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# The International Choreographed Ballroom Dance Association (ICBDA)

# Convention Procedures

The ICBDA President should appoint a committee to review and update the document every three years or as requested by the Board of Directors.

Updated from previous publication by  
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with assistance from Pamela Johnson, Dale Simpson, JL Pelton,  
and previous convention chairs who have held these positions

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## What Do You Need to Read in This Guide?

The Convention Procedures Guide is designed to reduce the amount of reading required for all staff members to have a good understanding of their roles and responsibilities. Each section begins with a position overview and is followed by a list of any required reports, sources of information for that specific role, and the expected outputs or products.

### First Steps – All Staff

As part of the convention staff, first read pages 1-4 in the document for background information:

- Convention Policies, which are set by the ICBDA board for all conventions
- Organization of the Convention Committee, which briefly describes the roles and responsibilities of the convention staff members

### Second – Read Your Specific Section

Next, carefully read the section description of your position on the convention staff. If you work closely with another member of the convention staff, it would be helpful to read their section as well.

### General Chair

The General Chair will find it helpful to read the entire guide, especially the Position Overview and Communications sections for all of the convention staff members.

### For Reference

Keep the guide handy if questions occur.

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# Table of Contents

<b>Convention Policies</b>	<b>1</b>
<b>Organization of the Convention Committee</b>	<b>2</b>
Key Chairs	2
Essential Chairs	2
Optional Coordinators	3
ICBDA Chairs Assisting at Convention	4
<b>Outline of a Typical ICBDA Convention</b>	<b>5</b>
<b>Convention General Chair</b>	<b>7</b>
Checklist of Tasks and Activities	7
Appointment of Convention Chairs	10
Budgeting and Reporting	11
Progress Reports	11
Facility Considerations	12
Lodging and Transportation Considerations	13
Functions to Schedule	14
Announcements Made During Convention	14
The ICBDA Google Workspace Account	15
Addendum – Tasks Organized by Recipient	17
<b>Assistant Chair</b>	<b>20</b>
<b>Registration Chair</b>	<b>21</b>
Communications with Others	21
Registration Recordkeeping	22
Registration Process	23
Additional Purchases and Packet Preparation	25
Registration Check-In	25
<b>Daytime Program Chair</b>	<b>27</b>
Communications with Others	27
Convention Teaching Plan	28
Clinician and Teacher Assignments	28
Music and Syllabus Submission Deadlines	30
Showcase Presentations and Dance Thrus	30
Masters of Ceremony	31
<b>Evening Program Chair</b>	<b>33</b>
Communications with Others	33
Evening Program Chair Tasks	34
Dance Ballot and Voting	34
Evening Dance Programs	35
Opening Ceremonies, Nightly Showcases, and Closing Ceremonies	36
<b>Syllabus Chair</b>	<b>37</b>
Budget and Expenses	37
Communications with Others	37



Deliverables and Due Dates . . . . .	38
Syllabus Contents . . . . .	39
Printing . . . . .	40
<b>Facilities Chair . . . . .</b>	<b>42</b>
Communications with Others . . . . .	42
Touring the Convention Site . . . . .	43
Tasks to Complete . . . . .	44
Emergency and Security Considerations . . . . .	45
<b>Hospitality Chair . . . . .</b>	<b>46</b>
Budget and Expenses . . . . .	46
Communications with Others . . . . .	46
Meeting and Event Refreshments . . . . .	47
Staff Party . . . . .	48
Greeters . . . . .	48
<b>Signage Chair . . . . .</b>	<b>49</b>
Budget and Expenses . . . . .	49
Communications with Others . . . . .	49
Sign Requirements . . . . .	50
Decorations . . . . .	50
<b>RV Coordinator . . . . .</b>	<b>51</b>
Communications with Others . . . . .	51
Canvassing Available RV Facilities . . . . .	51
<b>First-Timer Coordinator . . . . .</b>	<b>53</b>
Communications with Others . . . . .	53
Mentors . . . . .	54
First-Timer Party and Orientation . . . . .	54
<b>Consignment Shop Coordinator . . . . .</b>	<b>56</b>
Communications with Others . . . . .	56
Consignment Shop Operation . . . . .	57
Distribution of Proceeds . . . . .	58
<b>Publicity Coordinator . . . . .</b>	<b>59</b>
<b>Sound Coordinator . . . . .</b>	<b>61</b>
<b>Google Workspace Capabilities . . . . .</b>	<b>63</b>
What is Google Workspace? . . . . .	63
The Drive Feature . . . . .	63
User Accounts . . . . .	63
How to Set Up a Google Workspace User Account . . . . .	63
Accessing Google Workspace Applications . . . . .	64



## Convention Policies

### Convention Procedures

The most current copy of the Convention Procedures guide is available on the ICBDA website. The ICBDA Secretary should ensure that the General Chair is aware of the availability of the guide.

The ICBDA President should appoint a committee to review and update the guide every three years or as requested by the Board of Directors.

### Convention Committee

All convention chairs, convention staff, teachers, and clinicians must be ICBDA members, as documented in the convention section of the ICBDA Standing Rules.

### Fees

All convention fees are decided upon and approved by the ICBDA Board of Directors.

### Flyers

The convention flyer shall clearly state that all payments connected with the convention are to be made with checks or money orders payable in U.S. funds on a U.S. bank or through an online registration payment option, such as PayPal. A convenience fee will be levied for the use of online registration services, as the organization incurs handling fees.

A current membership in ICBDA is required to attend the convention. Memberships purchased during registration extend through September 30th of the convention year. The flyer shall indicate the different fees for current ICBDA members, those members needing to renew their membership, and couple and single memberships. Different fees should also be listed for couple and single convention registrations. Paper newsletters requested as part of membership incur an additional handling fee.

Optional items for purchase should list different fees depending upon whether the purchaser is an attendee or non-attendee. The non-attendee price should include mailing or handling costs of the purchased item.

The syllabus distribution decision, whether electronic or printed for all attendees, must be made prior to finalizing the flyer.

A ballroom fee might be assessed for members who choose not to stay at the host facility.

### Cancellations

Cancellation requests must be submitted in writing to the Registration Chair. An email request is sufficient.

If registration is made through the website, a service fee is assessed and is non-refundable. If the canceling member still desires any additional purchases made at registration, such as a flash drive, those purchases are charged at the non-attendee price when figuring the refund.

### Video Recording Policy

Personal video recording is allowed at the showcases and rhythm or figure clinics only. All cameras must be hand-held; no tripods are allowed. Whenever possible, professional videos of the showcase dances will be made available to attendees and non-attendees for a fee. Order forms are included in the ICBDA newsletter, in the syllabus, and on the website. All video recording of activities is limited to personal use only.



## Organization of the Convention Committee

The General Chair appoints other chairs to help plan and organize the ICBDA convention. Duties of some of the chairs can be combined, while other tasks might need extra manpower and require appointment of additional chairs or coordinators. Each convention is different and can be developed according to the needs of that convention.

### Key Chairs

These chairs must be able to devote a fair amount of time to their responsibilities, have specialized experience, or might require some computer expertise.

#### Convention General Chair

The General Chair is appointed by the President of ICBDA to develop and manage a specific ICBDA annual convention. The General Chair has full responsibility for the planning of the convention, including budgeting and implementation. All convention staff report to the General Chair, and plans and activities for the convention require approval by the General Chair.

#### Assistant Chair

The Assistant Chair acts as a direct representative of the General Chair. The Assistant Chair supports the General Chair in the performance of a task that needs special handling, attention, or assistance, and is ready to step into the position of General Chair should it become necessary.

#### Registration Chair

The Registration Chair handles all dancer registrations for the convention and any correspondence related to those registrations. The Chair maintains detailed records of received registrations, purchase of optional items, and deposited monies. The Registration Chair also reports regularly on convention registration to the General Chair and ICBDA President.

#### Daytime Program Chair

The Daytime Program Chair is responsible for each day's teaching program – scheduling the clinics, teaches, and reviews, and assigning instructors to each slot. The Daytime Chair also assigns the Masters of Ceremony (MCs) who assist each clinician or teacher, schedules the showcase presentations, and introduces each showcase dance during the evening ceremonies.

#### Evening Program Chair

The Evening Program Chair programs the dances for each evening at the convention and assigns cuers who have indicated their willingness to cue to each hall. The Evening Chair also plans any other evening activity as requested by the General Chair.

### Essential Chairs

These chair positions might not require as large a time commitment as the key chairs; however, they are essential to the smooth running of the convention.

#### Syllabus Chair

The Syllabus Chair produces the convention syllabus, the small evening programs, and any other related handouts such as the Week at a Glance. The Syllabus Chair works closely with the Daytime and Evening Program Chairs to gather the information needed for syllabus preparation. The syllabus is made available in both electronic and printed format.



### **Facilities Chair**

The Facilities Chair oversees the installation of stages, tables, electrical distribution, partitions, and any facility requirements that are to be provided by the contracted facility. The Facilities Chair works closely with the host hotel and convention center to ensure that security arrangements and procedures are in place for emergency services and for securing the equipment when halls are not in use. This chair also assists the Consignment Shop Coordinator and any vendors with their space requirements.

### **Hospitality Chair**

The Hospitality Chair coordinates with the General Chair, the hotel, and the convention center to provide refreshments at the various meetings and parties, and to supply water and cups in all dance halls. The Hospitality Chair might oversee a staff, as needed, to help with the events and to provide a welcoming presence.

The General Chair might appoint additional coordinators for the Staff Party or for the First-Timer Party and Orientation. Those additional coordinators share the Hospitality Chair's budget and must coordinate all financial arrangements with the Hospitality Chair.

### **Signage Chair**

The Signage Chair provides all the signs used during the convention to direct attendees to the various functions and activities and to provide information they need to know, such as the hearing enhancement frequencies being used in each hall.

## **Optional Coordinators**

These coordinators are considered optional positions that the General Chair might appoint. If there is a need, the General Chair can appoint other chairs or coordinators that are not listed.

### **RV Coordinator**

The RV Coordinator investigates camping facilities near the convention site, researches the benefits of each site, and communicates the information to ICBDA convention staff and dancers who might travel to the ICBDA Convention in their recreational vehicles.

### **First-Timer Coordinator**

A First-Timer Coordinator might be assigned by the General Chair or the Hospitality Chair to organize activities that will welcome dancers who are new attendees to the ICBDA Convention. The coordinator matches new dancers with convention mentors, plans and facilitates the First-Timer Party and Orientation, and sends invitations to all first-timers and invited guests.

### **Consignment Shop Coordinator**

The Consignment Shop Coordinator advertises the Consignment Shop through the newsletter, arranges for the shop space as well as tables and racks, and organizes the sales area. At noon on the last day of the convention, the Consignment Shop Coordinator tallies the sales for each seller, retains the ICBDA share, and then distributes the proceeds.

### **Publicity Coordinator**

The convention Publicity Coordinator is an optional position, as the General Chair might ask the ICBDA Publicity and Advertising Chair to handle convention publicity.

### **Sound Coordinator**

Currently ICBDA hires an audio production company to set up and maintain the sound equipment. The General Chair is the contact person for any sound or equipment related issues.



## **ICBDA Chairs Assisting at Convention**

### **ICBDA Educational Media Chair**

The ICBDA President appoints the Educational Media Chair for the ICBDA organization. The ICBDA Standing Rules describe the job responsibilities of this chair. The ICBDA Educational Media Chair makes the arrangements for the professional videographer.

### **ICBDA Publicity and Advertising Chair**

The ICBDA President appoints the Publicity and Advertising Chair for the ICBDA organization. The ICBDA Standing Rules describe the job responsibilities of this chair. The ICBDA Publicity and Advertising Chair assists in designing and distributing the convention flyer.





## Outline of a Typical ICBDA Convention

### Educational Clinics

These clinics are offered to improve dance technique and consist of two variations:

- Figure clinics are workshops on standard figures and the characteristics of a particular rhythm. A full dance routine is not taught in a figure clinic.
- Dance routine clinics involve the teaching of a dance routine, either full or in part, and can include instruction of figures and techniques that relate to the dance being taught.

### Dance Teaches

All dance teaches are usually devoted to the teaching of new choreography with these two exceptions:

- The Hall of Fame teach
- The Oldie teach – Optional

### Reviews

The timing and duration of reviews are decided by a committee consisting of the Daytime Program Chair, the Evening Program Chair, and the General Chair. Reviews can occur on the same day, whether after lunch, before dinner, or after dinner just before the main evening program; or they can occur the next morning. The actual schedule depends on the timing of other activities at the convention. Usually the reviews are held in the same hall as the original teach of the dance.

### Showcase of Rounds

The routines danced in the Showcase of Rounds are those dances to be taught during the convention. Standby dances are also demonstrated during the Showcase of Rounds.

### Evening Dance Program

The Evening Program Chair prepares a ballot of potential dances to be danced at the convention using popular dances that have previously made the program and new choreography from festivals and Carousel Clubs around the country. Voting opens approximately March 1 for about six to eight weeks. The dances receiving the most votes are programmed throughout the four evenings of the convention. An alphabetical list of dances that have made the program is published in the ICBDA newsletter prior to the convention and is posted on the ICBDA website as soon as it is available.

### Exhibitions – Optional

Some sort of entertainment can be provided on the last night of the convention. Care should be taken to ensure exhibitions are of a high quality. Suggestions include professional dancers or an exhibition group and should not include regular ICBDA members. If desired, consider obtaining the services of the videographer for these special presentations.

### Trail's End Dance

This optional dance is usually held the night before the first teaching or clinic session of the convention. Cuers who are present that evening volunteer or are recruited to cue dances from a request list generated by dancers in attendance. If held, the General Chair assigns someone to coordinate the Trail's End Dance.



### **Die Hard Ball**

After the evening dance program, a Die-Hard Ball might be held. Dances played are requested numbers and should be cued if cuers are available to do so. Generally speaking, at least 25% of the dancers in attendance should be on the floor for any particular request.

### **Meetings**

The annual ICBDA Convention is the one time each year that the organization can hold in-person meetings. The Technical Advisory Committee (TAC) Chair conducts a meeting of that committee, and the ICBDA President conducts an Executive Committee meeting, the Board of Directors meeting, and the Annual General Meeting (AGM). The first three meetings are usually held the day before the convention starts, and the AGM is usually held on the last day of the convention.

### **Dance Thrus**

On the final day of convention after the AGM, all the dances taught at the convention are usually cued at a special dance-thru session.



# Convention General Chair

## Position Overview

The General Chair is appointed by the President of ICBDA to develop and manage a specific ICBDA annual convention. The General Chair has full responsibility for the planning of the convention, including budgeting and implementation. If considering extensive format changes from previous conventions, the General Chair should consult with the ICBDA Executive Committee and previous convention General Chairs before finalizing plans. All convention staff report to the General Chair, and plans and activities for the convention require approval by the General Chair.

