

Hospitals and Institutions

Chair and Co-Chair

Responsibilities:

1. **Coordinate the H& I Meeting for the Convention**
 - **Select the main speaker from H & I active members**
 - **Select Readers and short speaker**
 - **Provide information about the H&I speaker to the Program Chair – fill out a Registration form for the main speaker, including choice of meals. Make a copy: one copy for treasurer, one copy for Program chair. Mark the form H&I SPEAKER in upper right corner. Complete attached form to registration by June meeting.**
 - **Provide speakers information to graphics by July meeting.**

2. **Establish a table for H&I for books and literature**
 - **Work with Hotel Co-ordinator about location of table**
 - **Recruit volunteers to man the table, preferably people who can tell people how and where to become H&I service workers**
 - **Procure literature for distribution and sale at table**

Note: The above referring to speaker benefits is only if for one main speaker. At times, if the chair wishes to provide a panel of speaker (four fifteen minute speakers as an example, which was approved by board in June 2012), no speaker benefits will apply. Each speaker will be responsible for their own registration and other weekend activities.

Budget: none

Proposed Revision June 2012

IEAAC – H & I Chair

Speaker information for H & I

Speaker name_____

Main speaker provided 1 night at hotel.

Speaker wants to stay (circle one) Friday night
Saturday night

Main speaker and 1 guest (guest name _____)
provided with registration and the following **if they are going to attend the event.**

Please circle the event and how many tickets (1 speaker, 1 guest) will be needing.

Friday night entertainment _____

Saturday Banquet . How many: Beef_____

Chicken_____

Veggie _____

Also provided with a \$30.00 gas card if coming from a distance.

Proposed revision: June 2012