

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

LAC should advise the President-Elect as Chair of the Local Arrangement Committee Advisory Committee, the President, the Vice-President, the Secretary, and the Administrator of The Potato Association of America if there are plans to significantly vary from the accepted Guidelines for Local Arrangement Committee.

Communities hosting an Annual Meeting of The Potato Association of America, hereafter referred to as The Association or PAA, have the opportunity to meet and influence a diverse crowd of scientists, growers and representatives of various industries. The following guidelines are designed to help the host community plan and conduct a successful Annual Meeting. While these guidelines attempt to address the essentials for a successful meeting, and give a general overview of the format, they cannot provide all of the ingredients nor intend to suppress innovations. Ways to reveal unique community flavors, and highlight local attractions and points of interest are left to the host community.

In the event that further assistance is required, the Local Arrangements Committee, hereafter referred to as LAC, can contact the PAA Secretary, President-Elect and President, and help will be provided.

Important note: Submission for requesting to host a PAA meeting should be first presented as a written request three or four years in advance to the Site Selection Committee. The Site Selection Committee then recommends to the Executive Committee the host site. The Executive Committee may approve the request then or wait one year. The Executive Committee must approve the request at least two PAA Annual Meetings prior to the proposed dates.

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<p>I. Local Arrangements Committee. The Local Arrangements Committee (LAC) is to be chaired by one or more persons who appoint chairpersons of subcommittees. This committee shall submit to the <i>PAA Insider</i> newsletter an announcement of the upcoming conference in the July issue one year before the conference. Updates will be published in each issue (quarterly-January/April/July & October) with registration materials and information on tours and activities in the January issue. Chairperson(s) schedule and moderate LAC meetings. Chairperson(s) shall prepare a final report to The Association covering Committee functions, pre-registration and final registration statistics, industry relations, and a statement of revenue and expenditures.</p>	
<p>A. Subcommittees Structures as Suggested by PAA: Number and size of subcommittees are at the discretion of the LAC. Emphasis should focus on completing assignments in a timely manner. Subcommittee responsibilities and time requirements will vary so potential chairpersons and members should understand the responsibilities before committing to serve on a subcommittee.</p>	
II. Subcommittee Responsibilities	
<p>A. Program: (Note: The official Program Chair is the PAA Secretary)</p>	
	Required
() 1.	An overall operations manager (come-to person) needs to be delegated.
() 2.	Meeting rooms should be thoroughly examined for suitability prior to any reservations for their usage.
() 3.	A hard copy of the program with the abstracts must be printed and distributed with the registration package (paid by LAC). See previous programs for examples.
() 4.	Symposium (Monday morning) - A large room seating a minimum of 200 in classroom style is needed.
() 5.	Oral Sessions - Two or three rooms seating a minimum of 80 in a classroom style are needed to accommodate concurrent sessions.
() 6.	The Chair of the LAC will work with the PAA Secretary (Program Chair for all PAA Annual Meetings) to organize and schedule the presentations. This is done after the Abstract submission deadline. Abstract deadline is usually at least three months prior to the Annual Meeting.
() 7.	Poster Session - A large room to accommodate approximately 50 posters with sufficient space for foot traffic is needed. Arrangements for poster boards to display posters must be made by the LAC.

	() 8.	Section Meetings - Three rooms to accommodate about 30 to 40 need to be arranged. All Section meetings must be completed by Tuesday 9:00 am and reports presented to the Executive Committee at their Tuesday morning meeting.
	() 9.	Executive Committee - A secured room seating 20+ in round table style is needed for use by the Executive Committee throughout the week from Sunday to the end of the Annual Meeting to conduct PAA business.
	() 10.	A large room must be reserved for the Business Meeting held either on Wednesday or Thursday afternoon depending on meeting format (see IV). Expect a seating of about 100.
	() 11.	All oral sessions require appropriate audio and visual equipment, currently laptop computers with Power Point and LCD projectors. Microphones are needed for each session. People to operate this equipment and lights plus session moderators need to be recruited.
	() 12.	An agenda listing times, subjects, and speakers are to be posted near the entrance of each meeting room.
		Traditional:
	() 1.	Extension, Production and Management Section historically on Tuesday at 6:30 am for breakfast; seating should be at tables.
	() 2.	All other sections meet on Monday late afternoon or evening; often these sections use rooms from the Monday pm presentations (but not necessarily so); seating is classroom style.
	() 3.	Avoid scheduling Physiology Section in the same time period as Utilization & Marketing. The business meeting of the Certification Section is held at the Seed Seminar in winter but they often meet here as well.
	() 4.	Graduate Student Competition Committee usually meets twice, once on Monday evening during Poster Session and again later. Need to contact Chair when entry number and presentation schedule are known.
	() 5.	Poster Session is on Monday or Tuesday evening. Posters should be set up on Sunday and taken down on Tuesday or Wednesday.
	() 6.	Check the calendars of the European Association Potato Research (EAPR), American Plant Pathology Society (APPS), American Society Horticultural Science (ASHS) and other appropriate societies to avoid conflict in scheduling meeting dates as many members attend these meetings as well.
	() 7.	A theme for the meeting has become customary and is encouraged. The theme may be around the planned Symposium or about the local area, etc.
	() 8.	Some committees meet during Monday lunch times and tables should be reserved for them if requested.
	() 9.	Computer room for checking digitized presentations is advisable
		Optional:
	() 1.	If sufficient accompanying persons are registered, a hospitality room would be a bonus.
	() 2.	If delegate families need assistance, a day-care or baby-sitting service

