

PREFACE: The Convention Committee is a functional committee of the NAWCC, Inc. As stated in the Bylaws and the Standing Rules of the NAWCC, Inc., the Convention Committee is required to develop and maintain current procedures by which the committee operates. These procedures are to reside in the NAWCC Operations Manual. The Convention Committee Procedures document below is intended to meet that requirement.

The following abbreviations will be used:

CC = Convention Committee; NC = National Convention; RC = Regional Convention

Convention Committee Procedures

March 25, 2005

1. APPOINTMENT OF CONVENTION COMMITTEE MEMBERS

a.) TASK

The CC Chair selects and appointments members of the CC.

b.) CRITERIA

1. The CC Chair is appointed by the NAWCC Board of Directors.
2. In addition to the CC Chair the CC should consist of a minimum of six committee members.
3. The CC committee should consist of members having diverse backgrounds. Knowledge and experience in chairing regional or national conventions, contract negotiations, commercial insurance and work in the Convention and Visitors' Bureau (CVB) field would be very useful.
4. A member of the NAWCC Board must be on the CC.

c.) PROCEDURES

1. Convention Committee members should be appointed for a period of one year at a time.
2. Members appointment may be renewed on a year to year basis.
3. Members appointment may be terminated at any time the CC Chair determines it to be beneficial to the working of the CC.
4. CC members not contributing to the workings of the committee may be asked to leave by the CC Chair or by the NAWCC Board Chair.

2. CONVENTION COMMITTEE BUDGET AND EXPENSES

a.) TASK

Develop and submit to the NAWCC Executive Director a CC budget, for each fiscal year, identifying expected work tasks and estimated expenses to complete each task.

b.) CRITERIA

1. Identify goals and tasks to be accomplished for each fiscal year
2. Estimate cost to complete each goal during the fiscal year.

c.) PROCEDURE

1. Discuss with the NAWCC Board and with the NAWCC Executive Director the expectations and goals for the fiscal year.
2. List each goal and describe what tasks need to be done to achieve each goal.
3. Estimate what the cost will be to perform each task.
4. Prioritize each goal.
5. Get total cost estimates for all goals for the fiscal year.
6. Submit goals, tasks and cost estimates for the fiscal year to the Executive Director and request funding needed to reach the goals.
7. Revise goals and cost estimates in accordance with available funding.
8. Notify Board of Directors of what they can expect from the CC based on funding and manpower.
9. Expenses incurred by the CC Chair, along with appropriate receipts, should be turned into the Executive Director for reimbursement.
10. Expenses incurred by CC members should be turned into the Executive Director for reimbursement after first being reviewed and approved by the CC Chair.
11. The CC Chair must assure that committee expenses do not exceed the approved budget. Any budget overruns must first be approved by the Executive Director.

3. REGIONAL CONVENTIONS

a.) TASK

Review and approve requests for dates for Regional Conventions and maintain a Master Schedule Book of all events.

b.) CRITERIA

1. All RC's must be scheduled through the CC Chairman or a person designated by the Chairman to perform this task.
2. Within the United States, there shall be no more than one regional on any given weekend. International Regionals may occur on the same weekend as one in the US.
3. Avoid scheduling two regionals in close geographical proximity on adjacent weekends.
4. Regionals using the same date regularly year after year are to be given priority for that same date in the future even if another regional asks for the date before it has been confirmed by the first regional.
5. Regionals are not to be scheduled on nationally recognized religious holidays as defined in the NAWCC Standing Rules.
6. A RC must be sponsored by two or more Chapters (host and co-host(s)) whose members must actively participate as committee members or workers.

c.) PROCEDURES

1. Receive written or electronic request for a regional date from a host chapter (either from chapter President or Regional Chairman).
2. If date requested is available, send Regional Acknowledgement Letter (exhibit 1) stating regional requirements and include Regional Convention Agreement form (exhibit 2),

and a Regional Summary Report form (exhibit 3). Also state availability and source of a Regional Convention Handbook.

3. If date requested is unavailable suggest alternate dates.

4. Enter note into Master Schedule Book that there is a Temporary hold on the date.

Also enter Regional name and contact person.

5. Upon receipt of two copies of the signed Regional Convention Agreement form, change note in Master Schedule Book from Temporary to CONFIRMED.

6. CC Chairman signs both copies of the Regional Convention Agreement form and mails one signed copy to the Regional chairman. The other signed copy is entered into the Master Schedule Book.

7. The CC Chairman forwards a copy of the signed Regional Convention Agreement form to an office member at HQ designated by the NAWCC Executive Director so the information can be published on the NAWCC web page and in the NAWCC BULLETIN and MART beginning one year prior to the event.

8. Any change in date or location which the CC Chair receives from the host chapter President or Regional Chairman is recorded in the Master Schedule Book and passed on to NAWCC so the published information in the web page, BULLETIN and MART can be corrected.

