



THE INTERNATIONAL CHOREOGRAPHED BALLROOM
DANCE ASSOCIATION (ICBDA)

CONVENTION PROCEDURES

Composed by
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These procedures are to be revised as needed by a committee appointed by the President of ICBDA at least every 3 years or as required by the Board of Directors. Any of the requirements in this document can be suspended by the Board of Directors' vote when requested by the Convention Chaircouple.

CHANGE PAGE

Date
9/7/15

Paragraph
H - Revised Evening Program Chaircouple Top 15 paragraph

Submitted by Bob Nolen & Approved @ICBDA BoD mtg 7/5/15 (red italics underlined added for emphasis)

Original

Evening Dance Program - Top 15

After the program list is established, the Evening Program Chair for the Convention shall provide a list of all routines available for selection to those registered for the Convention. After program voting is concluded, the Top 15 routines will be chosen from those routines receiving the most votes. This will be done for the Phase 5-6 hall and another for the Phase 3-4 hall. ICBDA will provide recognition for the choreographer of each Top 15 routines listing the dance name, choreographer name, convention number, and ranking. *Both Top 15 dances will be danced with all Convention attendees in the same hall.* This allows everyone to acknowledge the choreographer, and it allows social interaction between the dancers.

Revised

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After the program list is established, the Evening Program Chair for the Convention shall provide a list of all routines available for selection to those registered for the Convention. After program voting is concluded, the Top 15 routines will be chosen from those routines receiving the most votes. This will be done for the Phase 5-6 hall and another for the Phase 3-4 hall. ICBDA will provide recognition for the choreographer of each Top 15 routines listing the dance name, choreographer name, convention number, and ranking. *Both Top 15 dances will be danced at the Convention.* This allows everyone to acknowledge the choreographer, and it allows social interaction between the dancers.

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A - CONVENTION POLICIES

1. All Convention fees are decided and approved by the ICBDA Board of Directors.
2. Video taping policy – Personal video taping is allowed at the Showcases and Education Seminars only. All cameras must be hand-held; no tripods are allowed. Professional videos of the Showcase Dances are available to both attendees and non-attendees for a fee. Order forms are included in the registration confirmation materials and appear in the ICBDA Newsletter. All video taping is limited to personal use only.
3. Schedule “A” (see addendum) must be completed by the Convention Chair in preparation of the Convention income and expense budget and also for the reporting of actual income and expenses associated with the Convention. Any questions on this should be addressed to the current ICBDA Treasurer.
4. Future Convention flyers shall clearly state that all payments connected with the Convention be with checks or money orders payable to U.S. funds on a U.S. bank or on-line registration.
5. Future Convention flyers shall show:

	<u>Couples</u>	<u>Single</u>
ICBDA Members	\$XX.XX	\$XX.XX
Non-ICBDA Members	\$XX.XX	\$XX.XX

(A membership fee is included in the cost for all non-ICBDA members – note that membership is through September 30 of the year of the Convention.)

6. Cancellations have to be requested in writing to the Registrar. The total fees will be refunded less the cost of a syllabus which will be sent to the dancer couple by mail.
7. The Convention syllabus shall be made available for purchase by the public.
8. The Convention Committee and all others on the Convention Staff, other than those serving as “Hosts,” must be ICBDA members.
9. In order to standardize the ICBDA response to handling emergency messages which may arrive between 9:00 a.m. and midnight for one of the dancers or teachers, the following procedure should be followed:

The host facility will be instructed by the Convention Chaircouple to deliver any emergency messages in writing to the podium of the main dance hall. The MC will then page the concerned parties over the microphone. If they are not in the hall, the MC/Monitor will personally deliver the message to the ICBDA President who will then assume the responsibility of delivering the message. While paging the party over the microphone, **please do not use the term “emergency,”** but instead say, “a very important message.”

B - OUTLINE OF A TYPICAL ICBDA CONVENTION

A typical convention program includes the following features:

1. **Education/Clinic Seminars** – These are held the 1st day of the Convention, and are intended to help teachers and dancers improve their teaching/dancing techniques.
 - a) **Clinics** – Clinics typically held on Wednesday prior to the convention, are primarily a teaching tool for the improvement of dance technique and are usually formatted in two variations as follows:
 - i) **Figure Clinics** are workshops on standard figures and characteristics of a particular rhythm without a specific dance teach.
 - ii) **Clinic/Teaches** are teaches of a dance routine including a workshop of figures at the specified level that relates to the routine.
 - b) **Dance Teaches** – The “teach” sessions are devoted to the teaching of new choreography.
 - c) **“Hall of Fame” Teach** – Dance teach of the Hall of Fame dance.
 - d) **“Oldie” Teach** – Optional teach, with the dance chosen from the Hall of Fame List.
 - e) **Reviews** – Timing and duration of reviews will be decided by each Convention depending on the constraints of the Convention. Most Conventions currently offer a walk-through on the same day and in the same hall as the original teach. These reviews may be held after dinner and just before the main evening program; after the walk-through the dances are cued and danced through twice. The dances are then added to the evening program.
 - f) **Showcase of Rounds** – This is the highlight of the evening program. The dances shown are the dances to be taught the following day. They are danced by the couple teaching it. This allows participants to see all of the clinics/teaches offered and plan which ones they will attend.
2. **Evening Dance Program** – The Program Chaircouple will provide a list of potential dances to the registrants well before the Convention. This list will be a comprehensive list including all the dances taught at the previous three (3) ICBDA Conventions. The dances receiving the most votes will be used on the evening programs. New choreography attaining popularity after the poll may also be included. The dances to be programmed should be posted on the ICBDA website no later than four weeks before the Convention.

