

RESOLUTION 2019-68

AUTHORIZING THE INTERIM CEO, GENERAL MANAGER/SECRETARY
TREASURER TO ENTER INTO A HOST AGREEMENT WITH APTA TO HOST
APTA'S 2021 INTERNATIONAL RAIL RODEO AND RAIL CONFERENCE AND
TO PROVIDE TRANSPORTATION IN CONNECTION WITH THAT EVENT

WHEREAS, the American Public Transportation Association ("APTA") will conduct its
International Rail Rodeo and Rail Conference ("Conference") on June 2–9, 2021; and

WHEREAS, the Conference provides an opportunity for rail operators and maintainers to
test their skills in a competition among public transit agencies, learn and network with their
colleagues at other transit agencies; and

WHEREAS, the Authority has been invited to serve as the host agency for the 2021
Conference; and

WHEREAS, to host the Conference, APTA requires the Authority to commit to certain
responsibilities, including assisting APTA with planning the conference, advance publicity and
promotion, obtaining speakers, providing transportation for host technical tours, complimentary
transit passes for attendees, developing and conducting technical tours, providing staff for an
information booth and to assist with registration and the media center, providing souvenir
handouts to attendees; and

WHEREAS, the Board of Trustees deems it to be in the best interest of the Authority to
host the 2021 Conference and enter into an agreement with APTA for that purpose.

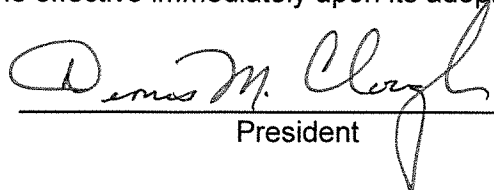
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater
Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the Board of Trustees of the Greater Cleveland Regional Transit
Authority hereby authorizes the Interim CEO, General Manager/Secretary-Treasurer to enter
into an agreement with the American Public Transportation Association ("APTA") and to execute
any other documents necessary to host the International Rail Rodeo and Rail Conference
("Conference") on June 2 – 9, 2021.

Section 2. That the Interim CEO, General Manager/Secretary-Treasurer is authorized to
provide transportation requested by APTA for the Conference, including complimentary transit
passes for attendees.

Section 3. That this resolution shall become effective immediately upon its adoption.

Adopted: June 18, 2019



President

Attest: 

Interim CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: CONTRACT: HOST AGREEMENT FOR 2021 INTERNATIONAL RAIL RODEO AND CONFERENCE VENDOR: AMERICAN PUBLIC TRANSPORTATION ASSOCIATION AMOUNT: N/A	Resolution No.: 2019-068 Date: June 13, 2019 Initiator: Executive
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution authorizes the Interim CEO, General Manager/Secretary-Treasurer to enter into a host agreement and execute other documents necessary to host the American Public Transportation Association's 2021 International Rail Rodeo and Conference, to be held on June 2 - 9, 2021.
- 2.0 DESCRIPTION/JUSTIFICATION: It has been several years since the Authority has hosted an APTA event. The 2021 International Rail Rodeo and Conference is one of the largest conferences APTA holds annually. Nearly 1,000 attendees representing transit properties from across North America are expected to attend this week-long event. The Rail Rodeo, held prior to the conference, offers an opportunity for teams of rail operators, rail maintainers and mechanics to represent their systems in competition, demonstrating their unique skills sets. The conference features sessions on technology, operations, maintenance, safety & security, planning, finance, capital projects, and workforce development. Additionally, attendees will experience the latest industry advances at the Products & Services Showcase, participate in technical tours as well as have ample opportunity to network with their counterparts from across the country.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: The project is consistent with the Authority's efforts to promote RTA nationally and internationally and to offer employees the opportunity to test their skills in a competition among public transit agencies, learn and network with their colleagues at other transit agencies.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in the Authority not hosting the 2021 APTA International Rail Rodeo and Conference.
- 8.0 RECOMMENDATION: This resolution was discussed by the Board of Trustees External and Stakeholder Relations and Advocacy Committee at the June 4, 2019 meeting. It is recommended that this resolution be adopted.
- 9.0 ATTACHMENT: Draft Host Agreement

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



Interim CEO, General Manager/Secretary-Treasurer

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HOST AGREEMENT

**TRANSIT PROPERTY REQUEST/COMMITMENT TO HOST AN
APTA MAJOR MEETING (Bus, Rail, Annual)**

Greater Cleveland Regional Transit Authority agrees to serve as host agency of the APTA International Rail Rodeo and Rail Conference, June 2 – 9, 2021.

