

The Potato Association of America
 Guidelines for Hosting an Annual Meeting
 "Timetable"

3 Years :	<ul style="list-style-type: none"> * Approval for hosting from Site Selection Committee. * Submit request and make presentation to Executive Committee
2 Years:	<ul style="list-style-type: none"> * Approval from Executive Committee. * Decide on conference site and headquarter motel/hotel. * Pick committee members and delegate responsibilities. * Develop budget, determine approximate costs and expected income. * Check scheduling to avoid conflict with other key society meetings
1 Year	<ul style="list-style-type: none"> * Present planned Annual Meeting information at previous year's Annual Meeting. * Start fund-raising at conclusion of previous PAA Annual Meeting to avoid conflict. * Plan tours and transportation. * Set up registration, event and tour fee structures. * Identify program/meeting format. * Have reserved Reception, Barbecue/Picnic and Banquet venues. * Have reserved all meeting rooms etc. * First write-up in October PAA Insider after summer meeting [sample attached]
8-9 Months	<ul style="list-style-type: none"> * Submit Annual Meeting information and forms to PAA Insider. (January, Includes registration form, description of programs offered & prices, hotels & other local places to stay, etc.) [sample attached] * Set up website and update as information becomes available. * Remind sponsors. * Set up account for fees and donations.
3-4 Months	<ul style="list-style-type: none"> * Set up Session schedules with PAA Secretary. * Enlist Session moderators. * Arrange audiovisual and room operators. * Have reserved all transportation and tours, and develop schedules. * Order registration material for registration packet. * Get sponsor payments.

	<ul style="list-style-type: none"> * April PAA Insider (Meeting update and reminder to get hotel reservations made and meeting reservations in to take advantage of discounted rates) [sample attached]
2 Months	<ul style="list-style-type: none"> * Post Annual Meeting schedule on website. * Bind Annual Meeting Program with Abstract. * Assign Annual Meeting duties. * Take registration counts.
1 Month to 2 Weeks	<ul style="list-style-type: none"> * Bind Banquet Program. * Arrange childcare if necessary. * Assemble Registration Packets. * Take registration counts. * Verify tours' status. * Make signs. * July PAA Insider (final welcome to those attending and let know you're ready for them to come and have a great time) [sample attached]
1 Week	<ul style="list-style-type: none"> * Check audio-visual arrangements. * Check poster arrangements. * Check room arrangements.
Sunday	<ul style="list-style-type: none"> * Set-up registration desk & GO.
1st day	<ul style="list-style-type: none"> * Post agenda near entrance of each meeting room
October after meeting	<ul style="list-style-type: none"> * PAA Insider...wrap up from meeting. Report of how many attended... members, accompanying persons, where they came from, highlights of meeting, whatever you want to share. [sample attached]