

## DISTRICT 410C Midyear Conference Organisational Brief

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## 1 INTRODUCTION

The venue, format, program and everything else concerning the District Midyear Conference is entirely the prerogative of the District Governor in office for that particular year. In practice, the District Governor delegates the responsibility to plan and prepare various aspects of the Conference.

In order to formalise the organisation and assist the organising committee this organisational brief has been drawn up.

## 2 PROPOSALS FOR HOSTING

In August of each year the District Governor shall call for proposals from clubs wishing to host the Midyear Conference in October of the following year. Such proposals are to be prepared and submitted to the District Governor by 1 October for consideration at the current year's Midyear Conference. Qualifying proposals will be presented to the Midyear Conference at which delegates will choose the organising club by means of a show of hands.

The proposal in writing shall include as much detail as possible at such an early stage but must include a motivation detailing the proposing club's capability, a list of possible dates and venues and a rough budget (subject to change).

Should no clubs put forward proposals the District Governor would need to appoint a committee to take on organisational responsibility.

## **3 ORGANISATIONAL REQUIREMENTS**

The following are a brief summary of the requirements for the conference:

### **3.1 DATES**

The Conference is held over a weekend around the end of October - this is flexible within a limited time frame. The conference itself is held on the Saturday of the selected weekend. A District Cabinet meeting is also held, normally on the Sunday or on the Saturday before the conference. Dates should be checked to ensure that if possible they do not clash with major sporting or cultural events or events within the District.

### **3.2 ACCOMMODATION**

Affordable accommodation needs to be available for approximately 120 people within close proximity of the main venue for both the Friday and the Saturday evenings. It would be preferable for all accommodation to be at one venue.

If possible accommodation should include a variety of different options to suit all family types.

At the discretion of the organisers accommodation booking can be via the registration or directly with the venue.

If possible a block reservation of accommodation, subject to no liability, should be arranged well in advance. A group discount should also be negotiated if possible.

### **3.3 VENUES**

A meeting venue large enough to accommodate seating for all the delegates to the Midyear Conference needs to be available. The layout of the venue needs to be discussed with the District Governor.

In addition a venue is needed for an informal gathering on the Friday evening and entertainment on the Saturday evening. A meeting venue suitable for the 2nd Cabinet meeting of about 20 Cabinet officers also needs to be available.

### **3.4 MEALS**

Dependent on arrangements the Friday evening meal can be included in the cost or can be for the delegate's own account. Lunch on the Saturday is provided for delegates. Lunch for partners participating in the partner's program should also be provided for. Saturday night's entertainment is usually a themed evening and includes dinner.

### **3.5 PARTNERS IN SERVICE**

Provision needs to be made to entertain partners in service and children for the duration of the conference on the Saturday.

### **3.6 FLAGS**

The South African flag along with the Lions flags and banners (available from the District) and if required the flag of the country of the official guest need to be available.

## **3.7 CONFERENCE BAG**

It is traditional to provide each Midyear Conference attendee with a gift bag containing information about the Conference (normally including a program and a message from the District Governor and official guest (if applicable)). A gift bag is not a requirement but it does contribute to an enjoyable conference weekend. Other suggested items for the gift bag are:

- Snacks
- Water or a soft drink
- Useful small items (sewing kits, key rings etc)
- Note pads
- Pens

The conference bag is a possible source of sponsorship, both in companies paying to have their name on the conference bag and to have their marketing materials included in the bag.

## **3.8 REPORTING**

Throughout the organisation of the Midyear Conference regular informal reports and updates on progress need to be supplied to the District Governor. Formal reports need to be presented to Cabinet meetings. If required the convener may be asked to attend a Cabinet meeting.

# **4 FINANCES**

The Midyear Conference is organised on behalf of the District and as such any profit or loss on the Midyear Conference accrues to the District and not the organising club.

## **4.1 BUDGET**

On being appointed the organisers the organising club must finalise a budget to be presented to the 3rd Cabinet meeting (generally held in February) for approval. This should include a proposed registration fee. In drawing up the budget any sponsorship should not be accounted for until actually received.

The budget should include a breakdown of at least the following costs and income:

### **4.1.1 INCOME**

- Delegate's registration fee
- Partner's registration
- Children's registration
- Sponsorship
- Donations

### 4.1.2 EXPENSES

- Friday night welcome evening
- Saturday conference
  - Morning tea
  - Lunch
- Saturday evening function
  - Dinner
  - Decor
  - Entertainment
- Cabinet meeting
  - Tea
  - Venue Cost
- Organisational expenses
  - Venue hire
  - Sound system
- Registration Expenses
  - Accommodation and registration of official guest and partner (if applicable)
  - Accommodation and registration of District Governor and partner.
- Partners' and Children's entertainment programmes
- Sundry expenses

## 4.2 ACCOUNTING

The organising club is obliged to supply a full set of accounts for the Midyear Conference detailing all income and expenditure to the 4th meeting of the District Cabinet meeting (generally around the May after the Midyear Conference). Any profit is to be transferred to the District as soon as the accounts are finalised.

## 4.3 ADVANCE FINANCIAL LOAN

If required and subject to Cabinet approval the District can advance funds to the organising club to cover expenses until money starts to flow into the convention account. This loan should be paid back to the District as soon as possible.

## 5 REGISTRATION

As soon as possible after approval of the budget by the District Cabinet all clubs should be informed of the details of the Midyear Conference and supplied with registration forms detailing the costs and availability of accommodation. Registration of delegates is a vitally important part of the organisation and should be carefully planned and managed. Clubs need to be regularly encouraged to attend and communicated with as often as possible.

Be aware that Lions are notoriously always late in sending in registrations. Organisers could consider offering incentives for early registration, such as a discount on registration, a free shirt or conference banner or a special limited number of conference bags.

## 6 APPENDIX A: RECORD OF CHANGES

<b>Date</b>	<b>Revision</b>	<b>Author</b>	<b>Changes</b>
2012	001	DC Trevor Hobbs	Initial Document
24/08/2014	002	DC Kim van Wyk	Reorganised chapters, added gift bag section