

## 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 – JANUARY 2018**

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 posted on the Trustees website.

We had an item on the Ontario agenda about rewriting the “Hosting an International Conference” pamphlet, which passed a first vote last October. The Literature committee has now completed a revision for spelling, punctuation and grammar. This edited version is the official one for the second vote to be held in Cancun.

We received the final financial statement from the Ontario Fall 2017 International Conference. The documentation sent is in line with the requirements set in our literature. We have also required some additional details to update the Past Conferences database on the trustee website. This should be done in February.

André G.  
Area 5B  
Committee chair