing out meeting finances • Approve final refunds with Administrator • Write final report of meeting and provide copies to MCC, the next three LAC and PC chairs, and the Treasurer
At succeeding MARAC Meeting	<ul style="list-style-type: none"> • Present final report and suggestions for future meeting planning to MCC • Turn over meeting records, including a copy of the final report, to the MARAC Archivist

PROGRAM COMMITTEE

MAJOR RESPONSIBILITIES

The Program Committee (PC) crafts the intellectual focus of the MARAC meeting, and since the program is a critical factor in attracting the membership to meetings, the success of the meeting will depend on its strength. The Local Arrangements Committee (LAC) handles all the meeting activities except program sessions and workshops. To produce a successful meeting, the PC and LAC must work closely together because in many ways their duties intersect. The two committees' work overlaps most significantly in drawing up the meeting budget and preparing the printed program. In both areas close communication and cooperation is essential. The PC will also need to consult with MARAC's Administrator, who manages pre-meeting registration, in large part to ensure that all speakers are correctly identified and receive correct conference information.

Thursday, the first day of a MARAC meeting, is devoted to workshops, tours, and committee meetings. These events are planned by others. Tours by the LAC and, as of 2015, workshops are organized by the Education Committee. The PC is responsible for planning the Friday plenary and luncheon speakers, along with all sessions on Friday and Saturday. Traditionally on Friday morning after the continental breakfast, there is a plenary session; one or two blocks of four or five concurrent sessions; and a coffee break along with a new-member meeting. These events do not have to be arranged in that order. After the lunch with speaker, there are two more blocks of four or five concurrent sessions, broken up by a refreshment break and state caucus meetings, usually lasting an hour. On Saturday morning, after the breakfast business meeting, there are two blocks of three or four concurrent sessions. In all, the program consists of eighteen to twenty-two sessions, which last from one and a half to two hours.

COMMITTEE DUTIES

The PC may plan a traditional program, or veer from the usual format, but in general the committee's responsibilities include the following:

- Selecting a focus or theme and a title for the meeting program (it can help to consult with the LAC about the possibility of integrating the theme into the meeting location). While a theme may tie the meeting together, any theme should be broad enough to attract a wide portion of the MARAC membership. See Appendix XIII for a list of recent meeting themes.
- Planning all program sessions
- Putting a call out for Program content. While many aspects of developing the program are open to creativity and the desires of the PC, at some point a call must be put out to the membership and the broader archival committee for program content. This is mandatory, however, how the PC integrates what they receive is up to the PC. Google Forms provides a straightforward electronic mechanism for submitting proposals. A sample form is located in Appendix XI.
- Contacting moderators and participants.
- Coordinating sessions' audio-visual needs.

- Working with LAC and hotel on room arrangements and set up, the LAC remains the point of contact for the hotel on these matters.
- Selecting plenary and luncheon speakers. This can be done in tandem with the LAC, but, in the end, it is the responsibility of the PC and selection of speakers is at their discretion, as long as in keeping with the budget.
- Creating a non-member list of speaker addresses and e-mails to share with the Administrator for mailing the conference programs and providing special registration information.
- Handling necessary arrangements connected with speakers' appearances at the meeting.
- Providing the Program Editor with narrative content relating to the program.
- Monitoring program sessions to assist with any last minute details or emergencies.
- Submit quarterly oral or written reports to the MCC Chair, as requested.
- Identify one to two sessions of broad interest to be written up for the *MAA*. Invite the speaker(s) to write the article or have a committee member compile a session abstract.
- Coordinate with MARAC Archivist and provide speakers with information on how to deposit presentation content into DRUM.

Technological considerations and getting organized:

Outlined below are various software packages or services that have been used during more recent conferences to provide an easier method to collaborate, organize committee work, and publicize events. PC should consider incorporating these technologies when planning the conference if it will ease them in conference planning. The only tool which must be used for internal communication is an e-mail list. For external communication, the MARAC blog and social media venues must be used to communicate to MARAC members. The use of other technology for planning is solely at the discretion of the committee co-chairs.

- **Google Drive or OneDrive** - determine if a collaborative environment for documents should be set up. Using either Google Drive or Microsoft OneDrive to create a cloud storage workspace to allow PC members to work on internal documents or to share items with other key MARAC/ conference attendees more easily. Some possible uses for this option include creating a PC contact list for committee members, listing assigned sessions for each PC member, sharing meeting notes.
- **Dropbox** – MARAC has a free account to handle storage for large files. The conference program editor uses this account to gather files for publishing.
- **E-mail lists** - The MARAC Administrator will setup an e-mail list, using the Association Management Software, for each committee at the time of formation. There must be a valid reason, approved by the MCC Chair, for a committee to use another communication system, such as Google. If another account is created, then the required core MCC members, along with the required MARAC officers, must be added to ensure smoother communications and to provide them with the oversight necessary to fulfill the obligations of their positions.

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- **Survey Monkey** – MARAC has a paid SM account which has been used to collect conference evaluations, determine if an overflow hotel is needed (work with MCC Chair to set this up), and to poll membership regarding popularity of proposed tours, etc.
 - **Doodle Poll** – this website can be used to set up PC committee meeting times and check availability, the link to the poll can be easily shared with committee members
 - **Guidebook** – users can download this app to their smart phone and see updated session or events scheduled during the conference and add these events to their own calendars. Event coordinators can send instant push messages, gather real-time feedback and provide live polling. Guidebook or any similar application should be reviewed for content in conjunction with LAC and any conference Technical Coordinator.
 - **MARAC Blog** – provides a feed to our main MARAC website. Articles should be published regarding the conference using the Blog by contacting the Communications Committee.
 - **Facebook** - MARAC pages should be used regularly to push out information about the conference.
 - **Twitter** - This service can be used to create a more interactive conference. MARAC's official Twitter account is @MARACTweets (<https://twitter.com/maractweets>) but accounts may be created for each conference. When referencing a conference, it is suggested to follow the format #maracspring17 or #maracfall17 for hashtags
 - **Digital Repository at the University of Maryland (DRUM)** – <http://drum.lib.umd.edu>. After the conference, speakers are encouraged to upload their presentations into DRUM so that MARAC members can access this repository in the future. This is a very important aspect of each conference's program. Please see Appendix XIV for a sample invitation e-mail.

CO-CHAIRS' DUTIES

The MCC Chair appoints the PC Co-Chairs approximately eighteen months before the meeting. Their first duty is to appoint a committee of 12-20 MARAC members who represent a variety of archival institutions; ideally, some will have previous PC experience and some will be new to it. While 20 members may seem like too many at the outset, that number provides for back-ups in case some people are unable to carry through. A call for members can be sent by the Administrator to the membership e-mail list. Upon request, the Administrator can also provide a list of members interested in serving on PC.

The work of the committee comes in roughly four stages: first, brainstorming for ideas, and formation of individual sessions; second, follow-through with participants to get audio-visual needs, presentation descriptions, and other details about sessions; third, producing the program; fourth, supervision of program activities at the meeting. In order to bring off 18-22 program sessions, plus the plenary and luncheon speeches, the more responsible committee workers there are involved, the better.

It is a good idea, though not mandatory, to bring the entire committee together at least once so everyone gets acquainted and has a clear overview of the entire program, but most of the planning can be carried out by e-mail. If possible, the Administrator should set up an e-mail list or by setting up shared documents on Google Drive for example. The Administrator will set up an e-mail list that includes the PC membership, the MCC Chair, the Treasurer, the Workshop Coordinator, the Vendor Coordinator, the Program Editor, and the LAC Co-Chairs, along with the next meeting PC Co-Chairs. This e-mail list will be created using MARAC's Association Management Software (AMS).

The initial planning session should be held 12-15 months before the meeting, if possible, at the prior MARAC meeting. During the brainstorming period when the committee is exploring session topics, members should bear in mind the wide range of experience, types of repositories, and work situations represented by the MARAC membership. A call for submissions is mandatory. The program as a whole must have wide appeal. In addition, session topics should be fresh, and unless a topic clearly justifies a reprise, should not repeat recent sessions at MARAC or SAA. Previous print programs are available at the MARAC website, a review of recent past meeting can be helpful and is recommended. As can be reviewing the survey results of past meetings.

The Program Committee is encouraged to be as creative as possible to locate new speakers and new topics. Putting out a call for submissions is a valid way to identify individuals interested in presenting and is mandatory. A very wide preliminary call is recommending, be sure to clearly indicate who interested potential speakers should contact and the deadline for doing so. The call should be sent to MARAC members using several electronic venues. The MARAC Administrator will send it to the MARAC e-mail list. It should also be posted on the MARAC blog and MARAC Facebook page. It is advisable to ask the State Caucus Representatives to forward it through their distribution lists and to reference it also on their Facebooks pages, if they have one. It should also be posted on the SAA Archives e-mail list and to the lists of the surrounding archival regional lists. It is also advisable to send it to the distribution list for the History Section of RUSA, ALA and to the state library associations in the MARAC region. Other allied professional organizations, such as MAAM and OHMAR, should be considered. A very wide preliminary call is encouraged. MARAC never wants to be seen as an organization that is not open to all. While, at times, one individual or individuals, for a variety of very valid reasons, may end up presenting at several meetings in a row, it is not ideal.

The Co-Chairs may choose to share all the responsibilities, they may want to divide them, or they may choose a combination. The two should think carefully about interests, work habits, and job schedules to come up with a plan that suits them best. The following is merely a *suggested* division of labor:

Both: select committee; solicit ideas for programs, speakers, meeting theme, etc; moderate the committee meeting(s); carefully scrutinize "proofs" of printed program

One Co-Chair:

- Supervise the development of the sessions.
- Coordinate with LAC regarding the size and number of meeting rooms available so that sessions are placed in appropriate sized space. The Administrator will have pre-registration

totals to better estimate conference attendee interest in each session to assist with room assignments.

- Serve as principal contact for committee members; keep close tabs on audio-visual needs and inform LAC of these needs *before* the meeting budget is created; troubleshoot any program session problems
- Prepare the master schedule of sessions.
- Provide the Administrator with list of names and addresses of non-MARAC member speakers, so they will receive a copy of the program, and so that a name tag will be created for them. This list is best created through a shared document on Google Drive or OneDrive.
- Oversee committee contact with plenary and luncheon speakers.
- At the meeting, collect session attendance counts from committee members; these statistics go in the final report.

Other Co-Chair:

- Collect and edit committee members' session descriptions and participants' information,
- Write general descriptions of special sessions and/or speakers,
- Solicit and edit entire program for accuracy and consistency of style and tone before turning the editorial process over to the Program Editor. (See **Program Editor** section for details about the writing and production process.)

COMMITTEE MEMBERS' DUTIES

It is important for members of the PC to have ample time to devote to the committee work, including a critical amount of time at the meeting. Members of the PC should be prepared to do the following:

- Attend the PC meeting(s) and participate in e-mail discussions where ideas for the meeting focus or theme, and individual session topics are generated. A spreadsheet of these ideas can be created using Google Drive so that all members have access.
- Volunteer to arrange one or two sessions, which carry these duties:

Before the meeting:

- With the help of other members of PC, decide what type of session this should be: papers-and-comment (usually consisting of two to three speakers who deliver papers, and one chair who comments); round table discussion (three or four participants who may make brief remarks and then discuss a topic together); debate (two or more debaters and one chair); open forum (one chair, with or without, other discussion leaders).
- Decide upon good prospects for chair and participants of session, and contact them; locate replacements for those who are unable or unwilling to participate. Whenever possible select MARAC members to fill these roles.

Please note: committee members **MUST NOT** participate in program sessions, no matter how authoritative on the topic they may be! The duties of the committee are substantial, and numerous problems have arisen when PC members were juggling management of sessions and paper preparation. In addition, there is an obvious conflict of interest. **Members of the LAC should also be avoided as session participants.**

- A PC Co-Chair will communicate, by e-mail, with non-member speakers explaining that they do not need to register if they come only for their session and to give them additional details regarding our speaker registration policy. The PC Committee will need to create a shared spreadsheet (using Google if possible) of contact information for the non-member speakers for the Administrator. This spreadsheet should include speakers' mailing addresses (so that a conference program can be sent to them) and e-mail addresses. This list should be finalized in time for the conference program printing and mailing launch.
- For the printed program write a brief description of session and include moderators and participants' names, and employing institutions; submit this information to the Co-Chairs on time.
- Recommend creating a shared spreadsheet for all listing all of the speakers and moderators PC members to access and complete.

At the meeting:

- Go to the room well before the session to be sure that podium, table, and chairs, audio-visual equipment, water, etc. are set up for the session; monitor the entire session and be ready to help if there are any problems (e.g., there is an audio-visual equipment failure, or the room temperature drops or rises precipitately); at peak time, count the number of attendees and report this number to PC Co-Chairs after the meeting.

After the meeting:

- Write thank you notes (may be done by e-mail) to all session participants. Submit session attendance numbers and other details on your session to the Co-Chairs for the PC Report. Actively encourage presenters to submit their presentations to the MARAC DRUM repository

Each committee member should pass along the following guidelines for the session chairs:

Before the meeting:

- As the meeting approaches, keep in close contact with the speakers to be sure they are preparing for the session and, if necessary, communicating with each other.
- Become familiar with presentations of each speaker or panel member, obtain biographical information for introductory remarks, and prepare comment on the presentations, if appropriate.

At the session:

- Introduce each speaker; keep track of time so no speaker is cheated; and facilitate the discussion, questions-and-answers, etc.

AUDIO-VISUAL EQUIPMENT

Hotels and conference centers charge for each piece of audio-visual equipment used in a conference, from electrical cables to flipcharts, screens to projectors. In recent years, MARAC participants have requested the use of projectors, screens, or Internet connections to enhance their presentations and this equipment often plays a vital role in a session. The Program Committee should query the Local Arrangements Committee early in the planning process to ascertain the exact expense of audio-visual materials, and availability of special needs items, such as an Internet connection. Ideally, the Program Committee should be able to obtain audio-visual needs from presenters in time for the Local Arrangements Committee to present its budget to Steering Committee six months prior to the meeting. While the final goal is a good conference, with excellent content, and we wish to meet the needs of our presenters, it is best to have an idea of each speaker's AV needs very early in the planning process, not two days before the meeting.

