

A. Local Arrangements Committee (LAC) Responsibilities

The LAC is responsible for assisting the Secretariat and Conferences Committee in many of the on-site conference arrangements. These include: booking rooms and equipment; helping to organize the food service; helping to arrange lodging (hotel/dormitories) and securing lodging and local discounts where possible; helping with the logistics for the book exhibit; arranging for the printing of the Program; seeking institutional and/or local conference sponsorship, local exhibitors, and local advertisers for the Program; and local conference publicity and promotion. The local hosts may also collaborate with the WHA Secretariat and the Program and Teaching Committees to set up a teachers' workshop at the conference.

1. Membership

Three to six people, representing the host institution, other nearby institutions, and the regional WHA affiliate (when the latter is involved), supervised by one or two Chairs, who will oversee local planning and serve as liaison to the chairs of the Conferences and Program Committees, and the WHA Executive Director.

Normally, the Chair is held by a faculty member at the host institution, but preference should go to the most competent (and willing) individual. Because clear and consistent communication between the Local Arrangements Committee and the WHA Secretariat is vital to the conference's success, the host must appoint individual(s) capable of the significant responsibilities involved, as well as a local Chair who can correspond effectively, mostly via email, with the Secretariat.

2. Duties

I. Secure local funding

In concert with the Conferences Committee and WHA Secretariat, the LAC will work to find sponsors and other funding for the conference.

Sponsored events may include:

- a. Coffee/beverage breaks
- b. Luncheons
- c. Banquet (if any)
- d. Receptions
- e. Teaching or other workshops and/or panel sessions
- f. Keynote or other presentations
- g. Additional events (if any, such as a graduate student reception, a film festival, etc.)

Other sponsored items may include, but are not limited to:

- a. Conference tote bags
- b. Items such as pens, key chains, flash disks, and the like that might be included in the tote bags.

The WHA Secretariat is solely responsible for setting all fees associated with the conference, including the minimum amount for a particular sponsorship. All fees are payable to the WHA.

II. Reserve Rooms

- a. Ten to twelve meeting rooms, including tables and chairs, 30-50 person capacity, for the four days (Thursday-Sunday) of the conference
- b. Space for a teachers' workshop of 30-75 people, if applicable
- c. Lobby space for breaks
- d. A securable room for WHA materials.
- e. Registration desk/check-in area (Thursday-Sunday)
- f. Executive Council Meeting Room (Thursday afternoon)
- g. Auditorium for daily plenary sessions (minimum 200 people)
- h. Reception space
- i. Luncheon/banquet space (if required)
- j. Refreshment space, preferably located at or close to the book exhibition area.
- k. Book exhibition space
 - a. Securable space for 35-45 tables; plus tables, tablecloths/bunting, chairs, wastebaskets, electrical outlets, and internet access (if available)
 - b. For more on book exhibit space requirements, see below under E: WHA Secretariat, c: Book Exhibit)

III. Arrange drayage (the shipping, receiving, and storage of books) for the book exhibit

- i. Identify and reserve secured storage space for the week before, the four days of, and the day after the conference
- ii. Arrange labor for assisting with the receiving and moving of book boxes
- iii. Together with the WHA Secretariat, determine the optimal dates for receipt of books prior to conference.

- iv. Help determine available shipping arrangements. When the conference is held on a collegiate campus, this is normally done through the agency of the WHA, at no cost to the association.
- v. Arrange security (locked room, security guards?) for the book exhibit space after hours
- vi. Drayage arrangements need to be finalized and conveyed to the WHA Secretariat as early as possible (2-3 months in advance of the conference), so that it can be conveyed to the book exhibitors.
- vii. Arrange return of exhibitors' materials (at their expense).

IV. *Arrange accommodations, parking,*

- i. Organize hotel and dormitory rooms (if available)
- ii. Secure discounted rates if available
- iii. If a campus dormitory is available, work with the campus housing office to set up payment, check-in, and registration
- iv. Organize on-campus parking, if applicable, and work with campus parking office to set up check-in and registration
- v. Organize separate parking arrangements for those individuals staying in the dormitory, if relevant.