3. **Exhibitions** – It is very desirable to have some sort of entertainment the last night to provide relaxation for an increasingly tired group of dancers. Care should be taken to ensure exhibitors are of high quality. Suggestions are a professional or exhibition group or couple. If such an exhibition is planned, the Video Chaircouple must be notified well in advance of the Convention to obtain the services of the Videographer for an additional night to ensure these special presentations appear on the professional video tapes.

4. **Die Hard Ball** – After the evening dance program, a Die-Hard Ball **may** be held. This has been a request dance and should be cued if cuers are available. It is suggested that any dance done have at least 25% of those in attendance participating.

C - ORGANIZATION OF THE CONVENTION COMMITTEE

The following committees are needed to promote, develop, and organize an international convention.

NOTE: The Convention Committee and all others on the Convention Staff must be ICBDA Members.

1. Convention General Chaircouple – Selected and appointed by the President of ICBDA; all other Convention Chaircouples unless specified by the Standing Rules or Convention Guidelines are selected by the Convention General Chaircouple.
2. Assistant Chaircouple – Works with the General Chair and is ready to assume any necessary duties requested of the General Chair.
3. Registration Chaircouple – Registrar cannot be the same couple or person as the ICBDA Treasurer.
4. Housing/Transportation Chaircouple – Optional Chairs.
5. Education and Daytime Program Chaircouple – Daytime Programming.
6. Evening Program Chaircouple – Programs the evening dances and provides the list for the Top 15 to the Convention Chair and President, at least three (3) weeks before the Convention begins.
7. Sound Chaircouple – Handles coordination of the sound in all the dance halls.
8. Facilities Chaircouple – Includes dance halls, multi-purpose rooms, and security.
9. Hospitality Chaircouple – Refreshments, staff party, first-timer party and Host couples (if needed).
10. Syllabus Chaircouple – Syllabus and Printing.
11. Decorations and Signage Chaircouple
12. Vendor Chaircouple – Optional chair.

It should be noted that some of the Chaircouples' duties listed above can be combined while others might need extra manpower or even to be split off to other Chaircouples. This can be determined at the discretion of the Convention General Chaircouple and their staff. Each Convention is different, and, therefore, must be developed accordingly.

D - CONVENTION GENERAL CHAIRCOUPLE

The General Chaircouple is responsible to the **PRESIDENT** for the development and promotion of the Convention, in accordance with the job description in the *Standing Rules, Section 6 and 6A*. Success of the Convention will reflect to a large extent, on the satisfaction of the attendees of prior Conventions. It is, therefore, suggested that serious consideration be given, and advice of the Executive Committee be sought before any extensive format changes are made.

1. Planning and Organizing

The planning by the General Chaircouple starts more than two (2) years ahead of his/her Convention. Among the first actions to be taken are:

- a. Appoint an Assistant General Chaircouple
- b. Appoint Program and other key committee chaircouples
- c. Submit preliminary "Rough Budget" to ICBDA President and Treasurer

2. Publicity

Early contact should be made with the ICBDA Newsletter Editor, the ICBDA Publicity and Advertising Chaircouple, and the Webmaster for the ICBDA website. The purpose of this contact should be to decide what forms of advertising will be handled by each and to review/confirm appropriate dates by which to have these items provided to them. For additional information refer to *Standing Rules Section 6, 1B – Convention Publicity*.

All subsequent publicity/news releases should be forwarded to the ICBDA Publicity Chaircouple and to the ICBDA Newsletter Editor for coordination before publication.

The following is needed by the ICBDA Newsletter Editor **before January 1 of the Convention Year**:

- a) All committee members' names, addresses, e-mail addresses, and phone numbers.
- b) Brief resume of each.
- c) Photos of each (head and shoulder shots, if possible) for use as a layout in the February Newsletter. For additional information refer to *N – Convention Publicity* in this document.

3. Progress Reports

- a) June for July Board of Directors Meeting (2 years prior to Convention) – Progress Report – to be included in Agenda. The report should cover the following:
 - i) Any committee appointments made.
 - ii) Any other items of interest or concern.

