

Area Business Meeting Set-up

The night before the business meeting:

- a. Cooperate with Area Alternate Chairperson by providing the updated sign-in books from the registration table. Count the number of GSRs and DCMs who have signed in. Use this as a guide for how many seats each District will need. (For the September Assembly, you may need to use the Roster or last Assembly's figures as many GSRs do not sign in until Saturday morning.)
- b. For February, May and November Assemblies, if round tables are used in the main meeting room the night before the business meeting (i.e., for the banquet), determine if they are set for 8 or 10 at each table. Determine if more tables are needed than what may already be set up. Work with the facility to add/remove tables as necessary. The Host Committee Facilities Liaison should verify with the facility that the main meeting room will be ready by 6:30 a.m. Sunday morning.
- c. For the September Assembly, the main meeting room may need to be re-set after Friday night workshops have ended (usually 10:00 pm). The Host Committee Facilities Liaison should verify with the facility that the main meeting room will be ready by 6:30 a.m. Saturday morning.

The morning of the business meeting:

- a. Plan on meeting the Area Alternate Chair at 6:30 a.m. to begin setting up the main meeting room. (The risers, podium, microphones, Service Committee row with chairs, and main seating area should already be in place as noted above.) A good rule of thumb is the main meeting room should accommodate 375 people. Ten are on the risers, 20 are in the row in front of the risers, the Area Registrar, hearing impaired table, if needed, and past Delegates have special seating arrangements, and the remaining places are for GSRs, DCMs and their Alternates, with space at the back of the room set aside for non voting members. Bring with you the box that has the District numbers and the Area Officer and Service Committee name plates.
- b. Help the Area Alternate Chairperson place District numbers on each table, starting with the front of the room (closest to the risers) and working toward the back of the room. The Area Alternate chairperson will know ahead of time if the higher numbered Districts will be seated toward the front or the back of the room (this alternates from Assembly to Assembly).
- c. Pull two or more tables together for the larger Districts, based on the estimate of the number of seats needed (as previously determined – see item “a” above under “The night before the business meeting”).
- d. Two small Districts may need to share a table (as previously determined).
- e. On the risers, set up Area Officer name plates as follows: As viewed from the audience, six persons will sit to the right of the podium / microphone (going from left to right): Secretary, Treasurer, Alternate Treasurer and three members of the Finance Committee. To the left of the podium (going from right to left) will be the Chairperson, Alternate Chairperson Alternate Delegate and Delegate.

- f. In front of the risers will be 6' or 8' long tables with sufficient seating for 20 persons. Name plates are placed on the Area Service Committee chairpersons table in alphabetical order. The Translation Co-Chair may sit at any of the Linguistic Districts and the Assistant Webmaster may be sitting near the digital projector.
- g. On the floor and to one side of the risers will be a 6' or 8' long table with seating for two persons. This space is for the Area Registrar. A fairly long table is needed for placement of agendas, minutes, financial reports and/or other documents the body must pick up plus the Area Registrar's computer. The table should be as close to a power source as possible.
- h. To the other side of the risers (from the Area Registrar) and at the front of the room, a table for hearing impaired members should be reserved if hearing impaired members are expected to attend. Check with the Area Accessibility Chair in advance of the Assembly and/or the Host Committee Access Chair to determine the need. The Area Accessibility Chair may also have a sign that can be used to reserve this table. The past Delegates are seated at a table (either rectangular or round) at the back of the room.
- i. Set up two floor microphones, one on the left side and one on the right side of the meeting room, or one front and one back (is the room long and narrow or wide?). Check all microphones before the meeting, including the microphone at the podium. (One wireless microphone is desirable – preferably one of the floor microphones.)
- j. For the September Assembly, adequate space must be available for a rolling chalk board, white board or overhead transparency projector and a table for vote counters. This space should be close to a power supply for computers and to one side of the room (front or back) for good visibility of the chalk board to the body.
- k. Also for the September Assembly, have plenty of scratch paper for voting on hand. Distribute to each of the District tables and to the Area Officers and Service Committee members prior to the start of voting. Have volunteers ready to collect votes during each election.
- l. Have a member assigned to 'stand by' during the business meeting (this could be the Host Committee Facilities Liaison or another person familiar to the hotel staff) to accommodate any special or unforeseen needs.
- m. At the end of the business meeting, gather up badges, sign-in books and name plates, sign, and unused supplies and give them to the host committee for the next Assembly.
- n. Set up projectors as needed. A digital projector should be available for the business meeting, as well as a projection screen. This is for projecting motions as an aid to area business. At September Assemblies (elections), a separate projector, along with a screen, should be provided as an aid to the elections process. The projector used for elections can be the 'overhead' type, to be used with dry-erase transparencies. A second option for the elections screen could be a large dry-erase board.