## Checklist of Tasks and Activities

The General Chair should start planning for the convention upon appointment. This checklist provides a list of activities with suggested deadlines. Entries showing a specific month should be completed during that month.

### 20-25 Months From Convention or at Appointment (June–November)

- May or early June – Submit progress report, if applicable, to the ICBDA Secretary and President for the agenda and presentation at the Board of Directors' meeting.
- Plan to attend the board meeting, if possible.
- Begin to appoint chairs for the convention, especially the key chairs. Try to have all chairs appointed 12 to 15 months before the convention start date.
- Begin preliminary budgeting no later than November – A collaborative process involving the ICBDA Treasurer.

### 17-19 Months From Convention (December–February)

- January – Send progress report and preliminary budget, including estimated income and expenses to the ICBDA President and Treasurer.
- Communicate the general plans for the convention to the ICBDA President.
- Remind the Executive Committee that the board will need to vote on the registration fee so that the flyer can be finalized.
- Decide whether to offer a printed syllabus to all convention attendees or an electronic copy with an additional fee for the printed version, as this information needs to go on the flyer.
- Decide upon a theme for the convention.
- Contact the ICBDA Newsletter Editor, the ICBDA Publicity and Advertising Chair, and the Webmaster regarding publicity for the convention, and confirm dates that the various information is required.

### 15-16 Months From Convention (March–April)

- March – Make final updates to the budget and provide them to the Executive Committee.
- March – Work on the convention flyer and provide a preliminary copy to the ICBDA President.
- Work with the host hotel to get a reservation link set up for attendees to use.
- Ensure this information is correct:
  - Hotel name and address, and the reservation phone number
  - Registration deadline for the negotiated room rates
  - Parking arrangements and fees at the hotel



- Begin to prepare a progress report for the Board of Directors' meeting at the convention.
- Obtain information on the RV options, including prices, hookups, and parking.
- Obtain information on transportation to the convention site.
- Determine method of distribution for the convention syllabus as it affects the convention flyer.
- Early April – Prepare a draft convention flyer and send out for review to the ICBDA Executive Committee, Webmaster, Registration Chair, and all the other key chairs that have been appointed.
- April – Finalize the convention flyer.

### 13-14 Months from Convention (May–June)

- May – Provide the Webmaster with the required convention information to allow sufficient time to develop the web pages and proof the website information:
  - Hotel registration web link and telephone number
  - Convention marketing information
  - Pertinent RV information
  - Items for sale, such as t-shirts, advertising the next convention – optional
  - Convention flyer
  - Transportation options to and from the convention
- May – Provide transportation and lodging information to the Registration Chair for use in the confirmation information sent to registrants.
- May – If not already completed, finalize the convention budget.
- May or early June – Provide a progress report and your convention budget to the ICBDA Secretary for the Board of Directors' meeting agenda.
- Early June – Print the flyer in time for distribution at the current convention.
- Finalize any remaining chair selections.
- Send RV facilities information to the Registration Chair for inclusion in the registration confirmations, as needed. This task can be delegated to the RV Coordinator if one has been appointed.

### 1 Year Before Convention – At Prior Convention (July)

- Present a convention report at the Board of Directors' Meeting, including the final budget.
- Prepare and present a report to all attendees at the AGM.
- Ensure that flyers are available at the Registration location for pickup by attendees. Make sure there is a sufficient quantity available for those who might want to take additional flyers back home for club distribution.
- Coordinate with the ICBDA Educational Media Chair about the convention video arrangements.

### 9-11 Months Before Convention (August–October)

- August – Send an article about the convention and an electronic copy of the convention flyer to the Newsletter Editor for the September issue.
- August – Set up a communication mechanism, such as a Google Group, with your convention staff.
- Provide a listing of chair names and email addresses to all convention staff and the executive committee.
- Share the Convention Procedures document with all chairs and coordinators.
- Review the survey responses from the previous year's convention for convention planning.



- Contact the survey developer to add any desired questions or make any changes to the dancer survey.
- Plan the focus rhythms in conjunction with the Daytime Program Chair.
- Share the theme of the convention to all appointed convention chairs and the executive committee.
- Request and review the progress reports from the convention committee chairs.
- September – Remind staff members to request that the Webmaster activate their Google Workspace accounts if desired.
- October – Provide a progress report to the ICBDA President.

### **6-8 Months Before Convention (November–January)**

- November – Send an article about the convention to the Newsletter Editor for the December issue.
- Plan any special segments, such as Let’s Dance Together or the Top 15, with the Evening Program Chair.
- Plan the scheduling for the First-Timer Party and Orientation. Communicate the date and time information as soon as it is established to the Registration Chair, Hospitality Chair and, if appointed, the First-Timer Coordinator.
- Request and review progress reports from your convention committee chairs.
- January – Provide a progress report to the ICBDA President.
- January – Share specific budget figures to the applicable chairs.

### **3-5 Months Before Convention (February–April)**

- February – Send an article about the convention to the Newsletter Editor for the March issue.
- Decide how you want to identify first-time attendees, such as with ribbons, and communicate that decision to the Registration Chair.
- Provide the Syllabus Chair with:
  - Your welcome letter to attendees
  - Names and email addresses of the convention chairs and coordinators
  - Syllabus distribution plan and printing budget
- Invite the local city mayor to welcome the convention attendees in person and solicit a welcome letter for the syllabus.
- Request and review the progress reports from your convention committee chairs.
- April – Provide a progress report to the ICBDA President.

### **1-2 Months Before Convention (May–June)**

- May – Send an article to the Newsletter Editor for the June issue to include detailed plans for the convention.
- Request and review the progress reports from your convention committee chairs.
- June – Prepare a convention report for the Board of Directors’ meeting.
- Provide the hotel with the emergency message procedure, and give them the contact information to use.
- Verify the expected hearing enhancement frequencies in each dance hall with the audio production company. Communicate that information to the Signage Chair.
- Coordinate with the Awards Chair on the plans for presenting any awards.

### **At Convention**

- Present a convention report at the Board of Directors’ meeting.



## Post Convention

- August – Review the convention survey to assess the success of the convention and possible areas of improvement that might be implemented.
- August – Send the final analysis to the Executive Committee and include the convention financial report.
- August – Send a post convention wrap-up article to the Newsletter Editor for the September issue.

## Appointment of Convention Chairs

Start to recruit convention chairs to work on the convention shortly after appointment. Consider carefully the collaborative working relationship you want to have with the staff you appoint and the strengths they bring to your convention committee. Consider asking some people who might never have worked on a convention to provide training opportunities for service in the organization and for future convention responsibilities. A general overview of the responsibilities of each chair is provided in **Organization of the Convention Committee** on page 2.

Be aware of the time required or the specialized experience needed to perform the job tasks of those chairs. Some chairs must be able to devote a fair amount of time to their responsibilities over a longer period of time, have specialized experience, or might require some computer expertise. Focus on appointing these key chairs first:

- Assistant General Chair
- Registration Chair
- Daytime Program Chair
- Evening Program Chair

The responsibilities of the following chairs might not require as large a time commitment as the key chairs; however, they are essential to the smooth running of the convention:

- Syllabus Chair – This position requires a fairly large time commitment as well as computer experience.
- Facilities Chair
- Hospitality Chair
- Signage Chair

These are optional positions, but they can be very helpful and can reduce the workload for either the General Chair or other positions:

- RV Coordinator – appoint this chair early to gather information for the convention website page and the Registration Chair
- First-Timer Coordinator
- Consignment Shop Coordinator
- Publicity Coordinator
- Sound Coordinator

The following chairs are ICBDA positions. Their responsibilities are described in the ICBDA Standing Rules, and they assist the General Chair with various convention tasks.

- Publicity Chair – Assists in providing publicity for the convention and printing the convention flyers. The Publicity Chair also handles the bulk distribution of the convention flyers throughout the year.



- Educational Media Chair – Arranges for a videographer to record and produce copies of the showcases and educational seminars. The Educational Media Chair also handles all orders and distribution of completed videos.

## Budgeting and Reporting

The budgeting process starts 20 to 24 months prior to the convention date. The ICBDA Treasurer forwards budget figures to the General Chair for use in preparing the preliminary budget. Confirm all major expenses as much as possible when preparing the preliminary budget and account for all of these items:

- Hall rental and related costs, such as insurance and security
- Flooring
- Sound
- Printing costs for syllabus, nightly programs, and any other printing, including signage
- Videographer costs for making videos of showcases and clinics

Most of the other items in the budget are fairly consistent year to year; however, asking your convention staff if they have cost saving ideas or whether their budget can be reduced from previous amounts might be helpful in reducing costs. Some items can be estimated based upon historical data unless there is a reason to deviate from those figures. Copies of the preliminary budget should be sent to the ICBDA President and the Treasurer in January of the year preceding the convention.

Work with the ICBDA President, Vice President, and Treasurer to prepare the final convention budget. The updated budget should be completed by March of the year preceding the convention and sent to the Executive Committee. The President and Treasurer will work with the General Chair to approve the budgeted expenses.

Emphasize to the convention committee that expenditures must stay within their applicable budget. Any expenditures beyond those budget figures must be approved by the General Chair.

## Expense Reimbursement Procedure

Communicate this expense reimbursement procedure to all the convention chairs and volunteers:

- All authorized expenses by committee chairs are reimbursed by the ICBDA Treasurer.
- Committee chairs and volunteers must:
  - Include receipts for all expenditures over \$25.00.
  - Submit expense requests to the Treasurer on the ICBDA expense form, preferably at the convention.
  - Submit expenses no later than September 1 following the convention so that the Treasurer can meet the final financial report deadline of October 15.

Be sure to communicate to all convention chairs that any deviations from the submitted budget must have prior approval.

## Progress Reports

Submit progress reports periodically throughout the years leading up to the convention. Initially these reports are due to the ICBDA President every six months. One year preceding the convention, begin to submit reports more frequently. Here are various topics to discuss with the ICBDA President and to include in the reports:

- All chair and committee appointments
- Budget considerations and expense reports



- Anticipated attendance
- New convention features being considered
- Problems encountered and their resolution
- Special considerations, such as facilities for eating and meetings
- Daytime program details and a list of clinicians and teachers for the daytime clinics and teaches
- Other schedule information, such as showcases and, if planned, entertainment or a special event
- Evening program details
- Arrangements for both the Staff Party and the First-Timer Party and Orientation
- Significant changes or additions from previous conventions
- Insurance issues and verification of coverage as needed
- Any changes, additions, or deletions from previous reports

Request progress reports from all convention staff on a regular basis. At a minimum, request a preliminary report in October of the year preceding the convention, an update in January of the convention year, and again in April. Review the information provided and use it to prepare the progress reports for the ICBDA President and the Board of Directors.

## Facility Considerations

### Flooring Contractor

The ICBDA Executive Committee negotiates the contracts with the flooring contractor several years before the convention. During negotiation for the amount of flooring in the contract, the Executive Committee decides where the flooring will be laid at the hotel or convention center. As part of the contract, the flooring contractor usually requires two hotel rooms during the convention.

Ask the Executive Committee for the name of the person handling the coordination between the flooring contractor and the facility during the flooring installation. The coordinator arrives at the convention site prior to the flooring contractor's arrival to ensure that the site is ready to accommodate the flooring and to facilitate access to the convention center. The coordinator also handles any parking arrangements for the flooring trucks, including long-term parking, and loading and unloading locations.

The General Chair should keep in contact with the flooring coordinator and monitor the flooring contractor during the convention for any issues that might develop with the dance floor. The Facilities Chair can assist in this task along with the flooring coordinator.

### Sound Contractor

Currently ICBDA hires an audio production company to set up and maintain the sound equipment for the convention. They are responsible for the quality of sound during the convention and use their own equipment. The General Chair is the contact person for any sound or equipment related issues and should monitor their activities. If appointed, the Sound Coordinator assists with this task.

### Vendors and Consignment Shop Locations

Although it is not essential to have vendors or a consignment shop at the convention, they do add interest and convenience for the dancers. The Consignment Shop Coordinator handles the sales in the consignment shop.





Consider locations for the vendors and consignment shop that provide good exposure to the dancers, such as in a hallway between dance halls. If security is an issue because the area is open to the general public from the hotel, then consider a room that has additional convention services, such as the registration location or a break room area, that can be secured at night. Plan on a minimum of 400 square feet, although 600 square feet is preferred, for each vendor and the consignment shop.

### **Vendor Fees, Insurance, and Sales Tax**

In recent years, vendors have not been charged fees for space at the convention. In the past, however, a flat rate of \$100.00 was charged for the space. If assessed, this fee is non-refundable within 60 days of the convention date. The Chair can decide whether to waive or change this fee.

All vendors must have liability insurance and any other facility-required insurance. Learn all the rules or fees that the convention facilities require for vendors. When working with the facility regarding vendors, stress that we are a non-profit organization. Often additional fees are waived by the facility when the appropriate rules are followed.

Any sales on the premises might require sales tax to be paid to the state. Vendors are aware of the requirements and handle their own reporting.

### **Lodging and Transportation Considerations**

#### **Host Hotel**

By the time the General Chair is selected, ICBDA has contracted with the host hotel to hold the convention at their facilities. Usually arrangements for a block of rooms to be set aside for convention attendees and a special room rate have already been negotiated. Find out from the facility whether a registration code is required for attendees to use when making reservations to obtain the room rate. Generally room rates are only guaranteed 30 days prior to the start of convention. If the rates have not been negotiated by the ICBDA President, get written confirmation from the hotel of the rates and any other special arrangements you make.

Provide this information to the Registration Chair, the Webmaster, and the convention attendees:

- Hotel name and address
- Reservation phone number, the room rates, and the registration code
- Website link to use for making registrations on the hotel website
- Registration deadline date for special room rate
- Parking arrangements and fees

#### **Transportation**

Obtain information about the various forms of transportation available in the convention site area, particularly options to and from local airports and the host hotel. Find out if the host hotel offers free shuttle service to and from the airport. Information on all transportation options should include company names, the phone numbers, and the typical costs for these services.

Provide all transportation information to the Registration Chair and the Webmaster no later than June, 13 months before the convention, so that they are ready to share that information. The Registration Chair shares this information with the convention registrants in the registration confirmation material, and the Webmaster posts this information on the ICBDA website.

#### **RV Facilities**

Sometimes either the hotel or the convention center has camping facilities for recreational vehicles. When possible, therefore, make arrangements for RV parking with the contracted facility. In some cases, those facilities might also provide room nights for the campers staying there.