		availability would be useful. But, note that if hotel does not already provide such services, there will be a liability for this on the LAC and special insurance is recommended.
	() 3.	Make available pointers and timers for oral sessions.
	() 4.	A local dignitary may be invited to address delegates on Monday am prior to the start of the Symposium.
	() 5.	On occasion a second symposia has been scheduled at the LAC discretion.
	() 6.	On occasion a special grower / industry session has been scheduled at the LAC discretion.
	() 7.	Accommodate a room for the AJPR Editors' meeting (Bamberg).
	() 8.	Accommodate a room for the USDA- Germplasm Committee (Bamberg).
	() 9.	Velcro tape may be made available to poster presenters.
B. Registration		
		Required:
	() 1.	A registration form should be developed for publication in the PAA Insider newsletter at least six months prior to the Annual Meeting. Contact previous LACs for sample forms and fees. The registration form should be on the LAC web-site by this time as well.
	() 2.	Separate registration fees should be established for PAA-member delegates with a place for their membership number for verification, non-members, students with advisor verification (member and non-member), and accompanying persons. The registration fee difference between member and non-member delegates is to be at least the cost of a PAA membership. This should all be done after a working budget is determined.
	() 3.	Registration packets need to be assembled to be handed out at the registration desk during the Annual Meeting. Packets should include Program with Abstracts, name tags (some with ribbons), note pad and pen in a folder or binder, city map, directions to local sites, tickets for meals and tours, general information such as to restaurants, shops, places of worship, emergency contacts, etc.)
	() 4.	Ribbons are be attached to name tags for all PAA officers (President, President-Elect, Vice President, Past Presidents, Secretary, Treasurer, Editor-in Chief, Directors), the Administrator, Honorary Life Members (HLM), Sustaining Members (SM-LAC choice), and LAC co-chairs and hosts).
	() 5.	LAC or its representatives such as conference center staff oversee the registration desk for the duration of the Annual Meeting. The desk opens on Sunday afternoon and continues to the last day of the Annual Meeting.
	() 6.	One free registration must be available to the National Potato Council CEO or President and to the U.S. Potato Board CEO.
		Traditional:
	() 1.	Registration includes registration deadlines defining a late fee schedule.

	() 2.	Usually the registration packet is given out in some kind of tote bag, brief case or carrier.
	() 3.	Registration packet may also contain "goodies" for registrants. Popular examples from previous Annual Meetings have been T-shirts, hats, CD-cases, mugs, conversion calculators, water bottles, and local snack food.
	() 4.	Have graduate students indicate their participation in the Graduate Student Awards Competition on the Abstract Submission Form and on registration to allow a banquet count.
	() 5.	Attach ribbons to sponsor name tags. This can be part of fundraising.
		Optional:
		Occasionally registration fees have been waived for retired HLMS, for graduate students in the competition, and for accompanying persons. This is a decision by the LAC and is predicated on income versus expense, and has been even done post-meeting as a refund.
		C. Website:
		Required:
	() 1.	The website needs to include registration form and information, and appropriate contact people.
	() 2.	Include on-line registration and payment information.
	() 3.	Include lodging information, maybe a housing form.
	() 4.	Include transportation information such as driving directions, airlines and airports, airport pick-ups, rental car agencies, etc.
	() 5.	Instructions for abstract submission in preparation of oral and poster presentations, and Frank L. Haynes Graduate Student Research Award Competition
	() 6.	Activities and maps for around area of meeting
	() 7.	Contact Information
		Traditional:
		Here is a sample website menu: Home / Registration / Abstract Submission and Speaker / Poster Instructions / Program at a Glance / Delegate Program / Symposium / Events and Activities / Accompanying Persons Program / Accommodations / Transportation / Directions to Convention Center / Sponsorship Information / About the PAA / Contact Us
		Optional: Some of these may become traditional.
	() 1.	Include program summary and program.

