

# Pass out to Johna Ribbels of De Pauw

## Duties of Host Institution

### for MACTLAC Meetings

(Revised October 1965)

1. Arrange for meals on Friday evening and Saturday noon.
2. Provide suitable rooms for meetings of the Association, including a large room for general sessions and a number of smaller rooms.
3. See to it that sufficient housing is available at near-by motels or hotels. Assemble information on accommodations and rates which can be sent out to the membership in advance. (Attendees normally make their own reservations directly.)
4. Provide refreshments for a coffee break on Friday afternoon and again on Saturday morning.
5. Handle registration. This includes receiving advance registrations by mail plus arranging for and staffing the registration desk on Friday.
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 normally serves as program chairman. He, plus the officers of the Association (President, President-Elect, and Secretary-Treasurer), constitute the program committee, which meets in the spring or summer to plan the program. The program chairman is then responsible for contacting speakers and discussion leaders.

It has been the practice in the past for the host institution to assume responsibility for any costs of bringing in outside speakers. However, in 1965 the Association authorized future host institutions to spend up to \$200 for travel expenses and possible honoraria of speakers.

(The Secretary-Treasurer is responsible for sending out the announcement of the meeting in early September and for sending out a report of the meeting, including summaries of all discussion groups.)

*Also at De Pauw*

*Howard Barrett -*

*Donald Cook*

*James George*

*Rick Kuenfcl*

*Eugene Schwartz -*