- b) June for July Board of Directors Meeting (1 year prior to Convention) – Progress Report – to be included in Agenda. The report should cover the following:
 - i) All committee appointments made to date.
 - ii) Preliminary budget for the Convention.
 - iii) Anticipated attendance.
 - iv) Any new Convention features being considered.
 - v) Any unsolved problems encountered.

- c) November (9 months prior to Convention) – Progress Report to President – should cover:
 - i) Chaircouples/committees established to prepare and run the Convention.
 - ii) Planned clinics and workshops including seminars if possible.
 - iii) Planned teaches, including number and schedule.
 - iv) Schedule for Party Dancing, Prelude Ball, and Seminars.
 - v) Special considerations such as facilities for eating, Board meetings, special transportation requirements, special events at Convention, etc.
 - vi) Schedules for entertainment and showcases.
 - vii) Outline any significant changes or additions from previous Conventions and any problems which have arisen.
 - viii) Provide brief comments on the following items:
 - Dance facilities, sound equipment, and back-up arrangements
 - Insurance
 - Accommodations (hotels, motels, and RV facilities)
 - First Aid
 - Security
 - Arrangements for Staff Party and First-Timer Party
 - Flooring
 - Miscellaneous

- d) February (6 months prior to Convention) – Progress Report to President should cover:
 - i) Any changes and additions/deletions from previous report.
 - ii) Further development of the program format, including clinicians and teachers who have been confirmed with rhythm and level of their clinic or teach.
 - iii) Other clinicians and teachers who are being considered or who have not yet confirmed.
 - iv) Any problems which have arisen.

- e) Pre-Convention Report for Board of Directors Meeting – The report should cover the following:
 - i) Any unusual conditions encountered and any situations that may be different from other Conventions,
 - ii) Include a current financial report of Convention funds in an electronic copy to the secretary to put in the Board agenda.

- f) Final Report (3 months following convention) – Report should cover:
 - i) An audited financial report of Convention income and expenditures.
 - ii) A report of attendance and cancellations.
 - iii) Recommendations for future Conventions.
 - iv) The final report must be submitted on or before October 15.

4. Reimbursement of Expenses

The General Chaircouple should communicate the following information to all Convention volunteers:

- a) Authorized expenses of all Committee Chaircouples will be reimbursed by ICBDA Treasurer; these requests should be presented at convenient intervals.
- b) Receipts (or copies of same) must be included for any expenses over \$25.00 for reimbursement.
- c) Expenses must be submitted no later than September 1st following the Convention in order that the final financial deadlines of October 15 may be met.
- d) Board meeting expenses should be submitted on an ICBDA Expense form and given to the ICBDA Treasurer for reimbursement.

5. Emergency Message Procedure

The Convention Chaircouple should review the “Emergency Message Procedure” set forth under Convention Policies and pass the information on to the Host facilities, preferably in writing.

6. Budgeting & Reporting of Income and Expenses

The budgeting process will start twenty (20) months prior to the Convention date, when ICBDA Treasurer will forward a preliminary budget to the General Chaircouple.

- a) **Preliminary Convention Budget** – All major expenses should be confirmed as much as possible when the preliminary budget is prepared – covering hall rental and related costs (insurance, security, etc.), flooring, sound, and syllabus. Most of the other items are fairly consistent year to year and may be estimated based upon historical data (locale, attendance, etc.) noted in the budget, unless there is a reason to deviate. The Convention budget will then be prepared by the Convention Chair and the Vice-President.

Copies of the preliminary budget should be sent to the ICBDA President and Treasurer in January of the year preceding the Convention along with a proposed flyer. The President and Treasurer will collaborate with the General Chaircouple to approve the budgeted expenses.

- b) **Updated Budget** – The updated budget should be completed by March of the year preceding the Convention.

7. **Other considerations** – The following items will need to be addressed and decisions made relatively early in the planning stages for the Convention.
 - a) **First-Timer Party** – This is an optional party and is held after the dance the 1st evening. It allows the newcomer to ask questions and meet the staff, teachers, and Board of Directors. It can be after the pre-dance or the 1st evening of the Convention.
 - b) **Staff Party** – Decide which night to have the Staff Party. This is how ICBDA thanks the staff for their work. Keep in mind, the final night of the Convention, dancers are busy removing equipment and/or decorations.
 - c) **Boutiques/Vendors** – It is not essential to have these, but they do add interest and convenience. If vendors are at the convention, it is a good idea to appoint Vendor Chaircouple to address the following items:
 - Vendor Fees – A flat rate of \$100.00 for space provided for vendors. This fee is non-refundable inside 60 days of the Convention date. The Convention can decide to waive or change this fee.
 - Vendor's Insurance – All vendors must have the necessary insurance. Liability insurance is required. Check with the Convention facilities regarding any rules, fees, etc. Remember to stress that we are a non-profit organization as additional fees are often waived when the appropriate rules are followed.
 - License – It would be prudent to check with the City Hall in the Convention city or the Convention facilities to make sure they do not require any kind of license to be paid in order for you to have your Convention.
 - Sales Tax – Any sales on the premises may require a city license and/or sales tax to be paid to the city.
 - d) **Sound** – The Chaircouple should coordinate with the Facilities and Sound Chaircouples to assure that the sound equipment will be in place, checked out, and ready for use in support of the dance.
8. **Annual General Meeting (AGM)**