	() 3.	Description of tours
	() 4.	Publicity on meals and entertainment.
	() 5.	List of sponsors.
	() 6.	List of attractions and events, and
	() 7.	Anything that would promote the Annual Meeting.
D. Conference Center		
	Required:	
	() 1.	If a conference services group is contracted, a written agreement outlining the responsibilities of the conference center should be submitted to the LAC. Responsibilities may include providing personnel for accounting, collecting registration and other fees, establishing website, provide name tags and ribbons, preparing sponsor information, doing publicity, maintaining registration desk, helping with budget, and whatever the LAC and the Center agree on. All charges for all services, facilities and equipment must be specified beforehand, and are the responsibility of the LAC.
	() 2.	If the LAC does not have or does not wish to use a Conference Service, it must perform all tasks normally expected of a Conference Services Center.
	() 3.	An insurance policy covering the period of several days prior to several days after the Annual Meeting dates to cover any liabilities in addition to those that the hotels may have and to cover delegate travel to and from the Annual Meeting must be in place. In recent years, this insurance has been for one million US\$ and has cost approximately US\$1,000. Check with PAA Treasurer to determine the limits of any rider to the PAA liability insurance that will cover the LAC insurance and its extent.
	() 4.	The Annual Meeting must comply with disability acts and regulations (contact Administrator for information etc.) Special needs of delegates and attendees needs to be requested on the registration form.
	() 5.	The Program Chair of the LAC will visit the meeting site to check on facilities and accommodations.
	() 6.	After all abstracts are submitted, the PAA Secretary will work with the LAC Program Chair to set the presentation schedule.
	Traditional:	
	() 1.	Some arrangement should be on stand-by if a delegate gets injured or ill. It would be helpful to have people who can direct and assist delegates to a medical facility.
	() 2.	Having one or two vans available for emergency transportation is an advantage saving some worry.
	() 3.	Sponsors recognition may be posted on a board near registration desk.
	() 4.	Upon request, up to three (3) years in advance, the Executive Committee is authorized to approve a US\$3,000 advance to the LAC for expenses incurred

		prior to the Annual Meeting, such as conference center deposit. This request must be in writing. This advance (loan without interest) is returned to the PAA General Fund after the Annual Meeting. (8/18/2011)
		Optional:
	() 1.	At registration desk, information about other meetings, societies, publications, etc. may be displayed.
	() 2.	A message board is often displayed near registration desk.
		E. Housing/Conference Headquarter
		Required:
	() 1.	A motel/hotel near the conference site should be reserved as the primary conference headquarters. This motel/hotel may have conference facilities and be the conference site. Special meeting rooms and hospitality suites should be located here.
	() 2.	The motel/hotel and conference site must be reserved at least one year in advance of the meeting. Some convention centers may need to be reserved two years in advance.
	() 3.	Designated headquarters and conference site needs to be listed on the website and in the <i>PAA Insider</i> with the registration form with contact information for reservations.
	() 4.	Headquarter amenities should be listed such as computer hook-up, swimming pool, laundry, lounges, and restaurant. Hotels may already have a short write-up about their facility that can be used on the website.
	() 5.	A complimentary suite is reserved for use by The PAA President to conduct PAA business.
		Traditional:
		Several possible housing options should be listed on the LAC website and in the <i>PAA Insider</i> , such as: <input type="checkbox"/> campus dorms _____ <input type="checkbox"/> campgrounds nearby _____ <input type="checkbox"/> motels and hotels _____ <input type="checkbox"/> bed and breakfasts _____ Costs, reservation policies, distances from the conference site, and amenities should be included. _____ _____
		Optional:

		Some motel/hotels request/require the LAC to contract for a specific number of room-days. If this is the case proceed with caution. Make sure that you are guaranteeing a number that is reasonable and will probably be fulfilled. Have the contract checked by an attorney. Know clearly how the room-days will be counted and what are the financial penalties if the guarantee is not fulfilled. No LAC has been penalized to date but meetings of other groups have found themselves in deficit due to low room-day counts.
F. Publicity & Signs		
		Required:
	() 1.	A presentation highlighting the facility, area and plans for the Annual Meeting must be presented at the banquet of the previous PAA Annual Meeting. Presentations should be less than 15 minutes and may be by video.
	() 2.	Registration, site, tour, and any such information are required to be provided in the <i>PAA Insider</i> .
	() 3.	All Annual Meeting information should be posted on the website.
	() 4.	Program session signs must be posted by session rooms prior to the session and remain the duration of that session.
	() 5.	Signs need to be posted in front of rooms during Executive Committee and Section meetings.
	() 6.	Signs will be needed to designate registration area, passenger loading areas, parking (if applicable), tour vans/buses, rooms for meals, sessions, any place where people congregate for an event.
		Traditional:
	() 1.	Inform the National Potato Council, U.S. Potato Board, Agriculture and Agri-Food Canada, any appropriate grower organization, appropriate government organizations, and organizers of other potato meetings world-wide.
	() 2.	Place a sign recognizing sponsors by registration desk.
		Optional:
	() 1.	Sign-making materials may be kept near the registration desk for making or changing signs.
	() 2.	Signs recognizing sponsors for specific events are always a good idea.
G. Transportation		
		Required:
	() 1.	Flight information should be included with the pre-registration form. Airport shuttle services (limousines, taxis, etc.) and a list of car rental agencies should be made available.
	() 2.	Passenger comfort must be considered when reserving buses. Air conditioning is essential and restrooms or scheduled rest stops for long trips. Some bus