In doing so, we are prepared to accept and carry out the responsibilities of a host property as outlined in the attached "International Rail Rodeo and Rail Conference Host Responsibilities" document (Attachment #1). We also agree to abide by the APTA Executive Committee Policy on Sponsorships as outlined in the attached "Sponsorship Policy – APTA Meetings" document (Attachment #2).

**GREATER CLEVELAND REGIONAL
TRANSIT AUTHORITY**

Floun'say R. Caver, PhD. Interim CEO
General Manager/Secretary-Treasurer

David J. Carol
APTA Chief Operating Officer

APPROVED AS TO LEGAL FORM

By _____
Sheryl King Benford, General Counsel
Deputy General Manager for Legal Affairs

Enclosures:

1. Attachment #1 – International Rail Rodeo and Rail Conference Responsibilities
2. Attachment #2 – Sponsorship Policy – APTA Meetings

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Attachment #1



INTERNATIONAL RAIL RODEO AND RAIL CONFERENCE HOST RESPONSIBILITIES

EXECUTIVE SUMMARY SHEET APTA INTERNATIONAL RAIL RODEO

WHAT: The APTA Rail Rodeo is an international skills competition for passenger train operators and maintenance personnel whose expertise is challenged in a series of skill-based competitions. It attracts approximately 18-21 passenger rail transit agencies from APTA member agencies throughout North America and Canada.

WHY: The events mark the culmination of the pursuit of excellence in the transportation industry throughout the year and APTA's commitment to honoring front line workers. The achievements of all competitors are showcased. Winners achieve the pinnacle of success and are recognized for their accomplishments at an awards celebration during APTA's annual Rail Conference.

WHEN: The International Rail Rodeo is a five-day event (typically Wednesday through Sunday) conducted immediately before the Rail Conference.

WHERE AND WHO: The International Rail Rodeo Committee meets twice a year, once in the fall/winter at the pre-planning meeting and again at the rodeo in June. **The committee's executive committee meets with the host three times a year with the third meeting taking place in the spring.** The Rodeo committee is comprised of two members per agency, representing both operations and maintenance. APTA strongly recommends that host agencies appoint two staff members to the Rodeo Committee at least one year prior to your commitment.

HOW: Your agency is the life blood of the Rodeo. The Rodeo committee and maintenance sponsors organize a large portion of the operating course and maintenance competition on Rodeo Day; however, APTA needs the host agency to assist with the site. Below are the host responsibilities for the site, equipment, and staffing requirements for the event.

Food functions

- Provide breakfast and lunch on Thursday and Friday for committee members, operating teams and support staff. (approximately 100 on Thursday and 200 on Friday).
- Provide breakfast on Saturday, competition day, for contestants/committee/host – (approximately 250 people).
- Provide lunch on competition day – (approximately 250-300 people). Lunch is reimbursable to APTA, with the final amount based on final registrations.

Space/Equipment

- Ability to train all operating contestants on the Operating Course.
- Water, electricity, compressors, generators, lights and tents for Maintenance Competition.
- Access to Wi-Fi for both the Operating Course and the Maintenance Competition.
- Tents, tables and chairs for contestants/crew and tables and chairs for judges and scorers.
- Canopies, small trash cans, ice chests, ice, and water at each of the scoring areas.

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- Portable bathrooms and sinks Thursday – Saturday, with large crowds expected on Saturday.
- Scoring sheets for both operator and maintenance competitors.
- Private facility for scoring events with tables, chairs, lights, printer, copier, power, and Wi-Fi.
- Printer and paper (letter and legal size).
- Binders, pencils, pens, clipboards, envelopes, stop watches, tape measures.
- Calculators (hand), adding machines (2) with paper tape.
- PA system and stand for announcements.
- Two-way radios/communication equipment or some form of communication on the operations and maintainers course.
- First-aid facilities, such as ambulance on-site.
- Transportation for rodeo committee, participants, and spectators to the site from Wednesday to Saturday

Other

- Design of Rodeo patch, APTA will reproduce/provide patch and shirts
 - Size: 3 inches
 - Text larger than ¼ inch.
 - Colors: PMS format
- Obstacles and event signs identifying areas.
- Farecards for participants' access to the host agency's transit system.