Allow time on the final day of the Convention for the Annual General Meeting – allow seating for 100 people or more. The starting time can be 1:00 p.m. or 1:30 p.m. Announcements should stress the importance that everyone attend the Annual General Meeting as all ICBDA members should be involved in the activities of the organization and, technically, the dancing cannot continue until a quorum is obtained.
9. **General Announcements to make**
 - a) Welcome everyone to the convention.
 - b) Point out the badges of the Board of Directors, explain that people should feel free to ask questions of them.
 - c) If there are ribbons, explain designation.
 - d) Tell everyone where the ballroom(s), bathrooms, and water are.
 - e) Introduce the Program Chair for them to present the program.
 - f) Any emergency procedures.

10. **Announcements to make every night:**

These announcements and additions are suggestions and should be inserted where the Convention Chair is most comfortable.

- a) Remind everyone of the fellowship of the activity and to remember to be friendly and to introduce themselves to, at least, one new couple.
- b) Remind everyone the only way to reserve a seat is to be **SITTING** in it. Once a person leaves the chair, it is no longer theirs.
- c) Schedule changes.
- d) Lost and found.
- e) Sometime during the Convention, recognize the Convention Committee and the Board of Directors.

11. **Suggested additions for the Convention**

- a) Greeters at each hall for the beginning of the program each evening and at each hall in the morning. The Board of Directors should make up the majority of the greeters.

E - ASSISTANT CHAIRCOUPLE

Acts as a direct representative of the General Chaircouple. The Assistant Chaircouple will support the General Chair in the performance of a task that needs special handling, attention, or assistance and be willing to step into the position of chair should it be necessary.

F - PUBLICITY CHAIRCOUPLE

This position is an optional job function. The Convention Chaircouple can appoint the ICBDA Publicity, Marketing, and Advertising (PMA) Chair as their publicity chair, or they can select an additional couple to work in conjunction with the PMA Chair.

Chamber of Commerce – Contact the local Chamber of Commerce to see what they might be interested in doing to support our convention. As an example this might be to provide a table or booth at the Convention Center to offer handouts and/or information describing local events and attractions.

Local Publicity – Contact the local newspaper and TV stations inviting them to visit and/or advertise the ICBDA Convention. Consider the following 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 reporter(s) during interviews (coordinate with the ICBDA MPA Chaircouple for a publicity handout).
- Try to ensure that photos include as broad a spectrum of age groups as possible.
- Try to get both couples and singles into the coverage.
- Provide contact number(s) for local clubs.

Local Round Dance Clubs – Contact local round dance teachers' organizations and/or round dance clubs directly to suggest that they might prepare handouts and/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 were not planning to attend the Convention, they can be offered the opportunity to attend as non-dancing observers.

G - EDUCATION AND DAYTIME PROGRAM CHAIRCOUPLE

Programming functions:

1. Daytime activities – Education/clinic seminars, clinics, and dance teaches for each day, reviews of dances taught each day, Hall of Fame teaches, oldies teach including all scheduling of these activities.
2. Showcase of Rounds – dances to be taught the following day.

Developing the Convention format

The program Chaircouple should coordinate with the General Chaircouple and the Facilities Chaircouple to develop the general format for the Convention. The size of the facilities, the number of rooms and their location relative to each other influences the general format regarding the number of seminars, clinics, and dance teaches that can be scheduled each day.

Programming Aids

The overall Convention program should include consideration of the Convention survey results from previous conventions in addition to the limits created by the facilities and budget.

Contact teachers early for clinic and/or teaching positions. Send a personal letter, phone or e-mail to those teachers who will potentially add quality, draw dancers, and have the knowledge and experience to handle these staff positions. Since you will likely be sending out more letters than positions available, make sure you do not guarantee that they will be given a clinic or teaching position. It is important that you stipulate that they must be registered for the Convention and members of ICBDA. In addition to the preceding, the dance questionnaire can provide additional prospects for these positions.

Clinicians

Decide upon the clinicians that you wish to have from the responses received and confirm the following by phone, e-mail or letter:

1. The days they will be available to participate.
2. The rhythm, level and length of the clinic to be taught.
3. Advise them of the date when clinic notes and/or cue sheets and music will be required.
 - Make sure the rhythms are suitably mixed.
 - Make sure the levels are mixed to give all dancers a chance to participate.
 - Evaluate the size of the anticipated dance group and determine the appropriate hall.
 - Do not schedule clinics of the same level opposite each other.

