



LAC Final Report Guidelines

Each Local Arrangements Committee (LAC) prepares a final report at the conclusion of their Annual Meeting. In the past, these documents were detailed and extensive to provide as much insight for future LACs. With the establishment of the District LAC Committee and the larger role the District intends to play in planning Annual Meetings lessens the need for such detailed reports. In an effort to make the Annual Meeting wrap up process easier for LACs, the following are the guidelines for preparing final reports.

Content

The LAC Final Report should include discussion of the following topics:

- LAC members
- Final Program
- Registration numbers
- Finance and Budget
- Lessons Learned

The intent of these sections is to provide a brief overview of the Annual Meeting for the District records. Suggested page limit would be 10 pages.

Attachments

In addition to a brief write up of the aforementioned topics, the LAC report should include updates to the District's historical data sheets as an attachment. These are as follows:

- Historical Data for Annual Meetings (includes headcounts, budget, and hotel room night information)
- Space Layout (includes meeting room sizes)
- Sponsorship History
- Vendor Listing
- Attendance by State

Final Steps

The completed LAC Final Report should be provided for inclusion in the Winter Board Meeting packet following the conclusion of the Annual Meeting. In addition, the LAC should coordinate with the District Webmaster to ensure that all meeting papers/presentations and photos are transferred to the District website. Finally, the LAC should coordinate with the District Secretary-Treasurer to ensure that all LAC bank accounts are closed and excess revenue, if any, is transferred to the District accounts.