

**MHSLA Board Meeting
9-18-2012
Local Arrangements Committee Report**

1. Plans for the conference are going well.
2. The Planning Committee is meeting on October 1, for their final meeting prior to the conference.

Local Arrangements Subcommittee Reports

Accommodations

The room rate discount is available until October 2. Vendors and registrants should make their reservations as soon as they are able.

Audio-Visuals

The audio-visual order was placed with the Baronette.

Exhibits & Vendors

1. Fifteen vendors will require exhibit tables. Vendors can pick their own table: first come / first pick. Break food will be made available in the middle of the room.
2. The total vendor contribution is at \$9300.
3. So far, a Kindle from Wiley has been received as a raffle item. We are assuming that the other vendors will be bringing their raffle items with them to the conference.
4. The hotel has given a one-night stay and breakfast for two at a future date.

Hospitality & Special Event

The Special Event Menus have been received from the Tin Fish.

Publicity

1. Just received Poster presentation and Lightning Round info from Stephanie Swanberg. Will update conference program within the next week and have Val re-post to website.
2. Please have everything in to Jill Turner so Final Conference Program printing can be done first week of October.

3. Conference invitations will be re-issued to the listserv lists during week of Sept 25th.
4. Planning on working on signage around Sept 25th. All suggestions and requests are welcome.
5. Jill Turner will also need some volunteers to take photos during the conference. Any takers?
6. Gina will create tickets for the Welcome Reception and the Special Event which will be placed in the registration packets for attendees.
7. Valerie Reid has linked the following items to the conference web site:
 - Registration Form (PDF)
 - The ability to pay for the conference via credit card or PayPal
 - Official Program – updated on 8/14
 - Interactive Conference At A Glance – updated 8/14

Respectfully Submitted,

Gina Hug & Toni Janik