## Functions to Schedule

In addition to the day and evening programs, there are additional functions to plan for in the overall convention schedule relatively early in the planning stages. These functions include the various meetings and parties. Although chairs are assigned to manage these functions, you must allow time in the schedule for them. In all cases, you oversee the chairs assigned to running those functions.

### Meetings

- TAC Meeting – Held the morning of the day prior to the convention, generally starting at 9:00 a.m. and ending at noon. The TAC Chair runs this meeting. Typical attendance: 12-15 individuals.
- Board of Directors' Meeting – Held the afternoon of the day prior to the convention, generally starting at 1:30 p.m. and sometimes running into the evening. The ICBDA President runs this meeting. Typical attendance: 40+ individuals.
- Executive Board Meeting – Usually a breakfast or dinner meeting and normally does not require refreshments to be arranged by the Hospitality Chair. The ICBDA President runs this meeting.
- Annual General Meeting (AGM) – Held on the final day of the convention. Work with the Daytime Chair and the ICBDA President when scheduling where to hold the AGM. Arrange for seating for approximately two-thirds of the attendance at the convention. The starting time is usually 1:00 p.m. or 1:30 p.m. Make an announcement at the evening dance before the AGM and stress the importance of everyone attending, as all ICBDA members should be involved in the activities of the organization. Usually ICBDA draws a free convention registration at the AGM to encourage attendance.

### Parties

These parties are handled by the Hospitality Chair and any other sub-chairs that might have been appointed.

- First-Timer Party and Orientation – This activity is an optional function that introduces new convention attendees to the ICBDA board members and staff, and provides an orientation to the format of the convention. It is usually held prior to the start of the convention. The Hospitality Chair oversees this party, although you might appoint a First-Timer Coordinator. As the General Chair, you are responsible for the orientation portion although you might delegate that task. Typical attendance: 100+ individuals.
- Staff Party – This party is usually held the night before the final night of the convention as a way of thanking your staff for their hard work. The reason for the earlier night is that invited attendees might be busy removing equipment or signage on the final night, or they might already be preparing to travel to their next destination. Typical attendance: 150 individuals.

## Announcements Made During Convention

### Emergency Messages

Work with the hotel and the convention center to ensure emergency messages are handled promptly. For emergency messages arriving between 8:00 a.m. and 11:00 p.m. for one of the attendees, the host facility should use the following procedure.

1. The hotel should first attempt to contact the attendee in their room. If no one answers the phone, they should leave a message on the room phone with the emergency information.
2. Next, the host facility should telephone the General Chair to deliver the emergency message. If the General Chair does not answer their phone, the host facility should leave a message and then call the ICBDA President or the next designated staff person on the call list.



Be sure to give the host facility the names and contact information in the order of each person they should contact, preferably in writing.

The person receiving the message from the host facility should then go to each hall and ask the MC of that hall to page the attendee over the microphone until the attendee is located.

When paging the attendee over the microphone, the MC should state:

There is a very important message for *attendee's name* at the podium. Would *attendee's name* please come to the podium to get their message.”

Do not use the term **emergency** when paging the attendee.

### Announcements During the Opening Ceremonies

Here are some topics to consider including on the first evening:

- Welcome everyone and tell them how glad you are to see them this year at the convention.
- Introduce the mayor or official of the city if they are welcoming attendees in person.
- Tell everyone where the ballrooms are located and their designated dance levels.
- Explain any emergency procedures for the convention that the dancers need to know.
- Mention the hearing enhancement frequencies and where the signage for those frequencies is located.
- Mention the audio recording availability and where the stations are located in each ballroom.
- Mention where the bathrooms and water stations are located.
- Introduce the Daytime Program Chair for presentation of the showcases.
- Introduce the Evening Program Chair to start the dancing.

### Announcements on Succeeding Evenings

An announcement about the Annual General Meeting should be made the evening before the last day of the convention. Encourage all dancers to attend and participate in the running of the organization. You can also encourage early registrations during this announcement, as ICBDA awards a free convention registration to a member who registered before December 31st.

Here are additional announcement topics you can consider making whenever you feel it is appropriate:

- Introduce the Board of Directors.
- If there are ribbons, such as first-timer ribbons, explain what each one designates.
- Remind everyone of the fellowship of the activity and to be friendly to the other dancers.
- Ask everyone to introduce themselves to other dancers they don't know, especially to the first-time attendees.
- Remind everyone the only way to reserve a seat for the showcase and opening remarks is to be **sitting** in it. Once a person leaves a chair, it is no longer their chair.
- Recognize the convention committee chairs.
- Recognize the Top 15 choreographers.
- Announce any schedule changes.
- Announce any lost and found items.

### The ICBDA Google Workspace Account

A dedicated user account in the form of an email address is available for the General Chair. The Google Workspace account is specific for each convention and is styled as conventionXX@icbda.com, where XX is the last two digits of the convention year. All the Google Workspace features are accessed



through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the General Chair position.

If you have files to archive for succeeding general chairs, the Webmaster can move those files to a shared drive for other general chairs of succeeding conventions to access. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.

## Addendum – Tasks Organized by Recipient

These tables contain the same information as shown in the checklist; however, they are organized by recipients and include the tasks the General Chair should do for each recipient.

### Tasks and Due Dates Organized by ICBDA Officer or ICBDA Staff

Recipient ICBDA Officer or Staff	Tasks for the General Chair	Timetable From Convention
ICBDA President	Prepare progress report for BoD meeting <i>Note: There might be very little information available at this time, so use the report as a general marketing opportunity.</i>	2 years
	Prepare progress report and preliminary budget	January – 18 months
	Finalize budget	March – 16 months
	Prepare progress report for BoD meeting	June – 13 months
These reports may be submitted at more frequent intervals if desired.	Prepare progress report	October – 9 months
	Prepare progress report	January – 6 months
	Prepare progress report	April – 3 months
	Prepare progress report for July Board of Directors' meeting	May or early June – 1-2 months
ICBDA Secretary	Send progress report and budget or current financial report to include in BoD agenda <i>Note: The secretary sends the request in May, sets a deadline for receipt of the information by early June, and then finalizes the packets in late June.</i>	<ul style="list-style-type: none"> <li>■ June – 25 months</li> <li>■ June – 13 months</li> <li>■ June – 1 month</li> </ul>
Newsletter Editor	September issue – Report on convention details and include convention flyer and registration form	Finish in August
	December issue – Provide additional details, convention staff names, and convention marketing	Finish in November
	March issue – Provide more marketing material and additional convention information	Finish in February
	June issue – Include marketing material, tourist information, and list of dances on program	Finish in May
	September issue – Post-convention report	Finish in August
Survey Developer	Review current convention survey – Submit any additional questions desired so that responses can help in convention planning for the following year	June – 13 months
Educational Media Chair	Ensure videographer arrangements have been made and assist as needed	August



Recipient ICBDA Officer or Staff	Tasks for the General Chair	Timetable From Convention
Webmaster	Send convention web page information – Goes live as previous convention ends: <ul style="list-style-type: none"> <li>■ Hotel registration link and telephone number</li> <li>■ Transportation options</li> <li>■ Convention marketing</li> <li>■ Ordering of apparel or other items</li> <li>■ Camping and RV options</li> <li>■ Finalized flyer</li> </ul>	Early June – 13 months from convention
	■ Marketing information for the website.	Ongoing throughout year
	■ Notify the desired date for the syllabus to be available on the website.	Early June – 1 month

### Tasks and Due Dates Organized by Convention Chairs

For Committee Chair	Tasks for the General Chair	Timetable from Convention
All committee chairs	<ul style="list-style-type: none"> <li>■ Create a group email account</li> <li>■ Share the theme for the convention</li> <li>■ Share all names, appointed positions, and email addresses</li> </ul>	1 year from convention
Assistant Chair	Share all information regarding convention planning	Throughout tenure
Registration Chair	Provide: <ul style="list-style-type: none"> <li>■ Electronic copy of flyer</li> <li>■ Lodging information</li> <li>■ Information on RV facilities available at the convention site</li> <li>■ Other information attendees might need to know</li> <li>■ Possible first-timer designation planned</li> <li>■ Electronic or printed syllabus decision</li> </ul>	June before preceding convention
Daytime Program Chair	Communicate the general plans for the convention and consult on planned focus rhythms	Fall before convention
Evening Program Chair	Communicate the general plans for the convention	Fall before convention
	Consult on plans for evening schedules and the Let's Dance Together segment	March
Syllabus Chair	Provide: <ul style="list-style-type: none"> <li>■ General Chair welcome letter</li> <li>■ Mayor welcome letter – optional</li> <li>■ Planned distribution and printing budget</li> </ul>	April
	<ul style="list-style-type: none"> <li>■ Number of syllabus copies to print</li> <li>■ Delivery instructions at the convention site</li> </ul>	June
Publicity Coordinator, if appointed	Marketing information for distribution	Throughout year preceding convention



For Committee Chair	Tasks for the General Chair	Timetable from Convention
Hospitality Chair	Provide: <ul style="list-style-type: none"> <li>■ Budget for all convention parties and meetings</li> <li>■ Dates, times, and locations for all meetings and parties</li> <li>■ Contact information for the convention center and hotel caterers</li> <li>■ Special equipment required for hospitality events</li> </ul>	January
Signage Chair	Communicate the theme decision	October
	Communicate hearing enhancement frequencies	May or June
Facilities Chair	<ul style="list-style-type: none"> <li>■ Tour the facility with the Facilities Chair, if possible</li> <li>■ Help determine locations for all activities, including vendors and Consignment Shop</li> </ul>	Approximately 6 months before the convention



## Assistant Chair

### Position Overview

The Assistant Chair acts as a direct representative of the General Chair. The Assistant Chair supports the General Chair in the performance of a task that needs special handling, attention, or assistance, and is ready to step into the position of General Chair should it become necessary.

### Assistant Chair Tasks

If optional chairs are not assigned, the Assistant Chair might assist with or oversee those areas of responsibility. Examples are publicity and public relations, or first-timer orientation and mentor match-ups.

The Assistant Chair often serves as a brainstorming partner for the General Chair on nearly any convention topic.

Convention chairs and coordinators should copy the Assistant Chair on any progress reports and other communications sent to the General Chair to facilitate knowledge transfer, especially if the Assistant Chair might have to take over the General Chair responsibilities.

### The ICBDA Google Workspace Account

A dedicated user account in the form of an ICBDA email address is available for the Assistant Chair. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the Assistant Chair position.

Each year after the convention, upload any information that would be helpful for the next Assistant Chair. Review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer.

The Webmaster will then reset the password so that the account is ready for use by the next Assistant Chair. For more information on using the Google Workspace account, see [Google Workspace](#)

[Capabilities](#) on page 63.





## Registration Chair

### Position Overview

The Registration Chair handles all dancer registrations for the convention and any correspondence related to those registrations. The Chair maintains detailed records of received registrations, purchase of optional items, and monies deposited. The Registration Chair also reports periodically on convention registration to the General Chair and ICBDA President. Other convention chairs and the Newsletter Editor may require or request registration information.

### Communications with Others

#### Progress Reports

Provide copies of the registration data spreadsheet periodically to the General Chair, the Assistant Chair, and the ICBDA President. Closer to the start of the convention, increase the reporting frequency and add the Daytime Program Chair and the Evening Program Chair as recipients.

#### Expense Reports

At the conclusion of the convention, prepare a complete list of expenses incurred and send it to the General Chair. Provide paid receipts with your reimbursement request to the Treasurer. Ensure delivery of this information no later than 30 days after the convention.

#### Newsletter Article Submission

Submit articles to the ICBDA Newsletter Editor for publication in the ICBDA Dancer's Gazette in the December, March, and June issues. Include the number of registrants from each country and state in each article. The newsletter editor sends requests for the articles approximately one month before the publication date.

### Sources of Information

- Dancer registrations by mail – Convention flyers with checks and completed registration information
- Website – Registrations delivered automatically from the website
- General Chair or the Facilities Chair – Location to set up the registration check-in area
- Syllabus Chair – Handouts for attendees picked up at check-in to the convention
- Webmaster – Access to the website registration tool
- Google Workspace Drive – Archive of information from previous Registration Chairs

### Outputs

#### To Other Convention Chairs –

- General Chair and ICBDA President – Registration data spreadsheet sent periodically and each month close to the convention
- Daytime and Evening Program Chairs – Registration data spreadsheet each month close to the convention, which includes the MC and cuer information
- ICBDA Membership Chair – Registrations containing membership dues
- First-Timer Coordinator – First-time attendee information, including names and contact information as soon as received
- Signage Chair – Signage required for check-in location
- Newsletter Editor – Short article including number of registered dancers for December, March, and June publications

**To the Treasurer –**

- Bank deposit details, including related registration information whenever deposits are made
- Refund amount and attendee contact information for cancellations whenever they occur
- Registration data spreadsheet each month

**To the Webmaster –**

- Cancellation information, so that the member's information can be removed from the registered attendee list maintained on the website
- Copy of the registration data spreadsheet each month

**To the Attendees –**

- Registration confirmation and welcome letter at time of registration
- Referral to the ICBDA website for the most-up-to-date information about the convention
- First-timers party information to first-time attendees, including date and time as soon as available, and referral to the website for the most-up-to-date information about the convention
- Cancellation receipt for dancers who cancel
- Anticipated convention check-in times and location

**The ICBDA Google Workspace Account**

A dedicated user account in the form of an ICBDA email address is available for the Registration Chair. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information, such as sample spreadsheets for record keeping.

Each year after the convention, upload any information that would be helpful for the next Registration Chair. Review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer.

Each year after the convention, the Webmaster will then reset the password so that the account is ready for use by the next Registration Chair. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.

**Registration Recordkeeping**

The Registration Chair must keep a record of all registrations and purchases made by the attendees. The Convention Registrar Admin tool on the website exports a registration report using the Export to Excel button in the tool. The exported spreadsheet contains the database information and can be used as the basis for a tracking document. The Registration Chair must then add additional registration information, such as payment amount, method of payment, and identifying numbers.

Here is a suggested list of information to consider including as fields in the tracking document. Information marked by a diamond ♦ is new data entered by the Registration Chair; all other information is populated by the database and entered or updated by the Membership Chair.

- Dues Date – dues payment expiration date
- Last name or names
- First name or names
- Street address
- City
- State
- Zip code



- Country – if other than the United States
- Phone number
- Phone number 2
- Email – Usually the primary member address
- Email 2 – a secondary email address
- Partner email – an email address for a partner, if applicable
- Teacher/cuer or dancer
  - ◆ Hall – selected by the attendee as the primary hall they will dance in
  - ◆ Cueing/MC – member is willing to either cue, MC, or assist at the convention
  - ◆ First-Time – a first-time attendee
  - ◆ Date registration received
  - ◆ Payment method – check, money order, or PayPal along with identifying numbers
  - ◆ Date and amount of payment
  - ◆ Additional money included, such as membership fee, Carousel Club dues, or other purchases
  - ◆ Date registration confirmation letter sent
  - ◆ Confirmation that the attendee's membership is current
  - ◆ Date monies were deposited to the bank

The Registration Chair's tracking document can be ordered in any manner that is convenient to maintain the data.