		companies have only a few fully-equipped buses. School buses are uncomfortable and should be used in place of vans only for short distances.
		Traditional:
	() 1.	Van and/or bus shuttles to and from the Annual Meeting site and motels/hotels are to be provided. Several drivers are needed to meet the varied schedules of the participants.
	() 2.	At least one driver and vehicle should be available at the Annual Meeting site to handle unexpected transportation needs.
	() 3.	The transportation and tour subcommittees should work closely together in coordinating schedules and resources.
	() 4.	Information on mass transit within the community, if available, should be included in the registration packet and available at the registration desk.
		Optional:
	() 1.	Airline ticket discounts should be made available to delegates and non-delegates.
	() 2.	The transportation subcommittee may prepare a notebook with bus schedules, routes, and phone numbers of drivers for the registration desk and hosts.
H. Tours and Events -- Tours are at the full discretion of the LAC and no tour is required at any PAA meeting. However, tours may enhance attendance. Costs of tour deficits are solely borne by the LAC who has complete discretion to cancel any tour that is not economical.		
		Required: If tours and events are conducted then the following are required.
	() 1.	Information on tours should include cost, minimum number of people needed for the tour to be conducted, description, contact people, etc. and needs to be posted in the <i>PAA Insider</i> and on the website. Information on weather expectations and clothing needs should be included in tour descriptions.
	() 2.	The time allotted for a tour depends on several factors. For full or half-day tours, the following must be considered: () (a) transportation needs, timing and location of rest stops, admission tickets, and meals () (b) For each tour, the description should include its suitability for children. () (c) The committee should preview the routes and stops, allowing for boarding time and rest stops.
	() 3.	A guide should be available to lead each tour.
	() 4.	Prepare budgets for tours. Remember the LAC is responsible for costs. A charge for tours may be assessed in addition to the registration fee to cover expenses.
	() 5.	Details need to be verified two to three weeks prior to the scheduled event. At this time, pre-registrations should indicate whether there is enough interest to continue with planned tours. Insurance and accident policies should be in place

		for the Annual Meeting and to cover tours as well.
	() 6.	Tour information should be available at the registration desk.
	() 7.	Cancellation or alterations of tours should be announced as soon as possible and participants already signed up should be notified and their money refunded.
	() 8.	Information on major sites and attractions in the area should be available in registration area.
		Traditional:
	() 1.	An agricultural tour is given when presentations are not in sessions, usually on Wednesday if that is a free day or on Thursday if the sessions end on Wednesday. See Meeting Formatting Options (IV.) below.
	() 2.	Several tours are offered during the session meetings for accompanying persons if there is sufficient interest / enrollment. These are usually on Monday and Tuesday.
	() 3.	A Sunday morning golf outing at a local course has become popular.
	() 4.	Have available list of participants for each tour at registration.
		Optional:
	() 1.	All tours are at the discretion of the LAC and, though offered, may be cancelled by the LAC due to lack of participants or any unforeseen reason.
	() 2.	Pre- and post-Annual Meeting tours occasionally have been offered.
	() 3.	Additional tours can be arranged for Wednesday and Thursday for accompanying persons.
	() 4.	"Hospitality Suite" may be provided at the conference headquarter motel/hotel for accompanying persons. Hot drinks and snacks could be available. A sign marking room should be posted and information about it should be in the registration packet.
I. Budgeting and Fund-Raising		
		Required:
	() 1.	The LAC is responsible for developing a budget, generating revenue, and controlling expenses so as not to exceed income. These expenses should be covered by a mix of tax-deductible industry contributions and direct charges to the delegates and non-delegates.
	() 2.	The budget should be established before determining registration costs. This will require that quotes for meals, banquets, tours, buses, audio-video equipment rental, etc. be made early.
	() 3.	Potential contributors should be contacted one year in advance. Possible donors include chemical companies, state and local grower organizations, and potato processing companies. Contributors should be sent a letter, e-mail and/or phone call soliciting funds, followed by an acknowledgment of receipt.

	() 4.	A Contingency Fund with a limit of US\$15,000 is in place and may be used to cover a reasonable budget shortfall, when requested in writing (with explanation) and approved by the Executive Committee and the membership present at the Business Meeting. (updated 8/18/2011)
	() 5.	Net income from a PAA Annual Meeting is to be disbursed as follows: first, return to the PAA's General Fund the cash advance of US\$3,000, if requested and received (see D. Conference Center, Traditional #4), second, if the Contingency Fund is below its limit (currently set at US\$15,000), then net income is to be deposited into the Contingency Fund until the fund reaches its limit. Once the above two obligations are met, contribution of net income is at the discretion of the LAC into one or more of the PAA General Fund, the PAA Endowment Fund or the Frank L Haynes Graduate Student Research Award Endowment Fund. The LAC shall confer with the Executive Committee about where to place the money in order to maximize benefit to the PAA and its membership. (updated 8/18/2011)
	() 6.	Travel, housing and other official expenses of the PAA Administrator to attend the Annual Meeting are paid by the PAA. The common practice is for the LAC to furnish this room as part of the LAC's agreement with the hosting hotel based on occupancy. Usually hotels/motels furnish a free room for every previously determined number of occupied rooms.
		Traditional:
	() 1.	A cutoff date should be established for receiving funds or commitment of funds to aid in planning.
	() 2.	For Annual Meetings in the U.S.A., the U.S. Potato Board has agreed to donate US\$1,000 as a sponsor. They need to be contacted in the winter prior to the Annual Meeting for arrangements. These funds are to finance the Graduate Student Awards and must be sent to the Treasurer to cover the costs.
	() 3.	Recognition of sponsors is made during the Annual Meeting: names and logos printed in the printed program, on the website, by the registration desk (sign), at meals especially at the Banquet, and in anyway appropriate that will assist in obtaining sponsors.
		Optional:
	() 1.	For sponsors contributing substantial amounts, an exhibit area may be made available. This could be in conjunction with the Poster Session or in the meeting hall.
	() 2.	Banners may be placed in the hallways, exhibit areas and/or meal rooms for sponsors.
	() 3.	A tier system of sponsors may be instituted.
	() 4.	Sponsorship of specific events may be utilized.
	() 5.	Sponsorship and exhibit guidelines have not been established.
		J. Meals and Entertainment
		Required:

