



Committee on Centers and Regional Associations (CARA)

MEETING GUIDELINES / CHECKLIST

Thanks to the Arizona Center for Medieval and Renaissance Studies (ACMRS), the following guidelines were developed to assist those individuals who volunteer to host the annual CARA meeting at their institution.

The yearly CARA meeting is held in the fall, customarily on the **first Friday and Saturday in October** (according to the CARA bylaws). Typically, it begins on Thursday with an evening reception for early arrivals, followed Friday and Saturday with an Executive Committee meeting, planned panel presentation, representatives' grab bag sharing session, and tours/excursion to local places of interest.

START PLANNING EARLY! Before volunteering to host the CARA meeting, ensure that your institution has adequate facilities on and near campus: meeting rooms, dining facilities, and hotels. • Identify the best facilities, and make a list of alternatives in case of difficulties. • Once you have volunteered your institution, reserve campus rooms and make arrangements with hotels as soon as possible, keeping in mind that some highly desirable rooms on campus must be reserved two years in advance in order to use them for a weekend meeting. • For some institutions, consult with appropriate administrators for sponsorship and funding two years before the date of the meeting, as their rank may be important for booking difficult-to-reserve facilities.

MEDIEVAL ACADEMY OF AMERICA

104 MOUNT AUBURN STREET, FIFTH FLOOR
CAMBRIDGE, MA 02138
(617) 491-1622; fax (617) 492-3303
Speculum@MedievalAcademy.org
www.MedievalAcademy.org

AT LEAST ONE YEAR PRIOR TO MEETING

- Determine the date of the meeting, customarily on the first Friday and Saturday in October, checking on other campus events that may interfere.
- Reserve block of rooms at hotel(s) (recommended 25 for Thursday, 30 for Friday, and 25 for Saturday).
- Notify the Medieval Academy to announce the meeting and post information in their newsletter and on their website.
- Determine the meeting theme, and begin lining up speakers for the panel presentation.
- Begin organizing a staff of volunteers to help with arrangements.
- Develop and send a draft of the schedule to the Executive Director of the Medieval Academy and Chair of CARA in order to confirm the timing of the meeting, which is important for reserving rooms on campus.
- Reserve necessary rooms on campus or at the meeting facility for the following events, which have been typical of past meetings (times are approximate):
 - **Reception** for early arrivals (Thursday 7:00–9:00 p.m.)
 - **Breakfast** (Friday 7:15 a.m.)
 - **Executive Committee Meeting** (Friday 8:30–10:00 a.m.)
 - **Tour** or event for other CARA members (Friday 10:00 a.m.)
 - **Lunch** (Friday 12:00–1:30 p.m.)
 - **Panel Presentation** (Friday 1:30–4:30 p.m.) (provide extra tables for delegates to display brochures, calls-for-papers, and other materials)
 - **Banquet** (Friday 6:00 p.m.)
 - **Breakfast** (Saturday 8:00 a.m.)
 - **Grab Bag Sharing Session** (Saturday 10:00 a.m.–12:00)
 - **Lunch** (Saturday 12:00–1:00 p.m.)
 - **Excursion** (Saturday 1:30–4:30 p.m.)
 - **Dinner** (Saturday 5:30 p.m.)
- Design a meeting flyer, distribute it via the CARA database, and make 150 copies for distribution at other meetings, such as the Medieval Academy, Kalamazoo Congress, and Leeds Congress.
- Establish a website for announcing the meeting, disseminating information, and providing online registration (if possible).
- Develop a prospective budget using those from previous meetings as guidelines but based on resources in your area. Include costs for food/beverages, room rental, vehicle rental, printing, supplies, etc. Keep in mind that costs are offset only partially by registration fees. **See the sample budget at the end of this document.**
- Ask appropriate deans, university departments, and other organizations for financial support, requesting slightly more funds than you think will be needed, in case expenses are more than anticipated. If this is done two years in advance, remind the sponsoring administrators of the

upcoming meeting and verify the contributions previously promised so that those amounts will be included in budgets for the year.

- Negotiate and sign contracts with local hotels, the student union, airlines, and/or any other necessary meeting facilities, if appropriate.
- Arrange transportation (busses, vans, etc.) to remote events for tours and excursions, if necessary.

THREE TO SIX MONTHS PRIOR TO MEETING

- Determine catering needs (including vegetarian options), and choose menus for receptions, meals, and breaks.
- Review the presentation proposals, and e-mail the presenters with any appropriate details.
- Determine if audiovisual equipment is necessary, and schedule it for appropriate rooms.
- Attend the CARA luncheon at Kalamazoo in May, and announce the upcoming CARA meeting.
- Create a meeting registration form, and verify the registration procedure with the Executive Director of the Medieval Academy and the Chair of CARA.
- Invite campus administrators to attend the meeting.
- Create a database to track meeting participants.
- Post a full announcement of the meeting on the established website, including the meeting schedule, registration form (including online registration), lodging accommodations, travel directions, maps, etc. **Remember to update these materials as necessary.**
- Make the deadline for registration approximately five weeks before the meeting (but be flexible with this in practice).