MCs (Masters of Ceremonies)

Write a confirmation letter to those who have accepted or been appointed and thank them for offering their time and talents.

1. Advise them of the time and name of the teacher or clinician for whom they will MC.
2. Provide a training document advising the MCs of their duties which include:
 - a) Arrive early for their session and meet with the teacher to determine if anything else might be needed.
 - b) Introductions of teacher or clinician.
 - c) Making minor adjustments in the sound system if necessary.
 - d) Adjust amplifier as requested by the teacher.
 - e) Ten minutes after start and ten minutes before finish count the number of couples.
 - f) Advise the teacher when ten minutes remain before a break or the end of the session.
3. Advise them of the “EMERGENCY MESSAGE PROCEDURE” and what their function would be in delivering a message should the occasion arise.

Hall of Fame Teach

The Hall of Fame teach will be scheduled in the appropriate phase hall related to the phase level of the dance. It can be presented any day of the convention.

Back-up Teachers

Make sure that you have at least 2 back-up teachers in case of cancellations, and make sure you have their material available at the same deadline as the regular scheduled teaches. Advise them of the requirements as listed above for the teachers.

H - EVENING PROGRAM CHAIRCUPLE

1. Programming of dances, cuers and any other activity for each evening and each hall used.
2. A list of dances for attendees to vote on is composed of Carousel dances, festival dances, ICBDA Convention dances over the last three (3) years, Hall of Fame dances, and write-ins. This list is posted on the website for voting. This list should be done and submitted to the webmaster by March of the Convention year to allow time to vote.
3. Voting for the dance program should be completed by May 1st before the Convention and sent to the newsletter editor for publication in the June newsletter.
4. Both Top 15s will be based on the vote for both lists and should be completed 30 days before the Convention and sent to the Chaircouple, Assistant Chaircouple, and the President to allow for the purchase of plaques or certificates.
5. The evening program will be based on the results of the voting.

Evening Dance Program – Top 15

After the program list is established, the Evening Program Chair for the Convention shall provide a list of all routines available for selection to those registered for the Convention. After program voting is concluded, the Top 15 routines will be chosen from those routines receiving the most votes. This will be done for the Phase 5-6 hall and another for the Phase 3-4 hall. ICBDA will provide recognition for the choreographer of each Top 15 routines listing the dance name, choreographer name, convention number, and ranking. Both Top 15 dances will be danced at the Convention. This allows everyone to acknowledge the choreographer, and it allows social interaction between the dancers.

Cuers

When voting for the program, cuers will note which dances they are able to cue:

1. From this list the Program Chair will pick cuers.
2. Each cuer will be given a block of dances to cue.

MCs

Write a confirmation letter to those who have accepted or been appointed and thank them for offering.

1. Advise them of the time and name of the cuer for whom they will MC.
2. Advise them that their duties include
 - a) arrive early for their session and meet with the cuer
 - b) introductions of the cuer
3. Advise them of the EMERGENCY MESSAGE PROCEDURE and what their function would be in delivering a message should the occasion arise.

Programming

1. Two-hall format: Care should be; taken to adhere to the general percentages.
 - Phase IV 15%
 - Phase V 40%
 - Phase VI 45%
2. Three-hall format: These will be their respective phase levels.

Should there be issues not addressed in the policy, the Program Chaircouple will consult with the Convention Chaircouple and the Executive Board for resolution.

Opening and Closing Ceremonies – Include in the schedule time for Opening Ceremonies at the beginning of the first evening. The General Chaircouple, ICBDA President, and, if the General Chaircouple wishes, a local political leader (mayor, etc.) may make a brief welcoming speech. The Convention staff and Chaircouples may also be introduced at this time.

I - SOUND CHAIRCOUPLE

If a Sound Chaircouple is appointed, he has the responsibility for the location and placement of stages, tables, and support equipment relating to sound production for the Convention. Many times the General Chaircouple assumes this responsibility.

Sound Technician

The Sound Technician shall be the professional or private individual(s) that will provide the sound equipment, set-up the equipment, and ultimately be responsible for the quality of the sound for the duration of the Convention.

Preplanning

Coordinate with the General Chaircouple and the Facilities Chaircouple regarding the number of rooms and the size of each room that will be used for seminars, teaches, clinics, and programmed dancing throughout the Convention.

The Sound Chaircouple should coordinate with the General Chaircouple in the selection of the Sound Technician for the Convention.

Coordinate with the ICBDA Educational DVD Chaircouple regarding requirements for the professional videographer.

Once the number of rooms and the dimensions for each room has been determined, it is a good idea to **develop a layout for each of the rooms** indicating the following:

1. If not already in a fixed location, the best location and size of the stage to provide maximum dance space.
2. The number of tables to be placed on the stage and their location for the sound equipment.
3. The location(s) of facility's A/C power outlets.
4. The type and number of extensions needed to provide power on the stage for sound equipment.
5. The location of the tables for the audio recording area(s). The location should be selected such as to minimize any potential interference with the dance area.
6. The type and number of extensions needed to provide power for each audio recording area.
7. Provide acceptable space for the professional videographer.