	() 1.	The President's Reception is held Sunday evening. It is free to the registrants and costs are to be borne by registration fees. A local caterer may be contracted for this event.
	() 2.	Breakfasts are to be covered every day (Monday through Thursday) of the Annual Meeting as part of the registration fee.
	() 3.	Lunches are to be covered on every session day (Monday, Tuesday, and either Wednesday or Thursday depending on Annual Meeting format, see below) of the Annual Meeting as part of the registration fee.
	() 4.	Breaks at mid-morning and mid-afternoon need to be arranged. These should include coffee, tea, juice, water, or other beverages as appropriate and some snacks such as donuts, fruit, or cookies, as appropriate. The costs for breaks are to be included in the registration fee.
	() 5.	A barbecue or picnic is arranged for either Tuesday or Wednesday evening. A charge may be made by the LAC for this event in addition to the registration fee to cover expenses. This is a sit down event where tables or benches may be used. Entertainment could be included. Highlighting local foods is a plus.
	() 6.	The Awards Banquet is held either Wednesday or Thursday night, the last night and after the Business Meeting in the afternoon. This is a sit-down event with 8-10 people per table.
	() 7.	A banquet program is provided which includes list of awards to be presented, menu, biographies of new Honorary Life Members, nomination for other awards such as Seed Researcher of the Year, list of Honorary Life Members, list of PAA Presidents including the current one, list of sponsors, and list of LAC members. Remember that part of the Banquet program is presentations of the Outstanding Paper Award, Outstanding Extension Award, and Frank L Haynes Graduate Student Research Award. Schedule the duration of the program for about three hours. Remember to include time for the next PAA hosts (LAC) to make their presentation at the end of the banquet. It may be advisable to have the banquet program order of presentations reviewed by the current PAA President since this person will be presiding at the banquet.
	() 8.	A charge may be assessed per person for the banquet in addition to the registration fee to cover expenses.
	() 9.	Banquet charges for attending graduate students who have participated in the Awards Competition are covered by the LAC.
	() 10.	Banquet charges for new Honorary Life Members and one accompanying person may be charged to the PAA. The LAC needs to give an account and invoice to the PAA Treasurer for reimbursement if the LAC so needs to cover expenses for these meals.
	() 11.	At the banquet, tables are to be reserved for each new HLM and their families plus each nominator and their family.
	() 12.	At the banquet, head table seating is to be arranged for specific members of the Executive Committee. Highest priority is given to President, President-Elect, Vice President, and immediate Past President, and Administrator, and their accompanying person. Next in priority are the Secretary, Treasurer, and Editor-in-Chief, and their accompanying person. If there is space available and for the interest in time conservation, the Chair of the Frank L. Haynes Graduate Research Competition Awards may be included as the person will also be making award presentations. Normally count on 12 to 14 people. Check ahead of time as to attendance and wishes.

	() 13.	Liability insurance coverage and legal statutes (presence of children permitted) should be clear between LAC and meal servicing unit(s).
		Traditional:
	() 1.	Expect 200 or more to attend the President's Reception.
	() 2.	Two free alcoholic drinks per person should be budgeted for President's Reception. Some venues may charge for non-alcoholic drinks as well. Therefore, be prepared to budget two drink tickets per person attending.
	() 3.	Monday night meals are at the discretion of the delegates although LACs may make arrangements.
	() 4.	At the barbecue/picnic, a cash bar is present.
	() 5.	At Banquet, some local entertainment is common
	() 6.	At Banquet, two bottles of wine (red and white) per table, preferably local, if there is a State industry, should be available.
	() 7.	One or two free alcoholic drinks per person should be budgeted for the Banquet.
	() 8.	Childcare or instructions for making arrangements should be available for those attending meal functions. Or children may be welcomed at these functions depending on insurance and legal statutes. Fee arrangements are at the discretion of the LAC.
		Optional:
	() 1.	At the Reception, local cuisine may be highlighted and add flair.
	() 2.	The Reception is normally a standing event and seating is at the discretion of the LAC.
	() 3.	Decoration for all meal events are at the discretion of the LAC.
	() 4.	If finances allow it, one or two free drinks may be offered or a keg of beer made available at the barbecue/picnic.
	() 5.	For the Banquet and other events, it would be good to ask an LAC member (or professional) to take digital pictures that can be put on the website and used for publicity and general remembrances.
III. Childcare: If provided, the following are required.		
		Required:
	() 1.	Appropriate liability insurance is needed. It is essential to determine who will carry the liability insurance for this service. Children's Services Division should be consulted for rules and guidelines for providing this service.
	() 2.	Baby-sitting services should be available and contact people should be notified in advance. Registrants needing such services must contact the LAC sufficiently prior to the meeting for arrangements to be made. This information may be included on the registration form. Registrants should know that there may not be space available if they do not pre-register. The child/care-giver

