



**American Association of University Women  
of Virginia  
Conference Planning Guide**

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## CONFERENCE AT A GLANCE

### Starting Point:

- President chooses district for the conference 18 – 24 months in advance
- Length of conference is one day/24 hours in odd years and the weekend in even years
- Date is chosen between March 15 – May 15
- Local Arrangements Committee (LAC) chair is chosen
- The VP for Program works closely with the LAC and the president
- The site is chosen by the LAC and approved by the president
- Contract is signed by the president in consultation with the LAC
- Preliminary budget is determined by local committee/presented to state board at November meeting prior to conference
- State board gives \$400 to the conference committee to set up bank account
- Board selects the theme for the conference
- LAC organizes the logistics of the event
- VP for Program assists as needed and visits the site if possible
- State board determines workshop content and chooses presenters
- VP for Program contacts presenters for bio info and workshop descriptions
- Keynote speaker selected by the state board
- Woman of Achievement is selected by the state board for even year conferences

### Local Arrangements Committee Responsibilities

- Hotel room block and pricing
- Function space and costs:
  - Meals
  - Breaks/receptions
  - A/V equipment for:
    - All presentations
    - Business meeting
    - Banquet/meals
  - Floor plans created by president, local chair, presenters

- Leisure activities
- Entertainment
- Preliminary budget (November board meeting)
- Final finance report (June 15<sup>th</sup>)
- Sponsorship/donors
- Advertising: \$100 full page, \$50 half, \$25 quarter to sponsors/branches
- Registration
  - Costs
  - Deadlines
  - Form
- Vision articles for Winter/Spring edition (January 15 deadline)
- Program Book
- Evaluations

## Monetary Issues

- **State Board**
  - Members do not pay registration fee, only food and room expenses
  - Board meeting budget subsidizes hotel room for board members. Currently \$30/night for two nights.
  - Board reimburses 30 cents/mile
  - Covers state board meeting room/meals
  - Room costs/transportation for Woman of Achievement
  - Award for Woman of Achievement
- **Conference**
  - Covers all expenses for event
  - Gives first timer and presenter gifts if budget allows
  - Determines final financial report, presents to state board by June 15<sup>th</sup>
  - AAUW Funds receives donations from fundraiser e.g. basket raffles
  - Branch members who work but do not attend conference pay no registration costs
- **Complimentary Items**
  - Registration fee waived for LAC chair
  - Registration fee for national presenters is waived
  - Meals for keynote speaker & woman of achievement/spouse covered by conference budget
  - Guest meals for national guests covered by conference budget
  - National AAUW pays for hotel/transportation for their presenters/guests

- AAUW guest presenters do not pay for banquet
- **Profits**
  - Use of conference profit money is determined by the state board per the board of directors handbook

## **Vision/Publicity**

- **Fall issue:** “Save the Date” article from LAC
- **Winter/Spring issue:** complete conference agenda, reservation information, registration form, deadlines and descriptions of event (see Appendices I, II)
  - VP for Program gives biographies, photos, descriptions for workshops
  - President writes promotion article
  - LAC writes front page promotion article and gives agenda etc.
- **Conference brochure**
  - Created by the VP for Communications and the LAC chair
  - Sent by e-mail to all branch presidents/program chairs/newsletter editors as soon as available
  - Placed on the website, and on Facebook
- **State and Branch websites and Social Media**
  - State and branch social media sites, such as Facebook, should be provided information about the conference that can be posted to their sites.
  - State website should link to page that contains conference information. Information on linking branch websites to conference should be provided to branch webmasters
- **VP for Communications**
  - Send articles/information about the conference to branch newsletter editors, cc'd to branch presidents
- **VP for Program**
  - Sends promotion e-mails to all branch program chairs (copied to presidents) after the holidays, before the Winter/Spring Vision is sent
  - Encourages advertising from the branches
  - Visits district meetings to promote the conference
  - Encourages volunteers for the conference

## CONFERENCE PROCEDURES

- The state conference of AAUW of Virginia should be held annually between March 15 and May 15 and avoid religious or national holidays
- Length of conference: in odd years - one day/24 hours; in even years - a full weekend
- Format Suggestions:
  - One day conferences can conduct pre-conference activities on Friday evenings and conference activities on Saturday. They can also start on Saturday and conclude Sunday
  - Two day conferences conduct activities on Friday evening, all day Saturday and conclude on Sunday mornings
  - Conferences shall be rotated through the districts around the state (Northern, Northwest, Southwest and Southeast)
- AAUW state board meets the Friday prior to the conference through the dinner hour and if needed, may hold a wrap-up session following the conference
- AAUW state board expenses are covered by the state budget **not** the conference budget. They are paid by the Vice President for Finance
- Registration fees for the conference are approved by the state board
  - Fee is to cover attendance for all or part of the conference
  - Board member registration fees are waived
  - Members of the district pay registration if attending: workshops, business sessions, or meal events with speakers
  - Registration is waived for host branch members only working and not participating in the above activities
  - National AAUW guest presenter registration fees are paid by National
- Personal and hotel charges are covered by individual members
- Conference budget covers rooms/meals for Keynote speaker and Woman of Achievement with spouse/guest

## AAUW OF VIRGINIA PRESIDENT

- Recruits district to host the conference 18 – 24 months prior to the conference
- Signs the contract with the hotel in coordination with the LAC chair
- Assists the local arrangements chair with site location if needed.
- Approves all arrangements and plans for the conference.
- Receives recommendations from the board for:
  - the keynote speaker

- Woman of Achievement award (even year conferences)
- presenters
- workshop topics
- conference theme
- Works with the VPs for Program and Communications to organize and promote the conference
- Prepares the agenda and presides over business sessions
- Works with the LAC chair and state board to prepare the agenda for the event
- Designates the board meeting needs to the LAC chair
- Appoints tellers, pages, and ushers if needed for the conference voting and discussion
- Appoints three members for the minutes reading/approving at the board and business meeting
- Prepares a report for the conference program
- Invites the next conference chair to issue an invitation to the next conference at the end of the conference. (Flyers or other materials may be used.)
- Works with the LAC on all aspects of workshop sessions, leisure activities, business sessions and other details as needed
- Sends e-mail invitation to all branch presidents and program chairs in advance of the conference
- Provides the LAC with contact information for branch officers
- Starts and ends the conference on time
- Thanks the local branch and conference committee for their hard work. Insures the courtesy resolution is prepared by the bylaws & resolutions chair to thank the conference committee and hotel staff and presented at the final business session

## **VICE PRESIDENT for PROGRAM**

- Serves as liaison between the AAUW of Virginia board and the LAC chair
- Should visit the hotel at the time of site selection or soon after. She must be very familiar with the hotel for all the planning
- Attends the summer board meeting prior to conference to plan the program structure and to review local arrangements
- Responsible for all conference programming in cooperation with the president and LAC chair
- Submits article for the Winter/Spring Vision on conference program
- Prepares biographies for all presenters and workshop descriptions for the Winter/Spring Vision and the conference program booklet



- Works closely with the LAC chair at all times, from the first planning session through the final moments of the conference
- Coordinates with Vice President for Communications in sending e-mails to all branch program chairs promoting the conference
- Contacts keynote speaker for biographic information
- Assists the LAC chair with information for the agenda, registration form, program booklet, evaluation forms etc.
- Shares previous conference materials with LAC e.g. evaluations, program booklet, budgets etc.
- Assists with budget preparation to be presented to the state board at the November meeting
- Assists with room selection for workshops, activities and meals at the conference site
- Coordinates with the LAC chair the registration, greeting, transportation, meals, and hotel arrangements for speakers, special guests, and entertainers, as needed
- Conducts a “walk through” with the LAC chair two weeks before the conference to confirm preparations are in order
- Assists with signage as needed
- Prepares evaluation summary for the summer board meeting following the conference
- Solicits suggestions from LAC chair for planning the next conference.