Personnel

- Staff for host table during registration hours at Rodeo hotel.
- Runners to collect scoring sheets on competition day.
- Security on site from event set-up through competition.
- Personnel to help set up tents.
- Staff for food functions.
- Announcer for PA system.
- Maintenance personnel for maintenance event assistance.
- Custodial crew for take down after competition.

Awards Ceremony and Reception

- Entertainment and emcee

Possible sponsorships

- Food events, signage, and other support activities.

Optional items

- Host gift/goodie bag to contestants (pins, tee shirts, hats, etc.).
- Host gift for Rodeo committee (pins, tee shirts, hats, etc.).
- Tours/activities for spouses/families
- Host reception on Saturday after the swap meet

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APTA Responsibilities

- Continental breakfast for Wednesday Committee Meeting, Maintainers on Thursday and Friday.
- Coffee at the hotel on competition day.
- Swap meet/reception.
- Awards ceremony and celebration.
- Reproduction of the host designed rodeo patch.
- Rodeo shirts for committee members
- All participants' plaques/awards.
- Reimbursement for lunch on Rodeo day.



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AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
RAIL RODEO HOST TIMELINE

√	WEEKS AHEAD	DUE DATE	ACTIVITY
	56	MAY	CREATE / PROVIDE APTA WITH VIDEO PROMOTING HOST PROPERTY FOR NEXT YEAR
	52	JUNE	HOST PROPERTY FOR FUTURE RODEO ATTENDS CURRENT RODEO AS COMMITTEE MEMBER
	52	JUNE	PROVIDE PROMOTIONAL MATERIALS FOR REGISTRATION
	40	SEPTEMBER	PLAN SITE FOR CONTESTANT ORIENTATION AND TRAINING
	40	SEPTEMBER	PLAN SITE FOR OPERATORS' RODEO COURSE & MAINTAINERS' RODEO EVENTS
	28	OCT/NOV	HOST RODEO MEETING FOR. OPERATIONS & MAINTENANCE. SHARE FIRST DRAFT OF RODEO SCHEDULE WITH COMMITTEE, AND PRESENT RODEO SITE. OPERATIONS & MAINTENAN CLOGISTICS, TRAINING & OVER ALL RODEO PLAN.
	20	DEC/JAN	HOST PROPERTY INFORMATION FOR HANDBOOK DUE TO APTA
	14	FEB / MARCH	RAIL RODEO EXECUTIVE COMMITTEE AND APTA STAFF MEMBER WILL ATTEND MEETING AT THE HOST PROPERTY. THIS MEETING WILL ENSURE THAT ALL ASPECTS OF THE RODEO ARE COVERED AND ALLOW FOR ALL STAFF INVOLVED WITH THE RODEO TO ASK QUESTIONS DIRECTLY TO THE EXECUTIVE COMMITTEE. MAJOR OBJECTIVES: WORK OUT RODEO SCHEDULE WITH COMMITTEE, PRESENT DRAWING OF COURSE LAYOUT & ON-SITE EVENTS, DISCUSS LOGISTICS PRESENT OPERATORS' RULE BOOK AND SHARE DRAFT TRAINING VIDEO
	14	MARCH	ARRANGE FOR VOLUNTEERS AS JUDGES, AIDES
	14	MARCH	ARRANGE RENTAL OF TENTS, TABLES, CHAIRS, RISERS, PORT-A-POTTIES FOR SPECTATORS AND LUNCHEON
	14	MARCH	(OPTIONAL) ARRANGE FOR LOCAL SPONSORSHIPS WHO ARE NOT APTA MEMBERS – IDEAS: TRADE TRANSIT AD SPACE, POST SIGNS IN FOOD TENT AT EVENT; (OPTIONAL) SUGGEST SPONSORSHIPS TO APTA FROM AMONG APTA MEMBERS
	12	MARCH	HOSTS PROPERTY STAFF REVIEWS HANDBOOK AND COMMITTEE SCHEDULE AND COORDINATES WITH