## Registration Process

Dancers register for the convention using the registration form on the convention flyer or the ICBDA online form. If they use the convention flyer form, they must mail a check along with their completed form to the Registration Chair. If they use the ICBDA website, they can pay using either a credit card or PayPal. There is an additional upcharge to the attendee for PayPal transactions, as ICBDA incurs a handling charge.

The registrations are processed using the website Convention Registrar Admin tool. The Registration Chair can access the tool using the link in the Board of Directors menu on the website or through a URL provided by the Webmaster. Only the names of current active members display in the convention registration tool.

It is important that the convention registration tool reflects all registered convention attendees. If a registered dancer is not entered in the registration tool, the website will not allow them access to vote for the programmed dances or allow early access to the syllabus. This same information is also used to send emails before the convention to the registered dancers and to send directions for taking the after-convention survey.

To complete the registration in the tool, add a checkmark to the applicable attendee indicating they are registering for the convention. Then using the drop-down menus, record what hall they will be dancing in the most, whether the member is a first-time attendee, and whether they would like to cue or MC. Press the submit button to record the convention registration in the website database.

## Check Processing

For each check received:

- Photocopy or scan each registration form including the check for your records.
- Send copies of any forms that include membership fees to the Membership Chair.
- Deposit the funds in an ICBDA bank account.



For every deposit made to the bank account, send a detailed copy of the registration information to the Treasurer.

**Note:** If a registration includes additional purchases, be sure to record those additional items on your registration tracking form. See [Registration Recordkeeping](#) on page 22.

### Membership Verification

Only members with current paid dues show in the registration tool. A full registration report can be accessed by exporting the data using the Export to Excel button in the tool. This report lists additional information about the registered members and includes their dues renewal date.

Sometime in mid-October, verify that all members who registered prior to the dues expiration date have paid their ICBDA membership fees for the convention year and are now current members. If a member's dues are not current, either the Registration Chair or the Membership Chair should contact them to bring their dues current.

To locate members whose dues are not current, sort the exported list by the first column. Any members whose dues are not current will sort to the top of the list. You can also search for a particular individual's name in the spreadsheet to view their dues status. Any fields that display --NO DATA-- indicates that there is no data in the database, likely because the member has never provided the information.

### Registration Confirmation

Mail a registration confirmation and welcome message by either email or a letter as soon as the registrations are processed. Include a notation that any requests for a refund must be submitted in writing to the Registration Chair. The welcome message can include other appropriate information, such as:

- Lodging for the host hotel
- Acknowledgment of syllabus orders
- Any special travel rates or offers
- Notation that RV facility information is available on the website

Be sure to offer to answer any questions the member might have about the convention.

For first-time attendees, provide some general information about the first-timer's party and orientation so that they can better plan their arrival at convention. Often the first-timer's party is held the evening before the start of the convention.

### Cancellations

When a cancellation request is received:

- Email the name, address, and amount to be refunded to the Treasurer. Check the amount to be refunded carefully as it can vary:
  - The service fee is non-refundable. All registrations made through the website incurred a service fee at the time of order.
  - Some registrations include a purchase of additional items. The canceling member might or might not still want some of those items.
  - Members that cancel their registration are then considered non-attendees. Any items they still want to purchase are charged at the non-attendee price when figuring the refund amount.



- Email a cancellation receipt to the attendee who requested the refund, and express your regrets regarding their cancellation. You can mention that the service fee is non-refundable if you feel that comment is appropriate.
- Email the Webmaster the cancellation information so that the member can be removed from the registered list. Only the Webmaster can remove previously registered members from the registered list.

## Additional Purchases and Packet Preparation

### Syllabus Orders

Dancers can order paper copies of the syllabus or a flash drive containing a PDF of the syllabus. The charge for those orders includes the mailing costs associated with the order. If desired, the responsibility for mailing those orders can be delegated, but the General Chair should be notified of the arrangements that have been made.

### Packets

If the General Chair has decided to provide a syllabus for every attendee at the convention, prepare packets for everyone. Otherwise you need only prepare a packet for attendees who have pre-ordered a paper copy of the syllabus or flash drives to be picked up when they arrive at the convention site. Clearly mark each packet with the registered attendee's name on the front of the envelope and check to be sure that it contains the items that were ordered.

If packets are not made for all attendees, be sure to give each attendee any required handouts for the convention, such as the evening dance programs for all four nights.

These are optional items that might be given to attendees:

- Convention ribbons – If desired by the General Chair, Hospitality Chair, or First-Timer Coordinator for first-time attendees
- First-Timer party invitations – Might be included in the attendee packets or the First-Timer Coordinator might handle
- Staff party invitations – Might be emailed or included in the attendee packets

### Registration Check-In

It is helpful to have additional people available during check-in at the start of the convention to answer questions and welcome attendees. Additional personnel help to minimize interruptions for those handling the registration check-in. The Hospitality Chair may have host couples available to assist in this task, or other dancers can be asked to assist.

Be prepared to handle last-minute registrations at the check-in location. Before arrival, create a spreadsheet for any money collected at the convention. Include such items as registration fees, ballroom fees, syllabus copies, flash drives, or possibly t-shirts. Use a printed copy of this spreadsheet to document any monies collected.

Ensure that you have copies of registration forms with you for those last-minute registrations. Convention flyers could be used for this purpose.

Take care of these tasks before the convention:

- Work with the General Chair or Facilities Chair to determine a location for registration check-in and distribution of convention materials.
- Notify attendees of the location of the convention check-in, including hours of operation. You can ask the Webmaster to assist in this notification to attendees.



- Ensure that all packets and handouts required are delivered to the check-in site. Coordinate with the Syllabus Chair as needed for syllabus copies and handouts.
- If packets are being prepared, arrange for any additional personnel that might be required to stuff them prior to the opening of registration check-in. If needed, the Hospitality Chair might be able to assist in locating additional staff.
- Coordinate with the Signage Chair for any signs you might need to direct attendees to the check-in location.



## Daytime Program Chair

### Position Overview

The Daytime Program Chair is responsible for each day's teaching program – scheduling the clinics, teaches, and reviews, and assigning instructors to each slot. The Daytime Chair also assigns the Masters of Ceremony (MCs) who assist each clinician or teacher, schedules the showcase presentations, and introduces each showcase dance during the evening ceremonies. The Daytime Program Chair should obtain approval from the General Chair on all plans regarding focus rhythms, teachers, and scheduling before implementation.

### Communications with Others

#### Progress Reports

The Daytime Chair will submit periodic progress reports to the General Chair or as requested, copying the Assistant Chair on those progress reports and any other convention correspondence.

#### Sources of Information

##### From the General Chair –

- Convention plans and the dance facility layout
- Emergency procedures specific to the venue

##### From Other Convention Chairs –

- Evening Program Chair – Convention scheduling
- Registration Chair – Current convention registration list, including email addresses and phone numbers of volunteers

##### From Other Sources –

- Post-convention survey – Dancer feedback
- Website – Syllabus copies for previous schedule examples
- Prospective teacher surveys
- Google Workspace Drive – Archive of information and samples from previous Daytime Chairs

### Outputs

##### To Other Convention Chairs or ICBDA Staff –

- Newsletter Editor – Articles for the March and June issues, introducing the program plans and providing daytime program details
- Syllabus Chair – List of the convention clinicians and teachers, including their email contact information, daytime schedules, and showcase information
- Evening Program Chair – Showcase and dance review schedules

### The ICBDA Google Workspace Account

A dedicated user account in the form of an ICBDA email address is available for the Daytime Program Chair. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the Daytime Chair. For example, there is a Master of Ceremony Report that the MC completes for the teaching session and a syllabus submission example in the Drive. Both of those files can be edited and renamed for the current user.



Each year after the convention, upload any information that would be helpful for the next Daytime Program Chair. Review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer.

The Webmaster will then reset the password so that the account is ready for use by the next Daytime Program Chair. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.

## Convention Teaching Plan

Carefully review the latest convention survey data when designing the teaching plan. The survey will indicate how the respondents felt about various topics, such as the rhythm clinics and the variety of teaches offered. This feedback helps in planning the schedule and the instructor choices for the upcoming convention. The complete survey results are available from the Webmaster usually near the beginning of September.

## Choosing the Focus Rhythms

The convention survey also asks dancers to choose three dance rhythms they would like to see featured as focus rhythms for the next convention. The survey reports provide a visual graphic of the rhythm results by first, second, and third choice, as well as the actual number of votes each rhythm received.

If desired, the responses can be further organized by the level each respondent dances by using a weighted scale of 3 points for a person's first choice, 2 points for their second choice, and 1 point for their third choice. Performing that calculation might show different focus rhythm results for the different dancing levels. If needed, the Webmaster or the survey developer can help with organizing those responses.

## Scheduling Special Dance Teaches

The Hall of Fame and, if desired, an Oldie dance teach should not be taught during the same time slot on the same day to ensure that there are always two new dances scheduled each morning and afternoon.

## Hall of Fame Dance

Hall of Fame voting closes at the end of November, so the name of the Hall of Fame dance should be known by mid-December. If desired, contact the Hall of Fame Chair earlier than November to get a copy of the previous year's final voting tally. That information might help provide a sense of the dances in the running for the Hall of Fame for the current year and might help in choosing a teacher to showcase and teach the dance. Schedule the teach in the hall appropriate for the phase level of the dance and the anticipated attendance at the teach.

## Optional Oldie Dance

If the plan is to have an Oldie dance teach, there are many options for selecting an appropriate dance. One option is to use the Top 25 lists from previous convention years to search for older dances that are still popular. Make the final selection of the Oldie dance only after the Hall of Fame dance winner is known, because the dance chosen should be at a different phase level than the Hall of Fame dance.

## Clinician and Teacher Assignments

It is helpful to have the daily schedule fairly well planned before contacting the clinicians and teachers to fill the staff positions. Not every teacher who volunteers needs to be invited to teach if they do not fit into the program plan.





Approximately 18-25 teachers are needed, which includes an appropriate number of standby teachers in case of cancellations. Five to six backup teachers with one or two for each phase level is sufficient although some conventions have used as few as three backup teachers. The Daytime Chair Google Workspace Drive contains information on the numbers of teachers programmed in recent conventions, and past syllabus documents are located on the ICBDA website for reference.

After determining potential clinicians and teachers, send each of them a teacher survey to complete. Ask them to list three choices in order of preference for rhythm, phase level, day, and time of day. Also ask yes or no questions to ascertain their willingness to conduct a clinic, teach the Hall of Fame dance, or MC for another teacher.

In that communication, remind the instructors to register for the convention and to pay their ICBDA membership dues if they have not already done so. Only ICBDA members can be on the teaching staff.

### Teachers for the 3-4 Hall

Teaching in the 3-4 hall can be challenging. Dancers who are most comfortable with Phases 3 and 4 comprise a small but important group at the convention but will come to the dance teaches with varying experience in the basics. Past conventions have demonstrated the following skills to be typical:

- These dancers usually have a good background in Phase 3 and 4 Jive, Cha Cha, and Rumba, with some knowledge of Phase 4 Waltz.
- Many of them have less experience with Fox Trot, Bolero, and Slow Two Step, and often no experience in West Coast Swing and Tango.

Although choreographers might include some interesting choreography in their dances, this is a great opportunity for teachers chosen for the 3-4 hall to plan to incorporate some body mechanics and technique instruction into a dance grounded in the basics. It might be helpful to share this information with the potential 3-4 teachers to consider while they are contemplating whether to accept a teaching assignment in the 3-4 hall and while developing their dance choreography.

Give some guidance to the teachers regarding your expectations of their choreography to meet the needs of these dancers. Offer to review a preliminary head-cue version of their dances to ensure that the choreography fits into the teaching plan and the anticipated level of the dancers that might attend in the convention locale. Consider appointing a small committee of teachers with experience teaching at these levels to anonymously review the submitted choreography. The reviewers' feedback will be most helpful to the choreographers as they refine their dances for the convention.

### Teaching Schedule

Using the teacher survey, first assign instructors who have expressed a willingness to conduct a clinic. Then set up a tentative schedule for the figure clinics. Continue to fill out the schedule with additional instructors to teach a selected variety of dances. As the schedule is developed, make sure the rhythms and dance levels are suitably mixed to provide all dancers with a chance to participate. Evaluate the size of the anticipated dance group and determine the appropriate hall for each teach. Ensure that scheduled clinics and teaches of the same phase level are not taught opposite each other.

Create a tentative teaching schedule and send prospective assignments to the teachers for their review. Request confirmation that the assignment will work for them in terms of phase level, rhythm, day, and time of day. In the event of a conflict, it may be necessary to ask a few teachers to trade their teaching days or times to make the schedule work.



As soon as all scheduling conflicts have been resolved, send firm assignments to each teacher and send a copy to the Syllabus Chair. The assignment communication should include all applicable information that relates to their specific assignment.

At this time, set up a group email list of all the clinicians, teachers, backup teachers, and the Syllabus Chair. This group list facilitates communication and ensures everyone is notified when changes occur for activities or schedules.

Approximately two months before the convention, check with the Registration Chair to confirm that all teachers, clinicians, and MCs are registered for the convention and are members of ICBDA. Send out a reminder to anyone who has not yet registered.

## Music and Syllabus Submission Deadlines

Work with the Syllabus Chair to establish deadlines for the teaching staff to send in their information for the syllabus and determine where the information will be sent. Keep in mind when setting the deadlines that the Syllabus Chair always needs some time at the very end of the project to proofread and send out copies for review.

Possible deadlines for submission of materials might be:

- January or February
  - Names – exact spelling and preferred order of listing. If not provided, the Syllabus Chair will use information from the resume.
  - Resume – limited to 250 words to fit a half-page in the syllabus. The resume should include the city and state of residence.
  - Picture – a separate high-resolution image in jpg format. High resolution images usually have a fairly large file size.
- February or March
  - Dance name, rhythm, and phase of the dance being taught.
  - Name of the music and the source where it can be purchased.
- May
  - Figure clinic notes, if a clinician wants to provide them.
- Early June
  - Cue sheet as a PDF.

It is often desirable for the clinicians and teachers to send all their information to one location, either to the Syllabus Chair or to the Daytime Program Chair. A spreadsheet in a Google Workspace Drive shared by both chairs makes it easy for all involved.

Notify the teachers of the date the actual music for their dance is required. The Daytime Program Chair should specify the desired submission format, such as an mp3 with cues in the right channel and music in the left channel, and a version with dance music only. The cued version of the dance music is used for the showcase presentations.

