

DUTIES OF HOST INSTITUTION
FOR
MACTLAC MEETINGS

(Revised October 1971)

1. Arrange for meals on Friday evening and Saturday noon.
2. Provide suitable rooms for the Association meetings, including a large room for general sessions and a number of smaller 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.* (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, including the Friday and Saturday Executive Council luncheons, submitted by the host institution. MACTLAC will support all host institution expenses, up to \$200, 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.
7. 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.

- * The MACTLAC Secretary-Treasurer is responsible for sending out the meeting announcement in early September and for sending out a report of the meeting.