

Lessons I learned from chairing the 2013 Atlanta Inter-group Convention

- It is ok not to have a co-chair.
- For the second track speaker sessions get a chair who has a lot of support from their home group and let them plan all aspects of the sessions without direction from the convention chair. Be there to answer questions and offer advice when asked.
- Have people assigned to act as master of ceremonies for the primary and break-out sessions. The MC announces housekeeping items, makes introductions and keeps time.
- If no one steps-up to perform a service/activity then that service/activity is dropped from the agenda or becomes self-service. Example not having the boutique staffed. Place money collection buckets there and have the honor system in place.
- Take care of the volunteers. Don't let them miss the convention. If anything goes wrong, support them totally.
- Raffles are not that popular. It was a blessing to not have to deal with raffles this year.
- Quakers are very pleasant people to work with.
- Having the Roswell group handle literature works. They are organized and know how to do it.
- Conference call meetings for the convention planning committee worked. We had them about every two weeks for a while.
- Getting the planning committee together following the 2nd Saturday IG meeting also worked.
- Vision Audio charges only for their hotel accommodations and they do a professional job of recording the convention as well as taking care of all sound needs.
- Use Debbie K from the Kennesaw Group as proof reader for brochures and other convention literature. She is a professional proof reader.
- It is easy to make a brochure using Google documents.

Beth

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