The availability of a live Internet connection, either hard-wired or wireless, in meeting rooms varies widely, as does the cost of such a connection. In some cases, a hotel may charge a daily fee per room, and in others, they use a different scale. In some cases, the cost of providing a live Internet connection to presenters may be prohibitively expensive. In addition, live Internet connections cannot always be dependable. **Presenters should be encouraged to work from screen shots to demonstrate an online environment whenever possible.** In addition, the PC should consult with the LAC about scheduling of sessions in order to minimize Internet costs.

In order to minimize audio-visual expenses, MARAC owns several digital projectors for use at meetings. These projectors, carrying cases, cables, connectors are all labeled with MARAC's name and should be track of at each meeting. A cart, electrical cables and projection screen will need to be obtained from the hotel (for a fee) to be used with the MARAC-owned projectors. Additionally, some hotels and conference centers may require a member of the hotel staff to serve as a troubleshooting technician for all audio-visual equipment used in the facility.

The following items should be considered for every session room during a conference:

- Lectern
- Microphone (mandatory unless very, very, very small room)
- Table for panel/speakers
- Platform for panel tables and luncheon/plenary speakers
- Table(s) /cart(s) for projector and laptop
- Screen
- Projector (digital, slide, and/or overhead)
- Cables to connect any of the above
- Power outlet and extension cords
- Internet connection
- Speakers/sound system

If multiple session participants are utilizing computer-based presentations, it is helpful to have all of the presentations loaded onto a single laptop to make best use of session time. The laptop used

may be that of a participant or that of the Program Committee member assigned to the session. Presentations can be loaded onto the laptop immediately prior to the session, and easily accessed during the session by the speakers. MARAC will not pay for laptops or computers supplied by the hotel. MARAC does own one laptop that may be available in emergencies.

The Administrator stores the projectors and extra laptop for MARAC and will bring them to the meeting. At the meeting, the Tech Coordinator will assume responsibility for the equipment and ensure that it is secured when not in use. Please be advised that the hotel will probably not service this equipment so the Tech Coordinator should be prepared to troubleshoot.

PLENARY AND LUNCHEON SPEAKERS

The topic for the plenary session should be of broad interest to the archival community and should relate to the meeting theme. In selecting a plenary speaker, the PC should carefully consider candidates' qualifications to address the topic, as well as their speaking abilities; if a potential plenary speaker is not an archivist; the committee should evaluate how well this person understands the concerns of the archival profession. Finally, in the interest of keeping costs down, the committee should look for a speaker who lives in the vicinity of the meeting. MARAC has occasionally invited prominent speakers from outside the area, but such an invitation adds to the cost of the meeting. In any case, no arrangements for speaker's fees should be made without prior discussions between PC and LAC Co-Chairs, the Treasurer, and the MCC Chair. (See Appendix IV)

If appropriate, the PC may plan for more than one plenary session if another topic of broad interests presents itself. If this is a possibility, the LAC must be consulted early in the planning process, in order to ensure that there is a plenary size space available at the non-traditional time. This may require a change in the contract and, if so, the MCC Chair must be involved. It has become customary for the plenary speaker to provide a version of their talk, usually 2000-5000 words, for the next post-meeting issue of the Mid-Atlantic Archivist.

The luncheon speech is usually given by a local person, usually not an archivist, but someone who works in the field of history and has an appreciation for archives. The PC should consider speakers whose talks are substantive as well as entertaining.

One or two members of the committee should be assigned to each of these speaking sessions and carry out these duties:

Before the meeting:

- Discuss with the speaker the nature, length, and topic of the speech
- Offer the plenary speaker an honorarium, and, if speaker is from out of town, travel and hotel costs; notify LAC more than six months before the meeting if the speaker requires any of these so that they can be included in the budget. Notify the plenary speaker of the opportunity to publish a version of their talk in the post-conference issue of the Mid-Atlantic Archivist
- Find out what audio-visual equipment is needed for the speaking session more than six months in advance and notify the Co-Chairs who will report to LAC

- Confirm meeting plans with speaker a month before, obtain biographical information for introduction, and determine expected time of arrival at the meeting.
- Plan to introduce the speaker, or arrange for someone else to do it.
- Notify the LAC if the plenary speaker, as well as the luncheon speaker, will be there for lunch.
- Invite both the plenary and luncheons speakers to the Friday night reception.

At the meeting:

- Serve as host to the speaker during stay at meeting
- Be sure podium and audio-visual equipment meet speaker's needs.

After the meeting:

- Assist speaker with expense reports
- Write thank you note
- Follow up with editor of Mid-Atlantic Archivist for deadline for post-conference issue and notify the plenary speaker

POSTER SESSIONS

In recent years, MARAC has featured poster presentation options to members. Posters provide an opportunity for people to submit proposals much closer to the time of the conference, and are an excellent way to introduce students to participation in a MARAC meeting. Planning for poster sessions can be fairly flexible. It is recommended that one or two members of the Program Committee coordinate the poster session, in collaboration with the Co-Chairs.

Advertising the poster session should ideally begin at the previous MARAC meeting with fliers at the registration table. Publicity can also take the form of Tweets, Facebook posts, mailings to the membership, and notes on the website. The timeline for posters can be flexible, but it is recommended that the deadline be late, usually 8 weeks prior to the conference. Poster presenters should be notified at least 6 weeks prior to the conference in order to have time to prepare.

The Program Committee is responsible for creating a handout that contains abstracts and other information about the poster session for dissemination at the conference. This information can also be placed in the Guidebook App.

If planning a poster session, the PC should alert the LAC in order to budget for supplies. Foam core for mounting posters may be purchased from Uline in quantities of 25 sheets per case. Uline also sells easel backs that may be mounted to posters to create tabletop displays. This eliminates the need for portable easel stands. In addition, the PC should work with the LAC to evaluate the best hotel space. A poster session can be held in conjunction with other sessions, or it could be held throughout the day to coincide with breaks. It is important, however, to make sure there is designated and scheduled time for the presenters to be with their posters for discussion.

Google Forms provides a straightforward electronic mechanism for submitting proposals. A sample form is located in Appendix XII.

Considerations for poster sessions:

- Will it be open to everyone or only to students?
- How competitive will the process be? What are the criteria for evaluation?
- What are the maximum size dimensions for posters?
- What is the timeline?

MEETING WRAP-UP AND EVALUATIONS

After the dust has settled from the meeting, the PC Co-Chairs should write a final report, submitted electronically to the MCC Chair and to the Co-Chairs of LAC and PC for the next three meetings. See Appendix X for the format of the report. The evaluation portion of the report should include an appraisal of the sessions and plenary and luncheon speeches, including problems encountered and recommendations for future PCs. Permanently valuable records of the PC, along with a copy of the final report, go the MARAC Archivist at the next MARAC meeting.

The MARAC Administrator will launch PC surveys for conference attendees to complete through Survey Monkey immediately after the conference. The survey runs for two weeks and the Administrator then distributes the results to PC and MCC.

MEETING PLANNING TIMETABLE FOR PC

MARAC plans its meetings on a cycle, which begins a year and a half or three meetings in advance. The semi-annual meetings provide LACs and PCs excellent opportunities for committee meetings.

Time	Task
Around 18-24 months	<ul style="list-style-type: none"> • MARAC MCC Chair secures the PC Co-Chairs • Co-Chairs review recent meeting reports from PCs and LACs
At 3rd MARAC Meeting (18 months preceding)	<ul style="list-style-type: none"> • PC Co-Chairs meet with MCC
Around 14 months	<ul style="list-style-type: none"> • Co-Chairs form the committee which begins to brainstorm ideas, by e-mail or phone, for meeting focus, program sessions, and plenary and luncheon speakers. Call for Committee Members can be sent by Administrator to MARAC e-mail list. Administrator can provide lists of members who expressed interest in serving on PC • Administrator can assist in setting up e-mail lists or discussing a shared environment like Google Drive • A call for submissions must be sent

Time	Task
At 2nd MARAC Meeting (12 months preceding)	<ul style="list-style-type: none"> • Co-Chairs hold PC meeting to finalize theme and sessions, and to make assignments to committee members
Between 12 and 7 months	<ul style="list-style-type: none"> • Sessions are formed, participants and chairs are contacted; session audio-visual needs are assessed; plenary and luncheon speakers are arranged
At MARAC Meeting (6 months preceding)	<ul style="list-style-type: none"> • Meet with MCC to give a brief report on program plans • PC meets for progress reports and discussion of work left to be done • Distribute any promotional fliers that advertise poster sessions, student paper sessions or other calls for speakers
Around 6 months	<ul style="list-style-type: none"> • Committee members send Co-Chair brief descriptions of each program session, along with the names of chair and participants, employing institutions, and titles of presentations • Co-Chair arranges a master schedule of program sessions based upon information received from committee members regarding participants' needs, and considerations of session content if possible • Co-Chair accumulates all materials for printed program from PC and LAC writers, and makes first edit; text is turned over to the Program Editor who puts it in order and submits to designer for layout • Committee members maintain contact with session chairs to be sure they are in touch with participants, getting biographical information they need for introductions, and preparing their comments
Around 3 ½ months	<ul style="list-style-type: none"> • Program Editor notifies the Administrator of the printer's projected mailing date • Program goes to printer and will be mailed seventy-five days before the start of the meeting • Co-Chairs provide the Administrator with names and addresses of non-MARAC speakers for program mailing; ask Administrator to make name tags for all non-member participants • Co-Chairs contact non-member speaker to inform them about MARAC registration policy • Continue to promote poster sessions, student papers sessions, etc.
Around 2 months	<ul style="list-style-type: none"> • If planning a poster session, evaluate final submissions, notify participants, and begin work on poster program supplement

Time	Task
Around 1 month	<ul style="list-style-type: none"> • Committee members confirm final details with plenary and luncheon speakers, and get biographical information for introductions • Committee members confirm final details with session chairs and participants • Co-Chair consults with LAC regarding placement of sessions in appropriate meeting rooms based upon indication of interest provided in pre-registration
1 month after meeting	<ul style="list-style-type: none"> • Committee members write letters of thanks to plenary and luncheon speakers, and session moderators and participants • Speakers are invited by PC (using Dropbox) to submit their presentations to the MARAC DRUM repository
2 months after meeting	<ul style="list-style-type: none"> • Co-Chairs submit final report to MCC and send copies to the next three PC and LAC Chairs
At succeeding MARAC Meeting	<ul style="list-style-type: none"> • Co-Chairs bring committee files including a copy of the final report to MARAC Archivist

PROGRAM EDITOR

MARAC publishes one printed program for each meeting. Members are instructed to bring the copy received in the mail to the meeting. MARAC works with Dickinson College Print Shop which handles layout, printing, and mailing of the program. They take the text provided by the Program Editor and place it in an established program layout, an arrangement, which saves the PC time and effort and is cost-effective for MARAC. At the time they prepare the budget, an LAC Co-Chair should contact the Treasurer for a cost estimate for program layout, printing, and mailing.

The program must be uploaded to MARAC website no less than seventy-five days before the first day of the meeting and mailed to members who request it, using the non-profit bulk. The bulk rate expense (versus third class) holds down our overall costs, but the program can sometimes take three weeks to reach all of the members. The number for the print run should be obtained from the MARAC Administrator and include the number of members in MARAC (interested in receiving a hard copy of the program), any vendors requesting a copy, and non-member speakers identified by PC. Extra copies are printed and are made available at the registration desk for those who forget to bring their copies to the meeting or who have registered on-site.

The Program Editor will supply a PDF version of the program to the MARAC Administrator for the website. The Program Editor also supplies the Administrator with a conference program draft of the registration page as soon as the first edition is released to PC/LAC for feedback. This allows the Administrator to begin to create the online registration and backend spreadsheet forms in advance, and start to test these processes. The Administrator also reviews the registration page and works with PC/LAC and the Treasurer in advance to answer any questions regarding programming of the form.

In summary, the Program Editor handles the following tasks:

- Serves as coordinator for the program production and as contact with designer and printer for program.
 - Collects the advertisements from the appropriate vendors and advertisers (and currently saves them in a shared Dropbox folder).
 - Advises about layout
 - Carefully scrutinize "proofs" before final printing.
 - Provides checklist to LAC and PC Committees.
 - Creates the program supplement if time and schedules allow.
-

PROGRAM CONTENTS CHECKLIST

The following list indicates who is responsible for what section(s) of the program. The Program Editor will provide a checklist for the committees:

Task	Committee
Cover Image and Image Credit	PC or LAC
Cover Title	PC
Hotel Registration Information and Floor Plan of Meeting Space	LAC
LAC members list	LAC
Meeting Registration Form Details	LAC
PC members list	PC
Plenary and Luncheon Speakers Descriptions	PC
Schedule-at-a-Glance	LAC
Session Descriptions	PC
Special Events and Locations, Including Committee Meeting Times, Breaks, Reception, Vendors, and Registration	LAC
Tours	LAC
Transportation	LAC
Vendor Advertisements	LAC and Vendor Coordinator
Welcome	PC and LAC (joint statement)
Workshops	Workshop Coordinator
Conference Registration Page	LAC and the Administrator, Treasurer Confirms That Costs Are Listed Correctly

Once the PC Co-Chair has gathered all the program material and made initial checks for accuracy and completeness, and adjusted style and tone for consistency, the process is turned over to the Program Editor who works directly with the Dickinson College Print Shop. **To eliminate confusion and potential added costs, all communications with Dickinson College Print Shop must go through the Program Editor. The Administrator in conjunction with the Program Editor and designer will create the necessary internal Dickinson College paperwork for releasing the program printing and mailing.**

PROGRAM PRODUCTION TIMETABLE

The Program Editor and committee members should stick to the following timetable to insure the program is mailed on time. The Program Editor will provide a timetable for the committees.