V. *Arrange local hospitality*

- i. Secure discount coupons, special promotions, and the like for the conferees. This is normally done with the assistance of the local Chamber of Commerce or a similar organization. Local museums and historical associations should be contacted to see if they will offer conferees discounted or free admission to their facilities.

VI. *Arrange food and beverage services*

- i. The WHA Secretariat will work with the LAC and Program Committee to determine a catering schedule.
- ii. The Secretariat and/or the Local Arrangements Committee, will coordinate with the local campus food services/catering office or off campus catering service.
- iii. The following food and beverage service is recommended:
 - a. All panels, plenary sessions, workshops and the business meeting require water for the speakers.
 - b. Executive Council meeting: water, coffee, tea, possibly juice or soft drink.

- c. Conference receptions (one is ideally sponsored by local host, but this is not a requirement): hors d'oeuvres, drinks
 - 1. Check to see if there are special considerations/restrictions on serving alcoholic beverages on campus
 - d. Luncheon: if available at a reasonable price on campus. Buffet or box lunch otherwise.
 - e. Coffee and tea breaks: one or two per day Friday through Sunday, possibly with pastries
 - f. Banquet: If desired, ideally held on campus or nearby.
- iv. Costs:
- a. WHA Secretariat and sponsors pay for all food and beverage services, although traditionally the host has funded a conference reception. Luncheon and the (rarely held) banquet are normally paid for separately by the conferees, but some hosts and other sponsors (e.g. Ifrane, Long Beach, Marquette, and San Diego) have provided one or the other at no charge to conferees.

VII. Coordinate audio-visual equipment with the Program Committee

- i. Determine the availability of audio-visual support. Full audio-visual support should be provided free of charge by the host. Make reservations as necessary.
 - a. A/V equipment may include overhead projectors, screens, LCD projectors, video projectors, and more
- ii. Coordinate the scheduling and types of equipment needed with the Program Committee
- iii. Reserve the equipment with the appropriate building/campus officials
- iv. Research availability of Internet access for book exhibitors, panelists, and general conference participants, and make appropriate arrangements
- v. Secure the assistance of a technical support person(s) for the dates of the conference. This is necessary to be sure that the equipment is unlocked and usable. Such tech support persons are normally provided by the host free of charge.
- vi. Inform the WHA Secretariat well in advance of any costs for equipment use and technical support. As noted above, the expectation is that all A/V support is provided gratis.
- vii. Organize volunteer assistance for the panel sessions using tech support

VIII. *Research and arrange transportation logistics*

- i. The Local Arrangements Committee's assistance is vital in providing local travel information.
- ii. Information is needed on air and ground transportation (train, car, bus, local mass transit, walking)
 - a. This information should be provided as far in advance of the conference as possible
 - b. The LAC should forward such information to the WHA Secretariat for posting on the WHA's website and for inclusion in the *World History Bulletin*
- iii. Will local mass transit be available to and from the conference site and the hotel/dormitories? If so, this information should be posted on the conference website, included in the conference program, and enclosed in the Registration Packet
- iv. Arrange shuttle service if necessary (i.e., the distances are too far to walk and no local mass transit is available)
 - a. Factors determining whether a shuttle is necessary include weather, distance between the hotel / dormitories and the conference venue, and safety. Some conference participants have limited mobility and will need transportation assistance
 - b. The shuttle bus route and schedule should be forwarded to the WHA Secretariat and posted on the conference website well in advance of the conference dates.
 - c. Shuttle service can be extremely expensive. In Atlanta in 2003, the campus shuttle bus cost nearly \$1,000. In Virginia in 2004, the shuttle was provided free by the conference hotel. Lack of shuttle service in 2006 at Long Beach proved a major problem for those without automobiles. In Salem in 2009, regular service between the college and downtown was provided free-of-charge by Salem State College. Either way, check carefully the price and conditions of your campus's Auxiliary Services. It may be cheaper to use an off-campus provider.
 - d. Make sure that the shuttle schedule is clearly publicized. In Atlanta, bus service was provided for four hours in the morning and late afternoon. The route linked the dormitory, official hotel, and conference building. In Virginia, there was only one morning drop off and afternoon pickup. Those who missed the shuttle had a hard time finding alternate transportation to/from the hotel.