## Showcase Presentations and Dance Thrus

The Daytime Program Chair serves as the announcer for the showcase dances each evening. If assistance is needed for playing the cued music, the Evening Program Chair might assist or another person can be appointed to help.

On the final day of the convention after the AGM, all the dances taught at the convention are often cued at a special dance-thru session. The Daytime Program Chair coordinates this segment of the convention and can ask for assistance as needed. Each teacher often cues their own dance.



## Masters of Ceremony

MCs introduce the clinicians and the teachers, keep track of the time during the session, and manage the music source and volume. Normally the MC for a scheduled dance teach also MCs the review session for that teach. If any MCs are needed for the evening program, the Evening Program Chair obtains them.

## Assigning MCs

During registration, members are asked if they would like to volunteer to MC or cue at the convention. Contact the convention Registration Chair to ask for the current convention registration list which includes email addresses and phone numbers of those volunteers. Contact enough volunteers to fill every clinic, teach, and review session on the teaching schedule. Try to ask both dancers and dance leaders for those positions. Consider any special abilities an MC might need in order to work with a specific teacher, such as the ability to handle the sound equipment. Some teachers handle everything themselves, while others prefer their MC to provide those services.

## Communicating MC Duties

After the schedule is set, write a message to the MC volunteers. Advise them of the day, time, and name of the teacher or clinician for whom they will MC, and thank them for offering their time and talents. Send this same information to the Syllabus Chair so that the MC names can be added to the day schedule in the syllabus.

At the time an MC's schedule is confirmed, include an information document explaining the duties of an MC and request that each MC arrive at least 15 minutes early for their scheduled session. Arriving early allows the MC to meet with the clinician or teacher to determine if they have any special requests.

If the session is being videotaped, consider adding a sign on the MC table to remind the dancers to keep a clear path for the video cameras.

At a minimum the duties of an MC include:

- Introducing the clinician or teacher. – A sample introduction might be helpful for an MC who is new to the position.
- Making minor adjustments to the sound as requested by the teacher.
- Providing passage of time information if desired by the teacher.
- Counting the numbers of attendees ten minutes after the start of the session and ten minutes before the end of the session.

Be sure to advise the MCs of the emergency messages procedures:

Do not use the word “emergency” when calling the dancer to the stage. Instead say,  
***I have a very important message for <dancer's name>.***

This information can also be included on the MC Report form.

## Preparing MC Reports

Have MC report forms prepared for each hall and each clinic or teach. It can be handy to have some extra blank forms available in each hall. Completed MC Reports can be picked up after each clinic or teach, or the MC can file them in a folder or notebook on the podium for later pickup by the Daytime Program Chair.

The MC Report forms should include this information:

- Location, date, time, MC's name, clinician or teacher name, and attendee counts
- Dance review session information



- Instructions on where to place the completed MC Reports
- Space to note any problems encountered that could not be resolved during the session

The following information can also be included on the MC Report so that it is handy for the MC to refer to at the podium:

- Emergency message procedure
- Names and contact numbers for sound and facilities issues
- Contact procedures in case of a medical emergency or a fire
- Contact numbers for reaching the hotel or convention center front desk

Example documents that can be edited, including MC Reports, are located in the Daytime Program Chair's Google Workspace Drive.

### **Checking Each Hall as Sessions Start**

As each teaching session starts, the Daytime Program Chair should quickly check each hall to ensure that there are no issues that require assistance, such as an MC needing help with equipment, or the late arrival of a teacher or an MC.



## Evening Program Chair

### Position Overview

The Evening Program Chair sets the dance program for each evening at the convention, assigns cuers who have indicated their willingness to cue to each hall, and plans any other evening activity as requested by the General Chair. The Evening Program Chair can use the dance voting program on the ICBDA website to select the dances that appear on the ballot for voting by the convention attendees. After voting is complete, the Evening Program Chair programs the most popular dances in the various halls for the four nights of the convention.

### Communications with Others

#### Progress Reports

The Evening Program Chair will submit periodic progress reports to the General Chair or as requested, copying the Assistant Chair on those progress reports and any other convention correspondence.

#### Sources of Information

##### From the General Chair –

- Plans for the convention

##### From Other Convention Chairs –

- Daytime Program Chair – Schedule of showcases and reviews
- Hall of Fame Chair – The chosen Hall of Fame dance for programming considerations

##### From Other Sources –

- Dance voting tool on the ICBDA website
- Sources for dances to include in the dance database and potential inclusion on the ballot:
  - Carousel Club favorites
  - Festival dances
  - Other popular dances around the country
  - Dances being danced at the Phase 3 and 4 dance level, as learned from dance leaders around the country
  - Dances taught at the ICBDA convention the last two years, as shown in the voting tool
  - Hall of Fame dances
- Google Workspace Drive – Archive from previous Evening Program Chairs, which includes contact information for Phase 3-4 dance instructors
- Webmaster – Dance voting tool assistance

### Outputs

##### To Other ICBDA Staff –

- Webmaster – A request that the Webmaster notify registered attendees that voting is open for the evening dance program
- Newsletter Editor – Articles for:
  - March issue, with information about the voting, changes made from the previous year, and the night program, as applicable
  - June issue, with an alphabetical list of the dances programmed for the convention by dance hall



### To Other Convention Chairs –

- Daytime Program Chair – MC/Monitor Report from the dance voting tool
- General Chair, Assistant Chair, and the ICBDA President – Names of dances that might be eligible for awards

### The ICBDA Google Workspace Account

A dedicated user account in the form of an ICBDA email address is available for the Evening Program Chair. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the Evening Program Chair position, such as a spreadsheet containing email addresses for Phase 3 and 4 teachers.

Each year after the convention, upload any information that would be helpful for the next Evening Program Chair. Review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer.

The Webmaster will then reset the password so that the account is ready for use by the next Evening Program Chair. For more information on using the G Suite account, see [Google Workspace Capabilities](#) on page 63.

### Evening Program Chair Tasks

These tasks are completed by the Evening Program Chair:

- Identifies dances that should be added to the ballot, including those introduced over the past year or any dances missed previously.
- Creates the dance ballot for the dancers so voting can begin by March 1.
- Tallies the dance votes after the voting time period ends, usually by May 1.
- Assigns dances to each hall based on the most votes received.
- Assigns cuers to cue the programmed dances in each hall.

The dance voting tool accessed through the Dance Admin link on the ICBDA website was designed to assist in creating the ballot.

During ballot preparation, the tool displays whether the dance appeared on the ballot the preceding year, and if it made the evening program. The tool also displays the number of votes that the dance received for the preceding three years.

When assigning dances to each hall, the tool displays votes by each of the halls for the current year, as well as the total votes received by the dance for each of the preceding three years. The tool also produces information about each cuer, including the halls and days where they are available to cue and the dances they are willing to cue. Information from the various screens in the tool can be exported to Excel spreadsheets for further manipulation.

An instruction document for the tool is located in the G Suite drive for the Evening Program Chair. The Webmaster is also available to answer questions about the tool.

### Dance Ballot and Voting

Identify all new dances in consideration for inclusion on the ballot before selecting the dances for the ballot. Select approximately 600 dances to appear on the ballot to provide ample choices for the convention attendees. The ballot should be ready to open for voting by March 1.



## Opening Voting

After the ballot is complete, open voting to the attendees and notify the Webmaster that voting is open. The Webmaster will then send a notice out to all registered dancers that they can vote on the dances to be danced at the convention. Only dancers registered for the convention can access the ballot. In the message to the Webmaster, provide an ending date and time, including the time zone, that voting will close so that the information can be included in the email to the registered attendees.

Shortly before voting closes, it is helpful to send voting reminder emails to registered dancers who have not yet voted. The Voting Report in the admin program provides information on the registered convention attendees along with contact information for the dancers who have not yet voted. The Evening Chair can send those reminder emails, or assistance can be requested from the Webmaster.

## Closing Voting

Close voting by approximately May 1 to allow time to develop the evening program. A list of the dances chosen for the program must be sent to the newsletter editor in late May for the June issue.

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**Note:** Dates in this section for starting and stopping voting are approximate. The deadlines can be extended if the dancers need more time to vote; however, keep in mind the amount of time required to set up the dance programs for the four nights of the convention.

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## Evening Dance Programs

The Evening Program Chair determines the evening program using the dances that received the most votes. The dance statistics reports in the voting tool include a report organized by phase and a report organized by rhythm. Both of these reports can be used to help balance the program.

Currently ICBDA books convention locations with the ability to have three dance halls: Phase 3-4, Phase 4-5, and Phase 5-6. Use the general guideline of between 40% to 60% for each of the two phases programmed within each hall. When deciding where to place a dance that can be danced in two different halls, consider placing the more challenging dance in the upper hall. If desired, choose to program a dance in both halls, especially if the dance was chosen by an equal number of dancers planning to dance in the two different locations.

## Scheduling the Dances that Receive the Most Votes

Dances that receive the most votes should be programmed as part of the evening dance programs. Recognition of those dances is not a required feature of the convention. The General Chair is responsible for determining if, and in what manner, any special recognition will be made. If special recognition is to be made, it is the Evening Program Chair's responsibility to provide the voting results.

The voting tool produces a master list of the votes received by all dances, which can be sorted in descending vote order and filtered by phase level. The tool also automatically produces listings of the top 20 dances for both the combined Phase 3-4 levels and the combined Phase 5-6 levels.

After voting is complete, provide the voting results to the General Chair in time to prepare any recognitions, such as certificates or plaques, that might be awarded to the choreographers of the top dances.

## Scheduling Cuers at the Convention

When voting for the dance program, cuers select the dances they are able and willing to cue at the convention, as well as their preference of days and halls. From that information, which is provided by a report exported from the voting tool, the Evening Program Chair sets the cueing schedule for the various halls and evening programs.





The Evening Program Chair should provide clear directions to all convention cuers regarding their cueing duties. Information should include:

- Proper use of sound equipment, as applicable
- Appropriate arrival time for their cueing slots
- Procedures for filling in extra time during a cueing slot
- Emergency contact procedures: Do not use the word “emergency” when calling the dancer to the stage. Instead say, ***I have a very important message for <dancer’s name>.***

## Opening Ceremonies, Nightly Showcases, and Closing Ceremonies

The Evening Program Chair schedules the order of each evening’s program in consultation with the General Chair, the Daytime Program Chair, and the ICBDA President. These activities include the opening and closing ceremonies on the first and last days of the convention, dance showcases each evening, presentations of awards, introduction of convention staff, and any combined dance activities, such as a Let’s Dance Together segment. It might also include a special event, such as a dance exhibition. If a special exhibition is included, it should not involve or be perceived to promote any ICBDA member.

### Opening Ceremonies

Schedule time for the Opening Ceremonies at the beginning of the first evening. Typically, the Opening Ceremonies include remarks from the General Chair and ICBDA President. If the General Chair wishes, a local political leader, such as the city mayor, may make a brief welcoming speech. The convention staff and chairs may also be introduced at this time.

### Showcases

Work with the Daytime Program Chair to determine how the showcases for the teaches are to be programmed. The Daytime Chair handles the introductions for this segment of the program.

### Closing Ceremonies

Schedule time during the last evening for Closing Ceremonies, which will include some sort of closing remarks. Other activities might include presentation of the Golden Torch Award and the Distinguished Service Award, unless they had been scheduled on previous evenings.



## Syllabus Chair

### Position Overview

The Syllabus Chair produces the convention syllabus, the small evening programs, and any other related handouts such as the Week at a Glance. The Syllabus Chair works closely with the Daytime and Evening Program Chairs to gather the information needed for syllabus preparation. The syllabus is made available in both electronic and printed format.

### Budget and Expenses

The General Chair provides the budget for this position. Any anticipated deviation must be immediately discussed with the General Chair, and if needed, approved by the General Chair.

At the conclusion of the convention, prepare a complete list of expenses incurred to the General Chair. Provide paid receipts with your reimbursement request to the Treasurer. Ensure delivery of this information no later than 30 days after the convention.

### Communications with Others

#### Progress Reports

The Syllabus Chair will submit periodic progress reports to the General Chair as requested, copying the Assistant Chair on those progress reports and any other convention correspondence.

#### Sources of Information

##### From the General Chair –

- Budget for the printing of the schedule of the week (Week at a Glance), the nightly programs, and the print copies of the syllabus
- Names of all convention chairs including contact information
- Desired method for delivery of the syllabus to the convention dancers, whether electronic only as a PDF posted to the ICBDA website, printed copies delivered to attendees at the convention site, or a combination of both forms
- Delivery instructions at the convention site for the printed materials

##### From the Daytime Program Chair –

- List of convention clinicians and teachers, and their contact information
- Daytime schedules, including MC information
- Showcase information

##### From Other Sources –

- Google Workspace Drive – Archive of information from previous Syllabus Chairs
- Registration Chair – Number of syllabus copies to be printed

### Outputs

##### To ICBDA Staff –

- Phone application developer – Convention day schedule and night program information as soon as the schedule and dance programs are set, usually about 3-4 weeks before convention
- Webmaster – Electronic copy of the syllabus for posting to the website



## The ICBDA Google Workspace Account

A dedicated user account in the form of an ICBDA email address is available for the Syllabus Chair. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional.

The Drive feature in Google Workspace provides storage space to archive information related to the Syllabus Chair position. After the convention, make a folder in the Google Workspace Drive and title it with the year and the location of the convention. Upload the source files for the syllabus into that folder. Graphic images or photos of people can be copied into the image directories already available in the Drive. Although the PDF file of the syllabus is available on the website, that file can also be uploaded for ease of access.

After the convention review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer. The Webmaster will then reset the password so that the account is ready for use by the next Syllabus Chair. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.

## Deliverables and Due Dates

### Deliverables

- Syllabus – Deliver in PDF version to a printer with specific instruction for printing and to the Webmaster for posting to the website. To reduce printing costs, only the cover is printed in color. Daily schedules are printed in black on colored paper with a different color for each day's schedule.
- Evening programs – There are four nightly pocket-sized programs. Each contains both the evening program and the next day's schedule for clinics and teaches. The nightly programs are printed on colored paper using a different color for each night. If the syllabus is printed, these colors should match the color of that day's schedule in the printed copy.
- Week at a Glance – Although embedded as pages within the syllabus, separate printed copies might be required, especially if the method of delivery is electronic only.
- Survey URL – Half sheet as a handout providing the survey URL to convention attendees. This document is not required if the method of delivery is paper only, as the URL is printed in the syllabus.

### Due Dates

This table lists approximate due dates for each deliverable.