		Golfing	*Ext Sec BF *Symposium *Tour(s)	*Prod & Mgmt Sec BF *Oral Sessions *Exec Comm Mtg *Tour(s)	Ag Tour *Tour(s)	*Oral Sessions *[Exec Comm] *[Tour(s)]
		PM: *Registration *Exec Comm Mtg	PM: *Oral Sessions	PM: Tour(s)	PM: *Tour(s)	PM: Business Meeting
		EV: Reception	EV: *Sections mtg *Post Sess *Grad St Com	EV: *Open or *Picnic	EV: * Open or *Picnic	EV: Banquet

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		Option 3				
		Sunday	Monday	Tuesday	Wednesday	Thursday
		AM: Golfing	AM: *Ext Sec BF *Symposium *Tour(s)	AM: *Prod & Mgmt Sec BF *Oral Sessions *Exec Comm Mtg	AM: *Oral Sessions *(Exec Comm)	AM: *Ag Tour *Other tours
		PM: *Registration *Exec Comm Mtg	PM: *Oral Sessions	PM: Oral Sessions	PM: Business Meeting	PM: *Tours cont
		EV: Reception	EV: *Sections mtg *Post Sess *Grad St Com	EV: *Picnic	EV: Banquet	EV: Open

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V. **Time Table:** Prior to Hosting PAA Annual Meeting:

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1. **Three Years:**

		() a.	Have approval for hosting Annual Meeting from Site Selection Committee.
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		() b.	Submit request and make presentation for hosting Annual Meeting to Executive Committee.
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2. **Two Years:**

	<input type="checkbox"/> a.	Have approval for hosting Annual Meeting from Executive Committee.
	<input type="checkbox"/> b.	Decide on conference site and headquarter motel/hotel.
	<input type="checkbox"/> c.	Pick committee members and delegate responsibilities.
	<input type="checkbox"/> d.	Develop budget, determine approximate costs and expected income.
	<input type="checkbox"/> e.	Check scheduling to avoid conflict with other key society meetings.
3. One Year:		
	<input type="checkbox"/> a.	Present planned Annual Meeting information at previous year's PAA Annual Meeting.
	<input type="checkbox"/> b.	Start fund-raising at conclusion of previous PAA Annual Meeting to avoid conflict.
	<input type="checkbox"/> c.	Plan tours and transportation.
	<input type="checkbox"/> d.	Set up registration, event and tour fee structures.
	<input type="checkbox"/> e.	Identify program/meeting format.
	<input type="checkbox"/> f.	Have reserved Reception, Barbecue/Picnic and Banquet venues.
	<input type="checkbox"/> g.	Have reserved all meeting rooms etc.
4. Eight-Nine Months:		
	<input type="checkbox"/> a.	Submit Annual Meeting information and forms to <i>PAA Insider</i> .
	<input type="checkbox"/> b.	Set up website and update as information becomes available.
	<input type="checkbox"/> c.	Remind sponsors.
	<input type="checkbox"/> d.	Set up account for fees and donations.
5. Three-Four Months:		
	<input type="checkbox"/> a.	Set up Session schedules with PAA Secretary.
	<input type="checkbox"/> b.	Enlist Session moderators.
	<input type="checkbox"/> c.	Arrange audiovisual and room operators.
	<input type="checkbox"/> d.	Have reserved all transportation and tours, and develop schedules.
	<input type="checkbox"/> e.	Order registration material for registration packet.
	<input type="checkbox"/> f.	Get sponsor payments.
6. Two Months:		
	<input type="checkbox"/> a.	Post Annual Meeting schedule on website.
	<input type="checkbox"/> b.	Bind Annual Meeting Program with Abstract.
	<input type="checkbox"/> c.	Assign Annual Meeting duties.
	<input type="checkbox"/> d.	Take registration counts.

7. One Month - Two Weeks:		
	<input type="checkbox"/> a.	Bind Banquet Program.
	<input type="checkbox"/> b.	Arrange childcare if necessary.
	<input type="checkbox"/> c.	Assemble Registration Packets.
	<input type="checkbox"/> d.	Take registration counts.
	<input type="checkbox"/> e.	Verify tours' status.
	<input type="checkbox"/> f.	Make signs.
8. One Week:		
	<input type="checkbox"/> a.	Check audio-visual arrangements.
	<input type="checkbox"/> b.	Check poster arrangements.
	<input type="checkbox"/> c.	Check room arrangements.
9. Sunday: Set-up registration desk & GO.		
10. 1st Day Post agenda near the entrance of each meeting room		
VI. Check List		
	<input type="checkbox"/> 1.	Conference Center
	<input type="checkbox"/> 2.	Headquarters Motel/Hotel
	<input type="checkbox"/> 3.	Sponsors and Exhibits
	<input type="checkbox"/> 4.	Budget
	<input type="checkbox"/> 5.	Insurance(s)
	<input type="checkbox"/> 6.	Registration Forms and Housing Information
	<input type="checkbox"/> 7.	Website
	<input type="checkbox"/> 8.	<i>PAA Insider</i> Announcements
	<input type="checkbox"/> 9.	Publicity
	<input type="checkbox"/> 10.	Daily Meal Functions: Breakfasts, Breaks and Lunches
	<input type="checkbox"/> 11.	Special Meal Functions: Reception, Picnic, Banquet
	<input type="checkbox"/> 12.	Entertainment at Special Functions: Picnic, Banquet
	<input type="checkbox"/> 13.	Transportation
	<input type="checkbox"/> 14.	Tours and Loading Access
	<input type="checkbox"/> 15.	Symposium Room Preparation and Equipment
	<input type="checkbox"/> 16.	Oral Session Rooms and Equipment
	<input type="checkbox"/> 17.	Poster Session Room Set-Up and Equipment

