



WSWS Officer and Committee Report Annual Board Meeting – March 10, 2013

Office or Committee Name: Local arrangements

Officer or Chairperson Name: Tim D'Amato

Date of Preparation (include year): Feb. 27, 2014

Committee Activities during the Year:

- **Research and report on local speakers for the opening session, and on transportation accommodations for conference attendees.**
- **Coordinate the transportation and set up of easels and poster boards for the poster session.**
- **Stay in touch with Phil Banks on meals and room set up facilitation.**

Recommendations for Board Action: none

Budget Needs: none

Suggestions for the Future: Look into feasibility of transporting easels and poster boards to each conference site as opposed to paying rental fee to a hotel every year.

Current Committee Members: Tim D'Amato

Name of Person Preparing This Report: Tim D'Amato