IX. *Identify and arrange a reasonably priced local printer for the conference Program*

- i. The program *must be printed locally* due to timing and shipping costs
- ii. In concert with the WHA Secretariat, the LAC will identify and make arrangements with a local printer at least three (3) months in advance.
- iii. The printed Program should be finished at least a week prior to the conference so that the LAC can include it in the registration packets. Remaining (extra) Programs should also be available at the conference site.
- iv. The WHA pays for printing & layout costs and recruits program advertisements/announcements, but the LAC is encouraged to recruit local advertisers.
- v. Program content will be prepared by t the Program Committee and WHA Secretariat. The LAC must supply room and other logistical information.
- vi. A preliminary version of the program should be posted on the conference website at least two months in advance

X. *Recruit local volunteers*

- i. Local assistance will be needed for the following:
 - a.help with printing/folding/stuffing/sealing/mailing pre-conference announcements to campus and other regional addresses
 - b.panels rooms set up and breakdown during conference (“panel minders”)
 - c.registration check-in Thursday -Sunday
 - d.assistance with book exhibit set up and breakdown
 - e.assistance with audio-visual equipment set up
 - f. general information and errand-running during conference
- ii. Based on past experience, a minimum of ten to fifteen volunteers for the three days of the conference is recommended
- iii. Possible volunteers include graduate, undergraduate, faculty, staff, members of the regional affiliate, or others.
- iv. Free conference admission should be given to volunteers who work a minimum number of hours.
- v. All volunteers are subject directly to the guidance of the WHA’s Administrative Assistant or her/his designated deputy.

XI. Promote the conference locally and beyond

- i. Information about the conference should be publicized as widely as possible
- ii. Provide the Secretariat with all possible photos and information regarding the host institution and the locale for inclusion on the WHA web site.
- iii. A short announcement should be posted several times in the months preceding the conference on:
 - a.H-World
 - b.AP World History listserv
 - c.Other relevant websites and listservs
- iv. News of the conference should also be announced locally:
 - a.Host institution's website
 - b.Host institution's newsletter
 - c.Classroom announcements at the host institution
 - d.Departmental flyers and posters
 - e.Local newspaper(s)
 - f. Local chamber of commerce
 - g.Flyers mailed to area schools, colleges, and universities
- v. The LAC should also consider preparing and mailing a regional announcement about the conference. The WHA Secretariat can assist in the design of such promotional materials.

XII. Prepare registration materials for the conference bags

- i. Conference bags (provided normally by the WHA or a sponsor) must include, at minimum, the printed Program, plus an insert announcing any late changes
- ii. In addition, the conference bag will ideally include:
 - a.local maps, esp. those featuring downtown streets
 - b.information on public transportation
 - c.Information on local sites of interest (museums, historical sites, walking tours, monuments, etc.)
 - d.list of nearby things-to-do
 - e.list of local restaurants/bars
 - f.information on internet access

- g. parking information
 - h. discount coupons and other promotional materials
 - i. a paper pad or note book and pen or pencil
 - j. Local souvenirs provided by the Chamber of Commerce, the campus book store, or similar institutions.
 - k. Raffle-prize tickets for items donated by local merchants and institutions.
- iii. If available far enough in advance, some of these items could be included in the printed Program. Otherwise, they go in the conference bag.

XIII. Assist at registration/conference check-in

- i. At the conference itself, the WHA will provide an on-site registration list containing a list of all registrants to date.
- ii. The WHA will also provide cash for making change and credit card slips for registrants paying on-site
- iii. The local host should also provide pens, pencils, stapler, sanitary hand cleaner, and other supplies as needed for the registration desk.
- iv. The local host should provide at least five internet connections for the registration desk