Delivery to	Due Date	Item	Notes
Printer	2-3 weeks before convention.	<ul style="list-style-type: none"> <li>■ Paper Syllabus</li> <li>■ Nightly Programs</li> <li>■ Any other printing</li> </ul>	Allows time for: <ul style="list-style-type: none"> <li>■ Viewing a proof copy</li> <li>■ Syllabus assembly</li> <li>■ Cutting and folding of the nightly programs</li> <li>■ Transit to the convention center</li> </ul>
ICBDA Webmaster	2-3 weeks before convention	Electronic Syllabus for website	<ul style="list-style-type: none"> <li>■ Allows time for the Webmaster to build the web page ready to post after convention.</li> <li>■ If electronic delivery, allows time to notify the registered dancers that the syllabus is available online.</li> </ul>



Delivery to	Due Date	Item	Notes
Phone app developer	3-4 weeks before convention	Electronic copies of evening and daytime programs	Requires time to build pages to be ready for the convention.
Signage Chair	As requested	<ul style="list-style-type: none"> <li>Images of teaching staff</li> <li>Schedules</li> </ul>	Usually requested about 8 weeks before convention to allow time to make signs.

## Syllabus Contents

This information should be included in the syllabus and shows the general order that these items might appear. Page layout considerations may cause changes in order.

- Title page – This is the only page printed in color
- Table of contents
- Welcome letter from the General Chair
- Welcome letter from the ICBDA Chairman of the Board
- Information about the next ICBDA convention provided by the next General Chair
- List of all convention committee members, which can include pictures if desired or available
- List of all cuers and Masters of Ceremony working as staff members
- List of the Board of Directors, TAC members, and other committee members
- Description of the Golden Torch and Distinguished Service Awards along with a list of the recipients (including a picture of last year's Golden Torch honoree)
- List of past Hall of Fame dances not to exceed one page with a reference to the website for older Hall of Fame dances
- List of all the programmed dances arranged alphabetically by the programmed hall
- Week at a Glance showing the planned instructional clinics and teaches, including times and locations
- An invitation to the Annual General Meeting (AGM) and its location if known
- List of all clinicians and teachers
- Resumes and pictures of each clinician and teacher

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**Note:** Arrange resumes alphabetically and lay out two to a page to reduce printing costs. Ask the clinicians and teachers to limit their resumes to approximately 250 words to fit on the half-page size.

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- Cuesheets for each dance developed for the convention, including standby dances arranged alphabetically
- Information on where to access the after-convention survey
- Flyer for next year's convention

The following information can be included in the syllabus if directed by the General Chair, if the information has been provided, or if it applies to this convention.

- Welcome letter from the city mayor (might include a picture)
- Facilities map
- Top 25 dances in each individual phase level: Phase 3, Phase 4, Phase 5, and Phase 6
- List of exhibitors or vendors



- Clinic notes for each clinic, if provided by the clinicians
- Video order form

## Printing

### Choosing a Printer

In the last few years, FedEx has provided the best prices for printing and delivery of the syllabus and other printing required. Local printers might offer comparable prices; however, be sure to include delivery costs in the comparison. FedEx usually prints at the convention location and then charges only a local delivery charge.

### Printing Instructions

All material should be prepared for printing as a PDF. A PDF ensures that the printed copy looks the same as your computer version.

Contact the selected printer approximately one month to six weeks before the convention to determine the dates required for submission of the final print master of all deliverables. In general, plan to deliver the print master to the printer approximately two to three weeks before convention starts. Doing so gives time to approve the final proof copy and make any changes if necessary.

Evening Programs are printed on different colors for each night and, if the syllabus is printed, match the same colored paper in the printed syllabus. Have the printer cut and fold these programs. The cost is minimal for professional folding.

Printed copies must arrive at the convention hall the day before the convention starts. Be sure to allow enough time for transit to the convention center after printing.

No printed syllabus copies are mailed to any attendees prior to conclusion of the convention.

### Numbers to Print

**Syllabus** – The number of copies to be printed are determined in conjunction with the General Chair and the Registration Chair. The major consideration is whether copies will be printed for every registration, or whether the syllabus is provided electronically. Remember to include the number for any copies ordered during registration. The Registration Chair will know how many additional copies were ordered. Consult with the General Chair regarding how many additional copies to print for attendees that might wish to buy a copy at the convention.

**Evening Programs** – Print enough copies for every member couple and single attending as well as approximately 50-100 extra to be left at the Registration area for those who forget to bring their copies to the ballroom.

### Print Specifications and Recommendations

#### Syllabus:

Use a 24# stock for all of the black and white printing in the syllabus. Since pages are printed on both sides of the page, the more opaque paper will avoid bleed through of the printing from the other side. Any other print pieces that are printed on one side of the paper, such as the day schedules, can be printed on 20# paper.

- 8.5 x 11 finished size black coil bound books
- Clear front cover, black vinyl back cover
- Cover printed in color on 80# card stock
- Interior – double-sided in black and white on 24# paper
- Print each daily schedule on a different colored 20# paper – specify colors to use by day



**Nightly Programs:**

- 2-up, cut in half to 8.5 x 5.5 inches
- Fold as a tri-fold, if set up in three columns, or as needed depending on the layout
- Match the colored paper of the daily schedule in the syllabus



## Facilities Chair

### Position Overview

The Facilities Chair oversees the installation of stages, tables, electrical distribution, partitions, and any facility requirements that are to be provided by the contracting facility. The Facilities Chair works closely with the host hotel and convention center to ensure that security arrangements and procedures are in place for emergency services and for securing equipment when halls are not in use. This chair also assists the Consignment Shop Coordinator and any vendors with their space requirements and other logistical considerations, such as access to the convention center. Additional tasks relating to the facilities might be assigned by the General Chair.

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**Note:** The General Chair often assists in handling some of the facilities tasks. Review those responsibilities with the General Chair early in the planning process to establish expectations.

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### Communications with Others

#### Progress Reports

The Facilities Chair will submit progress reports to the General Chair as requested, copying the Assistant Chair on those progress reports and any other convention correspondence.

#### Sources of Information

##### From the General Chair –

- A copy of the contract that specifies the responsibilities of the host hotel and convention center and includes the spaces that will be used and services that will be provided.
- Relevant expectations that were discussed but not written into the contract.

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**Note:** Some of this information might be obtained from the ICBDA Vice President who was involved in the contract negotiations.

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##### From the Host Hotel and Convention Center –

- Electronic diagram to assist in planning the location of convention activities in coordination with the General Chair
- Facility security-related information
- Contact information for personnel at the convention facilities
- Emergency procedures information
- Loading and unloading areas for the flooring and audio contractors, as well as the vendors

##### From Other Sources –

- Google Workspace Drive – Archive of information from previous Facilities Chairs

### Outputs

##### To the General Chair –

- Security-related information, as applicable, for convention attendees
- Emergency procedures in force at the hotel and convention site

##### To Other Convention Chairs and ICBDA Staff –

- Evening and Daytime Program Chairs – Emergency procedures in force at the hotel and convention site



- Newsletter Editor and Syllabus Chair – An electronic diagram of the hall locations for publication if available

#### **To Vendors –**

- Building access and setup locations

### **The ICBDA Google Workspace Account**

A dedicated user account in the form of an ICBDA email address is available for the Facilities Chair. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the facilities position.

Each year after the convention, upload any information that would be helpful for the next Facilities Chair. Review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer.

The Webmaster will then reset the password so that the account is ready for use by the next Facilities Chair. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.

### **Touring the Convention Site**

Tour the facility well ahead of the convention, preferably at least six months before the start of the convention. If possible, schedule the tour with the General Chair. During that tour determine suitable locations for these convention activities:

- Registration check-in
- Dance halls
- Board of Directors meeting
- TAC meeting
- Executive Officers' meeting
- First-Timers Party and Orientation
- Staff Party
- Vendors and the Consignment Shop

Make a rough sketch of the areas to be used for designated activities. Note the locations to place:

- Platforms, speakers, and tables in the dance halls
- Tables for awards and flyers, possibly in a hallway
- Registration check-in
- First aid station, if one will be set up

Work with the vendors and the Consignment Shop Coordinator for the space they need. Consider sharing the notes and the sketch made during the facility tour for the space they will occupy. Be sure to include this information:

- Size, shape, and location of the available space for setup, usually a minimum of 400 square feet per vendor, although 600 square feet is preferred
- Availability of tables and chairs
- Power availability and locations. Usually two to three plugs distributed across the area are adequate



- Access to the setup space including information on the outside location for unloading, and proximity to elevators and ramps for movement of their goods
- Security considerations
- Time when the vendors can set up their wares and when they need to pack up and be gone from the premises
- Hotel and convention contact information

## Tasks to Complete

### Before Convention

Ensure that these tasks are handled during the month before the convention:

- Provide the convention facility delivery location to the Syllabus Chair for the printed materials. The General Chair might handle this task.
- Coordinate with the convention center and hotel for set up times for the audio production company. The Sound Coordinator or the General Chair might handle this task.
- Contact the vendors and provide information on access to their designated space, including the unloading location and the proximity to elevators and ramps.
- Contact the Consignment Shop Coordinator and provide information on the designated space for set up of the Consignment Shop.
- Contact the Registration Chair and provide location information for the designated check-in area.
- Contact the Signage Chair to inquire about any requirements for signage, such as easels or other needs.
- Learn how to contact security and medical assistance at the site.
- Acquire the contact information for the flooring installers, for use if the ICBDA Flooring Coordinator or General Chair is not available.
- If banners are to be hung, work with the facility to arrange locations and times. Often the facility wants to do the work themselves because of liability issues. Ensure there is no charge for their assistance in hanging the banners. Recently ICBDA has not been hanging banners because of the extra charges incurred.

### Upon Arrival at Convention

Arrive at the convention site sufficiently early to handle these tasks:

- Ensure the printed materials from the Syllabus Chair have arrived at the convention site.
- Check on the vendors and the Consignment Shop to ensure they are setting up in their designated locations and provide any on-site assistance they might require, such as help getting extra tables or chairs.
- Check on the Registration location, and ensure that the Registration Chair is set to open check-in.
- Coordinate with the flooring installers, as needed.
- Ensure that the various meeting rooms are set up properly with the correct number of tables and chairs depending on the activity involved.
- Verify the locations of each hall and primary dance level, and see that the halls are set up correctly.
- Locate the bathrooms near all activities.





- Verify that the contact information for security and medical assistance is correct, and ensure that information is available in all locations, especially at the podiums in each dance hall.
- Coordinate with the audio production personnel to ensure that the hearing enhancement is set up.
- Assist the Signage Chair as needed. Ensure that the hearing enhancement frequencies are correctly posted.

## During Convention

These are ongoing tasks to handle throughout the convention.

- Lock and unlock doors to halls and rooms, as needed.
- Work with the facility to keep the hall temperatures at a comfortable level. Ensure that the facility knows that only the Facilities Chair, the General Chair, and the Assistant Chair are authorized to request changes to the temperatures.

At many conventions, ICBDA has requested that the facility leave the air conditioning running all night. The hall is then sufficiently cold in the morning when dancing begins. It takes some time in very large rooms for the air conditioning to get back down to the set temperature if the temperature raises overnight. The facility might also need to adjust the air conditioning timers.

- Ensure that the water stations are properly maintained with sufficient water and cups, and that trash is promptly removed.
- Work with the facility on any security-related issues.

## Emergency and Security Considerations

### Emergency Information

Work with the hotel and convention center to learn their security procedures. Obtain the emergency services contact information for the hotel, convention center, and the city. Find out the gathering places for each hall in case of fire or other emergency. Be sure others know this information.

### Security Issues

The convention center or the host hotel can provide information regarding any security that might be required by the contracting facility and how to obtain additional security personnel. A local deputy sheriff or an off-duty police officer can generally be hired to provide additional security, if required.

Address these security issues:

- Obtain the security contact information for the hotel and convention center, as well as for any specific contact individual.
- Inquire about the possibility of obtaining keys to lock access doors when halls are unused, if necessary.
- Learn the specific security requirements that ICBDA is responsible for providing.
- Confirm that adequate lighting is provided in parking areas during the evening dancing and for at least one or two hours after the dancing ends.
- Take appropriate measures to ensure that the sound equipment in each hall is secured when not in use, from the time that sound equipment is set up until it is taken down. Remember to consider security measures for lunch and dinner breaks, as well as from the end of each evening's activity to the start of activities the next day.
- Provide any contracted security guards with a list of expected duties, including the days and hours that the security service is to be provided.



## Hospitality Chair

### Position Overview

The Hospitality Chair coordinates with the General Chair, the hotel, and the convention center to provide refreshments at the various meetings and parties, and to supply water and cups in all dance halls. The Hospitality Chair might oversee a staff, as needed, to help with the events and to provide a welcoming presence.

The General Chair might appoint additional coordinators for the Staff Party or for the First-Timer Party and Orientation. Those additional coordinators would have full responsibility for those particular functions; however, they share the Hospitality Chair's budget and must coordinate all financial arrangements with the Hospitality Chair.

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**Note:** First-time attendees are often called *first-timers*. Someone should assign mentors to all first-timers to welcome them to the convention. Assigning mentors could be done by the Assistant Chair, First-Timer Coordinator, or other staff.

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### Budget and Expenses

The General Chair provides the budget for the hospitality activities. Any anticipated deviation must be discussed with the General Chair, and if needed, approved by the General Chair.

At the conclusion of the convention, prepare a complete list of expenses incurred to the General Chair. Provide paid receipts with the reimbursement request to the Treasurer. Ensure delivery of this information no later than 30 days after the convention.

### Communications with Others

#### Progress Reports

The Hospitality Chair will submit periodic progress reports to the General Chair or as requested, copying the Assistant Chair on those progress reports and any other convention correspondence.

#### Sources of Information

##### From the General Chair –

- Dates, times, and room locations of the various meetings and parties
- Proposed budget for all the hospitality functions
- Contact information for the convention center and hotel caterers
- Names of VIPs or other special people who should be invited to the meetings and parties
- Special equipment required for the hospitality events, such as projectors, speakers, microphones, or screens

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**Note:** The Facility Chair, if appointed, can provide some of the facilities information instead of the General Chair.

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##### From Other Sources –

- Google Workspace Drive – Archive of information from previous Hospitality Chairs including sample spreadsheets for managing attendee information



## Outputs

### To the General Chair –

- Names of additional hospitality committee members
- Room arrangements for the various meetings and parties
- Proposed menus for each event and the cost

### The ICBDA Google Workspace Account

A dedicated user account in the form of an ICBDA email address is available for the Hospitality Chair. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the Hospitality Chair.

At the conclusion of a convention, the Hospitality Chair should make a folder in the Google Workspace Drive and title it with the year and the location of the convention. Upload any information into that folder that would be helpful for the next Hospitality Chair, such as menus and sample invitations. Review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer.