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			APTA ON INFORMATION, SCHEDULING AND ARRANGEMENTS
	11	MARCH	HOST PROPERTY GIVES APTA RULEBOOK AND FINAL TRAINING VIDEO SENDS TO REGISTRANTS, (APTA WILL NEED APPROXIMATELY 50 OF EACH DEPENDING ON TOTAL NUMBER OF REGISTRANTS)
		JUNE	HOST PROPERTY PROVIDES STAFF PERSON TO GIVE REGISTRANTS HOST PROPERTY MATERIALS AND TRANSIT PASSES AT REGISTRATION DESK (HOURS TO BE DETERMINED)
		JUNE	ATTEND MORNING COMMITTEE MEETING
		JUNE	PROVIDE TRANSPORTATION TO RODEO SITE
		JUNE	PROVIDE ORIENTATION TO OPERATORS (COMMITTEE ASSISTS)
		JUNE	PROVIDE TRANSPORTATION TO RODEO SITE
		JUNE	PROVIDE LUNCH FOR OPERATORS AND COMMITTEE ON SITE
		JUNE	SET UP MAINTAINER BAY & OPERATORS COURSE
		JUNE	SET-UP FOOD SERVICE & SPECTATOR AREAS
		JUNE	PROVIDE TRANSPORTATION TO RODEO SITE
		JUNE	PROVIDE ORIENTATION FOR MAINTAINERS
		JUNE	PROVIDE LUNCHEON FOR OPERATORS, MAINTAINERS, COMMITTEE
		JUNE	PROVIDE SECURITY STAFF FOR RODEO SITE
		JUNE	PROVIDE TRANSPORTATION TO RODEO SITE FOR CONTESTANTS, COMMITTEE, AND GUESTS
		JUNE	PROVIDE BREAKFAST FOR CONTESTANTS & COMMITTEE
		JUNE	PROVIDE LUNCH FOR <u>ALL</u> RODEO ATTENDEES
		JUNE	ATTEND COMMITTEE DEBRIEFING
		JUNE	PROVIDE COMMITTEE MEMBER/STAFF TO ADVISE NEXT YEAR'S HOST PROPERTY

RAIL RODEO HOST

What to present at fall planning meeting

- Site Layout with proposed event locations
- Overview of schedule including updated times (to account for location/participation, etc.)
- Contact list with Host Property's Key Rodeo personnel – Maintenance, Operations, Site person, etc.
- Patch Artwork (optional for planning meeting)
- Local Information – Places to eat, entertainment, Directions from airport, shuttle service plans, public transit options, etc.
- CEO Letter to Contestants' – For handbook
- Vehicle/Equipment description
- Rough Draft of Operator Rule Book for Rodeo Contestants

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RAIL RODEO HOST

What to present at the spring IRR executive meeting

- Revised Site Layout with final event locations
- Revised Schedule including updated times (to account for location/participation, etc.)
- Updated Contact list with Host Property's Key Rodeo personnel – Maintenance, Operations, Site person, etc.
- Patch Final Design with PMS colors
- Local Information – Places to eat, entertainment, Directions from airport, shuttle service plans, public transit options, etc. for Handbook/website
- CEO Letter to Contestants' – For handbook
- Vehicle/Equipment description for handbook/website
- Operator Rule book for review
- Operator Test for review

