



Office or Committee Name: Local Arrangements Committee

Officer or Chairperson Name: Kai Umeda and Bill McCloskey

Date of Preparation (include year): March 1, 2026

Activities during the year:

Provided committee report for fall issue of WSWS newsletter. Included airport transportation information, local sites and activities, and restaurants.

Provided restaurant information to board for summer board meeting.

Recommendations for Board Action: see below

Budget Needs: none

Name of Person Preparing This Report: Kai Umeda

The Local Arrangements Committee shall:

1. Obtain a copy of contract from Site Selection Chair or Business Manager and, one year prior to the meeting, visit the hotel selected and review the following areas:
 - a. Parking facilities for those who drive.
 - b. Alternate dining facilities nearby.
 - c. Airport transportation arrangements.
2. Reasonable expenses associated with the site visit may be reimbursed by the Society.
3. Make arrangements for Summer Board of Directors Meeting in the summer prior to the

Commented [U(1)]: contract not necessary. was asked to serve about 1 year prior to meeting.

Commented [U(2)]: provided information in fall newsletter

Commented [U(3)]: did not conduct any site visit

Commented [U(4)]: provided restaurant list for summer board meeting

Society meeting on a date determined by the Board of Directors.

4. Review meeting room facilities and consult with the Program Chair so that appropriate

Commented [U(5)]: did not review meeting site. did not consult program chair except that he noted that he could not contact hotel or conference coordinator

rooms are assigned for sessions, associated functions (meals, committee meetings, storage, practice, etc.).

- a. Coordinate with the Sustaining Member Committee and Poster Committee to determine needs for booth space for sustaining members.

Commented [U(6)]: did not consult with either committee. was asked to pick up sustaining member posters at printer by WSWs executive

5. Provide the hotel toll-free number and web site information to the Newsletter Editor and Website Editor so that members can make room reservations.

Commented [U(7)]: this was provided in newsletter

6. Obtain information from the local Convention Bureau or Chamber of Commerce.

Commented [U(8)]: provided in newsletter local information for sites and activities offered arranging UA campus tours

- a. Provide descriptive information about city and area (usually free) to the membership.

7. Make luncheon arrangements.
 - a. Select menu and price. Selection and price should be presented to summer Board of Directors Meeting.
 - b. Determine if the hotel will collect tickets and how lunch will be served.
 - c. Arrange for head table to include those individuals named by the President, generally

Commented [U(9)]: was not involved

the awards chairs, recipients, and spouses.

- d. Make arrangement for coffee breaks and billing procedures if and when sponsors may

Commented [U(10)]: was not involved

be responsible.

8. Make specific Committee member appointments to complete the following tasks and ensure

uninterrupted sessions:

- a. Room arrangements for project sessions:

- i. Signs and easels to identify project meeting in session.
- ii. Proper arrangement of speakers and podium with respect to the projection screen.

- iii. Water should be provided at speaker's table.
- iv. Microphones adequate for size of meeting rooms. Have extra microphones readily

Commented [U(11)]: was not involved

available in case of malfunction. Be able to adjust PA system volume control.

- v. Set appropriate heat and ventilation control.
- vi. Lighting should be controllable and dimmed for each speaker.
- vii. Know hotel contact person in case of problems.
- viii. Be sure section chair knows who you are and where you can be reached if

problems occur.

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b. Visual Aids.

- i. Work with Research Project Chair and individual project chairs to make sure

sufficient computers and LCD projectors are available for all the sessions. Project chairs are to provide a laptop computer and LCD projector for their sessions; contact them to determine whether they are able to meet this requirement. Be sure projectors are in rooms when needed and secured after use. Have backup equipment available (two or three LCD projectors and laptops should be sufficient).

- ii. Extension cords and projector tables must be set up in each room. Communicate with hotel contact person to ensure proper arrangements in advance for each meeting room.
- iii. Projection screens should be large enough for slides to be easily seen by audience members. The General Session will normally require two screens and two LCD projectors connected to a single laptop computer. Room size will dictate other needs.
- iv. Provide laser pointers with extra batteries.
- 9. Ensure that an adequate area is available for registration.
 - a. The Business Manager will provide the following: name badges; registration forms; luncheon tickets; cash box and change; receipt books; and will assist with registration and handle all cash.
 - b. Locate and set up registration desk in well-lighted, easily accessible area. Have adequate table (16' length).
 - c. Coordinate with the Business Manager to appoint volunteers to assist with registration functions during the week.
 - d. Provide tables for the Public Relations Committee for continuing education sign-up.
 - e. Provide a writable message board and/or corkboard with pins for messages.
 - f. Provide local area literature, list of restaurants, scenic attractions, city maps, etc.
- 10. Revise the Operating Procedures, if needed, and forward changes to the Constitution and Operating Procedures Representative before the Annual Meeting.
- 11. Forward records, including the Operating Procedures, to the new chair within six (6) weeks after Annual Meeting.
- 12. Coordinates with the Member-at-Large, Public Sector, to help identify host state organizations that should be invited to attend the WSWS Annual Meeting and/or symposiums.