## **VICE PRESIDENT FOR COMMUNICATIONS**

- Serves as consultant between the AAUW of Virginia board, VP for Program and the LAC chair
- Develops publicity materials for e-mail distribution to all branch presidents, program chairs and branch communications teams. This may be in the form of a brochure to be sent before the Winter/Spring Vision
- E-mails information for branch newsletters to the president/newsletter editors
- Consults with LAC chair for conference promotion ideas
- Utilizes Facebook, Twitter and AAUW Virginia website for conference publicity
- Reviews materials for the Winter/Spring Vision

## **SITE SELECTION**

- Conference will rotate locations by district around the state

- LAC chair will recommend locations to the president, who will make the final decision
- Considerations:
  - Availability of dates
  - Even or odd year (larger districts for even year conferences)
  - Easy access for all branches
  - Types of room set-ups needed
  - Cost of room rentals, A/V equipment, sleeping rooms, meals etc.
  - Other events at the hotel or the area during the scheduled conference e.g. sporting events
  - Complimentary rooms for hospitality suite, state president room, break-out rooms etc.
- President and LAC chair negotiate contract with hotel banquet/sales manager:
  - Confirms handicap accessibility meeting ADA standards
  - Accommodations for 100+ attendees: double and single rooms
  - Banquet facilities as needed
  - Workshop/breakout rooms as needed
  - Confirms check-in and check-out schedule
  - Recourse in case of hotel renovations or changes to facilities during conference
  - Establishes cut-off date for special room rates
  - Reviews cancellation clauses
  - Deadlines for number of meals provided

## **LOCAL ARRANGEMENTS COMMITTEE (LAC)**

The LAC is responsible for the local arrangements and logistics of the AAUW of Virginia conference and is comprised of all local committee chairs and the LAC chair. The AAUW of Virginia Vice President for Program serves as a consultant to the LAC

- Attend meetings as conducted by the LAC chair
- Select a secretary to take minutes for each meeting
- Expected to attend conference
- Create committees as needed to conduct conference:
  - Logo for conference
  - Publicity
  - Fundraising
  - Program booklet
  - Hotel Liaison

- Leisure activities
- Registration
- Moderators/facilitators
- IT coordinator
- Hospitality
- Select finance officer to open local checking account:
  - Two signers required on account: LAC chair and finance officer
  - Deposit the \$400 advance for the conference
  - Keep financial records and deposit registration funds
  - Prepare preliminary budget for November state board
  - Prepare financial report for the state board by June 15th
- Determine deadlines for registration fees and late fee increases (usually \$5 - \$10 additional)
- Determine deadlines for registration fee refunds:
  - Can be determined by meal order requirements, usually one week before the conference

## **LOCAL ARRANGEMENTS COMMITTEE CHAIR (LAC CHAIR)**

- Confers with previous LAC chair for organizational ideas and requirements
- Attend district meetings to present info on conference
- Update state board on status of conference. Present any issue that needs board resolution/vote
- Meets with the state Vice President for Program to plan the event
  - Works in consultation with her throughout the process
- Issues an invitation to the conference at a closing business meeting of the previous conference
- Supervises and coordinates the work of all the committees
- Orders any desired gifts for workshop presenters
  - Two or more First-Timer gifts
- Distributes copies of conference planning guide to committee chairs
- Prepares preliminary budget with Vice President for Program and finance officer  
(see Appendix III)
- Prepares presentation for fall state board meeting:
  - Outlining conference agenda
  - Conference facilities
  - Leisure activities
  - Entertainment

- Meals
- Room accommodations
- Preliminary budget
- Requests \$400 advance for conference planning
- Prepares article for fall Vision with preliminary information
- Prepares materials for Winter/Spring Vision with all conference information:
  - Overall invitation for the front page
  - Registration form
  - Room reservation information/directions
  - Workshop descriptions (from VP for Program)
  - Biographies (from VP for Program)
  - Keynote speaker/Woman of Achievement (from President)
  - Leisure activities
- Assists state Vice President for Communications with brochure for membership
  - Sent by e-mail to all state presidents/newsletter editors
  - Sent before the Winter/Spring Vision
- Sends save the date reminders to branch presidents/program chairs
- Works with the conference center to confirm room equipment:
  - Podiums
  - Microphones
  - IT assistance
  - Audio/Visual equipment
  - Table/chair arrangements
- Confirms meal planning with banquet manager
- Checks lines of communication, especially where a task is passed from one subcommittee or person to another
- Thanks all workers, be sure to include everyone. It may be the only gratitude they will receive
- Reviews charges to the master account at the end of the conference, along with the finance officer and hotel accounting office
- Closes the account after the conference finance officer pays the bill
- Submits a final report to the state board no later than June 15<sup>th</sup>, including suggestions and recommendations for future conferences
- Sends conference evaluations to Vice President for Program for summarization for the summer board meeting

## CONFERENCE LOGO

- At the first meeting of the LAC, the group should discuss suggestions for the conference logo, ideas which represent the area and the conference theme. These ideas may be given to an artist whose drawing may be scanned into a computer or to a computer designer who can compose a computer-generated conference logo. If more than one design is available, the LAC may want to choose which one to present to the state board. It is suggested that a simple design copies best
- The conference logo is needed by the November board meeting. Copies should be sent to the AAUW of Virginia president for approval and to the state VP for Program. The logo should be made available for use on the registration form and in the Winter/Spring Vision as well as on all conference materials

## CONFERENCE FINANCE OFFICER

The conference finance officer should work closely with the LAC chair and the registration chair to ensure accurate handling and reporting of conference funds.

- Opens a bank account in the name of AAUW of Virginia State Conference & name of branch
- Finance officer and LAC chair are the authorized signers
- Deposits conference advance funds of \$400
- Keeps track of all income and expenditures
- Consults with the AAUW of Virginia finance officer on state finance procedures and policies
- Makes no reimbursement without receipt or voucher.
- Makes refunds when applicable
- Pays no expenses in excess of budgeted amount unless approved by the LAC chair
- Accounts for those not paying for meals or registration:
  - Conference budget pays for meals for AAUW National guest/presenters
  - Registration, transportation and lodging are paid by National for guest/presenters
  - Woman of Achievement expenses are covered by the state budget, not conference
  - Member spouses responsible for their own expenses
  - State budget covers expenses for board dinner and room fees for the Friday board meeting also hotel subsidy during conference, as per policy
  - Presenters who are AAUW members donate their time and efforts, thereby making a major contribution to AAUW. They provide their own registration, meals, and lodging
- Reviews the hotel bill at the end of conference with the LAC chair and a representative of the hotel
- Balances books and closes bank account no later than four weeks after conference

- Returns the state advance and all proceeds over expenditures to state finance officer by June 15<sup>th</sup>
- Files a finance report with AAUW of Virginia president, VP for Program, and state finance officer by June 15<sup>th</sup> (*see Appendix IV*)

## **REGISTRATION** (*see Appendix I & II*)

The registration committee is responsible for receiving the registration forms and income, maintaining records of conference attendees, providing name badges, and welcoming and registering attendees at conference.