9. The insurance agent must also be notified of any changes which may affect the insurance certificates.

10. The CC will review the advertising needs for the RCs and recommend policies to the Board for paid or gratis advertisements in the MART.

11. Collect and evaluate Regional Summary Reports noting any problem areas or useful information which might be helpful to other RCs.

12. Send reminder notice to those Regional Chairmen who fail to send the in the required Regional Summary Report.

13. Make recommendations to the NAWCC Board as necessary regarding Regional activities in order to improve the conventions.

4. NATIONAL CONVENTIONS

a.) TASK

Review proposals and make recommendations to the Board on arrangements for NCs including site selections, contracts and budgets.

b.) CRITERIA

1. NCs should be scheduled between mid June and the end of July (avoiding the July 4th weekend) unless the Board approves an alternate time.

2. NCs shall be hosted by one or more Chapters for a period of two or more days.

3. NCs shall include: educational exhibits of horological items; educational programs and workshops of horological interest; provide facilities for members to buy, sell and trade clocks, watches, tools and supplies; allocate sufficient rooms for the NAWCC Board meeting and special interest chapter meetings; and an adequate room to conduct the Regular Annual Meeting of NAWCC members (date and time to be approved by the Board).

4. NC facilities must be of adequate size and location to assure compliance with the NC Requirements and Specifications (exhibit 4).

5. If there are no viable proposals from chapters to host a NC within a minimum of thirty months of a NC, the CC must initiate the process by seeking out an appropriate convention facility and host chapter.

6. The CC and NAWCC legal counsel must review all contracts with the Convention Center and major hotels.

c.) PROCEDURES

1. The CC must investigate the adequacy of the convention facility and hotels.

2. The CC will either conduct the contract negotiations with the convention facility and hotels or assist the NC Chair in the negotiations. Both the CC Chair and the NC Chair must be in agreement with the versions of the final contracts.

3. After review by the CC the negotiated contracts will be submitted to NAWCC legal counsel for review and release.

4. After contract review and approval by legal counsel, the CC will prepare and submit to the NAWCC Board a proposal containing a recommendation, be it favorable or unfavorable, regarding the proposed NC. This proposal shall contain details on the convention facility and hotels, room blocks and room rates, host chapter and NC Chair, and other information needed for the Board to properly consider the proposal. The CC Chair will prepare responses to any questions Board members may have prior to contract signing.

5. The following four signatures are required on convention facility and hotel contracts: (a) the NAWCC Board Chair or authorized representative Board Member, (b) the CC Chair, (c) the NC Chair and (d) a host Chapter Officer.

6. Execution of subsidiary contracts is delegated to the NC Chair and/or his delegate(s).

7. Two years prior to the NC, the CC Chair will submit a Preliminary Budget, prepared by the NC Chair, to the Board for review. This Preliminary Budget must detail expected income and expenses and be first approved by the CC. Copies of contracts and attrition clauses should be included with the Preliminary Budget.

8. The NC Preliminary Budget must be approved by the Board in order for the NC to proceed.

9. No later than fourteen months prior to the NC, a draft Registration form showing proposed fees for each item/event (e.g., registration fee, mart table fee, food function fees, etc.) should be prepared by the NC Chair. Upon review of this draft by the CC, the CC Chair should submit the draft to the Board for their review and comments.

10. One year prior to the NC, the CC Chair will submit a Final Budget, prepared by the NC Chair, to the Board for review. This Final Budget must detail expected income and expenses and be first approved by the CC. Copies of contracts and attrition clauses and a copy of the Registration form should be included with the Final Budget.

11. The NC Final Budget, including the Registration form and associated charges, must be approved by the Board in order for the NC to proceed.

12. Upon Board approval of the Final Budget and the Registration form, the NC Chair may begin accepting registrations at the NC at which the approval was given. The NC Chair may elect to allow those registering early to select the location of their mart tables. No registrations may be accepted and no monies received without first having Board approval of the Final Budget and the Registration form.

13. The NC Chair should forward to the CC Chair periodic reports on the progress of the registration process, namely the number of pre-registrations, and sale of mart tables and food function tickets. This information will permit tracking of registration trends and comparisons to past NC trends will provide timely alerts that increased prudent spending might be needed.

14. The CC will review the advertising needs for the NC and recommend policies to the Board for paid or gratis advertisements in the MART.

15. The CC will monitor the NC to assure the budget is followed to the extent feasible.

16. The CC will establish a standardized budgeting format identifying categories and line items within categories to be used as a guide for income and expenses. This standardized format will be useful in comparing financial reports from NC to NC. It will also aid future NC Chairs in developing their budget and assure that important line items are not overlooked.

17. The NC Chair must submit a full final report to the CC Chair no later than 120 days following the conclusion of the NC. This report must contain a financial report including all income and expenses related to the NC. In addition, the report must contain a narrative section discussing the overall NC and expounding on any problem areas as well as success areas. Recommendations to improve future NC's should be included.

18. Upon review and resolution of any issues in the NC final report, the CC Chair will submit the report to the Board no later than 150 days from the close of the NC.