Coordinate with the Facilities Chaircouple regarding the scheduling for installation of stages, tables, electrical distribution, partitions, etc., that are to be provided by the contracting facility.

Annual General Meeting (AGM)

The AGM is held in the afternoon of the last day of the Convention, generally scheduled to start at 1:00 p.m. or 1:30 p.m. and end by 3:30 p.m. The Sound Chaircouple is responsible for setup and breakdown of the necessary sound equipment (amplifiers, microphones, and recording equipment) in support of the meeting. It is necessary that the Facilities and Sound Chaircouples coordinate closely with the Program Chaircouple regarding time and location. Time should be included in the schedule for setup and breakdown (nominally 45 minutes for setup and 30 minutes for breakdown).

J - FACILITIES CHAIRCOUPLE

Security – The Facilities Chaircouple shall be responsible for security that is directly in support of the Convention. Generally the Convention Center and/or host hotel can provide information regarding any security that may be required by the contracting facility as well as where and how to obtain security personnel. A local deputy sheriff or off-duty police officer can generally be hired to provide security.

Things that need to be addressed:

- Is it possible to obtain keys to lock access doors during down times?
- Does the contracting facility have any specific security requirements that the ICBDA will be responsible for providing?
- Adequate lighting in parking areas during the evening dancing and for at least one or two hours after the end of dancing.

From the time that sound equipment is setup and until it is taken down, appropriate measures need to be in place to ensure that the equipment in each hall is secured when not in use. These times are generally during lunch and dinner breaks and from the end of each evening's activity to the start of activities the next day.

Any security guard that is contracted for should be provided with a list of expected duties including the days and hours that the security service needs to be provided.

K - REGISTRATION CHAIRCOUPLE

The Registration Chaircouple will be responsible for all aspects of registration for the Convention.

Following is a list of functions that relate to the processing of registrations:

1. Mail a welcoming registration confirmation letter to all registrants. This letter should include lodging information for the host hotel, alternate hotels/motels, RV facilities, area maps, video order forms, and any special travel rates or offers. It should also note the request for a refund must be in writing.
2. Maintain a detailed file of all registrants and a waiting list if required.
3. Receive and process orders for Syllabi. This includes the mailing of Syllabi marked for non-attendees on the registration form. The mailing responsibility for Syllabi may be delegated.
4. Verify that each registrant that paid the fee designated for ICBDA members is, in fact, a current member. A current list of members can be obtained from the ICBDA Membership Chaircouple. Any discrepancies should be referred to the ICBDA Membership Chaircouple for investigation.
5. Periodically forward registration receipts to the Convention Treasurer by Registered mail.
 - a) Include a complete list of the corresponding registration data.
 - b) At the same time make a copy of each of the registration forms for new members that are in the above list and mail these copies to the ICBDA Membership Chaircouple.
6. Handle all correspondence with registrants such as listed below:
 - Registration confirmation
 - Sorry to receive your cancellation
 - Acknowledging syllabus orders
 - Answering questions on various aspect of the Convention

Registration Packages (for pick-up at Convention site):

Prepare a registration package (preferably a week or so prior to the Convention) for Distribution to conventioners when they arrive at the Convention site. The package should contain:

- Syllabus
- Daily workshop and dance programs
- Evaluation sheets (if desired)
- Convention ribbons
- Invitations for persons that are to be invited to the staff party

The envelope should have registrants' names and registration numbers on the front.

Registration Check-In and Package Pickup Area

Make sure that information is available as to where the registration packages can be picked up and what hours.

Arrange for additional personnel required to handle the registration desk at times needed to accommodate the various arrival times of the conventioners.

Host Couples

It is helpful to have additional people such as Host Couples available at the beginning of the session to answer questions so that those handling the registration packages can do so without interruption. Coordinate with the Hospitality Chaircouple for Host Couples. Host Couples may be non-ICBDA members who do not take part in any of the dancing or teaching programs. They will not have to pay the Convention fee and will not be required to join ICBDA.

Computer Data for Registrar

One of the Registrar's main tasks is keeping a record of all the teachers and dancers who register for the Convention. While most will come up with a system that is "workable" for them, it is suggested the following information be included:

- Registration number
- Date registration received
- Surname
- First names
- Address: Street/City/State/Zip
- Country
- Phone number
- E-mail addresses
- Teacher/Dancer
- How paid – check, money order
- Number of check or money order
- Date of check or money order
- Amount of check or money order
- Date registration confirmation letter was mailed
- Membership confirmation
- New membership (amount of membership fee included with registration)
- Date monies transferred to Treasurer
- If new membership – date copy of registration transferred to ICBDA Membership Chaircouple

Setting up these "fields" will make it much easier when a Chaircouple requests information, such as the names of teachers that have registered, or how many registrants are from each state, etc.