ONE TO THREE MONTHS PRIOR TO MEETING

- Design and create a meeting program, which will be printed one week prior to the meeting, including the following:
 - Schedule of events
 - List of participants with e-mail addresses and URL Web addresses for their centers, associations, committees, or programs
 - Abstracts of presentations
 - Names and contact information of meeting organizer and associates
 - Address and phone number of meeting hotel
 - Campus or facility map
- Start collecting items for meeting registration packets, including the following:
 - Portfolio folders
 - Name badge holders and labels
 - Meal tickets

- Campus or facility maps
 - Hotel maps
 - City visitor guides
 - Maps to the remote site, if necessary
 - Lists of local restaurants and nightlife locations
- Solicit volunteers and faculty guides to assist with shuttle transportation or to drive vans for tours and excursions, if necessary.
 - Solicit student volunteers to help with assembling registration packets, typing name tags, setting up and serving at the registration table, A/V troubleshooting, and meeting breakdown.
 - Check the number of registrations and determine if the deadline needs to be extended.

THREE WEEKS TO ONE MONTH PRIOR TO MEETING

- Confirm all arrangements (rooms, A/V equipment, food, volunteers, transportation, etc.).

TWO TO THREE WEEKS PRIOR TO MEETING

- Create and distribute a volunteer schedule and information sheet.
- Adjust quantities of food and refreshments based on reservations.
- Verify funds from supporting colleges, departments, etc.

ONE WEEK PRIOR TO MEETING

- Print the final meeting program, meal tickets, extra maps, list of meeting registrants with their e-mail addresses and URL sites, and list of attendees for various events.
- Confirm that all tour events and excursions are scheduled and ready.
- Process paperwork for any services requiring advance payment.

WEEK OF MEETING

- Give final count to caterer for meals, receptions, and breaks.
- Sign and return the catering contract.
- Review students' and volunteers' jobs with them.
- Stuff registration packets, including the following in each packet:
 - Meeting program
 - Name badge
 - Meal tickets
 - Meeting receipt
 - Campus or facility map

- Hotel map
 - City visitor guide
 - Map to remote site, if necessary
 - List of local restaurants and nightlife locations
- Move the following meeting materials and supplies to the meeting site:
- Registration packets
 - Extra packet inserts
 - Registration table supplies
 - Tripod stand for displays
 - Extension cords
 - AV equipment that is not already provided (amplified lecterns, TV, VCR)
 - Clip-on lamps for lecterns
 - Duct tape

DURING MEETING

- If applicable, have drivers pick up vans the morning the meeting starts, and ensure that each driver has a step stool to help passengers enter and exit the van.
- Have the following items at the meeting registration table:
- Display board announcing meeting
 - Meeting packets
 - List of registered participants, indicating if paid or not
 - Blank registration forms
 - Sheets to record walk-in registrations, meal purchases, and refunds
 - Receipt book, if necessary
 - Cash box, if necessary
 - Brochures
 - Maps
 - Phone book
 - Miscellaneous supplies: pens, scissors, highlighters, post-it notes, stapler with extra staples, paper clips, binder clips, rubber bands

AFTER MEETING

- Thank volunteers and financial supporters.
- Pay bills as they arrive.
- Send invoices to other groups as necessary.
- Produce a final budget of income and expenditures for the meeting. Send a copy (preferably electronic) to the Chair of CARA.
- Review the checklist to see if modifications are necessary. Notify the Chair of CARA if there are modifications.

CARA MEETING 2007
University of New Mexico, Albuquerque

BUDGET

31 REGISTRANTS

FOOD/BEVERAGES

Thursday Evening Reception	\$ 931.13
Friday Lunch	509.25
Friday Banquet.....	2,100.18
Saturday Morning Refreshments.....	81.75
Saturday Box Lunches	239.25
Subtotal	\$3,861.56

FACILITY USE

General Meeting Room	\$ 176.00
AV Equipment Rental.....	200.00
Banquet Entertainment Music	200.00
Subtotal	\$ 576.00

EXCURSION

Bus Hire to Acoma Pueblo	\$ 627.00
Pueblo Admission Fees (27 people @ \$8.25 each).....	222.75
Subtotal	\$ 849.75

TOTAL EXPENSES..... \$5,287.31

TOTAL REGISTRATIONS (31 @ \$85 each)..... \$2,635.00

CONTRIBUTION (MEDIEVAL ACADEMY) 1,000.00

CONTRIBUTION (UNM COLLEGE ARTS AND SCIENCES) 800.00

CONTRIBUTION (UNM INSTITUTE FOR MEDIEVAL STUDIES)..... 852.31

TOTAL INCOME \$5,287.31

EXPENSES PAID BY REGISTRANTS

LODGING PER NIGHT (Hotel Albuquerque) \$ 134.32

REGISTRATION* (INCLUDING EXCURSION AND BANQUET)..... 85.00

AIRFARE.....varies

SHUTTLE.....varies

PARKINGvaries

* SOME ORGANIZATIONS HAVE A SEPARATE REGISTRATION FEE, EXCURSION FEE, AND BANQUET CHARGE