The Webmaster will then reset the password so that the account is ready for use by the next Hospitality Chair. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.

## Meeting and Event Refreshments

### Meetings

Several meetings during the convention require refreshments. Coordinate with the General Chair and the hotel or convention center to ensure that rooms are scheduled and furnished with the necessary tables, chairs, and equipment.

- Technical Advisory Committee (TAC) Meeting – Held the morning of the day prior to the convention, generally starting at 9:00 a.m. and ending at noon. Coordinate with the TAC Chair for requirements. Typical attendance: 12.
- Board of Directors' Meeting – Held the afternoon of the day prior to the convention, generally starting at 1:30 p.m. and sometimes running into the evening. Coordinate with the ICBDA President for requirements. Typical attendance: 40+.
- Executive Board Meeting – Usually a breakfast or dinner meeting and normally does not require refreshments.

### Dance Hall Water Stations

Water stations are required in all dance halls. Contact the convention center caterers to supply the water and cups at each of these locations. In addition, arrange for bottled water or a fresh supply of ice water and cups on the stage tables for the clinicians, teachers, and MCs. Ensure that the convention center caterers are aware that water at all locations might need refreshing at the beginning of each clinic and dance teach session.

### First-Timer Party and Orientation

The Hospitality Chair arranges for refreshments for this event – normally a light menu of snacks, finger foods, and beverages. The chair ensures that a room with adequate space is available for the First-Timer Party and Orientation. See [First-Timer Coordinator](#) on page 53 for more information.



## Staff Party

The Hospitality Chair or, if appointed, a Staff Party Coordinator, has the primary responsibility for the staff party. Coordinate all arrangements with the General Chair. The Hospitality Chair or a member of the hospitality staff creates the invitations for the staff party. Coordinate with the Registration Chair for delivery of the invitations.

Those invited to the party include:

- Any VIP or special person in attendance, such as the Roundalab President

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**Note:** These invitations need to be handled separately since they will not have a registration packet.

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- Convention committee chairs and their staff
- Cuers, teachers, and MCs
- Members of the Board of Directors, including the newly elected Board members, and the chairs of the standing committees
- Past ICBDA Presidents and Golden Torch Award winners

The number of people invited can meet or exceed 150 people. A room of 1,500 to 2,000 square feet in size is adequate for that number of guests. Coordinate with the hotel or convention center caterers for the food and refreshments to be served. Close to the convention date, confirm that the size of the room designated for the party accommodates the actual number of attendees expected. If necessary, coordinate with the General Chair to make any necessary adjustments.

Typical food and refreshments include:

- Cash bar and cold drinks
- Fresh vegetables and dip
- Cheese, crackers, and fruit
- Small sandwiches
- Variety of desserts

## Greeters

Appoint greeters, if desired, for the evening program at the main hall and at all halls for the morning and afternoon sessions. Often the Board of Directors makes up the majority of the greeters, but it is not a requirement. This task can be delegated to one of the hospitality staff or the Assistant Chair.

# Signage Chair

## Position Overview

The Signage Chair provides all the signs used during the convention to direct attendees to the various functions and activities, and to provide information they need to know, such as the hearing enhancement frequencies being used in each hall. The General Chair establishes a convention theme that can be incorporated on the signs. The Signage Chair also works with the General Chair on any decorations that might be desired to enhance the chosen theme for the convention.

## Budget and Expenses

The General Chair provides the budget for this position. Any anticipated deviation must be discussed with the General Chair, and if needed, approved by the General Chair.

At the conclusion of the convention, prepare a complete list of expenses incurred to the General Chair. Provide paid receipts with the reimbursement request to the Treasurer. Ensure delivery of this information no later than 30 days after the convention.

## Communications with Others

### Progress Reports

The Signage Chair will submit progress reports to the General Chair as requested, copying the Assistant Chair on those progress reports and any other convention correspondence.

### Sources of Information

#### From the General Chair –

- Plans for the convention and guidance on the theme, which can be incorporated into the signs

#### From Other Convention Chairs –

- Daytime Program Chair – Teachers' names and the days, times, and locations for all teaches and clinics.
- Syllabus Chair – Photos of the teachers and clinicians for use on the signs. Usually the Syllabus Chair has the most current pictures of participants; however, sometimes it is the Daytime Program Chair who has the current photos.
- Facilities Chair – If appointed, provides information on meeting times, locations of activities, and vendors. If a Facilities Chair was not appointed, the General Chair or Assistant Chair provides this information.
- Registration Chair – Times that registration is open.
- Sound Chair of audio production company – Hearing enhancement frequencies to be used in each hall.

#### From Other Sources –

- Google Workspace Drive – Archive of information from previous Signage Chairs

### The ICBDA Google Workspace Account

A dedicated user account in the form of an ICBDA email address is available for the Signage Chair. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the Signage Chair.



Each year after the convention, upload any information that would be helpful for the next Signage Chair. Review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer.

The Webmaster will then reset the password so that the account is ready for use by the next Signage Chair. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.

## Sign Requirements

These activities and locations require signs:

- Programmed clinics and teaches, showing location, clinicians and teachers, and times
- Hearing enhancement frequencies
- Directions to all dance halls, as required
- Welcome to the convention from the General Chair located near the convention entrance
- Meeting locations and directions for the Board of Directors' meeting, TAC meeting, Staff Party, and First-Timer's Party and Orientation
- Registration check-in location, including times that registration will be open
- Vendor and Consignment Shop locations

## Hearing Enhancement Frequency Signs

Provide signs listing the hearing enhancement frequencies in use for each hall. Work with the audio production company to verify assigned frequencies. These are the frequencies usually assigned:

- 72.9 – Channel E, usually assigned to Hall A
- 72.5 – Channel C, usually assigned to Hall B
- 72.1 – Channel A, usually assigned to Hall C

After setup in each hall, verify the frequencies in use with at least one hearing device. Be prepared to modify frequencies on the signs, if necessary.

These signs should be posted both inside and outside the hall. Depending upon the hall configuration, additional signs might be required.

## Sign Display

ICBDA owns the three-legged easels used to display the signs. The signs for teaches, clinics, meetings, and evening programs are durable plastic media that require printed inserts for each session throughout the convention. These durable signs are more stable and allow for a more economical use of materials than paper or foam board.

ICBDA owns three banners that might be used; however, due to liability issues regarding banner installation and hanging, many locations do not allow the hanging of these banners. If the banners can be used, one of them requires a date change each year.

The Signage Chair for the following convention year must make arrangements to pick up the banners, easels, and plastic sign boards at the end of the current convention.

## Decorations

If the General Chair desires any decorations beyond the signs, develop a decorations proposal along with the costs to implement early in the planning cycle. Be sure to obtain the General Chair's approval for your proposed decorations and the budget to implement those plans.

## RV Coordinator

### Position Overview

An optional position, the RV Coordinator investigates camping facilities near the convention site, researches the benefits of each site, and communicates the information to ICBDA convention staff and dancers who might travel to the ICBDA Convention in their recreational vehicles. The RV Coordinator should be someone who routinely uses RV facilities. The majority of the work of an RV Coordinator often occurs prior to the previous convention as the information gathered can be available as soon as registration opens for the applicable convention.

### Communications with Others

#### Sources of Information

##### From the General Chair –

- Information regarding the contracted facility and whether either the hotel or the convention center has camping facilities for recreational vehicles.

##### From Other Sources –

- RV parks within a reasonable distance to the convention site
- Samples of information provided for previous conventions available on the website

### Outputs

##### To the General Chair, Registration Chair, and ICBDA Webmaster –

- Information on any RV camping facilities around the convention site

### Canvassing Available RV Facilities

Obtain information about any RV parks in the area within a reasonable distance of the convention center. Communicate that information to attendees through the ICBDA website, the newsletter, and through the Registration Chair, as well as directly to any RV campers that would like the information.

This information should be collected from all possible park locations:

- Location with physical address, website URL, and telephone contact information
- Rates – weekdays, weekends, and holidays, if applicable
- Hookup information for electricity, water, and sewer
- Size of available spaces and whether the park can accommodate big rig units
- Types and numbers of units, whether back in or drive through spaces
- Distance from the convention center – include both actual mileage and typical drive time, especially if the area might have a lot of tourist traffic
- Competing events in the area during the convention dates which might affect the ability to reserve a space
- Any special requirements for reserving an RV space
- Cancellation policies
- When space reservations will open at the parks
- Parking availability at the convention center itself

Approximately six months from the convention, the RV Coordinator should re-verify the information to ensure it is still accurate and update any changed information to the Webmaster and the Registration Chair.



### **Social Gatherings at the RV Facilities**

The RV coordinator should ask the various campgrounds whether there is an area that the RV group could use for social gatherings – the night before and the evenings after the dances. No deposit or money should be spent on this space.





## First-Timer Coordinator

### Position Overview

A First-Timer Coordinator might be assigned by the General Chair or the Hospitality Chair to organize activities that will welcome dancers who are new attendees to the ICBDA Convention. The coordinator matches new dancers with convention mentors, plans and facilitates the First-Timer Party and Orientation, and sends invitations to all first-timers and invited guests. Whoever serves in this position works closely with the Hospitality Chair and the General Chair or Assistant Chair. The General Chair has primary responsibility for the orientation portion although they might delegate that task.

The budget for the First-Timer Party is part of the hospitality budget, and the First-Timer Coordinator must coordinate all financial arrangements with the Hospitality Chair. This party is often held before the convention starts or after the first evening of convention dancing. A light menu of snacks, finger foods, and beverages should be available.

### Communications with Others

#### Progress Reports

The First-Timer Coordinator will submit periodic progress reports to the General Chair as requested, copying the Assistant Chair on those progress reports and any other convention correspondence.

#### Sources of Information

##### From the General Chair –

- Date, time, and room location for the First-Timer Party and Orientation
- Names of VIPs or other special people who should be invited to the party
- Special equipment required for the event, such as projectors, speakers, microphones, or screens
- Date and time for the First-Timer Party and Orientation

##### From Other Sources –

- Registration Chair – Names and contact information for the first-time attendees
- Google Workspace Drive – Archive of information from previous First-Timer Coordinators

### Outputs

##### To the General Chair –

- Expense reports, as requested

##### To the First-Timer Attendees and Guests –

- Invitations to the First-Timer Party and Orientation

### The ICBDA Google Workspace Account

A dedicated user account in the form of an ICBDA email address is available for the First-Timer Coordinator. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the First-Timer Coordinator.

At the conclusion of a convention, the First-Timer Coordinator should make a folder in the Google Workspace Drive and title it with the year and the location of the convention. Upload any information into that folder that would be helpful for the next First-Timer Coordinator, such as sample invitations. Then notify the Webmaster by August 1 that the account is ready for transfer.



The Webmaster will then reset the password so that the account is ready for use by the next First-Timer Coordinator. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.

## Mentors

Matching up first-time attendees with mentors has proven to be a good welcoming tool. The mentors are often members of the Board of Directors, but anyone willing to mentor a newcomer should be considered. Contact all mentors prior to assigning them a first-time attendee, in case they have other convention responsibilities that might conflict with a mentoring role. Matching first-time attendees with mentors can be the job of the First-Timer Coordinator or some other staff member.

The First-Timer Coordinator should communicate with the assigned mentors at least a month ahead of the convention, giving them contact information for the first-timers that they will be mentoring. The Coordinator should ask the mentors to verify that they have received the communication and will be reaching out to the new attendees.

Here are a few suggestions for mentors to help their first-timers be more comfortable at the convention:

- Contact the first-timers, giving them your contact information and asking for theirs.
- Make arrangements to meet them at the convention.
- Ask if they have any questions ahead of time.
- Touch base with them during the week to make sure things are going well. Ask if there is anything that you or the convention committee can do to help.
- Consider going to lunch or dinner with them during the week.
- Follow up with them at the end of the week, encouraging them to fill out their surveys. Explain that the survey results do make a difference for the next convention.
- Be positive! You are the face of ICBDA, and we want these dancers to join our convention family wherever it may be held.

## First-Timer Party and Orientation

This activity is an optional function that introduces new convention attendees to the ICBDA board members and staff, as well as provides an orientation to the format of the convention.

The First-Timer Coordinator should work with the Registration Chair to get the contact information of the first-time attendees as soon as they register for the convention. Contact each first-time attendee as soon as possible after receiving their contact information from the Registration Chair. After the date and time of the event is set, notify the first-timers to allow them sufficient time to plan their travel arrangements so they can attend.

Send email invitations prior to the convention. Consider also creating paper invitations to distribute at the time of convention check-in as both a welcoming gesture to the invitees and a reminder of where and when the orientation is to be held. The people invited to the party should include:

- Any VIP or special person in attendance, such as the Roundalab President
- Mentors for the first-time attendees
- Convention committee chairs and their staff
- Members of the Board of Directors, newly elected Board members, and chairs of the standing committees
- Past presidents and Golden Torch Award winners

Make extra invitations for any last minute, first-time attendees that arrive at convention.



The number of people invited can meet or exceed 150 people. A room of 1,500 to 2,000 square feet should be adequate for that number of guests. After learning the actual number expected, confirm with the General Chair that the room designated for the First-Timer Party has adequate space and that it meets any other party requirements. Coordinate with the Hospitality Chair for the food and refreshments to be served, as the party is included in the Hospitality Chair's budget.

The orientation portion of the party would include describing the events that occur during the coming days, giving suggestions regarding the schedule, and answering questions. A projector and screen might be required. This presentation could be conducted by the General Chair, the Assistant Chair, or any ICBDA member assigned to the task by the General Chair.



## Consignment Shop Coordinator

### Position Overview

The Consignment Shop Coordinator advertises the Consignment Shop through the newsletter, arranges for the shop space as well as tables and racks, and organizes the sales area. At noon on the last day of the convention, the Consignment Shop Coordinator tallies the sales for each seller, retains the ICBDA share, and then distributes the proceeds.

### Communications with Others

#### Progress Reports

The Consignment Shop Coordinator will submit progress reports to the General Chair as requested, copying the Assistant Chair on those progress reports and any other convention correspondence.

#### Sources of Information

##### From the General Chair –

- Budget for the purchase of envelopes, labels, and other supplies

##### From Other Convention Chairs –

- Facilities Chair – Information on the consignment space

##### From Other Sources –

- Google Workspace Drive – Archive of information from previous Consignment Shop Coordinators

### Outputs

##### To the General Chair and ICBDA Treasurer –

- Estimate of the supply expenses required
- ICBDA share of the sales proceeds
- Newsletter Editor – Articles for the March and June issues advertising the availability of the consignment shop

### The ICBDA Google Workspace Account

A dedicated user account in the form of an ICBDA email address is available for the Consignment Shop Coordinator. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the Consignment Shop. Samples of the signs and the money envelopes are stored in the Google Workspace account for the Consignment Shop Coordinator and can be requested from the Webmaster.

