Programs and Meetings Manager

Programs and meetings are held at shows for several purposes:

1. Seminars to recruit new members for societies
2. Seminars to educate youths and beginning collectors
3. Judging critique to exchange ideas and improve the level of judging and exhibiting
4. AAPE seminar to do the same on a more informal level
5. Programs about special fields of exhibiting and researching to spread information and build interest in specialty societies
6. Meetings of various clubs and societies to conduct business
7. Programs related to the show theme of broad interest to the general public

The Programs and Meetings Manager is responsible for:

1. Contacting the APS, AAPE and all convening societies to offer locations and times for them to hold meetings and conduct seminars
2. Recruiting people to conduct meetings and programs
3. Developing programs of a more general public interest relating to the show theme
4. Developing outings relating to the show theme or other activities for show attendees and their families (sometimes this function is handled by the Hospitality and Banquet Manager)
5. Notify the Show Chairman, Hospitality and Banquet Manager and Facilities and Staging Manager of all needs in each meeting room for each program such as food, drinks, seating arrangements, audio visual equipment etc. and confirm with the hotel contact that it will be taken care of
6. Confirm the time, location and special requirements with the people conducting each program in ample time to let them publicize the program to their members
7. Provide signage for each room and provide a detailed list of all programs and meetings to the Advertising and Publicity Manager, Publications Manager and the Website/Technology Manager

Whenever possible, meetings should not be scheduled in close succession in any given room. This will allow for possible overrun of a meeting, people who are slow to leave a room after the program is over and also for early arrivals for the next program. For example, with 3 meeting rooms:

<table>
<thead>
<tr>
<th>Room 1</th>
<th>10:00 am - 11:00 am</th>
<th>1 hour meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 2</td>
<td>10:00 am - 12:00 noon</td>
<td>2 hour meeting</td>
</tr>
<tr>
<td>Room 3</td>
<td>11:00 am - 12:00 noon</td>
<td>1 hour meeting</td>
</tr>
<tr>
<td>Room 1</td>
<td>12:00 noon - 1:00 pm</td>
<td>1 hour meeting</td>
</tr>
<tr>
<td>Room 2</td>
<td>1:00 pm - 2:00 pm</td>
<td>1 hour meeting</td>
</tr>
<tr>
<td>Room 3</td>
<td>1:00 pm - 2:00 pm</td>
<td>1 hour meeting</td>
</tr>
</tbody>
</table>

Include sample confirmations and program list