Time	Task
24 weeks before meeting	Letters go to prospective vendors; production timetables go to PC, LAC, and Education Committee program writers
23 weeks before meeting	Session descriptions submitted by PC members go to PC Co-Chair for first editing
20 weeks before meeting	All text submitted to Program Editor including vendor ads, workshop and local arrangements-related descriptions
18 weeks before meeting	Program Editor returns text to PC and LAC Co-Chairs for revisions
17 weeks before meeting	Text returned to Program Editor for final editing; MCC Chair also reviews it before Editor sends it to DICKINSON COLLEGE PRINT SHOP
15 weeks before meeting	All texts, images, and advertisements go to DICKINSON COLLEGE PRINT SHOP
14 weeks before meeting	DICKINSON COLLEGE PRINT SHOP lays out program and sends PDF to Program Editor
13 weeks before meeting	Program editor and MCC Chair review and proof; submit changes to DICKINSON COLLEGE PRINT SHOP
12 weeks before meeting	DICKINSON COLLEGE PRINT SHOP makes final changes; sends PDF to Program Editor for final review; Program Editor confirms ready to print from MCC Chair; program goes to print, and DICKINSON COLLEGE PRINT SHOP sends PDF file of complete program to the Program Editor. Program Editor sends the final pdf to the MARAC Administrator for printing and mailing by Dickinson College. Administrator creates the Dickinson Print Center Print Request Form and uses the Dickinson mandated one week for printing to estimate when the printing should be completed by. Administrator also creates the Dickinson Print Center Mailing Request Form for program mailing using our non-profit, bulk rate to all non-member speakers, vendors (as requested) and members who would like a hard copy of the program] Note: It can take up to 3 weeks for the program to reach the recipients. The Administrator finalizes the registration online registration form and begins testing.
11 weeks before meeting	Dickinson Print Center should be finished printing the program and then they mail the hard copies. The Administrator should be finished testing the online registration form

Time	Task
10 weeks before meeting	The Administrator posts the program on the MARAC website and sends the announcement to the MARAC e-mail list that online registration is open

Pre- Registration Dates

In order to determine the pre-registration dates for the program (early, advanced and on-site) the following formula is used by the Administrator and is published in the program on the Conference Registration page.

CONFERENCE DATE CALCULATION FOR CONFERENCE REGISTRATION PAGE

For a registration date guideline formula for each conference, refer to the chart below and plug in the new conference dates, then plan accordingly. These dates should then appear in the conference program registration page and the online registration form.

Timeframe prior to Conference Date	Event
5 weeks (on Weds prior)	"Postmarked by" - First Date on Registration Form
5 weeks to 2 weeks (Thrs -Weds prior)	"Postmarked" - Date Range on Registration Form
2 weeks (on Weds prior)	"After" (register on-site) - Final Date on Registration Form
Registration available on-site only after final deadline	

MARAC ADMINISTRATOR

The MARAC Administrator works with the MCC Chair, Local Arrangements Committee, and Program Committee, Program Editor, Vendor Coordinator, Workshop Coordinator, Tour Coordinator, Membership Development Committee, Treasurer and Technical Coordinator to plan and implement conference details. The Administrator initiates and maintains constant communication with all contacts throughout the planning process and handles conference pre-registration.

MAJOR RESPONSIBILITIES

Listed below are some of the basic conference tasks the Administrator performs:

- Conference communications and serves as a main point of contact for committee members, MARAC general membership, and the public
- Creates and maintains e-mail lists for LAC, PC and MCC
- Sends out calls for session proposals, committee members, etc to MARAC membership
- Reviews the conference program drafts for edits – especially the conference registration form
- Coordinates the mailing, printing of the final conference program
- Creates the online and paper attendee registration forms and announces the opening of the online registration
- Responsible for pre-registration of conference attendees including tracking payment information for tours, workshops, meals and reception/session attendance
- Processes vendor registration and payments
- Provides both vendor and attendee name badges, payment receipts, meal and reception tickets for registration
- Processes sponsorship pledges and payments
- Helps the Membership Development Chair publicize the roomshare/rideshare and navigator programs along with providing a list of new members registered for the conference
- Purchases conference supplies (lanyards, badge inserts, meal tickets, envelopes, etc.)
- Shares final lists of participants with In-Service Day, Workshop, and Tour Coordinators
- Prepares Certificates of Completion for workshop participants
- Manages the registration desk with LAC
- Creates and publishes the LAC/PC Evaluation Surveys and subsequent results
- Works with the Treasurer to review financial conference data accuracy
- Creates and publishes both pre and post registration attendee lists
- Adds the Business Meeting Notes to the MARAC website
- Works with the Chair and LAC to finalize the onsite Steering Committee Meeting details

ADMINISTRATOR INTERACTION WITH KEY CONFERENCE PERSONNEL

LOCAL ARRANGEMENTS COMMITTEE CHAIRS

After the hotel contract is signed for a new conference and the PC and LAC Chairs have been named, the Administrator adds this information to the MARAC website upcoming conference page. The hotel rate, an image of the venue and the dates are listed. Also the Administrator should be informed when the hotel registration is open so that this information can be announced (if deemed necessary by MCC and LAC) to the membership and added to the webpage. The advanced hotel registration link should be shared with the Administrator in any case so that their individual room can be reserved in advance.

The LAC will begin the search for committee members. The Administrator will publicize the Call for Members announcements as well as provide the Chairs with a list of MARAC members interested in serving on their committee. The Chairs and Administrator should discuss setting up e-mail lists (whether in Google or by using our software provider) and sharing important planning documents.

When LAC assigns a Tour Coordinator, they should share this information with the Administrator. The Administrator will track tour registration. It is not uncommon for a tour to be cancelled (in advance or shortly before conference dates) or for a tour to become filled. Should this occur, the MARAC Administrator will close this tour on the online registration list with instructions on how to sign up for a wait list. Once the online registration closes (two weeks before the conference), the Administrator will share (via shared drive) with the Tour Coordinator the lists of tour attendees so that the Tour Coordinator can send a confirmation e-mail to them and share the final lists of attendees with the tour chaperones.

LAC and the Administrator will work together to manage the registration conference desk onsite.

PROGRAM COMMITTEE CHAIRS

The PC will begin to search for committee members. The Administrator will publicize the Call for Members announcements as well as provide the Chairs with a list of MARAC members interested in serving on their committee. The Chairs and Administrator should discuss setting up e-mail lists MemberClicks and sharing important planning documents.

The Program Committee should create a non-member speaker list early on to capture the names and addresses of these people so that the Administrator can mail them a conference program and prepare name badges. The PC can e-mail them conference program and send them an e-mail regarding MARAC's non-member speaker policy.

PROGRAM EDITOR

The Administrator works with the Program Editor primarily on the program registration page, which is usually the final page in the program pdf. This page lists all of the costs, events and meals for the conference which is frequently updated by a multiple number of individuals. Final confirmation of this form's accuracy is critical to making sure that all the activities are accounted for and the pricing is correct. The Program Editor should forward all of the drafts of the program pdf to the Administrator for editing and feedback.

The Administrator will ensure that the Program Editor and Vendor Coordinator are copied on the electronic receipts for vendor registrations and sponsorships so that they can track the receipt of ads for the program.

VENDOR COORDINATOR

The Vendor Coordinator works in conjunction with the Program Editor, LAC, and Administrator to create the vendor registration form. This form listing vendor ad cutoff dates along with the Program Editor's timetable to produce the program actually drives the overall conference schedule.

Typically, the Vendor Coordinator approaches the vendors attending the current conference to encourage signing up for an upcoming conference and provides them with paperwork to register on the spot. The Administrator will set up the vendor registration form online. Once the Vendor Coordinator has tested and approved the form, the vendor registration is opened for the next conference.

The MARAC Administrator maintains a shared spreadsheet for vendor and sponsor registration with the Vendor Coordinator, Treasurer, and Program Editor. This spreadsheet is updated continually by all parties. See the **Vendor Registration Process** section below for more information.

WORKSHOP COORDINATOR

When the conference workshops are finalized by the Workshop Coordinator, the information can be added to the MARAC workshops page on the website to help advertise these upcoming programs. Reviewing these classes with the Coordinator helps the Administrator to gain a better understanding of class size and technology requirements in advance. The Administrator should program the maximum class sizes into the online registration form to set an automated cut off when these numbers are reached. The Administrator also prepares workshop certificates to be distributed to attendees after the conference workshop. The Coordinator should collect the certificates and final class listing from the Administrator before the classes start and give them to the instructors.

As conference attendees register, the Administrator maintains a list of the offered workshops and workshop registrants. Once the online and paper registration close (two weeks before the conference), the Administrator will share (via a shared drive) the final lists of attendees for each workshop with the Workshop Coordinator so that they can collaboratively update the class lists as

changes occur. The Workshop Coordinator sends confirmations to every workshop registrant and the final lists to instructors prior to the conference. If there are onsite workshop registrations, a certificate can be mailed to the participant after the conference.

MARAC TREASURER

The Treasurer and Administrator should meet to review how the check deposits will be made and payment tracking is handled for the conference. Once the budget template is approved by Steering Committee, the Administrator should compare the budget costs with the conference registration form. If there are any discrepancies, then the Treasurer, LAC and the Administrator should review and confirm the dollar amounts. After the conference, the Administrator and Treasurer review any questions regarding financial transactions before the final report is submitted.

MEMBERSHIP DEVELOPMENT COMMITTEE (MDC)

The Administrator will work with the Membership Development Committee Chair to announce the Navigator and Roomshare/Rideshare programs to the membership. Creating any forms for these programs is handled by the MDC and the Administrator will place the information on the upcoming conferences web page with links to the documents.

The Administrator will provide the MDC Chair with a list of new members within two weeks of the conference registration onsite. Also an announcement will be sent to the new members who have signed up for the conference inviting them to participate in the New Member Orientation at the conference. The Administrator will bring new membership brochures to the conference and make them available at the registration desk.

TECHNICAL COORDINATOR

If a technical coordinator is appointed for the conference the Administrator will send them a list of the MARAC-owned projectors. All of the projector cases, cables, and the equipment itself have labels denoting that they are the property of MARAC. This will aid in making sure that the equipment is not lost or left behind and to help identify which piece of equipment has been purchased most recently. Projectors labeled one and two are the newest purchases and should be used for the plenary and luncheon programs. During the conference, Technical Coordinator will troubleshoot as needed. The Administrator and Technical Coordinator will ensure that all of the equipment is packed up and accounted for the next meeting.

PRE-MEETING REGISTRATION PROCESS

The Administrator manages the vendor and attendee pre-registration process. All paper and online registration forms are either mailed or submitted electronically to the Administrator. The Administrator maintains master vendor and attendee registration spreadsheets. These spreadsheets track all of the conference workflow details and should only be edited by the Administrator, but are shared or made viewable to others for auditing the accuracy as needed.

Included in the master vendor and attendee spreadsheets are details regarding registration fees, workshops, tours, meal preferences, etc. and form of payment. Currently, MARAC accepts payment by check, money order, or credit card (Visa, MasterCard). The list of conference registrants is updated frequently and sent to the LAC chairs, MCC Chair, and any other specified persons on a regular basis (or when requested).

Refunds

Generally, refunds are only given prior to the final refund date listed on the conference registration form and are processed before the meeting. The Administrator refunds credit card payments and the Treasurer refunds check payments. The Administrator keeps a list the refunds and in what form the reimbursement was made (check, credit toward a future membership, donation, etc.). Any refund requested after the published refund expiration date is decided by the LAC co-chairs, with advice from the MCC Chair if needed.

Pre and Post Registrant List Sent to Attendees

A week before the conference, a pre-registrant list is sent by e-mail to attendees that includes name, institution, and e-mail. Registrants are informed that a FINAL list will be sent after the conference, which will include all onsite registrations. The Administrator prints a few copies of the pre-registrant list to have available at the registration table for reference. Both the pre and post registration lists are also sent to the Vendor Coordinator(s).

ADMINISTRATOR TIMETABLE

Time	• Task
12 weeks before meeting	<ul style="list-style-type: none"> • DICKINSON COLLEGE PRINT SHOP makes final changes; sends PDF to Program Editor for final review; program goes to print, and DICKINSON COLLEGE PRINT SHOP sends PDF file of complete program to the Program Editor. • Program Editor sends the final pdf to the MARAC Administrator for printing and mailing by Dickinson College. • Create the Dickinson Print Center Print Request Form and use the Dickinson mandated one week for printing to estimate when the printing should be completed by. • Create the Dickinson Print Center Mailing Request Form for program mailing using our non-profit , bulk rate to all non-member speakers, vendors (as requested) and members who would like a hard copy of the program] Note: It can take up to 3 weeks for the program to reach the recipients. • Finalize the registration online registration form and begin testing.

Time	<ul style="list-style-type: none"> • Task
11 weeks before meeting	<ul style="list-style-type: none"> • Dickinson Print Center should be finished printing the program and then they mail the hard copies. The Administrator should be finished testing the online registration form.
10 weeks before meeting	<ul style="list-style-type: none"> • Post the program on the MARAC website and send the announcement to the MARAC e-mail list that online registration is open
2 months prior	<ul style="list-style-type: none"> • Order conference supplies which can include lanyards, name badge inserts/holders, ribbons, office supplies for the conference, training certificate paper, envelopes, etc.
3 weeks before meeting	<ul style="list-style-type: none"> • Contact the Workshop Coordinator with totals for each workshop, and be sure that workshops are not allowed to over fill. Create a waitlist if needed. • Contact Tour Coordinator with tour totals to see if any tours need cancelled or that a waitlist is needed
2 weeks before meeting	<ul style="list-style-type: none"> • Cut off pre-meeting registration and share the final totals for meals, sessions, tours, workshops, etc with the appropriate contacts • Share lists of participants for tours and workshops with coordinators
10-7 days before meeting	<ul style="list-style-type: none"> • For the registration envelopes: Print and stuff name tags, meal and reception tickets; and receipts which itemizes attendee payments and is clearly titled "Receipt" • E-mail list of pre-registered names (include e-mail and institution names) to the attendees and provide a copy to the Vendor Coordinator. At the same time, e-mail the business meeting minutes from the prior conference's business meeting to all attendees
At meeting	<ul style="list-style-type: none"> • Attend meeting and work with LAC to manage the registration desk and all on-site registrations. • Attend Steering Committee meeting and any other committee meetings as needed • Maintain spreadsheet for Treasurer listing all cash, checks and cc transactions from the onsite registrations
No later than Monday after meeting	<ul style="list-style-type: none"> • Launch the LAC and PC evaluation forms to the conference attendees
Within 2 weeks to one month after meeting	<ul style="list-style-type: none"> • Close online surveys and share results • Finalize refunds and any outstanding transactions • E-mail list of post-registered names (include e-mail and institution names and onsite registrations) to the attendees and provide a copy to the Vendor Coordinator

VENDOR REGISTRATION PROCESS

Vendors may register at a previous conference, online or by mail using the vendor registration form that was created by the Vendor Coordinator. The form link is added to the web by the MARAC Administrator and the forms are distributed directly to potential vendors by the Vendor Coordinator.

The Administrator will create a spreadsheet to track vendor registration data and shares it via shared drive with the Treasurer, Vendor Coordinator, and the Program Editor. This spreadsheet includes vendor contact information, table requirements for exhibitors, sponsorship pledges, contributions, advertising preferences, ad submittals, luncheon selections, and payments.

