

MHSLA 2012
Local Arrangements Committee Update for March Board Meeting
– Submitted by Toni Janik & Gina Hug, Co-Chairs

1. MHSLA Conference Planning for 2012 is going well.
2. Conference Bags have been obtained for participants
3. “Conference At A Glance” Documents has been updated.
4. The MHSLA Conference Committee Co-Chairs and Subcommittee chairs met on February 28, 2012 at the Baronette in Novi.

Gina Hug and John DuLong attended the MHSLA 2012 Annual Conference Planning meeting at the Baronette Renaissance Hotel on February 28. The AV Committee made the following determinations:

- Sladen laptops were able to connect to the hotel’s WiFi
- There are adequate electrical outlets for the equipment
- The hotel will provide electrical cords at no charge
- A microphone will not be needed in the Gallery area. The Gallery holds 40 classroom style and has a low ceiling.
- The Gallery has no sound system
- Will need a password to connect to the wireless network. The password changes every week.
- There is wireless throughout the hotel. Again, there is a password for wireless access.
- There is a different password for the guests and for the meeting rooms.
- The Banquet Captain will provide the WiFi code upon our arrival for the meeting rooms.
- The equipment can be stored overnight in the Boardroom. Ellen O’Donnell and John DuLong will have the keys to the Boardroom.
- Hotel will provide power to each vendor table – it’s the vendor and/or our responsibility to provide a power bar for each vendor for their equipment.

Also discussed at this meeting:

- a. Signage
 - b. Catering needs
 - c. Toured the facility and discussed seating layouts
-
5. The Local Arrangements Co-Chairs met in the afternoon with the Manager of the Tin Fish – our site for the Special Event
 - a. \$500 deposit required in May
 - b. Additional deposit required in September
 - c. Balance of invoice needs to be paid the night of the event by Visa or Debit.
 - d. Jill Turner has agreed to assist with these payments
 6. Draft Registration Form is ready for Board Approval.