

Annual Meeting Checklist

Important deadlines:

- Select and secure meeting location
- Program development
- Initial meeting announcement and opening of registration
- Hotel reservation deadline
- Meeting registration deadline
- Submit final attendee number to conference site (for room set-up) and caterer

Program Committee

- Develop overall meeting timetable
- Develop session topics and possible speakers
- Develop annual meeting theme and title
- Invite and confirm Keynote speaker and Session speakers
- Invite and confirm moderators for each session
- Send confirmation letters requesting speaker information including AV needs, summary of presentation, and a short bio
- Send bios to moderators
- Contact speakers (non-SGA members) regarding travel arrangements and reimbursement of expenses
- Post information regarding meeting dates on SGA website as update as program is developed

Local Arrangements Committee

Hotel arrangements:

- Negotiate written contract containing dates, room rates, and number of rooms blocked off.
- Establish hotel reservation deadline.
- List of other suggested hotels in/near vicinity on SGA website (if applicable).

Meeting space and catering arrangements:

- Negotiate written contract containing dates, room rates, room set-up style, catering, etc.
- Select rooms for each session/event (if applicable).
- Select food/beverages.
- Establish deadline for submitting final number of attendees to meeting site (for room set-up) and caterer.
- Make arrangements for AV equipment and support (if applicable).

Meeting registration:

- Determine registration fee and deadline.
- Design mail-in and online registration forms for posting on the SGA annual meeting web page.

Publicity:

- Coordinates creation of annual meeting collateral (such as print or email flyers) for distribution via mail/email.
- Submit announcements/updates to the SGA Newsletter, SGA listserv, SAA listserv, and other regional archival organizations as appropriate.
- Coordinate other avenues of publicity (such as Facebook and the SGA blog) with the Chair of the Outreach Committee.

Vendor exhibiting and sponsorship:

- Establish costs of exhibiting and sponsorship.
- Create a vendor registration form.
- Solicit vendors to exhibit and sponsor breaks and the meeting giveaway.
- Coordinate vendor participation and forward vendor information packets from the meeting site (hotels have specific instructions for vendors).
- Recognize vendors at meeting (in meeting packet and on signs if appropriate).

Meeting registration:

- Process meeting registrations (Administrative Assistant and Treasurer).
- Select, design, and purchase meeting giveaway.
- Purchase folders, labels, and name tags for packets (Administrative Assistant).
- Coordinate contents of packets including:
 - Final program (Program Committee Chair)
 - Attendee list (Administrative Assistant)
 - Name tags (Administrative Assistant)
 - Folder labels (Administrative Assistant)
 - Vendor list
 - Any other materials such as lists of area restaurants, membership renewal forms, etc.
- Assemble meeting packets.
- Design online meeting evaluation on Survey Monkey (coordinate with Survey Monkey Account Manager) and ensure a link to the survey is included on the final program.

Meeting logistics and wrap-up

- Registration/membership table (Administrative Assistant and Membership Committee members).
- Monitor food/breaks set-up (Local Arrangements Chair).
- Monitor sessions in Room A (Local Arrangements and Program Chairs).
- Monitor sessions in Room B (Local Arrangements and Program Chairs).
- Coordinate photographs for website and other publicity.
- Set deadline for submitting meeting evaluations (Local Arrangements and Program Chairs).
- Send email reminder with link to online meeting evaluation.
- Review evaluations (Local Arrangements and Program Chairs).
- Thank you letters to keynote speaker, presenters/moderators, sponsors, and host institution (if applicable) (SGA President).
- Thank you note to Program Committee and Local Arrangement Committee members (Local Arrangements and Program Chairs).