INTERNATIONAL RAIL RODEO SCHEDULE



AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
INTERNATIONAL RAIL RODEO

COMMITTEE & CONTESTANT SCHEDULE

~ 2014 ## Indicate the number of people feed by the host in 2014

Tuesday	
Travel day for Rodeo Committee	
Wednesday	
Travel day for rodeo participants	
7:30 – 9:00 a.m.	Morning Registration
5:00 – 7:00 p.m.	Afternoon Registration
8:30 a.m. – 12 p.m.	Rail Rodeo Committee Meeting at Hotel Committee will meet as a whole and have breakout sessions Site visit
Thursday	
6:45 – 7:30 a.m.	Registration for Rodeo
7:30 a.m.	Depart Hotel Operators and Operations Committee Members
8:00 a.m. – 5:00 p.m.	Operators and Operations Committee Members
	Training and Operator Lottery Selections
	<i>Rodeo Site</i>
8:30 a.m. – 12:00 p.m.	Classroom Instruction:
	<ul style="list-style-type: none"> • Safety Orientation • Classroom Training • Vehicle Familiarization
12:00 p.m. – 1:00 p.m.	Lunch provided for Operators and Committee members.
	<i>Location: Host Dining Area 2014 ~100</i>
	Yard Instruction:
	<ul style="list-style-type: none"> • Exterior Vehicle Familiarization • Interior Vehicle Familiarization • Hands-On Vehicle Training • Question and Answer Session

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5:00 p.m.	Operators return to hotel
5:15 p.m.	Operations Committee Debrief meeting at property
8:30 a.m. – 12:00 p.m.	Maintainers Orientation and Training Sessions at Hotel
Friday	
7:30 - 8:30 a.m.	Registration for Rodeo
7:45 a.m.	Operators and Operations Committee Members depart hotel
8:30 a.m. – 5:00 p.m.	Operators and Judges Hands-On Training <i>Rodeo Site</i>
	Course Training: <ul style="list-style-type: none"> • Course Overview • Hands on Vehicle Operation • Customer Service Training • Question and Answer Session
4:00 p.m. – 5:00 p.m.	Operator Question & Answer session
5:00 p.m.	Operators Return to Hotel
5:15 p.m.	Operations Committee – Review of Score Sheets, Schedule
8:00 – 11:00 a.m.	Maintainers take written/safety test at Hotel
11:15 a.m.	Maintainers & Maintainer Committee Members Depart Hotel to Rodeo Site for Lunch and Tour
	Lunch: Host Dining Area 2014 ~212
11:30-5:00 p.m.	Maintainer Committee Members Event Set-up
12:45 p.m. – 3:00 p.m.	Maintainers tour Rodeo site/shop tour
Saturday	
5:15 a.m.	Operations Committee Members board shuttle bus Judges receive tour of operator course <i>Rodeo Site</i>
5:30 a.m.	Operators & Operations Committee Members Depart Hotel
6:00 a.m.	Operators Uniform Inspection
6:30 a.m.	Operators Written Test Maintainers, Vendors & Committee Members Depart Hotel
7:00 a.m.– 8:00 a.m.	Breakfast served - <i>Rodeo Site 2014~300</i>
7:30 a.m.	Spectator Shuttles Service
7:40 a.m.	Judges report to competition areas
7:45 a.m.	Operators report to Holding Room Maintainers report to Holding Area
8:00 a.m.	International Rail Rodeo Competition begins
12:00 p.m. – 2:00 p.m.	Lunch <i>Dining tent 2014 ~350</i>
4:00 p.m. – 4:45 p.m.	Rail Rodeo De-Briefing Meeting
5:00– 6:30 p.m.	Rodeo Reception and Swap Meet
Sunday, June	
7:00p.m. – 8:00p.m.	Rail Rodeo Awards Ceremony
8:00p.m. – 9:30p.m.	Rail Rodeo Awards Reception

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Attachment #2



AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA)

SPONSORSHIP POLICY-APTA MEETINGS
RESPONSIBILITIES OF APTA- HOST SYSTEMS - BUSINESS MEMBERS

EXPECTED OUTCOMES

- To free up the host system from conducting burdensome fund-raising activities.
- To allow the host system to concentrate its limited resources on supporting APTA staff in the planning and production of a successful meeting.
- To eliminate undue pressure on business members to sponsor certain individual events and activities related or unrelated to the official meeting.
- To place the responsibility with APTA to manage any and all appropriate volunteer sponsorship activities related to the meeting.
- To assure that volunteer sponsorship activities meet APTA policy and provide for consistent, fair and equitable treatment for all members.