L - SYLLABUS CHAIRCOUPLE

Printing Requirements

1. Syllabus – president’s letter, cue sheets, resumes, clinic notes, etc.
2. Week-at-a-Glance
3. Night Program handouts – different colors for each night.

The Daytime Program for each day will show both daytime and evening events with complete information as to staff, hall, time, dance tips, cuers, etc.

Extra programs or a large program sheet for the entire Convention should be printed and made available at the entrance of each room.

Syllabus Requirements

The Program Chaircouple shall work closely with the Syllabus Chaircouple and determine the deadline(s) required for information to be included in the syllabus. All material should be in print-ready format. No syllabi will be mailed until after the Convention.

The syllabus shall contain each of the items listed following (minimum):

- Welcome letter from the Convention Chaircouple
- Welcome letter from the Mayor (with pictures if possible)
- Clinic notes for each clinic
- Cuesheets for each dance taught
- Write-up on Golden Torch Award (with pictures if possible)
- List of clinicians with pictures
- List of Hall of Fame dances
- List of Board of Directors, TAC, and Committee members
- List of all teachers, cuers, and MCs working as staff members
- Flyer of next year’s Convention
- List of exhibitors (if any)
- List of education seminar staff (with pictures)
- List of all Convention Committee members

Budget & Expenses

Working with the General Chaircouple, the budget should be established at the 1st or 2nd meeting of the Committee, and is influenced by the expenses of the past three (3) Conventions.

Expenses – At the conclusion of the Convention, prepare a complete list of the expenses incurred and present it to the General Chaircouple.

M - PROGRESS REPORT AND NEWSLETTER

Progress reports must be prepared and sent to the General Chaircouple by October 1 of the year preceding the Convention, and January 1 of the Convention year, or more often as may be appropriate.

A complete program rundown is needed by May 1 for insertion in the June Newsletter. Coordinate with the Registration Chaircouple to determine the number of syllabi to be printed.

N - CONVENTION PUBLICITY

A Publicity Chaircouple may be appointed to oversee this function if desired.

Publicity items should promote the features of the Convention facilities, tourist attractions, travel advice, and any other information to attract attendance

All paid advertising will be handled by the ICBDA Publicity Chaircouple. Since this involves a budget, the Convention General Chaircouple and the ICBDA Publicity Chaircouple will jointly determine the extent and type of the paid publicity.

Information about the clinics, workshops, programmed dancing, etc. will be provided to the Newsletter and ICBDA Publicity Chaircouple by the Convention Program Chaircouple with copies sent to the Convention General Chaircouple.

Information on the Education Seminars will be provided to the Newsletter and ICBDA Publicity Chaircouple by the Education Chaircouple with copies sent to the Convention General Chaircouple.

Because articles carried in the ICBDA Newsletter may not reach non-member dancers and teachers, additional new releases should be made to the various Round Dance publications which serve regional areas around the country – such as Texas Newsletter, Dixie Newsletter, and other area magazines and newsletters. Since ICBDA Publicity Chaircouple has already established contact with these outlets, news releases aimed at these publications should be submitted to the ICBDA Publicity Chaircouple for publication. A coordination copy of this material should be sent to the ICBDA Newsletter Editor.

The Newsletter Editor should be immediately alerted to any changes or differences in pre-registration rates and the deadline for cancellation refunds.

Most of the information about the Convention will appear in the ICBDA Newsletter and forms a large part of the news interest in the Newsletter itself. Literature, brochures, newspaper clippings, etc. from the Convention city's Chamber of Commerce or Convention Bureau should be sent "as is" to the ICBDA Newsletter Editor. This will give the editor a wealth of material from which to write interesting articles about the locale.

O - NEWSLETTER NEEDS FOR CONVENTION PUBLICITY

Before June 30 of Previous Convention Year (i.e., 2005 for 2006 Convention) – Please send to editor two (2) camera-ready flyer copies for the **Sept/Oct/Nov** Newsletter quarterly. After the flyer has appeared in the Newsletter, a registration form will appear in all subsequent Newsletters.

Before February 1st of the Convention Year – The General Chaircouple should provide the editor with a complete list of Committee assignments including all committee names (correct spelling), addresses, phone numbers, and picture.

Before May 1st of current Convention Year – A complete program rundown should be provided to the Newsletter Editor.

P - HOUSING CHAIRCOUPLE

Sometimes these duties are provided by the Convention Chaircouple. If a Housing Chaircouple is appointed, the following would be the duties:

Hotel/Motel and RV Information

Host Hotel – Generally a host hotel is selected in which a block of rooms will be held for Convention attendees. There may also be a special room rate that has been negotiated and a registration code that should be given to the hotel registration person to receive this rate when making a reservation. Generally these rooms will only be held until 30 days prior to the Convention date. If the rates have not already been negotiated by the ICBDA President, then the Housing Chaircouple should get written confirmation of rates and other special arrangements from the hotel.