All communication regarding vendor artwork and advertising should be conducted between the vendor and the Program Editor. The Vendor Coordinator helps to track vendor conference program ads (submitted to the Dropbox by the Program Editor) on the vendor spreadsheet.

Two weeks before the conference when the online registration closes, the Administrator will create vendor registration envelopes with the name of the company on the envelope. These vendor packets are stuffed with the vendor name badge (usually printed on blue stock), a ticket to the Friday reception and any meal tickets (if the vendor planned on attending the speaker luncheon instead of opting for a boxed lunch at their table). The Administrator keeps track of boxed lunches versus lunch meal tickets as indicated on the vendor registration form and provided by the Vendor Coordinator. The LAC should instruct the hotel to deliver one box lunch per table unless the meal tickets were purchased. The Vendors exhibit is usually open on Friday from 8 AM to 5 PM.

Vendors check in at the conference registration desk onsite to pick up their name tag, holder, conference welcome package, etc. At that time, they may request assistance with their AV needs and the registration desk staff will get them in touch with the hotel AV representatives.

The Administrator provides the Vendor Coordinator with a pre and post attendee registration list (which includes first and last names, e-mails, and institution name) to share with vendors who exhibit at the conference.

Items the Administrator Brings to the Conference:

- Projectors
- Spare Laptop
- VGA cords/converters
- Badges, holders, clips/straps (also blank badges)
- Ribbons (included in packet and also extra ribbons)

- Single window envelopes
- Money box
- Easels and signs
- Receipts/On-site receipt documents
- Finalized list of pre-registrants
- Finalized list of tour registrants
- Finalized list of vendor registrants
- Finalized workshop lists
- Workshop certificates
- MARAC table cloths
- Leftover programs
- Leftover *MAA* newsletters
- Photocopies of registration form for on-site registrants
- Photocopies of blank receipt form
- First aid kit
- Supplies box (scissors, tape, pens, markers, etc.)
- Instructions for registration desk
- Meal and event tickets (if necessary)
- Flyers from any MARAC committee chairs as requested
- MARAC Membership Brochures

WORKSHOPS

The Education Committee is responsible for organizing the pre-meeting workshops and overseeing the workshops at conference. The Education Committee Chair will appoint a member from their committee to serve as liaison to MCC as Workshop Coordinator or will serve in that role him or herself. The Education Committee Workshop Coordinator handles all aspects of workshop planning from content to logistics, including developing a budget. Education Committee is responsible for additional publicity for the conference that is specific to the workshops, such as forwarding information about the workshops to library and museums associations in the vicinity of the conference and sending separate stand-alone messages about each workshop to the SAA list and other appropriate venues. They also supply LAC with workshop content for inclusion in the MAA and in other venues. The Workshop Coordinator should work closely with the PC to promote connections between workshops, sessions, and the meeting theme and with the LAC, ensuring workshop needs are met. The Education Committee Chair and Workshop Coordinator should be included on all LAC and PC e-mail lists and other communications.

WORKSHOP CONTENT

The goal is to offer a minimum of four workshops at each conference. They can be any combination of full and half day. Ideally, we should offer two basic workshops for new and non-members and advanced workshops for everyone else. Possible areas of concentration for workshops might include Appraisal, Arrangement & Description, Records Management, Donor Relations, Disaster Planning, Digitization, Electronic Records, Special Formats (i.e. photographs, audiovisual records, etc.), Grant Writing and Reference.

Workshop proposals and suggestions are welcome from the membership. A call for workshop ideas can be sent. Individuals interested in proposing a new workshop must submit a workshop proposal form at least 10 months prior to the proposed workshop date. The Workshop Coordinator(s) will evaluate and notify the submitter within 2 months if the proposal has been accepted. Different approaches to topics and new instructors will always be encouraged. Workshop Coordinator(s) should not lead a workshop at meetings for which they are organizing the workshops. No matter the popularity of a particular workshop or speaker, they should not present at two or more meetings in a row.

BUDGET

Workshops are meant to be self-supporting so all costs should be factored into the registration fee including audiovisual equipment, refreshments, copies, honoraria, travel, and one night's lodging when appropriate. Full-day workshops are generally \$90; half-day workshops are \$45.

Workshop instructors do not need to be MARAC members. Workshop instructors are eligible for honoraria. The honorarium is per workshop, not per instructor and is \$250 for a half-day and \$500

for a full-day. Workshop instructors are also permitted a \$250 travel expense reimbursement. This is again per workshop, not per instructor.

Audiovisual equipment is expensive. Make sure to have all equipment and other A/V needs of each workshop lined up at least three months before the meeting and reported to the LAC. MARAC owns six LCD projectors. MARAC has one laptop that can be used in an emergency, but should not be relied upon. Presenters should be encouraged to bring their own laptops. If it is believed that an instructor will have a particular A/V need, outside the usual, it should be factored in to the budget early on. Also, if the instructor has particular A/V needs for their students, such as bringing a laptop to the workshop and/or downloading software prior to conference, this should be known from the start, the LAC Co Chairs and Administrator should be made aware of the situation, and it must be included in the printed program.

BEFORE THE MEETING

The Workshop Coordinator will provide each workshop instructor with a written list of expectations including any significant deadlines such as requests for audiovisual equipment and reimbursement.

The Workshop Coordinator will work with the LAC, PC, and the Program Editor to ensure that all deadlines are met. The Workshop Coordinator will confirm the preparation of workshop certificates with the Administrator and send a confirmation email to attendees that includes any specific requirements for their respective workshops.

AT THE MEETING

At the meeting, the Workshop Coordinator or other Education Committee Member, must be on hand to manage the workshops. It is the responsibility of the Education Committee to ensure that the workshops run smoothly and that the instructors' needs are met. Duties include:

- monitoring the rooms to make sure everything is in order (adequate seating, water, etc.)
- working with the hotel's A/V staff to ensure that projector carts, power supplies, microphones and any other equipment is functioning
- distributing attendance rosters and workshop certificates to the instructors
- checking with LAC about refreshments for morning and afternoon breaks
- providing the Treasurer with pertinent information so he/she can prepare checks for instructors

AFTER THE MEETING

The Workshop Coordinator will present a report to MCC at the subsequent meeting. The report will include a summary of the evaluations including comments. Evaluations will be kept for 5 years and then discarded.

WORKSHOPS TIMELINE

Time	Task
12 months before the meeting	<ul style="list-style-type: none"> Review workshop offerings from two previous meetings. Send out call for workshop proposals to appropriate e-mail lists and ask MARAC Administrator to send message to membership at large
10 months before the meeting	<ul style="list-style-type: none"> Compile workshop ideas and determine viability Contact potential instructors
9 months before the meeting	<ul style="list-style-type: none"> Confirm with LAC Chairs room requirements (i.e. how many full and how many half-day workshops)
8 months before the meeting	<ul style="list-style-type: none"> Finalize workshop offerings Send written confirmation to instructors Compile budget information for LAC, factor in any av needs outside of the basic projector
7 months before the meeting	<ul style="list-style-type: none"> Submit budget to LAC
6 months before the meeting	<ul style="list-style-type: none"> Submit written descriptions of sessions including minimum and maximum of registrants and coordinator's contact information to Program Editor
3 months before the meeting	<ul style="list-style-type: none"> Contact instructors re: special needs Confirm availability of A/V equipment if outside the basic projector and room package Once program is posted, begin promoting workshops in non-MARAC venues
1 month before the meeting	<ul style="list-style-type: none"> Deadline for canceling workshops (MARAC makes the decision to cancel a workshop due to low attendance, not the instructor.) Notify instructors of workshop status Submit final refreshment numbers to LAC Provide LAC with complete AV information including a list of equipment that will be provided by instructors or local institutions.
2 weeks before the meeting	<ul style="list-style-type: none"> Receive list of workshop attendees from MARAC Administrator Send confirmation e-mails to workshop attendees Prepare attendees rosters for instructors Provide Treasurer with information for honoraria checks
At meeting	<ul style="list-style-type: none"> Assist with registration Distribute updated rosters and certificates to instructors Distribute checks Check on instructors and rooms throughout the day

Time	Task
2 months after the meeting	Submit report to MCC

VENDOR COORDINATOR

EXHIBITS AND SPONSORSHIPS

MARAC meetings greatly benefit from vendor support. Exhibitors and sponsors are vital to the meeting's financial success, as well as providing information and contacts for attendees to use in their jobs.

INITIAL INVITATIONS

The Vendor Coordinator is a member of the Meetings Coordinating Committee. LAC should work with the Vendor Coordinator to provide suggestions for possible funding sources for the meeting. The Vendor Coordinator should assemble a packet of basic information about their meeting to be distributed in-person to vendors at the previous meeting. The packet should include a letter enticing vendors to come to their meeting highlighting the dates and location, a hotel brochure (if available; otherwise, basic hotel information), a general tourism brochure of the meeting area (if available), and any other material readily available that will help "sell" the meeting to vendors.

Before the previous meeting, the Vendor Coordinator will review and update the template of the vendor invitation letter, the registration form, and the master Excel database of vendors. In addition, MCC will maintain a list of past exhibitors and sponsors. The invitation letter should contain information specific to the conference location. It should encourage companies to display at the meeting, contribute or sponsor a meeting event, and/or advertise in the program. The letter advises exhibitors to contact the Vendor Coordinator, and provides contact information; the LAC serves as host to them at the meeting. See Appendix V, Sample Vendor Letter, Registration Form, and Advertising Guidelines. Letters may be personalized, especially for loyal exhibitors. The Vendor Coordinator will merge the information, verify the merge, sign the letters, and mail or e-mail them to select vendors within 1-2 weeks after the previous meeting (depending on the deadline set by the Program Editor).

The Vendor Coordinators should concentrate on finding additional local or regional companies to support the conference, and devise a strategy to contact these potential vendors. The Administrator will provide support as necessary.

EXHIBIT ARRANGEMENTS

LAC should find out the hotel's procedure for receiving shipped exhibit materials and pass this information along to vendors. Occasionally a vendor may choose to send promotional materials, rather than a full-fledged exhibit and company representative. They still pay for one exhibit table, and an LAC member will put out the materials. If the vendor is interested in sending materials but cannot afford the price of a table, LAC may want to consider creating a "shared" table where companies may pay half the price of a table (\$250) and share the space with other fliers. LAC should arrange for several exhibit tables to display MARAC publications and award winners, as well as materials from not-for-profit organizations, archival repositories, and academic institutions.

Often, vendors and sponsors will require invoices for their company/organization in order to submit a payment. The Vendor Coordinator should send an e-mail with the vendor's completed paper registration form to the MARAC Administrator and Treasurer requesting an invoice. If the vendor registered online, the Vendor Coordinator should send an email to the Administrator and Treasurer requesting an invoice. The Administrator will then email a copy of the registration form to the Treasurer. The MARAC Treasurer will create and email invoices to vendors and sponsors.

SPONSORSHIPS

Vendor Coordinators should keep in mind that companies may also be potential sponsors in addition to or in place of exhibits. They can always encourage contributions in lieu of exhibits. The LAC should brainstorm about potential sources of income, for example, local universities with archival education programs, or local presses. Vendor Coordinators can be creative about ways to approach organizations.

FINAL INVITATIONS

Vendors should be sent the program along with a letter confirming final arrangements, such as when they may set up Friday morning, where to pick up their name tags, etc., and when the final break ends. The vendor should be reminded that their registration includes only one box lunch and that they will be given the opportunity to order additional lunches prior to the meeting. Include the cost of the additional lunches in the invitation and specify that they will need to pay for the additional lunches either prior to the conference or when they arrive. The vendors should be charged what the hotel will charge MARAC for these lunches. Alternatively, vendors may be invited to sign up for the luncheon program. A final notice of the hotel's shipping and audio-visual information, as well as the hotel contact should be provided to exhibitors. Although vendors strike their exhibits after the final break, some remain at the meeting, so they should be invited to the Friday reception. Provide Administrator with vendor names for name badges.

ACKNOWLEDGMENTS

All vendors, contributors, and sponsors should be recognized and thanked in the final program and/or in the meeting packets. And all donors of cash or in-kind gifts should be promptly thanked by letter specifying the nature of the gift. This is a courtesy on the LAC's part. The Administrator will send the official thank you letter and tax receipt for donations.

DATABASE UPDATE

The Vendor Coordinator should update the master vendor database with any address changes that come to their attention in the course of their communications with vendors. LAC should also notify Vendor Coordinator of any local-interest vendors who are potential exhibitors for their meeting. The Vendor Coordinator is responsible for maintaining the Excel database of vendor information, including additions, deletions, and updates. The Vendor Coordinator provides a back-up of the database to the Administrator twice a year at the time of each new meeting.

VENDOR COORDINATOR TIMETABLE

Time	Task
Previous MARAC Meeting	<ul style="list-style-type: none"> • Vendor Coordinator and LAC Representative distribute packets to exhibitors including dates and location
6 months before meeting	<ul style="list-style-type: none"> • Select potential vendors from database and plan contact strategy. Letters may be sent to exhibitors from previous meetings and a select number of likely vendors.
5-6 months before meeting	<ul style="list-style-type: none"> • Notify Administrator of the expected strategy and any help that may be requested of the Administrator. • Find local or regional businesses that may be potential vendors. These should be in addition to the database, and may include architects, office supply companies, etc. • Contact potential vendors via phone, fax, or e-mail, using vendor letter where appropriate.
4-5 months before meeting	<ul style="list-style-type: none"> • Contact Program Editor to confirm vendor advertisements in the printed program.
3 months before meeting	<ul style="list-style-type: none"> • Inform vendors with any special needs to contact the hotel's point of contact directly to arrange services. • Inquire to see if there is any interest in offering incentives and/or giveaways. • Participating vendors should submit ad copy for thank-you brochure that will be included in registration packet at meeting. • Confirm with Administrator the mailing of programs to participating vendors
8 weeks before meeting	<ul style="list-style-type: none"> • Send email specifying set-up time and hotel shipping procedures and contacts. Message should offer the chance to register for the conference, as well as the option to attend the luncheon program.
2 weeks before meeting	<ul style="list-style-type: none"> • Contacts vendors to verify attendees' names and needs and get lunch orders. • Notify Administrator of extra lunches ordered.
At meeting	<ul style="list-style-type: none"> • Greet vendors and verify that all necessary equipment is available.
After meeting	<ul style="list-style-type: none"> • Add new vendors to the database • Send the revised spreadsheet to the Administrator.