- Receives registration forms and payment for meals and registration fees
- Creates Excel spreadsheet for record keeping
- Itemizes receipts for each type meal, registration, and any special events which are requested by each registrant and gives itemized count to LAC
- Email receipt to attendees with their selected meals, workshops, etc
- Deposits checks to conference bank account
- Gives finance officer itemized list of receipts
- Prepares a directory of attendees (name, e-mail address, and branch) for distribution at conference

## **NAME BADGES** (*see Appendix VII*)

- Scan conference logo, print names and branch on badges
- Name badges should be collected at the end of the conference, provide a container at the exit doors
- Re-use badges for the next conference
- Plastic badge holders are preferred
- Designate the following with color dots, stars etc.
  - Board member
  - Branch president
  - First-timer
  - Past state president
  - District representative
- Assemble badges the week before and check for accuracy
- Alphabetize for placement on registration table
- Prepare a sample code chart for the program book

## **REGISTRATION TABLE**

The registration process is the attendees' first clue as to how the rest of the convention will be handled. Put your best foot forward and make a positive impression.

### **Suggestions from past conferences:**

- Set up registration table at least one hour before registration begins to verify that all materials are in place and ready

- Place directional signs, indicating location of the registration area
- Locate the registration area as close to the meeting rooms as possible
- Two 6-foot tables, with at least two chairs, should suffice for registration
- The registrar and two assistants should staff the registration tables during the hours of operation so there is no delay in registering
- Two or three hour shifts for volunteers staffing the registration table are suggested
- Encourage each registrant to check the name badge for accuracy before leaving the table as this is the ticket to meals and events
- Keep blank badges, registration forms, markers, and identifying stickers, stars, etc. on hand for on-site registrants

## **HOSPITALITY**

The hospitality committee has responsibility for providing a friendly welcome and assistance of all kinds to those attending the conference. Specific duties include greeting guests and offering assistance. The committee should be completely familiar with the conference program, the time and location of the various events, and with the layout of the hotel.

- Hospitality Suite – an option that can be helpful for local attendees without a room
  - A sign posted near the registration table should give the room number and hours of operation
  - Hostesses may be available to make sure food and beverages are available to guests and tidy up as needed
  - Refreshments can include snack food, fruit, beverages, cookies etc.
  - Paper products and plastic ware
  - Ice bucket
- Goodie Bags – Optional suggestion
  - To be determined by LAC
  - Visitors bureaus can provide materials for local activities
  - Pens, bottled water and other items may be included

## **HOTEL LIAISON**

The hotel liaison is the person who communicates with the hotel and the LAC chair.

- Maintains communication with the hotel sales and banquet manager
- Deals politely, but firmly, with changes and recognizes the “win-win” possibilities
- Prepares a staging guide for every event of the conference:
  - Table/seating arrangements for each function
  - Podiums/lecterns
  - Food functions

- A/V equipment and IT support
- Handicap accessibility
- Water pitcher placements at rear tables
- Timetable for each event
- Maintains contact phone number for on-site hotel coordinator for emergency needs
- Reviews conference plans with hotel sales/banquet managers the week of the event

## **MEALS CHAIR**

The meals chair has responsibility for all planned meals and refreshments served during the conference. This responsibility may also be assumed by the LAC chair

### **Suggestions from past conferences:**

- Arranges for all food functions
- Provides for dietary restrictions
- Provides pricing for the preliminary and final conference budgets
- Determines the deadline for final count in accordance with hotel policy
- Works with the hotel liaison and LAC chair for table and seating arrangements
- Utilizes table rounds of 8 – 10
- Determines how to indicate meal choices (colored tickets may be used)
- Organizes head tables or reserved seating as indicated by the state president
- Gives the final count for meals by the hotel deadline. Since hotels prepare 5% more than ordered, the initial count should be less than the number actually expected
- Consults with decorations chair on the use of colored table linens or centerpieces (optional)
- Makes sure the dining room staff understands about clearing the tray stands before the program begins
- Verifies the bill after each function, checks against her numbers, and signs the bill
- Confirms conference bill with finance officer at the end of the event

## **PROPERTIES**

The responsibility of the properties committee is to ensure that all materials and equipment needed for the conference are ordered, received, and placed in their proper places on time and that table and chair arrangements are as requested for each event.



- Works in concert with the LAC chair, hotel liaison and meals coordinator
- Assists with all equipment and supply needs e.g. projectors, flip charts, etc.
- Confirms microphones needed for each function
- Creates box of supplies: first aid kit, scissors, scotch tape, stapler, pens etc.
- Provides one person (room monitor, moderator) for each workshop and program session to identify herself to the presenter, in advance of the session, asking what assistance, materials, and equipment might be needed during the session. She also helps with handouts, charts, lights, projectors, seating, etc., as needed during the session
- Checks A/V equipment before each session. Seeks hotel staff assistance if needed. If we bring in any of our own equipment, hotel staff cannot assist. In that case, we need someone to be sure that our equipment is operating correctly
- Checks that all cords are taped down so no one trips
- Confirms conference bill with finance officer at the end of the event

## **SIGNAGE**

The signs committee will receive a list of signs needed for the conference from the state VP for Program. Lettering should be large enough to be read at a distance.

- Signs may be needed for the following areas/functions:
  - Directional signs at hotel entrance and reservation desk, indicating location of registration area
  - Workshops
  - Business sessions
  - Hospitality suite location and hours
- AAUW National has signage available with the AAUW logo (at a cost)

## **DECORATIONS (Optional)**

- Minimal Table decorations for the luncheon/banquet, possibly carrying out the theme of the convention
- Programs for the banquet at each place setting
- Color coordinated linens

## **TELLERS, PAGES, USHERS**

The tellers, pages and ushers are responsible for counting standing votes or card count votes during business sessions of the conference. They may also serve as room monitors

for the event. They are appointed by the state president, and the number needed is determined according to the needs of the annual meeting.

The officers of AAUW of Virginia are not to be elected at a state conference. Elections shall be by electronic ballot following the conference. A quorum must be reached for a valid election.

## **PUBLICITY**

Publicity for the conference depends upon members of local branches, their talents, and their contacts. It is suggested that the publicity committee be comprised of 2-5 persons, with one person being designated as chair.

