

TOASTMASTERS DISTRICT 83 2017 FALL CONFERENCE

“Awaken Your Power to Lead”

www.toastmasters83.org

SATURDAY, NOVEMBER 18, 2017



DoubleTree Somerset

200 Atrium Drive, Somerset NJ 08873

(732) 469-2600

PLEASE PRINT OR TYPE ALL INFORMATION

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Club Name: _____

Circle any committee for which you would like to volunteer!

- | | | | |
|-------------|--------------|-------------------|------------------|
| Contests | Credentials | First-Timers | Facilities |
| Fundraising | Hospitality | Parade of Banners | Photography |
| Programs | Publications | Registration | Repeat Attendees |
| Videography | Volunteers | No preference | |

Are you a first time Conference attendee? () YES () NO

Breakfast and Lunch will each be served as a Buffet

Registration Fee:

Now until August 31 - \$65.00	September 1 to 30 - \$70.00	At the Door - \$85.00 Cash or Check Only
October 1 to 31 - \$75.00	November 1 to 17 - \$80.00	

All contestants are free for the contest *only*.

Attendance for the Business Meeting *only* is free.

Contestants may bring one guest for an additional charge of \$5.00.

Mail Registration Form & Payment to Fall Conference Registration Chair:	For Questions, Please Contact The Fall Conference Chair:
Narendra Pondugula 130 New Road, Apt. R1 Parsippany, NJ 07054 For questions, call or email: 973-396-7095 email@pondugula.com	Dave Chapman, ACB, ALB 407 Hawthorne Court Flemington, NJ 08822 davechapman@wellsaididave.com (908) 938-1830

If it is more convenient for you to spend the night, contact the hotel for room reservations.

➤ PLEASE NOTE ◀

By registering to attend and participate in this Conference, and by attending and participating in its activities, you are agreeing to be photographed and/or video-recorded with the understanding that these photographs and recordings will be used on the District's website and other social media.

Descriptions of Committees

Contests:

The Contests Committee Chair coordinates the International Speech (Spring Conference) and Humorous Speech (Fall Conference), as well as the Evaluation Contest (Spring Conference) and Table Topics (Fall Conference) contests. Volunteers for this committee will be led by the Committee Chair to serve as judges, sergeant-at-arms, or ballot collectors.

Credentials:

The Credentials Committee Chair records and releases ballots and reports totals during the District business meetings (for both Fall and Spring Conferences). Volunteers for this committee will be asked to assist chair in registering club presidents and vice-presidents of Education.

Facilities:

The Facilities Committee Chair makes sure all logistics function smoothly with the Conference facility. Volunteers in this committee will be asked to make sure all equipment needed are provided and that room setups are planned. Additionally, they are to make sure all gavels, microphones, and signage are provided.

First-Timers:

The First-Timers Workshop Chair plans a special session for those attending the Conference for the first time, making sure that they have an enriching experience. Volunteers will be asked to assist in various activities, as assigned by the FT Workshop Chair.

Fundraising:

The Fundraising Chair encourages Toastmaster members to buy ads, either for their clubs, their own businesses or both, in addition to outside ads, for inclusion in the Conference program. Volunteers for this committee will be asked to provide leads to the Fundraising Chair that will raise funds for the conference.

Hospitality:

The Hospitality Committee Chair coordinates the greeting of guests to the conference by providing guidance to events, as indicated in the conference program. Also, the committee makes sure that guests have a place where they can gather during or in between conference activities. Volunteers for this committee will be asked to decorate the Hospitality Area / Room, to greet guests when they arrive, and to be at key areas at the facility to guide guests to conference workshops.

Parade of Banners:

The Parade of Banners Chair makes sure all clubs that bring their banners are recognized (list of those clubs that are bringing their banners is provided by the Registration Chair) during the conference. Volunteers for this committee will assist in publicizing directions as to where to store and pick up banners, as well as directing participants where to hang the banners. Also, volunteers may be asked to help with line-up, and announcements, in a timely manner.

Photography:

The Photography Chair makes sure key, as well as spontaneous, pictures are taken during the conference. Volunteers for this committee will be guided by the PC, where needed.

Programs and Publications:

The Conference Programs and Publications Chair coordinates with all chairs to make sure all necessary materials for the conference Program are provided. The person in this capacity must know printing computer software and must know printing terminology. The Chair also makes sure all announcements (Registration and Credentials, etc.) are provided to Registration Chair for inclusion in the Conference package.

Registration

The Registration Chair is the “bloodline” of the conference, providing information to all chairpersons regarding registrants to the conference and will deposit registration fees. Volunteers for this committee will be asked to assist in check-in of all attendees.

Videography:

The Videography Chair assures that there is sufficient video equipment, and that it is running smoothly.

Volunteers:

The Volunteers Chairperson finds out how many volunteers are needed by each committee chair. The Registration Chair will provide list of those attending, then VC contacts those people to see if they would be interested in volunteering. Volunteer Chair must emphasize the benefits of volunteering, such as personal and educational growth.