

DUTIES OF HOST INSTITUTIONS
FOR
MACTLAC MEETINGS

(Revised November, 1983)

1. Arrange for meals on Friday evening and Saturday noon.
2. Provide suitable rooms for the Association meetings, including a large meeting room for general sessions and a number of small rooms.
3. See to it that sufficient housing is available at nearby motels and/or hotels. Assemble information on accommodations and rates which can be sent out to the membership in advance. The host institution, in cooperation with the MACTLAC Secretary-Treasurer, is responsible for sending out information of the meeting. (Meeting participants normally make their own reservations directly.)
4. Provide refreshments for coffee break on Friday afternoon and again on Saturday morning.
5. Handle registration. This includes receiving advance registrations by mail and arranging for and staffing the registration desk on Friday. All meeting receipts are transferred to the MACTLAC Secretary-Treasurer. He will pay the reimbursable food service bill submitted by the host institution. MACTLAC will support all host institution expenses, up to \$800 incurred in hosting the meeting.
6. Provide printed material concerning the program, map of the campus, travel directions, etc., as well as housing information. Some of this material should be mailed in advance and some distributed on arrival. MACTLAC will pay for postage costs for meeting arrangements.
7. Plan and organize the meeting program, including the securing of speakers and discussion leaders. An appropriate person at the host institution serves as Program Chairman. Either he, or a representative, should be present at the annual Friday Executive Council meeting the year before his institution is to host the annual meeting. Tentative dates and special plans for the next MACTLAC meeting will be discussed at this Executive Council meeting.

A tentative program should be sent to all State Representatives and MACTLAC officers by May 1.
8. Provide a list of MACTLAC members and guests who are in attendance at the meeting.
9. Prepare and distribute meeting evaluation questionnaire. Send summary of questionnaire responses plus hints on meeting organization to hosts of the next meeting. Questionnaire responses should also be sent to the Secretary-Treasurer.