### **Suggestions from past conferences:**

- Plan Early: develop creative ways to reach out into the community and to be ready to give detailed press releases as information is available
- Use contact persons in the media for local press coverage
- Prepare flyers for community distribution
- Have a representative, possibly the LAC chair, appear on a local radio/television talk show
- Create a press release and sent/email to all area newspapers
- Advertise in the Vision and e-mail brochures to branches for their newsletters. To be coordinated by the Vice President for Communications.
- Post conference activities on AAUW VA and branches websites and other social media sites, as available

## **SALES/RAFFLES**

Funds raised through basket raffles or similar raffles are to be directed to AAUW Legal Advocacy Funds (LAF) unless otherwise decided by the state board. Proceeds from these raffles will be sent by the conference financial officer to the AAUW of Virginia finance officer. The AAUW of Virginia finance officer will submit these funds to National. Branches are usually invited to put together baskets for this type of raffle. LAC manages the raffle. (Proceeds from rental tables for “boutiques” sales go to the conference budget.) Other sales/raffles must be coordinated with LAC chair and approved by the president. Sales should not be conducted during business meetings or workshops.

## **ENTERTAINMENT**

Entertainment gives the hosting district an opportunity to showcase the area where the conference is held. Entertainment should be appropriate for AAUW, regarding

costumes, song lyrics, etc. All arrangements must be made in consultation with the LAC.

**Suggestions from past conferences:**

- Friday Evening (Pre-Conference) – light refreshments and local entertainment
- Opening Session – May include honor guard of a girls' group, such as Girl Scouts or female JROTC/ROTC cadets
- Saturday Night – The social-hour or dinner program may include vocal or instrumental music. Local high school or college groups sometimes look for opportunities to entertain groups

## **TOURS/LEISURE ACTIVITIES**

If the conference schedule has built-in free time, it may be possible to arrange a tour(s) of the area. Whether or not a tour is offered will depend upon available time, the location's interest to the group, the cost, and other options. Local conference visitor bureaus can offer suggestions here. Walking tours are sometimes possible, with rides possible for those unable to walk distances. A walking tour might be coordinated with a visit to an art gallery or a historic house where refreshments might be served. All arrangements should be made in consultation with the LAC.

## **FUNDRAISING**

A committee of 2-5 members, including a chair, may be named to raise funds. Some LACs choose to raise funds to help underwrite conference costs; others do not. This is the decision of the LAC.

**Suggestions from past conferences:**

- Start early
- Solicit funds from a smaller number of corporations or businesses likely to contribute than to send out a mass mailing with a standard letter (If using e-mail, send as **blind copies – BCC**, to all recipients.)
- Send information detailing AAUW's membership and programs with requests for specific amounts of money for covering specific items e.g. sponsoring lunch
- Refer donors to the AAUW Virginia website for information regarding the association
- Avoid corporations whose products, goals, and/or reputations are contrary to the principles and policies of AAUW
- Signage publicly thanking the donors of large contributions by corporate sponsors should be displayed at the conference

- List sponsors in the program book
- Thank you notes to be sent upon the receipt of any gift

## **ADVERTISING**

- Follow the guidelines above for fundraising
- Encourage branches to advertise: \$100 per page, \$50 half page, \$25 quarter page

## **WOMAN OF ACHIEVEMENT**

The Woman of Achievement may be presented at even year conferences. She is selected by the state board. The Women of Achievement is selected after nominations, research, discussion, emails, etc.

- Criteria for the award
  - Made significant achievements in her field or profession
  - Served in community, made outstanding civic contributions, and demonstrated leadership skills
  - Made a positive impact in the state or nation
  - Lives in Virginia and is able to attend the event at which the award is presented
  - Her selection will generate public relations that present AAUW positively and in a broader light

## **THE CONFERENCE PROGRAM BOOK**

The conference program book committee has responsibility for assembling, printing, and preparing the conference program book for distribution. The one day conferences (odd years) may be in a folder format with reports determined by the President and state board. Reports in even year conferences must be a biennial report to cover the two years since the previous even year conference.

The AAUW of Virginia president requests a report from state board members and branch presidents, indicating format, procedure, and due date, to be e-mailed to the conference program book committee chair.

A one page “*At a Glance*” should be available in the registration materials or in the program book. (*see Appendix VIII*)

- The contents of the conference program book, with the name of the officer who has responsibility for preparing the material, include the following:
  - Table of Contents

- Map of Hotel Rooms (LAC)
- Conference Agenda (AAUW of Virginia president)
- Business Meeting Agenda (AAUW of Virginia president)
- Standing Rules of Conference (AAUW of Virginia secretary)  
(*see Appendix VI*)
- Conference Badge Legend (registration committee)
- Highlights of the previous Conventions/Conference (AAUW of Virginia secretary) (*see Appendix V – a/b*)
- Bylaws Amendments
- Proposed Resolutions
- Report on Current Resolutions
- Report of Nominating Committee
- Roster of Board of Directors (AAUW of Virginia president)
- Reports of the AAUW of Virginia Board of Directors:
  - President
  - Vice President for Program
  - Vice President for Membership
  - Finance Vice President
  - Vice President for Public Policy
  - Communications Vice President

(All the other board members' reports arranged alphabetically)

- AAUW of Virginia Districts/Branches
  - AAUW Funds branch contributions and named gift honorees
  - District Representatives Reports
  - Roster of Branch Presidents (AAUW of Virginia president)
  - Branch Reports - arranged alphabetically (each branch president)
  - List of State Conventions/Conferences (*See Appendix V – a/b*)
  - Roster of speakers and presenters
  - List of corporate sponsors (fundraising chair)
  - Conference committee members (LAC chair)
  - Evaluation Form (LAC) - may be a loose sheet in the back (*see Appendix IX*)
  - Blank pages (1-2 sheets) if possible. If you are binding a program, this doesn't always work
- Reports should be received at least six weeks prior to the conference
  - Send reminders, postal or e-mail, to those who fail to report on time
  - Number the pages

- The cover can be 60 weight paper with the books bound with Accopress (plastic) binders
- Font style, size and margins should be noted for each contribution e.g. Times Roman, 12 pt. with 1" margins
- Prepare a conference program book for each registrant plus one for each branch not represented and one for each speaker and presenter. (One must be registered for the conference to receive a copy of the conference program book.)
- Give any leftover conference program books to the LAC or VP for Program

# TIMELINE FOR CONFERENCE PLANNING

## 18 - 24 MONTHS AHEAD

- AAUW of Virginia president recruits host district
- President and LAC chair locate a conference site, book meeting rooms, sign contract, reserve sleeping rooms, including needs for the state board meeting

## 14-18 MONTHS AHEAD

- Local district appoint LAC chair

## 12 MONTHS AHEAD

- Invitation offered for the next conference at the end of the current conference
- LAC chair receives materials from previous conference(s) and a copy of this guide

## 9 MONTHS AHEAD

- LAC chair prepares preliminary budget for approval of AAUW of Virginia board at the fall board meeting prior to conference (*see Appendix III*)
- LAC chair meets with state board at this summer board meeting to plan program structure including speakers and workshop presenters, to review local arrangements, and to develop conference theme
- AAUW of Virginia board adopts preliminary budget at the fall board meeting
- VP for Program or designees begin search for speakers and workshop presenters
- LAC decides if it will have corporate sponsors and/or advertising
- LAC begins to think about committee assignments