APTA RESPONSIBILITIES

- APTA staff will be solely responsible for seeking sponsorships among business members in support of an APTA meeting. All arrangements for such sponsorships will be made only through the APTA offices.
- APTA will give appropriate credit/recognition to the individual business members who sponsor events or activities at APTA meetings. APTA will also give credit/recognition to the Business Member Board of Governors (“BMBG”) for its support of receptions at these meetings.
- APTA will enter into an agreement with the meeting host transit system in which the system agrees not to directly solicit APTA Business Members for sponsorship funds.
- APTA will carefully review all requests from non-APTA members before giving final approval for sponsorship endeavors.

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MEETING HOST TRANSIT SYSTEM RESPONSIBILITIES

- The host transit system will enter into a written agreement with APTA not to solicit APTA business members for sponsorship funds. The system must meet this condition in order to be approved to host a meeting. Once approved, any deviation from this policy may be a factor in APTA site selection criteria for future meetings to be hosted by this system.
- The host transit system may solicit/receive local sponsorship assistance from non-APTA members.
- The host transit system agrees to obtain prior endorsement from APTA for any social events that it wishes to produce and conduct in conjunction with the meeting. If such an endorsement is arranged, then the host system agrees that it will not directly solicit sponsorship funds from APTA business members for such events. If this procedure is not followed, then APTA reserves the right not to include the host event in the formal program.
- The primary role of a host transit system of an APTA meeting will be to assist APTA staff in the planning and management of the meeting to include:
 - undertaking promotional and public relations activities
 - developing and organizing topics for workshops and forums
 - selecting and arranging for local speakers
 - setting up local editorial board meetings and contacts
 - providing local volunteers to assist APTA staff at registration, and

BUSINESS MEMBER BOARD OF GOVERNORS AND BUSINESS MEMBERS

The BMBG will provide financial support for opening/welcoming receptions held at APTA's major technical meetings, pending approval of the annual budget of the BMBG activity fund (does not include Annual Meetings).

The BMBG will receive credit/recognition for any receptions that they choose to sponsor at APTA meetings. As part of this recognition, APTA will prepare and publish an annual list of the firms that contribute to the activity.

Individual Business Members of APTA will be solicited to sponsor/co-sponsor events/activities at APTA meetings, but only if such solicitations are made directly through the APTA offices.

Individual business members who agree to sponsor/co-sponsor events at APTA meetings will receive appropriate credit/recognition for their support.

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APTA MAJOR MEETINGS

HOST RESPONSIBILITIES

1. To comply with APTA's Sponsorship Policy
2. To provide assistance in the overall planning, development, and staging of conference.
3. To assist APTA with advance publicity and promotion.
4. To assist APTA staff in selecting and obtaining appropriate local, state, and national VIPs, politicians, and industry leaders as speakers, if warranted.
5. To provide transportation for host technical tours.
6. To provide APTA meeting attendees complimentary transit passes for rides on local transit system(s).
7. To designate a host property staff professional to serve as principal liaison/coordinator to APTA staff.
8. To develop and conduct technical tours. Host provides transportation for technical tours.
9. To provide staff for the information booth to give general assistance and information to attendees.
10. To provide souvenir handouts to attendees, including maps, restaurant lists, etc.
11. To provide staff to assist with registration and media center.
12. To provide photographer, as appropriate, to assist with photo needs.
13. To provide local transit system staff to participate as speakers.
14. To cooperate and assist with program committee meetings.
15. To agree not to pursue sponsorships from APTA members.
16. To provide local support and appropriate services for Rail Rodeo.

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APTA MAJOR MEETINGS

APTA RESPONSIBILITIES

1. To organize and facilitate all program development activities related to the meeting.
2. To organize and manage all meeting site and hotel arrangements
 - Meeting rooms
 - Registration facilities
 - Room reservations/suite assignments
 - Location of host information desk
 - Audio visual arrangements
3. To manage the logistics of program development, including typesetting, printing and proofing.
4. To organize and manage registration services for the meeting.
5. To manage the on-site Media Center.
6. To manage the meeting budget.
7. To solicit all appropriate sponsorships for the meeting.
8. To provide staffing for committee meetings and educational/technical sessions.
9. To conduct all marketing activities related to the meeting.
10. To make the appropriate communications and announcements for the meeting
11. To arrange for all appropriate entertainment and outside speakers.
12. To arrange for educational/technical session staff coverage.
13. To prepare signs and graphics for the meeting.

REVISED – 7/2018