Each year after the convention, upload any information that would be helpful for the next Consignment Shop Coordinator. Review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer.

The Webmaster will then reset the password so that the account is ready for use by the next Consignment Shop Coordinator. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.



## Consignment Shop Operation

The Consignment Shop provides the opportunity for ICBDA convention attendees to sell their gently used dance apparel at the convention. The sellers set the prices of their own items, and ICBDA receives a percentage of the proceeds, typically 10%. Informational signs for sellers and buyers describe the procedures, since there is no one at the shop to oversee sales.

The Consignment Shop is an **Honor System** shop. Neither the Consignment Shop Coordinator, the hotel, nor any other ICBDA member is responsible for any missing items. The Consignment Shop Coordinator should endeavor to set up the Consignment Shop in a reasonably secure area and ensure that the Facilities Chair has made arrangements to secure the area overnight.

## Advance Preparation

Work with the Signage Chair for the main sign identifying the Consignment Shop. Prepare small signs to inform buyers and sellers of the sales procedures. The signs can be displayed in clear acrylic counter top sign holders.

Prior to arriving at the convention, prepare printed envelopes that buyers can use to pay for the items bought. The envelopes should include a space for the seller's name, the buyer's name and contact information, the item purchased, and the amount of money placed in the envelope.

Samples that can be edited are available in the Google Workspace Drive for the Consignment Shop Coordinator to use.

## Advertising the Consignment Shop

The Consignment Shop Coordinator provides articles for the March and June issues of the ICBDA newsletter, advertising the availability of the consignment shop and encouraging attendees to be prepared to shop there while they are at the convention. The articles should give instructions on how attendees should prepare their items for sale and where to take them at the convention center. The article should also include the procedure for purchasing a consignment item and should emphasize that only cash in the exact amount can be used to purchase items. No change is available for purchasers.

## Setting up the Shop

Upon arriving at the convention, work with the Facilities Chair and, if needed, the General Chair to determine shop space and acquire tables and racks for clothing.

The Consignment Shop Coordinator must determine a reasonably secure place for purchasers to deposit envelopes that have been used to purchase items. One option is to work with one of the vendors for a box location. Clearly label the box as Envelope Deposit for the Consignment Shop. Collect those envelopes a minimum of once a day, since they contain cash.

## Buyer Information

Buyers are directed to fill out the information requested on the purchase envelopes, using a different envelope for each seller. They should remove the tag from the item they wish to purchase and place it in the envelope along with the correct cash amount. They should then seal the envelope and place it in the labeled consignment envelope deposit box.

## Seller Information

Sellers are responsible for setting up and monitoring their own items. Using a safety pin, they should affix a tag to each item marked with their name and the price of the item.

Sellers should price their items using only whole dollars. ICBDA retains 10% of the sales price as a donation to ICBDA and the sellers receive 90% of the sales price, figured to the nearest whole dollar.



Sellers should bring hangers for their items, which can be hung on the hanging display racks. There will be a few tables available for display of items such as shoes or belts.

Sellers must remove any unsold items from the Consignment Shop area by noon on Saturday. Any items left after that time are discarded, although an attempt can be made to donate unsold items locally.

### **Distribution of Proceeds**

At noon on the final day of the convention, organize the sales made and count the monies received. Retain the ICBDA share of each seller's total and distribute the remaining proceeds to the sellers. Make arrangements to be available at the Annual General Meeting to give the sellers their sales proceeds, if they have not been contacted earlier. Give the ICBDA funds to either the ICBDA Treasurer or the General Chair at that meeting.



# Publicity Coordinator

## Position Overview

The Publicity Coordinator is an optional position, as the General Chair might ask the ICBDA Publicity and Advertising Chair to handle convention publicity. If appointed, the Publicity Coordinator works with the ICBDA Publicity and Advertising Chair, the Newsletter Editor, and the Webmaster to market the convention.

All paid advertising is handled by the ICBDA Publicity and Advertising Chair. Since any paid advertising involves a budget, the General Chair and the ICBDA Publicity and Advertising Chair jointly determine the extent and type of any paid publicity.

## Communications with Others

### Progress Reports

The Publicity Coordinator will submit progress reports to the General Chair as requested, copying the Assistant Chair on those progress reports and any other convention correspondence.

### The ICBDA Google Workspace Account

A dedicated user account in the form of an ICBDA email address is available for the Publicity Coordinator. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the publicity position.

Each year after the convention, upload any information that would be helpful for the next Publicity Coordinator. Review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer.

The Webmaster will then reset the password so that the account is ready for use by the next Publicity Coordinator. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.

## First Steps for the Convention Publicity Coordinator

Contact the ICBDA Newsletter Editor, the ICBDA Publicity and Advertising Chair, and the ICBDA Webmaster for information on the types of publicity and advertising each can provide, as well as any necessary due dates required.

Coordinate all publicity, such as news releases, with the ICBDA Publicity and Advertising Chair and possibly the ICBDA President before publication.

## Marketing

### Marketing the Convention to Dancers

Promote the features of the convention facilities in your publicity communications, and include details about tourist attractions in the area, travel advice, and any other information that might attract attendance.



Most of the information about the convention appears in the ICBDA Newsletter and forms a large part of the interest in the newsletter itself. Send articles containing links to literature and brochures from the convention city's Chamber of Commerce or Convention Bureau to the ICBDA Newsletter Editor. Often someone on the convention committee, such as the Facilities Chair, lives close to the convention site and can be a good source of information about the area.

Because articles appearing in the ICBDA Newsletter may not reach non-member dancers and teachers, send additional news releases to the various round dance publications which serve regional areas around the country, such as the Texas Round Dance Teachers Association Newsletter, Dixie Round Dance Council Newsletter, and other area magazines and newsletters.

### Marketing to Outside Organizations

Here are ideas to consider when marketing the convention:

- Contact the local Chamber of Commerce to ask if they would be interested in helping to support our convention. For example, the chamber might provide a table or booth at the convention center to offer handouts and information describing local events and attractions.
- Contact the local newspapers and TV stations, inviting them to visit and advertise the ICBDA annual convention.
- Contact local round dance teachers' organizations and round dance clubs directly to suggest that they might prepare handouts or a poster to place on the entrance table with information about the local and state level round dance activities. If club members do not dance at this level and are not planning to attend the convention, they can be offered the opportunity to attend as non-dancing observers.

Consider these items when preparing for media coverage:

- Get assistance from the Chamber of Commerce in arranging media coverage before and during the convention.
- Provide written information to the Chamber of Commerce prior to the convention.
- Provide written information to the newspaper reporters during interviews and coordinate with the ICBDA Publicity and Advertising Chair for a publicity handout.
- Ensure that photos include as broad a spectrum of age groups as possible.
- Ensure that couples and singles are included in the coverage.
- Provide contact information for local round dance clubs.





## Sound Coordinator

### Position Overview

Currently ICBDA hires an audio production company to set up and maintain the sound equipment. They are responsible for the quality of sound during the convention and use their own equipment. The General Chair is the contact person for any sound or equipment related issues.

If appointed, the Sound Chair assists the sound technicians in determining the location and placement of stages, tables, and support equipment relating to sound production for the dance halls, the Annual General Meeting (AGM), and various other meetings. The Sound Chair might be the contact person for any sound or equipment related issues unless the General Chair assumes that role.

The Sound Chair might work with the General Chair and, if appointed, the Facilities Chair in determining the number of rooms and the size of each room that will be used for teaches, clinics, and programmed dancing throughout the convention. Often that work has been completed before appointment of the Sound Chair.

### Communications with Others

#### Progress Reports

The Sound Coordinator will submit progress reports to the General Chair as requested, copying the Assistant Chair on those progress reports and any other convention correspondence.

#### Sources of Information

##### From the General Chair or Facilities Chair –

- Location, date, and time of the various meetings
- List of the sound equipment required for each meeting

##### From Other Sources –

- Google Workspace Drive – Archive of information from previous Sound Chairs

#### Outputs

##### To Others –

- Signage Chair – Hearing enhancement frequencies for the signs in each dance hall
- Audio Contractor – List of any sound requests in addition to the usual contracted requirements

#### The ICBDA Google Workspace Account

A dedicated user account in the form of an ICBDA email address is available for the Sound Coordinator. All the Google Workspace features are accessed through the user account name and a unique password which is supplied by the Webmaster. Use of the email address for correspondence is optional. The Drive feature in Google Workspace provides storage space to archive information related to the Sound Coordinator position.

Each year after the convention, upload any information that would be helpful for the next Sound Coordinator. Review any correspondence in the email account for retention or deletion. Then notify the Webmaster by August 1 that the account is ready for transfer.

The Webmaster will then reset the password so that the account is ready for use by the next Sound Coordinator. For more information on using the Google Workspace account, see [Google Workspace Capabilities](#) on page 63.

## Sound Coordination

The Sound Chair works with the audio production company to ensure that the sound equipment will be in place and properly working in each hall before the convention starts.

The Sound Chair obtains the frequencies that will be used for the hearing enhancement equipment from the audio production company and then gives that information to the Signage Chair, usually in May or June, so that signs can be made for the various halls. If a Sound Chair is not appointed, the Signage Chair works with the audio production company or the General Chair to obtain the hearing enhancement frequencies.

## Dance Hall and Meeting Room Layouts

### Dance Hall Layouts

After the number of rooms have been determined and the dimensions for each room acquired, the Sound Chair develops a layout for each of the rooms indicating the:

- Best location and size of the stage for sound quality in the hall
- Number of tables to be placed on the stage and the location where the sound equipment is to be placed.
- Location of the electrical power outlets
- Type and number of extensions required to provide power on the stage for the sound equipment
- Location of the tables for the audio recording areas, which should minimize any potential interference with the dance area
- Type and number of extensions required to provide power for each audio recording area
- Space to be set aside for the professional videographer if videos are being recorded for ICBDA

### Meeting Room Layouts

#### TAC Meeting

The TAC meeting is usually held the morning of the day before the convention starts. The sound technician sets up and breaks down the necessary sound equipment, such as amplifiers, microphones, and recording equipment, in support of the meeting. The Sound Chair should contact the TAC Chair for information regarding the equipment that is required.

#### Board of Directors' Meeting

The board meeting is held in the afternoon of the day before the convention starts. The sound technician sets up and breaks down the necessary sound equipment – such as amplifiers, wireless microphones, and recording equipment – in support of the meeting. The Sound Chair should contact the General Chair for information regarding the location, time, and date of the meeting and should contact the President of ICBDA for the equipment that is required.

#### Annual General Meeting

The AGM is held in the afternoon of the last day of the convention. It is generally scheduled to start at 1:00 or 1:30 p.m. and usually ends by 3:30 p.m. The sound technician sets up and breaks down the necessary sound equipment, such as amplifiers, microphones, and recording equipment, in support of the meeting. The Sound Chair should contact the General Chair for information regarding the location, time, and date of the meeting. Allow time in the schedule for setup and breakdown, which is approximately 45 minutes for setup and 30 minutes for breakdown.



# Google Workspace Capabilities

## What is Google Workspace?

Google Workspace is a suite of web applications created by Google, which is available to ICBDA as a nonprofit organization. Any member who has an ICBDA email account, such as [president@icbda.com](mailto:president@icbda.com), has access to all the capabilities of Google Workspace. Google calls the email address a user account. It is that email address or user account that allows access to the collaboration tools of Google Workspace. Access to the user account is controlled by passwords.

A member does not have to use the email address for email, although it provides the opportunity to separate ICBDA business from personal email. For example, the ICBDA Secretary uses [secretary@icbda.com](mailto:secretary@icbda.com) to separate all the ICBDA emails from other email messages.

## The Drive Feature

The Drive feature is probably the most important reason to have a Google Workspace user account for ICBDA, as it provides file storage space. The next person that fills the same role in the organization with that user account then has access to the archived information.

Drive can store many different types of files, such as PDFs, documents, and spreadsheets. Once those files are in Drive, they can be viewed or opened using the Google Workspace apps, such as Docs or Sheets. Files can also be shared with others, who can be allowed to edit or just view those files.

Similar to a file system on a computer, folders can be made to sort different information in Drive. For example, the Syllabus Chair might have a folder for the convention year to store all the files for that syllabus. Inside that folder, there might be additional sub-folders for graphics, night schedules, and the syllabus source files.

ICBDA officers or convention chairs can periodically archive material in the Drive for the next person filling that role in the organization. The Webmaster can assist with the archival process if help is needed while working with Drive or can upload the files if a chair has chosen to not use a Google Workspace account.

## User Accounts

The Webmaster is the administrator of the Google Workspace account and sets up the user accounts and passwords for all ICBDA Google Workspace users. During user creation, the Webmaster sets up a temporary password to provide access to the user account. Users should change the password after logging in to the account for secure access.

Accounts can be created for special projects by simply asking the Webmaster for a user account for that project. When someone is through using an ICBDA user account, the Webmaster resets the password for the next person filling that role.

## How to Set Up a Google Workspace User Account

This procedure is a general overview of how to set up a Google Workspace user account in your system. If help is needed to access Google Workspace and its capabilities, contact the Webmaster.

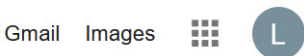
Before you begin, obtain the ICBDA user account name and the password from the Webmaster.

1. Open a browser window.

Chrome, Mozilla Firefox, or Internet Explorer are supported, although other browsers often work.

2. Enter **www.google.com** in the browser address bar. The main Google screen displays.

In the upper right corner of the screen are the words Gmail and Images, a 9-dot square, and either a **Sign in** button or a round circle with a user initial, depending upon whether a Gmail account has ever been set up and whether that user is logged in.



3. Click the **Sign in** button or the **round circle** with the initial. A dialog displays with options to sign in. You might see any of these options: your own Gmail account if you have one, **Use another account**, or **Add another account**.
4. Choose the **Add another account** or **Use another account** option. A dialog box displays asking you to **Sign in** using an email address.
5. Enter the ICBDA email address sent by the Webmaster. A password dialog displays.
6. Enter the password sent by the Webmaster, then click **Next**. You are now logged into the ICBDA user account. The Google home screen displays with Gmail, Images, the 9-dot square, and the round circle with an initial displaying in the upper right corner.

## Accessing Google Workspace Applications

1. Click the 9-dot square to display the drop-down menu with all the Google application icons. The most commonly accessed applications include:
  - Account – Provides information about this account and allows personalization.
  - Gmail – Accesses user's email. Email can also be accessed by clicking the word **Gmail** on the main screen.
  - Drive – Access the file storage space for the user account.
  - Docs – Create and edit text documents online.
  - Sheets – Create and edit spreadsheets online, using formulas and calculations
2. Choose the desired application to use.