## 7-9 MONTHS AHEAD

- VP for Program meets with LAC chair to review duties
- Vice President for Communications sends E-mails to branch members for volunteers
- LAC chair recruits subcommittee chairs and committee members from participating branches
- Hospitality committee organizes for the conference
- LAC chair requests conference advance from AAUW of Virginia finance officer and opens bank account with the conference finance officer
- LAC decides if it will have tours and/or entertainment
- LAC chair creates or designates someone to create the conference logo
- LAC chair prepares “save the date” for the fall Vision (*September 15<sup>th</sup> deadline*)

## **6 MONTHS AHEAD**

- Menus are selected
- Publicity committee plans strategy and makes assignments
- LAC decides on entertainment and tours and makes arrangements

## **5 MONTHS AHEAD**

- AAUW of Virginia board approves conference budget and agenda

## **4 MONTHS AHEAD**

- Registration form and conference materials are organized for Winter/Spring Vision (*January 15<sup>th</sup> deadline*)
- VP for Program provides Vision editor with photos, biographies and workshop descriptions for the program book.
- AAUW of Virginia president provides e-mail addresses for branch presidents and program chairs to the LAC chair

## **3 MONTHS AHEAD**

- AAUW of Virginia president issues call to conference for publication in Winter/Spring Vision
- LAC chair prepares conference agenda and materials for Winter/Spring Vision
- Vice President for Communications prepares brochure for e-mail distribution
- VP for Program provides LAC with photos, biographies and workshop descriptions for the program book.
- Registration committee begins designing name badges and obtains materials
- Conference program book chair arranges for materials and printing

## **2 MONTHS AHEAD**

- Reports due to conference program book chair (This can be changed as LAC determines)
- Property chair gets A/V requests from conference chair
- VP for Program coordinates with LAC chair arrangements for guests
- Evaluation form for conference developed
- Gifts are selected for special guests
- Woman of Achievement award ordered by VP for Program, shipped to state president

## **6 WEEKS AHEAD**

- AAUW of Virginia president finalizes agenda of business meeting



- Registration committee receives registrations; gives meals information to meals chair.
- LAC chair confirms conference details with hotel

#### **4 WEEKS AHEAD**

- Signage is prepared
- Banquet orders reviewed with banquet manager
- LAC chair reviews program with all speakers
- Hotel liaison prepares staging guides
- Hospitality committee organizes the hospitality room/goodie bags

#### **2 WEEKS AHEAD**

- Registration committee prepares name tags
- Decorations committee print programs for banquet
- Decorations chair finalizes decorations for tables
- Property chair finalizes A/V requests and acquisitions

#### **1 WEEK AHEAD**

- meals chair gives final count for meals

#### **1-2 DAYS PRIOR TO CONFERENCE**

- LAC has a pre-conference meeting with all appropriate hotel staff at conference site for a complete walk through of event.

***Conference – ENJOY!***

#### **BY TWO WEEKS AFTER CONFERENCE**

- Thank you emails are sent
  - AAUW of Virginia board send thank-you e-mails to guests, presenters, host branches and others, as needed
  - VP for Program will send thank you emails to workshop presenters
  - LAC Chair will send thank you emails to local participants, i.e. Girl Scouts, Mayor
  - State President will send thank you emails to host branches, Keynote speaker
- Conference finance officer should pay all bills
- Provide workshop briefs, conference pictures, etc. to webmaster to put on AAUW of VA web site

#### **BY 4 – 6 WEEKS AFTER CONFERENCE**

- Conference finance officer balances books and closes bank account

### **BY 6 – 8 WEEKS AFTER CONFERENCE**

- Conference finance officer returns state advance and proceeds, if any, to AAUW of Virginia finance officer and files finance report with state officers

### **BEFORE JULY 1**

- Conference finance officer delivers all finance documents to conference chair
- LAC Chair reports final conference report, finance documents, and conference materials to AAUW of Virginia board. Sends evaluation forms to VP for Program for summary.
- LAC chair creates a soft copy of conference materials for the next year. These records should be kept with this planning guide and passed along each year.

# APPENDICES

Appendix I & II: Sample Registration Forms  
(even years/weekend) *Virginia Vision Winter/Spring 2014*

## “Charting Our Future—Full Speed Ahead” W.E. Skelton 4H Educational Conference Center

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
AAUW Branch \_\_\_\_\_

### Check all that apply:

First Time Attendee?  Current Branch President?  Student Affiliate?   
Past State President?  Current State Board Member?  Presenter?

### Conference Registration (Includes Saturday luncheon):

Received by March 15 \$70 After March 15 \$80 \$ \_\_\_\_\_

### Lodging/Breakfast (Each night’s lodging includes **breakfast following**—per person)

#### For a one-night stay, please specify: Friday/Saturday (circle one)

Single: One night - \$ 80 Two nights - \$160 \$ \_\_\_\_\_

Double: One night - \$ 48 PP Two nights - \$ 95 PP \$ \_\_\_\_\_

Triple: One night - \$ 38 PP Two nights - \$ 75 PP \$ \_\_\_\_\_

Roomate(s): \_\_\_\_\_ Branch: \_\_\_\_\_

Family rates available—Email [smaauw@gmail.com](mailto:smaauw@gmail.com) or call 540-719-3342 for details!

**Meal Tickets:** 1. Evening event fees payable by all attending. 2. Saturday breakfast included in Friday night lodging; Sunday breakfast included in Saturday night lodging.

1. Fri Reception  @ \$15 + Sat Banquet  @ \$30 = \$ \_\_\_\_\_

2. Sat Breakfast  @ \$11 + Sun Breakfast  @ \$11 = \$ \_\_\_\_\_

3. Sat Luncheon  @ \$12 (**\$0 with Conference Registration**) \$ \_\_\_\_\_

Make check payable to **SMAAUW/Conference** Total check amount \$ \_\_\_\_\_

Mail registration form and check to: (Note: No refunds after April 1)

**SMAAUW, PO Box 912, Hardy, VA 24101**

Guest Name(s): \_\_\_\_\_

Not all rooms are suitable for those with handicaps. Please indicate your need for  
Handicapped accessible room: \_\_\_\_\_

Meals are buffet style. To assist in planning, please indicate your dietary needs:

Vegetarian meals: \_\_\_\_\_ Gluten free meals: \_\_\_\_\_

Other Special Needs: \_\_\_\_\_

### Saturday Workshops (Select one for each session.):

Session I Session II

\_\_\_\_\_ Programming & Membership \_\_\_\_\_ Programming & Membership

\_\_\_\_\_ Promoting Pay Equity & STEM \_\_\_\_\_ Promoting Pay Equity & STEM

\_\_\_\_\_ AAUW Funds \_\_\_\_\_ AAUW Funds

(odd years/one day)

# EveryONE Counts

## AAUW of Virginia - Statewide Conference April 13, 2013 Holiday Inn Richmond Airport Richmond, VA

Name \_\_\_\_\_ Branch \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Past State President \_\_\_\_\_ State Officer/Position \_\_\_\_\_

**Special Designation:**

\_\_\_\_ Branch President \_\_\_\_ First Timer \_\_\_\_ Student Affiliate \_\_\_\_ University Representative

Registration Fee before April 1- \$45 \* / \*\* postmarked after April 1 - \$55 \$ \_\_\_\_\_

Guest brunch buffet and break fee - \$34 \$ \_\_\_\_\_

TOTAL check amount \$ \_\_\_\_\_

\* (includes buffet brunch and break)

\*\* Refunds will be honored for brunch buffet (\$22.50) only by April 1.

