

## CONFERENCE OVERSIGHT & ASSISTANCE COMMITTEE

### Purpose:

To oversee all processes dealing with International Conferences and to encourage and provide assistance to Areas seeking to host an International Conference as well as to provide advice and assistance after a Conference has been awarded.

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Board of Trustees Chair Liaison: Andy R.

Chair of the Committee: André G.

Co-chair of the Committee: Norm B. – Area 10A

Use this email address to contact the Chair of this committee

[committee.conference@trusteewebsite.com](mailto:committee.conference@trusteewebsite.com)

The committee is not open to additional members.

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Committee members are listed below, as of 11/28/17

Name	Area
André G.	5B
Bill A.	7A
Herb B.	5
Kathy S.	7
Norm B.	10A
Wendy B.	1B

### **COMMITTEE REPORT – DECEMBER 2017**

This month, our committee was active through exchange of emails and a telephone conference call held on December 10<sup>th</sup>. During this conference call, we discussed several matters, including areas working on preparing a bid to host a future International conference, matters of ethic among our committee and planning for 2018.

We welcomed a new member on the committee, Wendy B., from Area 1B. Wendy was the chairperson of the Ontario International Conference held this past October.

Our “Quick checklist” of things to do to hold an International Conference, which was approved as appropriate literature by the Board of Trustees at the Ontario trustee meeting, has now been reviewed and edited by the Literature committee for spelling, punctuation and grammar. It will soon appear on the trustee website.

We have completed our internal guide for the committee members, to help them follow up on an International Conference once it has been granted by the BOT. This guide is an internal document and is made available only to the committee members.

We are still following up on the Ontario conference. We know they are working on their final report, which is due by the end of January 2018. Once final figures are received from the Conference organizing committee, we will update the Past Conferences database on the Trustee website.

André G.  
Area 5B  
Committee chair