MARAC TREASURER

The MARAC Treasurer works with the MCC Chair, Local Arrangements Committee, and Program Committee, Program Editor, Vendor Coordinator, and Workshop Coordinator to handle the financial aspects of the conference. Specific aspects of the MARAC Treasurer's involvement are detailed throughout this manual.

MEMBERSHIP DEVELOPMENT COMMITTEE

The MARAC Membership Development Committee works primarily with the Local Arrangements Committee to coordinate the conference New Member Orientation meeting and to welcome new members during the conference.

MAJOR CONFERENCE RESPONSIBILITIES

Listed below are some of the primary tasks of the Membership Development Committee:

- New Member Orientation Meeting
- Navigator Program
- Roomshare/Rideshare Program
- Provide Administrator with email to send to new members publicizing any receptions and orientation meeting

TECHNICAL COORDINATOR

The MARAC Technical Coordinator works with the MCC Chair, Local Arrangements Committee, Program Committee, Program Editor, Vendor Coordinator, Treasurer, and Workshop Coordinator to serve as a resource for questions and as a liaison with conference hotel staff. It is important for the Technical Coordinator to initiate and maintain constant communication with all contacts throughout the planning process

MAJOR CONFERENCE RESPONSIBILITIES

Listed below are some of the primary tasks of the Technical Coordinator:

- Serving as a conference consultant for technical questions throughout the planning process and on-site
- Working with the hotel Audio Visual staff to manage the conference technical needs

TECHNICAL COORDINATOR TIMETABLE

Time	Task
At the meeting	<ul style="list-style-type: none"> • Assume possession of MARAC projectors and other equipment • Ensure that MARAC equipment is secured when not in use
At close of meeting	<ul style="list-style-type: none"> • Collect and inventory all MARAC equipment • Verify with Administrator that everything is accounted for

APPENDIX I: MARAC MEETING HISTORY

Date	Location	Hotel	Attendance
Fall 1972- October 13-14	Wilmington, Delaware	Hotel Dupont Sessions held at First and Central Presbyterian Church	150
Spring 1973- May 4-5	Baltimore, Maryland	Holiday Inn Downtown	NA
Fall 1973- October 12-13	Philadelphia, Pennsylvania	Holiday Inn	60
Spring 1974- April 26-27	Charlottesville, Virginia	Ramada Inn	130
Fall 1974- November 1-2	Newark, New Jersey	Gateway Downtown Motor Inn	NA
Spring 1975- May 9-10	Annapolis, Maryland	Annapolis Hilton	NA
Fall 1975- October 3-4	Philadelphia, Pennsylvania	Philadelphia Sheraton Sessions held at the Historical Society of Pennsylvania and Berks County Historical Society	NA
Spring 1976- March 26-27	Wilmington, Delaware	Hotel Dupont Sessions held at Winterthur Museum	193
Fall 1976- October 29-30	Harrisburg, Pennsylvania	Holiday Town Inn Sessions held at Carlisle War College, Cumberland County Historical Society, and Dickinson College	106
Spring 1977- May 13-14	Atlantic City, New Jersey	Marlboro-Blenheim	150
Fall 1977- October 28-29 [Joint meeting with Society of Ohio Archivists]	Wheeling, West Virginia	Ogleby Park Lodge	143
Spring 1978- April 28-29	Fredericksburg, Virginia	Sheraton Motor Inn	NA
Fall 1978- October 20-21	Baltimore, Maryland	Lord Baltimore Hotel	200
Spring 1979- May 18-19	Norfolk, Virginia	Holiday Inn Executive Tower	NA
Spring 1980- May 15-16	Crystal City, Virginia	Crystal City Marriott	NA

Date	Location	Hotel	Attendance
Fall 1980- October 30- November 1	Lancaster, Pennsylvania	Brunswick Motor Inn	250
Spring 1981- May 8-9	Pittsburgh, Pennsylvania	University of Pittsburgh Dormitories	NA
Fall 1981- October 23-24	New York, New York	Vista International Hotel	350
Spring 1982- May 21-22	Ocean City, Maryland	Sheraton Fontainebleau Inn	NA
Fall 1982- October 29-30	Philadelphia, Pennsylvania	Holiday Inn Center City	202
Spring 1983- May 19-2	New Brunswick, New Jersey	Hyatt Regency	250
Fall 1983- November 3-5	Harper's Ferry, West Virginia	Cliffside Inn	200
Spring 1984- April 26-28	Rochester, New York	Rochester Plaza Hotel	231
Fall 1984- August 30- September 3 [Joint meeting with SAA]	Washington, D.C.	Capital Hilton	NA
Spring 1985- April 25-27 [Joint meeting with SAARC]	Richmond, Virginia	Richmond Marriott	300
Fall 1985- October 3-5	Harrisburg, Pennsylvania	Marriott Hotel	258
Spring 1986- May 15-17	Princeton, New Jersey	Ramada Inn	308
Fall 1986- October 30- November 1	Charlottesville, Virginia	Omni Hotel	335
Spring 1987- May 7-9	Baltimore, Maryland	Belvedere Hotel	330
Fall 1987- October 15-17	Charleston, West Virginia	Charleston Marriott	146
Spring 1988- April 28-30	Allentown, Pennsylvania	Allentown Hilton	232
Fall 1988- November 3-5	Williamsburg, Virginia	Fort Magruder Inn	261

Date	Location	Hotel	Attendance
Spring 1989- May 4-6 [Joint meeting with Lake Ontario Archives Meeting (LOAC)]	Albany, New York	Albany Hilton	235
Fall 1989- September 21-23	Philadelphia, Pennsylvania	Holiday Inn Friends Meeting House	236
Spring 1990- May 17-19	New Brunswick, New Jersey	Hyatt Regency	264
Fall 1990- November 1-3	Alexandria, Virginia	Old Colony Inn	396
Spring 1991- May 1-4	Wilmington, Delaware	Radisson	330
Fall 1991- November 7-9	Roanoke, Virginia	Roanoke Marriott	NA
Spring 1992- May 7-9	Pittsburgh, Pennsylvania	Oakland Holiday Inn	215
Fall 1992- October 29-31	Buffalo, New York	Hyatt Regency	193
Spring 1993- May 6-8	Long Branch, New Jersey	Ocean Place Hilton	310
Fall 1993- November 4-6	Gettysburg, Pennsylvania	Gettysburg Hotel	339
Spring 1994- May 12-14	New York, New York	Hotel Pennsylvania, Best Western	284
Fall 1994- October 27-29	Richmond, Virginia	Omni Hotel	224
Spring 1995- April 20-22 [Joint meeting with Oral History Mid- Atlantic Region (OHMAR)]	Baltimore, Maryland	Radisson Plaza Lord Baltimore	511
Fall 1995- November 9- 11	Wilmington, Delaware	Holiday Inn Downtown	230
Spring 1996- May 2-4	College Park, Maryland	Holiday Inn College Park	306

Date	Location	Hotel	Attendance
Fall 1996- November 7-9	Wilmington, Delaware	Holiday Inn Downtown	273
Spring 1997- May 1-3	Charlottesville, Virginia	Omni Hotel	265
Fall 1997- November 6-8	Wilmington, Delaware	Holiday Inn Downtown	282
Spring 1998- May 7-9 [Joint meeting with LOAC]	Saratoga Springs, New York	Saratoga Springs Sheraton	174 MARAC (275 total)
Fall 1998- November 19- 21	Washington, D.C.	Hyatt Regency Capitol Hill	371
Spring 1999- May 6-8	State College, Pennsylvania	Penn Stater Meeting Center and Hotel	290
Fall 1999- November 11- 13	Hauppauge, New York	Wyndham Wind Watch Hotel	202
Spring 2000- May 18-20	New Brunswick, New Jersey	Hyatt Regency	227
Fall 2000- October 19-21 [Joint meeting with Midwest Archives Meeting]	Cleveland, Ohio	Sheraton Cleveland City Center	135 MARAC (331 total)
Spring 2001- May 3-5	Philadelphia, Pennsylvania	Crowne Plaza Hotel	323
Fall 2001- October 25-27 [Joint meeting with Society of North Carolina Archivists]	Richmond, Virginia	Omni Hotel	235 MARAC (260 total)
Spring 2002- April 18-20	Towson, Maryland	Sheraton Baltimore North	274
Fall 2002- October 24-26 [Joint meeting with the New England Archivists]	Poughkeepsie, New York	Grand Hotel	174 MARAC (325 total)

Date	Location	Hotel	Attendance
Spring 2003- April 24-26	Trenton, New Jersey	Trenton Marriott at Lafayette Yard	212
Fall 2003- October 30- Nov.1	Gettysburg, Pennsylvania	Gettysburg Hotel	211
Spring 2004- April 21-24	Arlington, Virginia	Key Bridge Marriott	307
Fall 2004- September 29- October 2	Pittsburgh, Pennsylvania	Omni Hotel	235
Spring 2005- April 21-23 [Joint meeting with CAA and NYAC]	Albany, New York	Crowne Plaza	265
Fall 2005- October 20-22	Dover, Delaware	Sheraton Dover	243
Spring 2006- April 20-22	Baltimore, Maryland	Tremont Plaza Hotel	313
Fall 2006- October 26-28	Morristown, New Jersey	Westin Governor Morris	286
Spring 2007- April 19-21	Scranton, Pennsylvania	Radisson Lackawanna Station	246
Fall 2007- November 1-3	Williamsburg, Virginia	Williamsburg Marriott	269
Spring 2008- May 1-3	Chautauqua, New York	Athenaeum Hotel	
Fall 2008- November 6-8	Silver Spring, Maryland	Crowne Plaza, Silver Spring- Washington, DC	377
Spring 2009- April 16-18	Charlston, West Virginia	Holiday Inn, Charlston House	184
Fall 2009- October 29-31	Jersey City, New Jersey	Westin Jersey City	277
Spring 2010- April 29-May 1	Wilmington, Delaware	Double Tree, Wilmington	267
Fall 2010- November 11- 13	Harrisburg, Pennsylvania	Hilton Harrisburg	333
Spring 2011- May 5-7	Alexandria, Virginia	The Westin Alexandria	412
Fall 2011- October 20-22	Bethlehem, Pennsylvania	Historic Hotel Bethlehem	282

Date	Location	Hotel	Attendance
Spring 2012- April 12-14	Cape May, New Jersey	The Congress Hotel	334
Fall 2012- October 25-27	Richmond, Virginia	Omni Richmond Hotel	358
Spring 2013- April 25-27	Erie, Pennsylvania	The Bay Front Sheraton and the Bay Front Convention Center	234
Fall 2013- November 7-9	Philadelphia, Pennsylvania	The Hyatt Regency Philadelphia at Penn's Landing	455
Spring 2014- April 24-26	Rochester, New York	The Hyatt Regency	316
Fall 2014- October 16-18	Baltimore, Maryland	Grand Historic Venue & Embassy Suites	381
Spring 2015- March 19-21	Boston, Massachusetts (co- meeting with New England Archivists)	Boston Park Plaza Hotel	278 MARAC; ??? NEA
Fall 2015- October 8-10	Roanoke, Virginia	Hotel Roanoke and Conference Center	227
Spring 2016- April 14-16	Pittsburgh, Pennsylvania	Omni William Penn Hotel	359
Fall 2016- November 3-5	Annapolis, Maryland	Westin Annapolis Hotel	377
Spring 2017- April 20-22	Newark, New Jersey	Best Western Robert Treat Hotel	409
Fall 2017- October 26-28	Buffalo, New York	Hyatt Regency Buffalo/Hotel and Conference Center	
Spring 2018- April 12-14	Hershey, Pennsylvania	Hershey Lodge	