	() 18.	Executive Committee Room Preparation
	() 19.	Graduate Student Awards Committee Meeting Designation
	() 20.	Presentation Preparation and Viewing Room Set-Up
	() 21.	President's Suite
	() 22.	Administrator's Room
	() 23.	Registration Desk Staff
	() 24.	Session Moderators
	() 25.	Session Lighting, Sound, and Computer Control
	() 26.	Audio-Visual Equipment, Training and Set-Up
	() 27.	Signs
	() 28.	Name Tags and Ribbons
	() 29.	Registration Packet
	() 30.	Abstracts Posting on Website
	() 31.	Meeting Program and Summary
	() 32.	Banquet Program
	() 33.	Banquet Room Set-Up: head table (PAA officers), equipment (next LAC), etc.
	() 34.	Photographer

VII. Symposium and Responsibilities (app. 08/18/2011)

	A.	Contact Person & Set-Up of Symposium
		Required:
	() 1.	The PAA Secretary is the contact person for the Symposium Guidelines.
	() 2.	A high quality symposium is an important component of The PAA Annual Meeting. A symposium is organized and delivered by a PAA Section following approval by The PAA Executive Committee. Planning and approval should begin at least two years prior to actual presentation. Under special circumstances, symposium approval may occur as little as one year prior to presentation.
	() 3.	The symposium will be held on the morning of the first full day of the annual meeting (traditionally Monday) and will end by the lunch break. There should be four or five speakers, each speaking for up to 45 minutes. The oral presentations should take no more than a total of three hours with a 30-minute break at mid-morning.
	() 4.	The LAC is responsible for the room and audio/visual equipment arrangements
	() 5.	The sponsoring Section will form a symposium committee. The committee will identify speakers (PAA members and/or non-members) and communicate to speakers expectations of abstracts, manuscripts and coverage of expenses. The committee Chair will be the contact person for the <i>American Journal of</i>

		<i>Potato Research</i> (AJPR) editors to work with regarding preparation, review and publication of the symposium manuscripts.
	() 6.	<p>Upon request, The PAA Executive Committee may approve up to US\$3,000 to the symposium committee to defray symposium costs. These funds do not need to be repaid to The PAA. The PAA funds are to be used only to cover conference costs of invited non-member symposium speakers (meeting registration, travel and accommodations).</p> <p>NOTE: The symposium committee <u>does not receive the \$3,000 in cash before or after the symposium</u>. Receipts showing invited speaker(s) expenditures must be submitted to The PAA Treasurer and the speaker(s) will be reimbursed directly.</p>
	() 7.	Symposium speakers who are PAA members are expected to cover their own travel and meeting expenses.
	() 8.	Funds beyond those provided by PAA for conference costs of invited non-member speakers and conference expenses covered by PAA member speakers must be obtained via fund-raising or other sources. This fund-raising is distinct from that of the LAC and the LAC is not responsible or involved. Funds raised by the symposium committee must be clearly identified and deposited in The PAA General Fund to be managed by The PAA Treasurer.
	() 9.	No publication fee will be charged to the speakers or symposium committee for symposium papers published in the AJPR. Reprint costs and the cost of printing color photos are the responsibility of member and non-member symposium speakers.
	() 10.	<p>All symposium speakers are expected to submit a manuscript of their presentation for publication in the AJPR within six (6) months of presentation. The symposium papers are published together in one issue, and depending upon manuscript submission volume to the AJPR, within one to two years of the Symposium. The symposium committee Chair will acquire the manuscripts from the speakers and submit them as a single package to the AJPR Editor-in-Chief for review. If all but one (1) manuscript have been submitted to the symposium committee Chair within the above timeline, review and publication of the symposium package will not be delayed and the delinquent manuscript will not be published.</p> <p>The suggested length of each presentation paper is eight to 10 pages. A maximum of 40 printed AJPR pages will be allowed per symposium.</p>
	() 11.	The symposium package will include: a Symposium Introduction (maximum of one page – 8½" x 11" paper) and all symposium papers to be published. The following may be used as a guide when preparing manuscripts: a 4-5 page typed, single-spaced paper with graphs and charts would be approximately 2-3 journal pages, and 4-5 page paper, single-spaced with no graphs or charts, would be approximately 3-4 journal pages.
		Optional:
	() 1.	Normally, an Annual Meeting contains a single symposium. Under unusual conditions, (e.g. such as to address a hot topic or take advantage of unique circumstances) a second symposium may be approved for an Annual Meeting.
	() 2.	When approval for a full Symposium cannot be obtained, Sections may consider hosting workshops or mini-workshops on a topic of interest.