**Registration and Payment:**

\* Mail registration form and check (Payable to GRAAUW) to: Gay Olsen  
10821 Hinshaw Drive  
Midlothian, VA 23113

Special Needs \_\_\_\_\_

For more information, contact: Gay Olsen: [rufdoggie@aol.com](mailto:rufdoggie@aol.com) phone: 804-543-7089

### Saturday Events

09:30-11:00 am Registration  
 10:30-11:30 am Buffet Brunch  
 11:30-12:00 pm Keynote Speaker: \* Dr. Karen Remley, former State Commissioner of Health  
 12:15-2:00 pm Annual Business Meeting/Town Hall  
 2:00-2:15 pm Sweets Break  
 2:15-3:00pm Tables of Interest  
 3:00-3:30 pm District Meetings  
 3:45-5:00 pm Workshops (Choose One)

\_\_\_\_ Count Us IN: Become a Website Wonder  
\* Patsy Quick, Leslie Vandivere & Megan Morrison

\_\_\_\_ Skinning the Cat: May Ways to Lead  
\* Patricia Fae Ho, AAUW VP & Caroline Pickens, VA State President

\_\_\_\_ Creative Membership-Membership for One & All  
\* Mary Beth Pelosky and Sally Sledge

### Appendix III: Preliminary Financial Report due at November Board Meeting

#### Smith Mtn. Lake Conference April 2014

	Based on 100	Based on 80																	
<b>MEALS:</b> tax 9:3%	\$623	\$493	<b>CONFERENCE REGISTRATION &amp; LUNCH</b>																
Breakfast \$11 p/p	1100	880																	
Lunch 12 p/p	1200	960																	
Saturday Dinner 25 p/p	2500	2000																	
Friday Reception 20 p/p	<u>2000</u>	<u>1600</u>																	
<b>Income&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>	<b>\$6700</b>	<b>\$5360</b>	<table border="0"> <tr> <td><b>Early = \$70</b></td> <td><b>Late = \$80</b></td> </tr> <tr> <td>Feb. 28, 2014</td> <td>Mar. 15, 2014</td> </tr> <tr> <td><b>Friday Reception</b></td> <td>\$20 p/p</td> </tr> <tr> <td><b>Saturday Banquet</b></td> <td>\$25 p/p</td> </tr> <tr> <td> <b>Guest Meals:</b></td> <td></td> </tr> <tr> <td>Sat. Breakfast</td> <td>\$11 p/p</td> </tr> <tr> <td>Sat. Lunch</td> <td>\$12 p/p</td> </tr> <tr> <td>Sun. Breakfast</td> <td>\$11 p/p</td> </tr> </table>	<b>Early = \$70</b>	<b>Late = \$80</b>	Feb. 28, 2014	Mar. 15, 2014	<b>Friday Reception</b>	\$20 p/p	<b>Saturday Banquet</b>	\$25 p/p	 <b>Guest Meals:</b>		Sat. Breakfast	\$11 p/p	Sat. Lunch	\$12 p/p	Sun. Breakfast	\$11 p/p
<b>Early = \$70</b>	<b>Late = \$80</b>																		
Feb. 28, 2014	Mar. 15, 2014																		
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<b>Saturday Banquet</b>	\$25 p/p																		
 <b>Guest Meals:</b>																			
Sat. Breakfast	\$11 p/p																		
Sat. Lunch	\$12 p/p																		
Sun. Breakfast	\$11 p/p																		
<b>ROOMS p/p</b>	<b>73.23</b>																		
<b>FIXED COSTS:</b>																			
Conference Center 3 days:	530																		
Upper & Lower Rooms	1200																		
 <b>MISCELLANEOUS EXPENSES:</b>			<b>Lodging &amp; Meals: Per Person includes two nights &amp; two breakfasts</b>																
2 Podium/Microphone 2 days	60		<b>Type Lodging</b>																
3 Video Projectors	90		Single 160																
3 Easels	45		Double 95																
Portable Screen	30		Triple 75																
Speaker gifts	50																		
First Timer gifts	25		<b>Lodging &amp; Meals: Per Person includes one night &amp; breakfast</b>																
Table Décor	75		<b>Type Lodging</b>																
Printing Programs	1200		Single 80																
Snacks	400		Double 48																
Hospitality Room	425		Triple 38																
Coffee Station	120																		
Badges/Ribbons etc.	150		Lodging:																
Bottled Water	45		Actual cost p/p (2 nights) = 135 single																
ABC License	110		72 double																
Goody Bags	100		55 triple																
Folders/Labels/Tickets etc.	110																		
 16 Bd. Members Comp. Reg.	 1312																		
Minus \$12 lunch																			
	<u><b>\$7277 Total</b></u>																		

7/6/2014 3:22 PM

**AAUW VA 2014 Smith Mountain State Conference Budget**

<b>Income</b>	<b>Fee</b>	<b>Cost</b>	<b>Balance</b>	<small>(ACTUAL)</small>	<small>Taxable</small>
AAUW-VA Advance		400.00	400.00		
Registrations (100)-110 includes meals, lodging, reg fees	70.00		20,998.00		
Program Ad-full page	100.00		400.00		
Program Ad-half page	50.00		400.00		
Program Ad-1/4 page	25.00		25.00		
AAUW Funds-baskets*			1,291.00		
<b>TOTALS</b>			<b>23,514.00</b>		

**Expenses**

Board comps-18 @ \$70		1,260.00			
AAUW survey			34.75		
Check printing			17.10		
Printing Programs/inserts (125)	7.95/ea	1,500.00	1,124.79		+tax
W E Skelton-total			15,894.87		
Fri- Board Welcome Center Rental		75.00			+tax
Fri-Board Dinner-19		218.50			+tax
Fri-Welcome Reception-110		1,347.50			+tax
Sat Breakfast-106		1,060.00			+tax
Sat Lunch-92		1,058.00			+tax
Sat Dinner-110		2,530.00			+tax
Sun Breakfast-90		900.00			+tax
Auditorium rental		1,150.00			+tax
AV		20.00			+tax
Lodging		6,255.00			+tax
ABC License			95.00		
Insurance Policy required by WE Skelton	refunded	50.00			
Poppycock			61.37		
Refreshments/Snacks/Hospitality			242.95		
Goody Bags			50.33		
Table Decorations			225.24		
Supplies-Registration & PO Box			48.30		
Supplies-			134.77		
Speaker/Presenter... Gifts			370.00		
Registration Refunds			619.00		
WE Skelton Center tax		1,305.87			
<b>Total Conference Expenses</b>			<b>18,918.47</b>		
AAUW Funds-baskets* check sent to national			1,291.00		
Repay Advance		400.00			
<b>Amount returned to AAUW of VA</b>			<b>3,304.53</b>		