APPENDIX II: HOTEL MEETING STATISTICS, 1996-

Spring '96 College Park-306 attendees

Holiday Inn, \$65

Nights Rooms blockedRooms used

W 50 17

Th 150 96

F 150 89

Sa 50 3

Registration Fee-\$45

Fall '96 Wilmington-273 attendees

Holiday Inn, \$69

Nights Rooms blockedRooms used

W 25 26

Th 100 109

F 100 104

Sa 0 5

Registration Fee-\$40

Spring '97 Charlottesville-265 attendees

Omni, \$89

Nights Rooms blockedRooms used

W 30 35

Th 125 120

F 125 116

Sa 20 12

Registration Fee-\$50

Fall '97 Wilmington-286 attendees

Holiday Inn, \$69

Nights Rooms blockedRooms used

W 25 19

Th 100 118

F 100 128

Sa N/A N/A

Registration Fee-\$40

Spring '98 Saratoga Springs-174 MARAC,

45 LOAC, 56 nonmembers = 275 attendees

Sheraton, \$99

Nights Rooms blockedRooms used

W 20 71

Th 126 146

F 126 133

Sa 20 14

Registration Fee-\$45

Fall '98 Washington DC-371 attendees

Hyatt, \$125

Nights Rooms blockedRooms used

W 50 26

Th 125 98

F 125 95

Sa 30 17

Registration Fee-\$45

Friday Lunch-215

Saturday Breakfast-130

Spring '99 State College-290 attendees

Penn Stater & Nittany Lion Inn, \$89

Nights Rooms blockedRooms used

W 20 43

Th 125 165

F 125 169

Sa 20 13

Registration Fee-\$50

Friday Lunch-178

Saturday Breakfast-140

Fall '99 Hauppauge-202 attendees

Wyndham, \$119

Nights Rooms blocked Rooms used

W 25 22

Th 100 92

F 100 89

Sa 10 11

Registration Fee-\$50

Friday Lunch-163 Saturday Breakfast-90

Spring '00 New Brunswick-227 attendees

Hyatt, \$125

Nights Rooms blocked Rooms used

W 30 23

Th 150 86

F 150 84

Sa 15 2

Registration Fee-\$50

Friday Lunch-146

Saturday Breakfast-94

Fall '00 Cleveland with MAC- 135 MARAC

attendees; 331 total attendees

Sheraton, \$119

Nights Rooms blocked Rooms used

W 120 N/A

Th 300 N/A

F 300 N/A

Sa 60 N/A

Registration Fee-\$45

Friday Lunch-N/A

Saturday Breakfast-81

Spr '01 Philadelphia-323

Crowne Plaza, \$135

Nights Rooms blocked Rooms used

W 25 30

Th 100 130

F 100 119

Sa 5 12

Registration Fee-\$60

Friday Lunch-180

Saturday Breakfast-165

Fall '01 Richmond-260

Omni, \$99

Nights Rooms blocked Rooms used

W 25

Th 105

F 100

Sa 12

Registration Fee-\$60

Friday Lunch-

Saturday Breakfast-

Spr '02 Towson-274

Sheraton, \$119

Nights Rooms blocked Rooms used

W 15 34

Th 100 114

F 100 109

Sa 5 6

Registration Fee-\$ 60; non-member \$95

Friday Lunch-151

Saturday Breakfast-94

**Fall '02 Poughkeepsie (meeting with NEA)-
325 total (174 MARAC)**

Grand, \$129

Nights Rooms blocked Rooms used

W 25

Th 100

F 125

Sa 10

Registration Fee -\$60; non-member \$95

Friday Lunch-

Saturday Breakfast-\$ Free

Spring '03, Trenton, N.J.-

Marriott, \$104

Nights Rooms blocked Rooms used

W 10

Th 100

F 125

Sa 10

Registration Fee-\$60; non-member \$95

Friday Lunch-\$20

Saturday Breakfast-\$9

Fall '03, Gettysburg, PA

Gettysburg Hotel \$124

Nights Rooms blocked Rooms used

W 10

Th 70

F 70

Sa 5

Registration Fee-\$60; non-member \$95

Friday Lunch-\$16

Saturday Breakfast-\$10

Spring '04, Arlington, VA-307

Key Bridge Marriott \$120

Nights Rooms blocked Rooms used

W 5 7

Th 100 100

F 85 85

Sa 10 10

Registration Fee-\$65; non-member \$100

Friday Lunch-\$20

Saturday Breakfast-\$15

Fall '04, Pittsburgh, PA-235

Omni Hotel \$128

Nights Rooms blocked Rooms used

W 10 42

Th 100 105

F 85 101

Sa 5 10

Registration Fee-\$65; non-member \$100

Friday Lunch-\$15

Saturday Breakfast-\$10

Spring '05, Albany, NY-265

Crowne Plaza \$109

Nights Rooms blocked Rooms used

W 12 32

Th 140 139

F 140 132

Sa 12 4

Registration Fee-\$60; non-member \$95

Friday Lunch-\$18

Saturday Breakfast-\$13.50

Fall '05, Dover, DE-243

Sheraton Dover \$109

Nights Rooms blocked Rooms used

W 10 30

Th 92 94

F 108 88

Sa 5 2

Registration Fee-\$60; non-member \$95

Friday Lunch-\$17

Saturday Breakfast-\$15

Registration Fee -\$65; non-member \$100

Friday Lunch - \$15

Saturday Breakfast - \$10

Spring '06, Baltimore, MD -- 313

Tremont Plaza \$144

Nights Rooms blocked Rooms used

W 10 37

Th 100 145

F 100 130

Sa 5 19

Registration Fee-\$65; non-member \$100

Friday Lunch-\$22

Saturday Breakfast-\$17

Fall '06, Morristown, NJ - 286

Westin Governor Morris \$149

Nights Rooms blocked Rooms used

W 25 25

Th 100 100

F 100 100

Sa 15 15

Registration Fee-\$65; non-member \$100

Friday Lunch-\$25

Saturday Breakfast-\$15

Spring '07, Scranton, PA -- 246

Radisson Lackawanna Station \$89

Nights Rooms blocked Rooms used

W 15

Th 100

F 100

Sa 5

Registration Fee - \$55; non-member \$75

Friday Lunch – \$21**Saturday Breakfast – \$18****Fall '07, Williamsburg, VA -- 269**

Williamsburg Marriott \$139

Nights Rooms blockedRooms used

W 15?

Th 100?

F 100?

Sa ?

Registration Fee -- \$65; non-members \$100

Friday Lunch-\$23

Saturday Breakfast-\$17

Spring '08, Chautauqua, NY -- 2??

Athenaeum Hotel, Chautauqua Institution

\$130

Nights Rooms blockedRooms used

W 15?

Th 100?

F 100?

Sa ?

Registration Fee -- \$65; non-members \$100

Friday Lunch-\$15

Saturday Breakfast-\$9

Fall '08, Silver Spring, MD -- 377

Crowne Plaza Washington DC-Silver Spring

\$149

Nights Rooms blockedRooms used

W 15

Th 100

F 100

Sa 5

Registration Fee -\$65; non-members \$100

Friday Lunch-\$23

Saturday Breakfast-\$18

Spring '09, Charleston, WV -- 184

Holiday Inn, Charleston House \$99

Nights Rooms blockedRooms used

W 15

Th 100

F 100

Sa 5

Registration Fee -- \$65; non-members \$100**Friday Lunch-\$23****Saturday Breakfast-\$18****Fall '09, Jersey City, NJ – 267**

The Westin Jersey City \$179

Nights Rooms blockedRooms used

W 25

Th 105

F 105

Sa 15

Registration Fee – \$75; non-members \$120

Friday Lunch – no Friday lunch due to financial constraints

Saturday Breakfast - \$20

Spring '10, Wilmington, DE –

The Double Tree Hotel \$149

Nights Rooms blockedRooms used

W 25

Th 100

F 100

Sa 10

Registration Fee – \$65; non-members \$110

Friday Lunch - \$22 and \$19

Saturday Breakfast - \$17

Fall '10, Harrisburg, PA – 300

The Hilton Harrisburg \$119

Nights Rooms blockedRooms used

W 25

Th 100

F 100

Sa 10

Registration Fee – \$65; non-members \$110

Friday Lunch - \$20

Saturday Breakfast - \$15

Spring '11, Alexandria, VA - 407

The Weston Alexandria

Nights Rooms blockedRooms used

W

Th

F

Sa

Registration Fee - \$65; non-members \$110

Friday Lunch – \$25

Saturday Breakfast - \$18

Fall '11, Bethlehem, PA - 282

Historic Hotel Bethlehem \$129

Nights Rooms blockedRooms used

W

Th

F

Sa

Registration Fee - \$65; non-members \$110

Friday Lunch - \$24

Saturday Breakfast - \$18

Spring '12, Cape May, NJ - 334

Congress Hall \$159

Nights Rooms blockedRooms used

W

Th

F

Sa

Registration Fee - \$70; non-members \$115

Friday Lunch - \$25

Saturday Breakfast - \$18

Fall '12, Richmond, VA - 358

Omni Richmond Hotel \$139

Nights Rooms blockedRooms used

W

Th

F

Sa

Registration Fee - \$75; non-members \$120

Friday Lunch - \$26

Saturday Breakfast - \$20

Spring '13, Erie, PA - 234

Sheraton Erie Bayfront Hotel and Bayfront

Convention Center \$149

Nights Rooms blockedRooms used

W

Th

F

Sa

Registration Fee - \$65; non-members \$110

Friday Lunch - \$25

Saturday Breakfast - \$20

Fall '13, Philadelphia, PA - 455

Hyatt Regency at Penn's Landing \$169

Nights Rooms blockedRooms used

W

Th

F

Sa

Registration Fee - \$85; non-members \$130

Friday Lunch - \$30

Saturday Breakfast - \$20

Spring '14, Rochester - 316

Hyatt Regency Rochester \$149

Nights Rooms blockedRooms used

W

Th

F

Sa

Registration Fee - \$75; non-members \$120

Friday Lunch - \$25

Saturday Breakfast - \$20

Fall '14, Baltimore, MD - 381

Embassy Suites Baltimore \$169

Nights Rooms blockedRooms used

W

Th

F

Sa

Registration Fee - \$85; non-members \$130

Friday Lunch - \$25

Saturday Breakfast - \$20

Spring '15, Boston, MA with NEA- 278

Boston Park Plaza \$159

Nights Rooms blockedRooms used

W

Th

F

Sa

Registration Fee - \$95; non-members \$140

Friday Lunch - \$
 Saturday Breakfast - \$

Sa
Registration Fee - \$105; non-members \$145
 Friday Lunch - \$25
 Saturday Breakfast - \$20

Fall '15, Roanoke, VA - 227

Hotel Roanoke & Conference Center (a
 DoubleTree by Hilton) \$172
 Nights Rooms blockedRooms used
 W
 Th
 F
 Sa

Registration Fee - \$85; non-members \$130
 Friday Lunch - \$25
 Saturday Breakfast - \$20

Spring '16, Pittsburgh, PA - 359

Omni William Penn Hotel \$159
 Nights Rooms blockedRooms used
 W
 Th
 F
 Sa

Registration Fee - \$95; non-members \$140
 Friday Lunch - \$25
 Saturday Breakfast - \$20

Fall '16, Annapolis, MD - 377

Westin Annapolis Hotel \$189
 Nights Rooms blockedRooms used
 W
 Th
 F
 Sa

Registration Fee - \$105; non-members \$145
 Friday Lunch - \$25
 Saturday Breakfast - \$20

Spring '17, Newark, NJ - 409

Best Western Robert Treat Hotel \$125
 Nights Rooms blockedRooms used
 W
 Th
 F

APPENDIX III: SAMPLE PRESS RELEASE

The Mid-Atlantic Regional Archives Conference (MARAC) will be holding its 70th biannual conference at the Radisson Lackawanna Station Hotel from Thursday, April 19 to Saturday, April 21, 2007. MARAC, founded in 1972, is an association of professionals interested in the preservation and use of archival and historical research materials. MARAC's mission is to assist and support professional and volunteer archivists, manuscript curators and records managers in obtaining continuing education. The Scranton meeting will have the theme *Shifting Gears: Labor, Business, and Archives in the Workplace* and will emphasize labor and industrial archives as well as the latest in cutting-edge computer technology for organizing historical records. More than 70 speakers will discuss archival methodology in 22 sessions. The conference will also feature a plenary session featuring Thomas Dublin, professor of history at Binghamton University, discussing his newest book, *The Face of Decline: The Pennsylvania Anthracite Region in the 20th Century* and a luncheon talk featuring William Kashatus, author of *One Armed Wonder: Pete Gray, Wartime Baseball and the American Dream*, discussing Pete Gray and the role of baseball in assimilating immigrant coal miners into American culture. Conference attendees will have a reception at the Trolley Museum and will have the option of touring the Anthracite Mine Museum and Lackawanna Coal Mine, the Celeste Bartos Film Preservation Center in Hamlin, or to take walking tours of Scranton guided by Lackawanna Historical Society staff. Approximately 225 of the organization's 1,100 members are expected to attend the Scranton conference. MARAC, a nonprofit organization, has received generous sponsorships for this conference from the Lackawanna Heritage Valley Authority, Camp Hill and Hazelton-based digitization specialists IMR, and other archival companies.

Attendees may register on-site at the conference. To register in advance, please visit MARAC's website at <http://www.marac.info> or contact [local arrangement contact phone and e-mail].

APPENDIX IV-FEE SCHEDULE FOR MARAC MEETING PARTICIPANTS

Honorarium:

- up to \$250 for half-day workshop
- up to \$500 for full day workshop
- up to \$300 for plenary speakers

Travel:

- Federal government current mileage rate for automobile travel, coach air fare, train fare, or bus fare

Lodging:

- one night's lodging at meeting hotel for the night before workshop or plenary session. LAC should pay for this directly or it may use complimentary room(s) from hotel for this purpose.

Meals:

- \$25 per diem for workshop instructors. Plenary speakers receive complimentary ticket to MARAC luncheon.

Vendors

Vendors Fee:

- **\$600** for single table; **\$800** for double. Fee includes a 1/4 page ad in program + registration fee + a box lunch. Fees can be a little less for smaller vendors (e.g., book dealers, one person shop); to be offered at the discretion of the LAC Co-Chairs.

Ads in Program:

- Full page ad (8.5 x 11): **\$500.**
- Half page ad (horizontal orientation) (8.5 x 5.5): **\$300.**
- Quarter page ad (vertical orientation) (4.25 x 5.5): **\$200.**
- Business card ad (horizontal orientation) (3.5 x 2 inches): **\$125.**

Supplements in Meeting Packets

- Vendors or other groups, such as graduate programs with archival concentrations may send brochures and flyers to include in meeting packets. In such cases, these vendors may be charged a fee if they are not otherwise participating or sponsoring any portion of the meeting.

Meeting Contributors are all vendors, institutions, or individuals who donate from \$1 to \$ 249 to the meeting.

Meeting Sponsors are all in-kind donors and contributors of \$250 or more.

Vendors making donations in excess of \$1000 are eligible for a complimentary table

Exhibitors, Contributors and Sponsors should be listed in the Meeting Program where possible and in the one-page brochure.

APPENDIX V: VENDOR LETTER, REGISTRATION FORM, AND ADVERTISING GUIDELINES

[Note: You may get an electronic copy of the MARAC letterhead from the MCC Chair.]

Date:[date]

[company name and address (merged from Excel database)]

Dear [merge appropriate title/general vendor if unknown]:

The Mid-Atlantic Regional Archives Meeting (MARAC) holds semiannual meetings during the spring and fall of each year. We invite you to exhibit at our next meeting at the [hotel name] in [city], [state] on [dates]. Exhibits will be on [day of week], [date] and the Local Arrangements Committee contact for this meeting is [Vendor Coordinator name]. Contact information for [Vendor Coordinator name] is at the end of this letter.

MARAC meetings are very popular with our members, attracting about one-third of the professionals from archival and manuscript institutions throughout the Mid-Atlantic region. These meetings present an ideal opportunity for vendors to exhibit and discuss their products and services that relate to the acquisition, preservation, arrangement and description, bibliographic control, and use of all types of historical research materials.

MARAC is a professional organization of over 1,000 archivists, conservators, manuscript curators, records managers, and librarians who live and work in New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, West Virginia, and the District of Columbia. MARAC members represent a broad range of institutions, from major federal and state government agencies, to university archives, historical societies, libraries, and museums.

MARAC seeks to promote the professional welfare of its members, to effect cooperation among individuals concerned with the documentation of the human experience, to enhance the exchange of information among colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual, and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in a broad range of archival work.

We have enclosed a listing of future meetings and a registration form with more detailed information about exhibitor participation. We hope that you will take the opportunity to participate in the Fall 2005 MARAC meeting.

Thank you very much for your support.

Sincerely,

[signature of Vendor Coordinator]
[Vendor Coordinator name]
[Address][Phone][E-mail]

Vendor Registration Form
MARAC [season] [year] Meeting
[Hotel name]
[City], [State]
[Dates]

PLEASE NOTE: The registration form should be mailed to the Administrator who will register the vendor in MemberClicks and copy the Vendor Coordinator, Treasurer, and Program Editor on the electronic receipt for their planning purposes.