	() 3.	The symposium committee may elect to cover travel, meeting and publication costs for PAA members who are retired from their professional positions. These costs need to be covered through fund-raising or other means.
B. Symposium Committee		
		This committee, appointed by the President, shall be chaired by the Secretary of The Association. This committee shall consist of one representative from each PAA Section, one representative from the current Local Arrangements Committee, Chair of the Finance Committee, Treasurer, and the past, present and future Section Symposium Committee Representatives. The committee shall coordinate the symposium schedule and work with Sections in developing symposium proposals. This committee shall also work with symposium-sponsoring Sections to comply with the current symposium guidelines and symposium planning timeline. [accepted 08/16/2012]
C. Symposium Planning Timeline		
	() 1.	<u>At The PAA Annual Meeting three (3) years prior to symposium presentation:</u> The Section wishing to sponsor a symposium presents to The PAA Executive Committee, prior to the Annual Business Meeting, a working title for the symposium, a list of presentation topics and keywords describing each, potential speakers, and symposium committee contact person. There may be more than one Section wishing to sponsor a symposium in any one year. The PAA Executive Committee makes a decision about the proposed symposium prior to the Annual Business Meeting.
	() 2.	<u>At The PAA Annual Meeting two (2) years prior to symposium presentation:</u> The sponsoring Section provides The PAA Executive Committee with an update of the status of the symposium preparations.
	() 3.	<u>At The PAA Annual Meeting one (1) year prior to symposium presentation:</u> The sponsoring Section presents to The PAA Executive Committee the finalized symposium title, presentation topics and confirmed speakers. If needed, the sponsoring Section requests, in writing, the use of up to \$3,000 to defray costs.
	() 4.	<u>Abstract submission time:</u> The symposium committee provides The PAA Secretary with a list of symposium speakers, in particular, those who are not PAA members. The PAA Secretary works with the symposium committee contact person on the order of the symposium presentations and time allotted to each
	() 5.	<u>Prior to early registration cut-off date:</u> The symposium committee contacts the Chair of the LAC for that Annual Meeting, The Treasurer, and the Chair of the Finance Committee, indicating which symposium speaker's registration fees (registration fees only, not additional activities, for non-PAA members) will be covered by the requested PAA funds or money raised. This is especially important for international speakers.
	() 6.	<u>Within six (6) months after the symposium:</u> Gather symposium manuscripts and submit to AJPR for publication.

VIII. Graduate Student Awards Competition , hereafter referred to as Competition	
	Required:
() 1.	A submitted Abstract must be marked as a Competition entry and with a Section designation. Indicate name of advisor. Student must be a PAA member.
() 2.	Student must be a current graduate student or was a graduate student at the time the Call for Abstracts was issued. Undergraduate students are not eligible to compete.
() 3.	If a student receives First Place Award at a PAA Annual Meeting, the student cannot enter a future PAA Competition.
() 4.	Only one presentation per student may be entered into the Competition per PAA Annual Meeting.
() 5.	Only oral presentations, not poster or Symposium presentations, are eligible for the Competition.
() 6.	Graduate Student Awards Committee Chair will receive copies of Abstracts and schedule of student presentations from the PAA Secretary. The Chair will forward these materials plus score sheet(s) to the Graduate Student Awards Committee members at least one month before the PAA Annual Meeting.
() 7.	The LAC will note presentations that are entered in the competition on the Annual Meeting's Program.
() 8.	The PAA Program will accommodate entries in the Competition by scheduling them for Monday pm and Tuesday so that the Graduate Student Awards Committee will have time to deliberate before the Business Meeting.
() 9.	There will be up to five awards given depending on the number of participants. Awards are at the discretion of the Graduate Student Awards Committee with Executive Committee oversight and approval.
() 10.	Participants will receive a critique from the Graduate Student Awards Committee after the PAA Annual Meeting, preferably within three months.
() 11.	Participants will receive a certificate recognizing their participation from the Graduate Student Awards Committee via post after the Annual Meeting.
() 12.	Participants will receive a free Banquet ticket for themselves supplied by the LAC.
	Optional:
	If financial situation allows, the LAC may refund registration fees for participating students.
IX. Post-Annual Meeting Responsibilities	
	Required:
() 1.	Written and oral reports are given to the PAA Secretary & Administrator at the Business Meeting. Electronic copies are preferred.

	() 2.	After re-payment of its cash advance from the General Fund, net proceeds from the PAA Annual Meeting are disbursed first to the Contingency Fund if it is below its limit, then to the Speakers Fund if not designated and Contingency Fund's limit is reached, or to a designated fund such as the Endowment Fund.
	() 3.	A comprehensive final report should be submitted to the PAA Administrator within six to nine months following the Annual Meeting. This report should include all aspects designated in the LAC Guidelines and provide final numbers for all the events and activities. These final reports should be made available to new LACs for background information and use during their planning.
		Traditional:
		A list of attendees with their contact information is to be made available in print or on website.
		Optional:
	() 1.	Photographs taken at the meeting may be added to website.
	() 2.	After the meeting, conduct a survey of attendees with results made available, possibly on the website.