## Appendix V –a Past State Conventions/Conferences

### AAUW OF VIRGINIA STATE CONVENTIONS/CONFERENCES

Year	Hosting Branch	State President	Term	Branch When Elected
1925	1. Williamsburg	Thelma Brown Heffelfinger	1925-28	Williamsburg
1926	2. Richmond	Thelma Brown Heffelfinger		
1927	3. Lynchburg	Thelma Brown Heffelfinger		Sweet Briar at Lynchburg
1928	4. Norfolk	Thelma Brown Heffelfinger		
1929	5. Roanoke	Jeanette Kelly	1928-30	Williamsburg
1930	6. Williamsburg	Jeanette Kelly		
1931	7. Richmond	Elizabeth Otay	1930-32	Lynchburg
1932	8. Lynchburg	Elizabeth Otay		
1933	9. Charlottesville	Dr. Marlon Smith	1932-36	Roanoke
1934	10. Newport News	Dr. Marlon Smith		
1935	11. Blacksburg	Dr. Marlon Smith		
1936	12. Petersburg	Dr. Marlon Smith		
1937	13. Norfolk	Bernice Whitlock Bowles	1936-38	Newport News
1938	14. Roanoke	Bernice Whitlock Bowles		
1939	15. Rockbridge	Dr. Gillie A. Larew	1938-40	Lynchburg
1940	16. Winchester	Dr. Gillie A. Larew		
1941	17. Charlottesville	Nora Fraser	1940-42	Charlottesville
1942	18. Staunton	Nora Fraser		
1943	19. Roanoke	Marie Garrett	1942-46	Roanoke
1944	20. Roanoke	Marie Garrett		
1945	Meeting Cancelled	Marie Garrett		
1946	21. Wytheville	Marie Garrett		
1947	22. Charlottesville	Dr. Mildred Taylor	1946-50	Staunton
1948	23. Norfolk	Dr. Mildred Taylor		
1949	24. Alexandria	Dr. Mildred Taylor		
1950	25. Staunton	Dr. Mildred Taylor		
1951	26. Richmond	Dr. Janet MacDonald	1950-52	Roanoke
1952	27. Richmond	Dr. Janet MacDonald		
1953	28. Hampton	Helen D. Schubert	1952-54	Harrisonburg
1954	29. Harrisonburg	Helen D. Schubert		
1955	30. Staunton	Amy S. Lamkin	1954-56	Arlington
1956	31. Roanoke	Amy S. Lamkin		
1957	32. Richmond	Bernice B. Lovitt	1956-58	Norfolk
1958	33. Charlottesville	Bernice B. Lovitt		
1959	34. Fredericksburg	Elizabeth S. Carson	1958-60	Lynchburg
1960	35. Roanoke	Elizabeth S. Carson		
1961	36. Norfolk	Elizabeth E. Sale	1960-62	Richmond
1962	37. Newport News	Elizabeth E. Sale		
1963	38. Abingdon	Mary Thrasher	1862-64	Norfolk
1964	39. Charlottesville	Mary Thrasher		
1965	40. Arlington w/Northern	Dr. A. Marguerite Risley	1964-66	Lynchburg
1966	41. Richmond	Dr. A. Marguerite Risley		
1967	42. Lynchburg	Frances H. Engel	1966-67	Blacksburg
1968	43. Virginia Beach	Adelaide H. Stegman	1967-70	Arlington
1969	44. Blacksburg	Adelaide H. Stegman		
1970	45. Waynesboro	Adelaide H. Stegman		
1971	46. Fredericksburg	Doris DeHart	1970-72	Richmond
1972	47. Williamsburg	Doris DeHart		
1973	48. Roanoke, Lynchburg, Bedford	Vera Huckel	1972-74	Newport News
1974	49. Charlottesville	Vera Huckel		

## Appendix V-b

Year	Hosting Branch	State President	Term	Branch When Elected
1975	50. Falls Church, McLean, Reston, Springfield/Annandale	Jean B. Nichols	1974-76	Waynesboro
1976	51. Norfolk	Jean B. Nichols		
1977	52. Harrisonburg	Rosalind E. Exum	1976-78	Hampton
1978	53. Richmond	Rosalind E. Exum		
1979	54. Blacksburg	Elaine A. Lailas	1978-80	Mt. Vernon
1980	55. Alexandria	Elaine A. Lailas		
1981	56. McLean, Reston, Vienna	Barbara F. Wright	1980-82	Alexandria
1982	57. Springfield/Annandale and Arlington	Barbara F. Wright		
1983	58. Roanoke	Virginia Kennedy	1982-84	Blacksburg
1984	59. Virginia Beach	Virginia Kennedy		
1985	60. Lynchburg	Christine Hernandez	1984-86	Virginia Beach
1986	61. Fredericksburg	Christine Hernandez		
1987	62. Charlottesville	Kristin Moyer	1986-88	Vienna
1988	63. Hampton	Kristin Moyer		
1989	64. Harrisonburg	Kay Gravatt	1988-90	Portsmouth
1990	65. Bon Air, Richmond	Kay Gravatt		
1991	66. Great Falls, McLean, Reston, Vienna	Susan Hoover	1990-91	Hampton
1992	67. Blacksburg	Jan Harrison	1991-92	Virginia Beach
1993	68. Roanoke	Dr. Laurel Davis	1992-94	Blacksburg
1994	69. State Board at Charlottesville	Dr. Laurel Davis		
1996	71. Chesterfield	Marion Stillson		
1995	70. Alexandria, Arlington, Mt. Vernon, Springfield/Annandale	Marion Stillson	1994-96	Reston
1997	72. Lynchburg	Nancy Richardson, Peggy Stotz	1996-98	McLean
1998	73. Hampton Roads District in Williamsburg	Nancy Richardson, Peggy Stotz		
1999	74. Charlottesville, Waynesboro	Neola Waller	1998-2000	Virginia Beach
2000	75. Fredericksburg, Culpeper, Woodbridge, Greater Manassas	Neola Waller		
2001	76. Staunton, NW District Branches	Neola Waller	2000-2002	Virginia Beach
2002	77. Norfolk, Hampton Roads Districts	Neola Waller		
2003	78. Roanoke	Theresa Merkel	2002-2004	Winchester
2004	79. Fairfax, Northern District			
2005	80. Richmond	Nancy Joyner	2004-2006	Arlington
2006	81. Winchester	Nancy Joyner		
2007	82. Virginia Beach, HR District Branches	Rosemary Plum, Laura Wimmer	2006-2008	Virginia Beach, Richmond
2008	83. Roanoke, SW Branches	Rosemary Plum, Laura Wimmer		
2009	84. Richmond, Bon Air	Laura Wimmer, Dianne Blais	2008-2010	Richmond, Fairfax
2010	85. Northern District	Laura Wimmer, Dianne Blais		
2011	86. Wytheville	Caroline Pickens	2010-2012	McLean
2012	87. Southeast District	Caroline Pickens		
2013	88. Richmond	Caroline Pickens	2012-2014	
2014	89. Smith Mtn	Caroline Pickens		