19. The CC will maintain a statistical report on NCs including but not limited to attendance, tables and room nights sold, charges for the various events, income and expenses. This report will be made available to future NC Chairs to aid in their planning.

20. The CC will make recommendations to the NAWCC Board as necessary regarding NC activities in order to improve the conventions.

5. NAWCC TIME SYMPOSIUM

a.) TASK

Assure that priority is given in establishing a date for the Ward Francillon Time Symposium.

b.) CRITERIA

1. Hold the last two weekends in October for the Time Symposium.

c.) PROCEDURES

1. Maintain contact with Time Symposium Committee Chairman to determine the specific dates of the Time Symposium event.
2. Reserve date requested for the Time Symposium and enter into the Master Schedule.
3. Release the October weekend not selected by the Time Symposium to be available for use by a Regional Convention.

6. INSURANCE

a.) TASK

To procure and make available Liability and Exhibit Insurance to RCs, NCs and Time Symposiums.

b.) CRITERIA

1. All Regional and National Conventions and Symposiums are required to carry Convention Liability and Exhibit Insurance.
2. The current minimum level of Liability Insurance is one million dollars.
3. The level of Exhibit Insurance is left to the discretion of the Convention Chair and should be based on the value of the exhibit itself.
4. Liability and Exhibit Insurance policies are established on all events on a calendar year basis.
5. Once policies are established and costs are determined for all events of the calendar year, no additional changes can be made or events added because of the extremely high cost.

c.) PROCEDURES

1. The CC Chair or designated Committee member prepares an Insurance Cover Letter (exhibit 5) and an Insurance Acceptance Form (exhibit 6) around the beginning of October requesting the Convention Chair to respond if Liability insurance is wanted and if Exhibit insurance is wanted and, if so, at what level. The standard amount of liability insurance is one million dollars and the standard amount of exhibit insurance is \$50,000 or \$100,000 or \$200,000. A request for insurance higher than the standard must be submitted in writing to the CC Chair.
2. The Insurance Cover Letter and the Insurance Acceptance Form are transmitted to a designated NAWCC contact person who mails them to each RC Chair.
3. A reply to the CC Chair is requested by the beginning of November.
4. Since the larger the number of events to be insured results in a lower group insurance policy cost, the CC must personally contact those Regional Chairs who have not responded to the first notice.
5. Those events, declining participation in the group insurance program and purchasing their own insurance coverage, must provide proof of insurance to the CC Chair by providing evidence or a copy of the insurance certificate. If this is not done the CC may refused a RC date for the following year.
6. Liability and Exhibit insurance may also be offered to NAWCC Chapters having special events such as membership drives and exhibits when such facilities might require such insurance. This must be done prior to the start of the calendar year and not added later.
7. Once it is ascertained how many of the events want to participate in the group insurance program, and at what levels, this information is passed on to one or more insurance agents to receive a price quote.
8. After making a decision on the insurance company and cost, the Liability insurance cost is partitioned among the events requesting Liability insurance. This cost partition should be equitable and the events having larger attendance should pay a higher cost than events having a small number of attendees. The National Convention generally should pay the largest amount.

9. Similar to Liability insurance, the cost for Exhibit insurance should also be partitioned among the events. This is done based on the level of Exhibit insurance requested. For example, those requiring \$100,000 should pay approximately twice what those who requested \$50,000 of Exhibit insurance would pay.

10. Because NCs usually have a larger exhibit than regionals, they are given the option to buy a greater amount of Exhibit insurance. The NC insurance cost will be increased accordingly.

11. Once the insurance cost for each event is established, this information is transmitted to the NAWCC Comptroller.

12. NAWCC, Inc pays the total insurance bill and sends an invoice to each RC Chair stating the amount due and payable to NAWCC.

13. It is the responsibility of NAWCC to collect all monies owed for insurance.

14. The CC reviews group insurance policy details annually and recommends the appropriate amount and extent of coverage for each Regional and National Convention and the Symposiums to the Board for approval.

7. CONVENTION HANDBOOK

a.) TASK

Develop and maintain a Convention Handbook which identifies those elements which are required as well as to present guidelines and suggestions for conducting a successful convention.

b.) CRITERIA

1. The Convention Handbook should cover both RCs and NCs.
2. The Convention Handbook must be included in the NAWCC Operations Manual.

c.) PROCEDURES

1. The CC shall describe in the Convention Handbook all convention aspects including:
 - a. Convention definitions and requirements
 - b. How to start up and host a convention
 - c. Leadership roles
 - d. Convention organization
 - e. Description of Convention Committees
 - f. Duties and responsibilities of each committee
 - g. Determination of fees
 - h. Convention reports
2. Examples of forms and report formats should be included in the handbook.
3. The CC must review and update the Convention Handbook every four years.
4. The revised handbook must be presented to the Board for review and approval.

Nick Bonura, Chairman
NAWCC Convention Committee
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