Please return this form by [date set by Program Editor]to: MARAC
[current MARAC address]

Name and title of authorized representative:

Company:

Address:

Telephone Number:

E-Mail Address:

Internet Web Site Address:

Special exhibitor needs (electrical outlets, phone lines, etc):

[Note: For information purposes only. Should be handled by hotel directly-give hotel contact information in future correspondence]

Payment is enclosed for:

1. Exhibit Space

__Single table for exhibits \$600; fee includes placement of vendor-designed 1/4 page ad in program + registration fee + one box lunch. Additional box lunches may be purchased.

__Double table for exhibits \$800: fee includes placement of vendor-designed 1/4 page ad in program + registration + one box lunch per table. Additional box lunches may be purchased.

Note: If any vendor is in need of space different from that described above, please contact the MARAC vendor contact to inquire about space availability and separate pricing.

2. Sponsorships (It is not necessary to take exhibit space to contribute toward meals or to take out an ad in the program.) All contributions will be gratefully acknowledged in the program and on MARAC's Website.

\$_____ towards Friday Breakfast Buffet (minimum contribution \$250)

\$_____ towards Friday Afternoon Refreshments (minimum contribution \$250)

\$_____ towards Friday Reception (minimum contribution \$250)

\$_____ towards Saturday Morning Refreshments (minimum contribution \$250)

\$_____ towards Saturday Morning Business Breakfast (minimum contribution \$250)

3. Contributions. Those wishing to make a contribution of any size toward the meeting may do so. All contributions will be gratefully acknowledged in the program and on MARAC's Web Site.

\$_____ MARAC Contribution

4. Program Advertising. The program is mailed to all MARAC members 70-75 days in advance of the meeting and is used as the primary guide to events. Payment and electronic file with your ad copy must be received no later than [**date set by Program Editor**]. MARAC cannot guarantee your ad will appear if payment and/or ad copy is received after the deadline. **Ad copy** in the form of a PDF or EPS electronic file must be sent to the Program Editor at [**E-mail of Program Editor**].

_____ Full page (8 ½" x 11") \$500

_____ Half page (horizontal orientation) (8 ½" x 5 ½") \$300

_____ Quarter page (vertical orientation) (4 1/4" x 5 ½") \$200 (No fee with exhibit space purchase)

_____ Business card (horizontal orientation) (3 ½" x 2") \$125

\$_____ Advertising in MARAC Program

\$_____ Total Remittance.

Preferred method of payment:

Check _____ (Please make checks payable to "MARAC")

Credit Card _____ (A MARAC representative will contact you regarding the credit card payment.)

Invoice _____ (The MARAC Treasurer will invoice for payment, if necessary)

Please return this form to:

Dickinson College
P.O. Box 1773
Carlisle, PA 17013

Signature

THANK YOU!

Date

MARAC MEETING SCHEDULES

[Note: Provide as much information as is available, starting with the upcoming meeting. Baltimore 2006 information is for example only.]

Date of Vendor Presentation	Dates of Meeting	Location	Contact
Friday, April 21, 2006	April 20-22, 2006	Tremont Plaza Hotel Baltimore, Maryland Room rate: \$144	[Vendor Coordinator Name] [Vendor Coordinator Title] [Vendor Coordinator Address] [phone] [fax] [e-mail]
Friday, October 26, 2006	October 26-28, 2006	Westin Governor Morris Hotel Morristown, New Jersey Room rate: \$149	[Vendor Coordinator Name] [Vendor Coordinator Title] [Vendor Coordinator Address] [phone] [fax] [e-mail]
[Etc. for future meetings]			

[The following information should be printed on a separate sheet and mailed with the vendor invitation letter and form. These are vendors' instructions for placing an ad in the program.]

Guidelines for Advertising in the MARAC Meeting Program

The MARAC program is designed and printed by Dickinson College Print Shop. Ads must be submitted **20 weeks** before the meeting; they cannot be accepted after that deadline has passed. Please contact the MARAC Vendor Coordinator who invited you to the meeting with any questions concerning general arrangements, exhibiting, contributions, etc. Send your ad submissions to the Program Editor.

Advertising Rates:

- Full page ad (8.5 x 11; 1/8 inch for bleeds): \$500
- Half page ad (horizontal orientation) (8.5 x 5.5; 1/8 inch for bleeds): \$300
- Quarter page ad (vertical orientation) (4.25 x 5.5; 1/8 inch for bleeds): \$200
- Business card ad (horizontal orientation) (3.5 x 2 inches): \$125

Specifications for submission:

The publication is one-color, so please provide all ads as one-color jobs.

Camera Ready Copy. No screens or halftones in camera-ready ads. Do not fold or crease your ad. Velox reproduces best.

Film. 133 line screen, right reading, emulsion side down.

Disk or Electronic File. Ideal format is Quark file with all art and fonts included. Other electronic formats accepted; 300 dpi JPG, PDF, or TIFF. Include complete contact information in case there are problems.

Ads that do not comply with specifications are subject to being resized or otherwise corrected, without notice and at additional charge, or they may be rejected.

Additional design services:

Custom design is available from Communications by Design, billed directly to the advertiser. Dickinson College Print Shop will tailor ads to specific needs; please contact Dickinson College Print Shop directly to arrange design of ads. Custom design is NOT included in MARAC meeting program ad charges.

APPENDIX VI: WORKSHOP PROPOSAL FORM AND LETTER TO INSTRUCTORS

Mid-Atlantic Regional Archives Conference (MARAC) Conference Workshop Proposal Form

MARAC welcomes proposals for workshops to be held as part of our spring and fall conferences. Workshops may be either a half-day or a full-day and may focus on any topic of interest to MARAC's constituency, for example: Appraisal, Arrangement & Description, Records Management, Donor Relations, Disaster Planning, Digitization, Electronic Records, and Reference.

To submit a proposal to the MARAC Meetings Coordinating Committee, please fill out the information below:

Name	
Job Title	
Institution	
Address	
Telephone	
Fax	
E-mail	
Additional Instructor(s)	
Title of Workshop	

Please attach an abstract of no more than 300 words describing your workshop. Try to address the following:

Topics addressed
 Pertinence to an archival audience
 Length of workshop (half-day or full-day)
 Equipment needs

Please attach resumes/CVs and include a brief statement of qualifications for each instructor.

SAMPLE LETTER TO WORKSHOP INSTRUCTORS

Dear Instructor:

On behalf of MARAC, I want to thank you for agreeing to lead one of the workshops at our Fall/Spring meeting. You are eligible for an honorarium of \$250 for a half-day and \$500 for a full-day workshop as well as one night's lodging and travel expenses. If you cannot or prefer not to accept honoraria, you are welcome to donate your honorarium to MARAC's endowment fund.

Please let me know as soon as possible if you will need any AV equipment or have any other special needs. MARAC does not provide laptops or Internet access. MARAC owns two LCD projectors which can be used by workshop presenters. If there is need for more than two projectors for the workshops, I will notify you so we can make alternative arrangements. All requests for equipment must be submitted 7 months before the meeting, which is month day, year. The final deadline for A/V equipment changes is one month before the meeting, which is month day, year.

I would appreciate it if you could provide me with a brief description of your workshop for inclusion in the printed program at least 6 months before the meeting.

MARAC workshops are required to make ends meet so I have established a minimum registration level for your workshop. If not enough people sign up for your workshop, it will be cancelled. We will try to cancel workshops at least one month before the meeting but not later than two weeks before the meeting. MARAC will not reimburse you for any expenses accrued for cancelled workshops. I will provide you with a list of attendees on the day of the conference.

If you would like copies of the workshop evaluation forms, please let me know and I will gladly send you copies.

Thank you again for performing this important service to MARAC and the archival profession.

Sincerely,

Chair, MARAC Education Committee

APPENDIX VII: BUDGET TEMPLATE

[Please note this template is just a sample. An Excel Spreadsheet is available from the Treasurer]

MARAC [SPRING/FALL] [year] MEETING
Proposed Budget - Summary

[Location]

Category	Total for 250 Attendees	Total for 300 Attendees
INCOME		
Registration Fees	\$25,650.00	\$30,600.00
Exhibitor Fees	\$10,900.00	\$10,900.00
Meals	\$5,125.00	\$6,250.00
Reception	\$1,200.00	\$1,300.00
Tour Fees	\$650.00	\$975.00
Workshop Fees	\$5,625.00	\$7,200.00
Total Income	\$49,150.00	\$57,225.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Hospitality Suite	\$250.00	\$250.00
Hotel Expenses	\$9,500.00	\$10,250.00
LAC Expenses	\$250.00	\$250.00
Meal Expenses	\$15,750.00	\$18,725.00
Reception	\$7,650.00	\$9,650.00
Registration/Program	\$3,250.00	\$3,250.00
Session/Plenary Speakers	\$335.00	\$335.00
Tour Expenses	\$500.00	\$500.00
Workshop Expenses	\$2,550.00	\$2,550.00
Total Expenses	\$45,035.00	\$50,760.00
NET INCOME / PROJECTED PROFIT	\$4,115.00	\$6,465.00

Proposed Budget – Income Estimates

Category	Cost/Item	250 Atten.	Total	Cost/Item	300 Atten.	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$95.00	140	\$13,300.00	\$95.00	175	\$16,625.00
Pre-Reg Non-Members	\$135.00	35	\$4,725.00	\$135.00	25	\$3,375.00
Late Reg Members	\$105.00	25	\$2,625.00	\$105.00	25	\$2,625.00
Late Reg Non-Members	\$145.00	10	\$1,450.00	\$145.00	10	\$1,450.00
Member, on-site	\$115.00	15	\$1,725.00	\$115.00	25	\$2,875.00
Non-member, on-site	\$155.00	5	\$775.00	\$155.00	15	\$2,325.00
Student registration	\$50.00	10	\$500.00	\$50.00	10	\$500.00
One day (Saturday only)	\$55.00	10	\$550.00	\$55.00	15	\$825.00
Total Registration Fees		250	\$25,650.00		300	\$30,600.00
Exhibitor Fees						
Ads	\$100.00	2	\$200.00	\$100.00	2	\$200.00
Donations/Sponsorships	\$250.00	8	\$2,000.00	\$250.00	8	\$2,000.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	12	\$7,200.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	2	\$1,500.00
Total Exhibitor Fees			\$10,900.00			\$10,900.00
Meals						
Breakfast - Business Mtg.	\$20.00	100	\$2,000.00	\$20.00	125	\$2,500.00
Lunch - Friday	\$25.00	125	\$3,125.00	\$25.00	150	\$3,750.00
Total Meals			\$5,125.00			\$6,250.00
Reception						
Sponsorship	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	15	\$300.00
Total Reception Income			\$1,200.00			\$1,300.00
Tour Fees						
Tour #1	\$25.00	10	\$250.00	\$25.00	15	\$375.00
Tour #2	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #3	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #4	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #5	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #6	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #7	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Total Tour Fees			\$650.00			\$975.00
Workshop Fees						
Workshop #1	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Workshop #2	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Workshop #3	\$90.00	15	\$1,350.00	\$90.00	20	\$1,800.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Total Workshop Fees			\$5,625.00			\$7,200.00
Total Income			\$49,150.00			\$57,225.00

Proposed Budget – Expense Estimates

Category	Cost/Item	250 Attendees	Total		Cost/Item	300 Attendees	Total
EXPENSES							
Administrative Services			\$5,000.00				\$5,000.00
Hospitality Suite			\$250.00				\$250.00
Hotel Expenses							
AV Equipment Tech			\$5,000.00				\$5,000.00
AV Equipment Rental			\$250.00				\$250.00
Room Rentals			\$0.00				\$0.00
Miscellaneous Expenses			\$250.00				\$250.00
Taxes / Fees			\$4,000.00				\$4,750.00
Total Hotel Expenses			\$9,500.00				\$10,250.00
LAC Expenses			\$250.00				\$250.00
Meal Expenses							
Breakfast Buffet - Sat	\$30.00	100	\$3,000.00		\$30.00	125	\$3,750.00
Continental Breakfast - Fri	\$20.00	200	\$4,000.00		\$20.00	225	\$4,500.00
Coffee Breaks Thur (AM & PM)	\$10.00	75	\$750.00		\$10.00	85	\$850.00
Coffee Breaks Fri (AM & PM)	\$10.00	375	\$3,750.00		\$10.00	450	\$4,500.00
Lunch - Friday (meat)	\$35.00	100	\$3,500.00		\$35.00	125	\$4,375.00
Lunch - Friday (veg)	\$30.00	25	\$750.00		\$30.00	25	\$750.00
Steering Committee - Th	\$40.00	20	\$800.00		\$40.00	20	\$800.00
Total Meal Expenses			\$15,750.00				\$18,725.00
Reception							
Caterer			\$6,000.00				\$8,000.00
Entertainment			\$250.00				\$250.00
Insurance			\$400.00				\$400.00
Facility Fees			\$1,000.00				\$1,000.00
Total Reception Costs			\$7,650.00				\$9,650.00

Registration/Program						
Program			\$3,000.00			\$3,000.00
Folders, Badges, etc.			\$250.00			\$250.00
Total Registration/Program Costs			\$3,250.00			\$3,250.00
Session/Plenary Speakers						
Lodging			\$200.00			\$200.00
Meals			\$35.00			\$35.00
Travel			\$100.00			\$100.00
Total Session/Plenary Costs			\$335.00			\$335.00
Total Tour Expenses			\$500.00			\$500.00
Workshop Expenses						
Honoraria			\$1,750.00			\$1,750.00
Lodging/Meals			\$500.00			\$500.00
Travel (Speakers)			\$200.00			\$200.00
Misc. Expenses			\$100.00			\$100.00
Total Workshop Expenses			\$2,550.00			\$2,550.00
Total Expenses			\$45,035.00			\$50,760.00

APPENDIX VIII: EVALUATION FORMS

PC and LAC evaluation forms are distributed to attendees electronically after the meeting using a survey tool, such as Survey Monkey. One month before the meeting, the Administrator will create the surveys using previous conference surveys as a template and forward to PC and LAC for approval. On the last day of the conference, the Administrator will email the survey links to attendees. After two weeks, the Administrator will download the results and forward to the PC Co-Chairs, LAC Co-Chairs, and MCC.

Committee Co-Chairs should then compile the results of the surveys and include them in the final report for the meeting. Originals may be forwarded to the MARAC archivist.

LOCAL ARRANGEMENTS EVALUATION FORM

[Season] [Year] Meeting at [Site]

Your comments will be helpful in evaluating this meeting and in planning future MARAC meetings. Please complete this form through our Survey Monkey software by clicking submit.