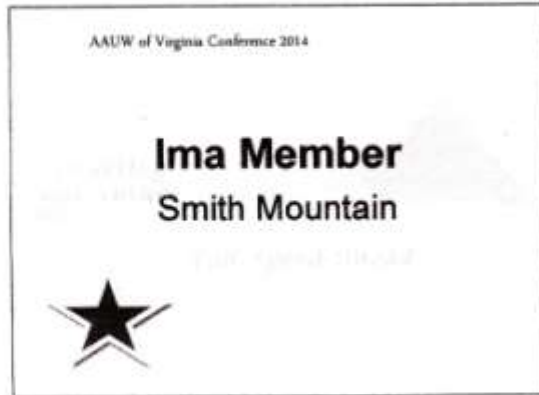


## **Appendix VI: Standing Rules**

### **2014 AAUW State of Virginia Standing Rules STANDING RULES OF THE 89<sup>th</sup> ANNUAL MEETING OF THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OF VIRGINIA**

1. To facilitate identification and admission to the assembly hall, attendees shall be required to wear badges.
2. A committee of three to approve the minutes of the conference shall be appointed by the president.
3. A head teller and at least one assistant shall be appointed at the beginning of the annual meeting by the president and shall assist in counting the votes whenever requested to do so.
4. Anyone requesting the floor shall go to a conference microphone, address the chair, and upon recognition, state name and branch.
5. Communications to the platform shall be in writing and shall be transmitted by pages only.
6. All main motions and amendments shall be presented to the secretary in writing on motion forms and shall be signed by the maker of the motion.
7. No member may speak a second time to a question until all others wishing to speak on that question have been heard.
8. Discussion on Public Policy Priorities
  - a. A member may have one minute for a speech either pro or con, alternating so far as possible;
  - b. Discussion on each section shall be limited to five minutes;
  - c. Total discussion and voting time on the Public Policy Priorities shall be limited to 25 minutes.
9. Discussion on proposed Bylaws amendments
  - a. A member may have one minute for a speech either pro or con, alternating as far as possible;
  - b. Discussion on each proposed amendment is limited to four minutes;
  - c. Total discussion and voting time on the Bylaws amendments shall be limited to eight minutes.
10. The assembly hall, dining areas, and workshop rooms shall be designated as no smoking areas.
11. Cell phones and other electronic devices shall be silenced during the business and formal meetings of the conference, as well as during all workshops, luncheons, and banquets.

**Appendix VII: Name Badges**



**Badge Front Legend:**

Name  
Below Name  
Branch, Office, Title or Guest listed



Color indicates

green - first time attendee  
blue - student


Ribbons provided for:  
Board members and Presenters



**Badge Back Legend:**

Purchased Meals are listed  
Requested workshops assigned

Appendix VIII: At a Glance

Your 2014  Conference At-A-Glance Planner

Friday, April 4		
12:30-6:30 PM	State Board Meeting	Welcome Center
3:00-8:00 PM	Registration Check-In	Reid-Jones Lobby
6:45-8:30 PM	Reception (ticket required)	Smith CAB
<i>Entire Conference</i>	Hospitality Room in Reid-Jones Lodge	Skelton Suite: Room 216
Saturday, April 5		
6:45-7:30 AM	Bird Walk & Nature Hike	Meet at entrance to Reid-Jones Lobby
7:30-9:00 AM	Registration Check-In	Reid-Jones Lobby
7:30-8:30 AM	Breakfast (ticket required)	Smith CAB-I
8:30-9:20 AM	Welcome & Keynote Speaker	Smith CAB-IV
9:20-11:00 AM	Annual Business Meeting	Smith CAB-IV
11:15 AM-12:30 PM	Workshop Session I	
	1- Synergy of Programming & Membership	Smith CAB-IV
	2- Promoting Pay Equity & STEM	Smith CAB-III
	3- AAUW Funds: What's the Point?	Smith CAB-II
12:30-1:30 PM	Luncheon Program (included in registration)	Smith CAB-I
1:45-3:00 PM	Workshop Session II	
	1- Synergy of Programming & Membership	Smith CAB-IV
	2- Promoting Pay Equity & STEM	Smith CAB-III
	3- AAUW Funds: What's the Point?	Smith CAB-II
3:00-6:00 PM	Excursions & Activities-refer to insert	
5:50-6:30 PM	Council of State Past Presidents	Smith CAB-III
6:00-7:00 PM	Cash Bar	Smith CAB Lobby
7:00-9:00 PM	Banquet Dinner & Award Program (ticket required)	Smith CAB-I
Sunday, April 6		
7:30-8:30 AM	Breakfast (ticket required)	Smith CAB-I
	Legacy Circle Breakfast Meeting (ticket required)	Smith CAB-I
8:45-9:15 AM	District Meetings	
	Northern District	Smith CAB-IV
	Northwest District	Smith CAB-I
	Southeast District	Smith CAB-III
	Southwest District	Smith CAB-II
9:30-10:30 AM	Panel: 50th Anniversary of the Civil Rights Act	Smith CAB-IV
10:30-11:45 AM	Closing Speaker & Final Business Session	Smith CAB-IV
Please remember to turn in your survey and evaluation form.		
Next year's state conference is April 18, 2015		

**Appendix IX: Evaluation Form**

**AAUW Virginia State Conference**

April 4-6, 2014



Please take a moment to help us evaluate and plan for next year. Thank you for your assistance.

**Friday Reception**

Speaker & Music	Excellent	Very Good	Good	Fair	N/A
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**Saturday** *(circle the presentations you attended)*

Keynote Speaker	Excellent	Very Good	Good	Fair	N/A
Annual Business Meeting	Excellent	Very Good	Good	Fair	N/A
Programming & Membership	Excellent	Very Good	Good	Fair	N/A
Pay Equity and STEM	Excellent	Very Good	Good	Fair	N/A
AAUW Funds	Excellent	Very Good	Good	Fair	N/A
Banquet & Award Program	Excellent	Very Good	Good	Fair	N/A

**Sunday**

District Meetings	Excellent	Very Good	Good	Fair	N/A
Panel Discussion	Excellent	Very Good	Good	Fair	N/A
Closing Session	Excellent	Very Good	Good	Fair	N/A

**Food**

Reception	Excellent	Very Good	Good	Fair	N/A
Breakfasts	Excellent	Very Good	Good	Fair	N/A
Luncheon	Excellent	Very Good	Good	Fair	N/A
Snacks	Excellent	Very Good	Good	Fair	N/A
Banquet	Excellent	Very Good	Good	Fair	N/A

<b>Pre-Conference Promotion</b>	Excellent	Very Good	Good	Fair	N/A
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<b>Accommodations</b>	Excellent	Very Good	Good	Fair	N/A
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<b>Overall conference rating</b>	Excellent	Very Good	Good	Fair	N/A
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**Comments:** What did you like best/least? Were the workshops worthwhile? Did you get good value for your time and money? Suggestions for next conference committee?

Please place your completed evaluation in the designated boxes before leaving the conference.