

April 19, 2016

Conference Oversight and Assistance Committee – Standing 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.

Chair of the committee Fred L Area 8 Co-Chair Andre G Area 5B

Committee members: Bill A area 7A, Herb B Area 5 and Kathy S Area 7

The committee has meet via phone several times since the last trustee meeting and has worked on a registration spreadsheet which we feel will be of great help to upcoming conferences this is item #37. We are also working on an update to the Hosting an International Conference booklet.

The Cancun conference reported a profit before taxes of \$1,727.00. It is still unknown what if any the tax amount will be. A complete breakdown of attendance and income and expenses for the conference is available on the trustee website in the Comparative Conferences Database under the Conference Committee tab.

There was an issue with hotel registrations in Cancun. Many trustees made their registration through a third party Expedia, Kayak, etc. The hotel discounts these third party companies and therefore does not credit the conference committee for the rooms. In the future please book your reservation directly through the hotel.

All requirements for the Phoenix conference have been met and we expect a very successful conference.

The San Diego Conference in the fall is progressing well and we ask that if you have not picked up a registration form yet that you get one and send in your registration as soon as possible.

There have been no bids for a Spring 2017 conference, therefore there will only be a Trustee meeting.

Use this email address to contact the Chair of this committee:

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