Evaluate events with these letters: E for excellent; VG, very good; G, good; F, fair; P, poor.

TOURS

- T1: [Destination]
- T2: [Destination]
- etc.

EVENTS

- Vendors' Exhibits
- Reception at [Site]
- Hospitality Suite
- [Other, if applicable]

MEALS

- Coffee Breaks
- Friday Continental Breakfast
- Friday Luncheon
- Saturday Breakfast

HOTEL ACCOMMODATIONS

- Sleeping Room
- Meeting Rooms
- Audio-Visual Equipment
- General Environment

How did you learn about this meeting?

Did you receive the pre-meeting mailing in enough time to register before the meeting?

Was the information provided in the preliminary program sufficient?

General comments or suggestions for future meetings:

PROGRAM EVALUATION FORM

[Season] [Year] Meeting at [Site]

Your comments will be helpful in evaluating this meeting and in planning future MARAC meetings. Please complete this form through our Survey Monkey software by clicking submit.

Evaluate events with these letters: E for excellent; VG, very good; G, good; F, fair; P, poor.

WORKSHOPS

_____ W1: [Title]

_____ W2: [Title]

etc.

SESSIONS

_____ S1: [Title]

etc.

SPEECHES

_____ Plenary

_____ Luncheon

Please make specific comments about workshops, sessions or speeches here:

How would you rate the meeting overall?

How well did the meeting meet your needs and expectations?

Do you have suggestions for future program themes or formats? Session topics? Other ideas?

MARAC WORKSHOP EVALUATION FORM

Name of Workshop:

Date:

1) Are you a MARAC member? Yes No

2) How did you learn about this workshop?

Meeting Program *Mid-Atlantic Archivist* newsletter

Other source (please specify) _____

3) Overall, this workshop:

Exceeded my expectations

Met my expectations

Fell short of my expectations

4) Please rate the overall benefit you received from this workshop on a scale of 1-5 (5=high) _____

5) Please rate the following elements of the workshop on a scale of 1 to 5 (5=high)

Lecture
Cost

Discussion
Food

Readings
Venue

Exercises

Additional Comments (If necessary, you may continue on the reverse):

6) Which aspect of this workshop was most helpful?

7) Which aspect of this workshop was least worthwhile?

8) Which aspect of this workshop would you change or improve?

9) Please circle further workshop topics that would be of interest to you:

Appraisal	Arrangement and Description	Conservation	Digitization
Disaster Planning	EAD	Electronic Records Management	Ethics
Exhibits	Fundraising	Records Management	Oral History
Outreach	Photographs		Reference
Supervision	Teaching with Archives		
Other, please specify:			

Please turn in to Workshop Coordinator(s) or at the MARAC Registration Desk
 Contact: [Name of Workshop Coordinator(s)] E-mail: Telephone:

Thank you. Your feedback will help MARAC improve its educational workshops.

APPENDIX IX: FINAL REPORTS

LOCAL ARRANGEMENTS COMMITTEE FINAL REPORT

Meeting:

Dates:

Location:

LAC Co-Chairs:

For each category report the information requested:

Registration:

- number of preliminary programs mailed
- if other organizations were invited, list their names
- number of pre-registrations, late registrations, and on-site registrations
- number of members and non-members who attended
- number of cancellations
- number of attendees LAC planned for
- total number of attendees

Hotel:

- room rate for single and double rooms
- number of sleeping rooms blocked and number used Wednesday through Saturday
- number of rooms used at overflow hotel, if applicable

Meals:

- actual costs of Friday lunch and Saturday breakfast
- amount members were charged for each meal
- number planned for each meal
- number who attended each meal

Breaks:

- number of people planned for breaks
- food and beverages served
- total cost of breaks

For Each Tour:

- number of pre-registrants
- number of attendees
- cost per person
- whether or not a meal was included
- number of tours canceled, if applicable

Reception:

- food and beverages served
- cost of food and beverages
- cost to rent reception site, if applicable
- cost of transportation from/to hotel, if applicable
- cost of entertainment, if applicable
- cost of flowers, if applicable
- per person cost of the reception

Hospitality Suite:

- food and beverages served
- cost of food and beverages

Meeting and Workshop Rooms:

- number and capacity of each room used Thursday through Saturday

Exhibits:

- names of vendors contacted
- names of vendors who exhibited or contributed

Comments on Local Arrangements aspects of meeting:

Suggested revisions for Meetings Policy Handbook:

PROGRAM COMMITTEE FINAL REPORT

Meeting:

Dates:

Location:

PC Co-Chairs:

Report the meeting theme, and the topic of the plenary and luncheon speeches.

For each session, provide the title and the approximate number of attendees.

Write a brief evaluation of the program overall.

Suggested revisions for Meetings Policy Handbook:

WORKSHOP COORDINATOR FINAL REPORT

Meeting:

Date:

Location:

Coordinator:

Workshop Offerings:

For each workshop provide title, instructor's name, brief description, number of attendees

Summarize workshop evaluations

APPENDIX X: HOTEL QUESTIONS FOR THE SITE VISIT

General questions to ask when investigating hotels. The cost of the sleeping rooms , number of available sleeping rooms, fees for meeting space, number of “comp rooms”, and several available dates will already be supplied by the hotel to Helms Briscoe. Both of these factors may be negotiated with the hotel by Helms Briscoe after the site visit.

1) Where is the exhibit area and how many tables can the area accommodate?

NOTE: exhibitors like to be near the action e.g. registration desk, meeting rooms and they prefer to be where the breaks are held.

Note the location _____ # it can hold _____.

2) Parking facilities/fees for meeting guests \$ _____

3) Is there a van service?

NOTE: MARAC has used the hotel van for tours that are located close by Yes ___ No ___

4) Cut off time for registration? 4 weeks out ___ 5 weeks out ___ 6 weeks out ___ more

5) Is there a board room near the registration table that LAC and PC can use?

NOTE: Both committees need some space to lock up equipment that may have been loaned for a session; to store registration materials; handouts, etc. Yes ___ No ___

6) If a plenary is planned MARAC would need space to hold at least 250-300 people, perhaps more. Is there a room big enough? Yes ___ No ___

7) Luncheon space for 150-175 people? Yes _____ No _____ We usually sit in rounds and service is provided.

8) Can we set up a registration desk on Wednesday evening? Yes ___ No ___

9) What are the shipping policies?

NOTE: Some exhibitors like to send materials the day before. Is this permitted? Is there a charge?

10) What are there AV policies? Get a cost sheet. MARAC has six LCD projectors.

11) Get food menus.

12) Is the hotel planning any renovations? If so, when? What impact if any will it have on the meeting space or the availability of sleeping rooms?

13) Take a recent meeting program so that the representative can see what our needs are.

APPENDIX XI: SAMPLE SESSION PROPOSAL SUBMISSION FORM

Mid-Atlantic Regional Archives Conference (MARAC), Spring 2017 (Newark, NJ), Call for Sessions

The Mid-Atlantic Regional Archives Conference (MARAC) is heading to Newark, NJ for the spring 2017 meeting (April 20-22, 2017). The theme is "Adaptable Archives: Redefine, Repurpose, and Renew"

The focus of this meeting is on the adaptable character of archives in a midst of a changing world. Archives have been with us for at least 4,000 years and have continuously adapted to the changing technology of record keeping. As we enter the digital era now is a good time to reflect on the nature and impact of such change. We are looking for submissions that speak to digital curation, but also those that deal with other changing aspects of our archival world, such as funding patterns, use of volunteers, and focus on new areas of collecting. How do we adapt to our changing circumstances, how do we stay relevant? For more information about the conference, please see: <http://www.marac.info/upcoming-conferences#Spring2017>

Contact Info

This information is being gathered so that a Program Committee member can contact you regarding your session proposal. It will not be used for any other purpose. Only Program Committee members will have access to the information submitted with this form.

- Name *
- Email or Phone *
- What kind of idea are you contributing to the Newark meeting?
 - Fully-formed session idea complete with speakers
 - Session idea only
 - Speaker proposal

Fully-Formed Session

- You have indicated that you have a session idea AND speakers. If you fill out this page, you will be contacted by a Program Committee member to gather more information about the session, confirm the speakers, and work towards finalizing the details.
 - Pecha Kucha /Lightenting Talks (session on a topic where numerous speakers present their topic quickly)
 - Open Forum (facilitated)
 - Roundtable Discussion
 - Standard Presentation (2-3 speakers on a specific topic)
 - Debate
 - Other (Please Describe)
- Please fill out as much information as possible about the scope of the session
- Possible speakers and chair (please include names, institutions, and contact information)

Session Idea

You have indicated that you have a session idea, but no speakers. If you fill out this page, you may be contacted by a Program Committee member to gather more information and discuss possible speakers. You may or may not be called on to chair or speak in the session, if it is chosen for inclusion in the program. Please note that your session idea is more likely to be chosen if you have suggested speakers.

- Please fill out as much information as possible about the scope of the session
- Possible speakers and chair (please include names, institutions, and contact information)

Speaker Proposal

You have indicated that you are able to speak on a topic related to the theme, or have a paper related to the theme, which you are willing to present. If you fill out this page, you may be contacted by a Program Committee member to gather more information, discuss possible additional speakers or a chair, and work on integrating you in a more fully-realized session.

- Description of Presentation
- Please include as much information as possible about your presentation topic, paper, research, or expertise related to the theme.

APPENDIX XII: SAMPLE POSTER SUBMISSION FORM

MARAC Newark April 2017, Poster Proposals

The Program Committee of the Spring 2017 Mid-Atlantic Regional Archives Conference meeting in Newark, NJ, is accepting proposals for posters that showcase the work of the MARAC membership. Posters may describe applied or theoretical research that is completed or underway; discuss interesting collections with which individuals or groups have worked; or report on archives and records projects in which MARAC members have participated (e.g., development of finding aids, public outreach, database construction, etc.). Submissions should focus on research or activity conducted within the previous year (2016-2017). Poster dimensions: no larger than 32 inches by 40 inches (may read vertically or horizontally).

Notifications regarding accepted submissions will be sent in late March 2017. Accepted posters will be on display throughout the MARAC Newark meeting, with one special time slot and location devoted to presentation and discussion of the posters.

To submit a poster proposal, please complete the proposal form no later than March 15, 2017. (Proposals received after this date will not be considered.) Emailed submissions or submissions in any other format will not be accepted.

Note: This call for proposals is open to any student or professional who is conducting archival work or research. If you encounter issues when using this form, please contact the Program Committee co-chairs at jak6029@psu.edu.

*Required

- Name of Primary Contact *
- Institutional Affiliation of Primary Contact
- Email of Primary Contact *
- Names and institutions of additional presenters
- Poster Title *
- Poster Abstract/Description *
- Are you a MARAC member? YES NO
- Are you or any of your team members students? YES NO

APPENDIX XIII: A SELECTION OF PAST MEETING THEMES

Date	Location	Theme
Fall 2006-October 26-28	Morristown, New Jersey	Exploring our Cultural Heritage
Spring 2007-April 19-21	Scranton, Pennsylvania	Shifting Gears: Labor, Business, & Archives in the Workplace
Fall 2007-November 1-3	Williamsburg, Virginia	Celebrate!: Virginia's 400th and MARAC's 35th Anniversaries
Spring 2008-May 1-3	Chautauqua, New York	Education Outside the Box
Fall 2008-November 6-8	Silver Spring, Maryland	Making History Local
Spring 2009-April 16-18	Charleston, West Virginia	Surveying Archives: Wild and Wonderful
Fall 2009-October 29-31	Jersey City, New Jersey	Bridges and Tunnels: Building Archival Connections
Spring 2010-April 29-May 1	Wilmington, Delaware	Outside the Archival Box: Cultural Heritage Collaborations
Fall 2010-November 11-13	Harrisburg, Pennsylvania	The Politics of Archives
Spring 2011-May 5-7	Alexandria, Virginia	Sensational Archives
Fall 2011-October 20-22	Bethlehem, Pennsylvania	Moravians, Music, Metal, and Metadata
Spring 2012-April 12-14	Cape May, New Jersey	Faith, Frolic, and Fundamentals
Fall 2012-October 25-27	Richmond, Virginia	An Enduring Profession
Spring 2013-April 25-27	Erie, Pennsylvania	Charting the Waters: The Future and Priorities of Archives
Fall 2013-November 7-9	Philadelphia, Pennsylvania	Friends Meeting: Art and Advocacy Along the Delaware
Spring 2014-April 24-26	Rochester, New York	Film, Freedom, and Feminism
Fall 2014-October 16-18	Baltimore, Maryland	Cue Charm City!
Spring 2015-March 19-21	Boston, Massachusetts (co-meeting with New England Archivists)	The Revolution Continues
Fall 2015-October 8-10	Roanoke, Virginia	Moving Mountains: Ingenuity and Innovation in Archives
Spring 2016-April 14-16	Pittsburgh, Pennsylvania	Archival Confluence: Connecting Theory and Practice
Fall 2016-November 3-5	Annapolis, Maryland	Capitol/Capital: Making the Most of Archival Assets/Resources
Spring 2017-April 20-22	Newark, New Jersey	Adaptable Archives: Redefine, Repurpose, Renew
Fall 2017-October 26-28	Buffalo, New York	Reinvention and Renewal: Putting a Shine on the Nickel City
Spring 2018-April 12-14	Hershey, Pennsylvania	Finding the Sweet Spot: Communities, Collaboration, and the Archives

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APPENDIX XIV: SAMPLE E-MAIL TO PRESENTERS RE: DRUM

Dear MARAC presenter,

We would like to invite you to contribute your presentation and/or handouts from the Newark MARAC conference to MARAC's digital archives, which are located in DRUM, the University of Maryland's digital repository. To submit your presentation please go to the DRUM submissions page at the following link: <http://drum.lib.umd.edu/page/about-submitting>

The fine print:

* Deposit of works is completely optional. The deposit agreement asks for non-exclusive rights so authors will retain all copyrights to their work.

* Authors will receive a permanent URL for their work. This is an example of an individual DRUM record: <http://drum.lib.umd.edu/handle/1903/15068>

* The repository can accept PowerPoints and PDFs. PDFs are preferred.

* Authors can supply keywords and abstracts if they like. This is completely optional.

* The URL for DRUM: <http://drum.lib.umd.edu>

* The MARAC collection in DRUM: <http://drum.lib.umd.edu/handle/1903/12510>

Sincerely,

[name of PC co-chairs]