The following information should be obtained for the host hotel and provided to the Registration Chaircouple:

1. Hotel name, address, and reservations phone number
2. Room rates and registration code (if applicable)
3. Parking arrangements and fees (if any)
4. Deadline date(s) for registration

Alternate Hotels/Motels – When possible, information should be obtained for alternate facilities to assist the Convention attendee in the event they elect not to stay at the host hotel.

RV Facilities – When possible, arrangements should be made for the RV parking with the contracting facility (host hotel/convention center). Also, information should be obtained for a number of RV parks in the area that may be used.

The following information should be obtained for RV Parking/Facilities and provided to the Registration Chaircouple:

- If RV parking is available at or near the contracting facility (host hotel/Convention Center), provide all information that is necessary to reserve an RV space.

Transportation – Information should be obtained about the various forms of transportation available in the Convention site area and particularly to and from local airport(s) and the host hotel. When available, this information should include company names, phone numbers, and the typical costs for these services.

All pertinent information should be provided to the Registrar so that it can be mailed out to each Convention registrant or included in the registration confirmation letter.

Q - DECORATIONS & SIGNAGE CHAIRCOUPLE

Decorations

Convention Theme – The General Chaircouple may establish the theme. Otherwise, early in the planning cycle develop a proposed theme for decorations, and get the General Chaircouple's approval. After the theme is determined, it should be shared with all committees to allow them to incorporate it into their Convention plans.

Signage

Persons responsible for signage require input from the following Chaircouples:

- General Chaircouple – for guidance on the nature and type of signs desired.
- Education/Program – teachers/cuers names, times, etc.
- Syllabus – obtain photos of teachers and clinicians if pictures are to be used on the signs
- Facilities – for information on meetings, times, locations, vendors, locations and names
- Registration – registration times and location
- Banners – three banners, one in each hall

Signs that might be needed:

1. Teaches & Clinics
2. Meetings
3. Registration
4. Videotaping

Displaying the Signs:

Hotels and convention centers will generally provide three-legged frame easels for displaying signs and posters. Since this type of easel usually does not have a surface on which to attach things, signs that are printed on paper should be attached to a stiffener such as foam core boards or corrugated core board.

R - HOSPITALITY CHAIRCOUPLE

Meetings – There are several meetings during the Convention that require refreshments. Coordinate with the General Chaircouple or assure that the rooms have been or will be scheduled and furnished with the necessary tables, chairs, etc, to accommodate these meetings:

- TAC Meeting – Held the morning of the day prior to the Convention (generally Tuesday), starting at 9:00 a.m. and ending at 12:00 noon.
- Board Meeting – Held the afternoon of the day prior to the Convention (generally Tuesday), starting at 1:30 p.m. and can run into the evening.
- New Board Meeting – Meeting time is arranged by ICBDA President.
- Executive Meeting – This meeting is usually a breakfast or dinner meeting and does not require refreshments; however, it should be confirmed with the ICBDA President.

Refreshments – Coordinate with the ICBDA President the refreshments needed at each of these meetings. Since these meetings are generally held at the host hotel, contact the hotel caterers for refreshments.

Dance Halls – Water stations are needed in all of the dance halls. Contact the convention center caterers to supply the water and cups at each of these locations. Additionally, it is important to have a fresh supply of ice water and cups (or bottled water) on the stage tables at the beginning of each clinic and dance teach session for the clinicians, teachers, and MCs.

Staff Party – The Hospitality Chaircouple has the primary responsibility for the Staff Party. Coordinate with the General Chaircouple.

Invitations – The hospitality Committee makes the invitations for the registration packets. Those invited to the meeting should include:

- Any VIP or special persons in attendance (these invitations need to be handled separately since they will not have a registration packet)
- Convention Committee Chaircouples and their staff
- Cuers, teachers, MCs
- Board of Directors and standing committee chaircouples. Be sure to include the newly elected Board Members
- Past presidents and Golden Torch Award winners

The number of people invited could meet or exceed 150 people. A room of 1,500 to 2,000 square feet should be adequate. It is always a good idea to confirm the typical floor space requirements for the group once you know the actual number. Coordinate with the host hotel caterers for the food and refreshments to be served.

Food and refreshments – An example to work with follows:

- Cash bar, cold drinks
- Fresh vegetables and relishes, dip
- Cheese blocks and fruit
- Crackers and breads, sandwiches
- Variety of desserts

First-Timer Party – This is an optional function. However, it is a good format to allow the first-timer to meet the staff and Board of Directors. It can be held after the pre-dance (if one is held) or after the 1st evening of Convention dancing. A light menu of snack, finger foods, and beverages should be available. An invitation should be put in the packet for the 1st-timer, staff, and the Executive Board.