

# TOASTMASTERS DISTRICT 83 ANNUAL CONFERENCE 2019

“Transforming the World with Words”

[www.toastmasters83.org](http://www.toastmasters83.org)

FRIDAY, SATURDAY and SUNDAY May 3-5, 2019



## ANNUAL CONFERENCE REGISTRATION

### APA Hotel Woodbridge

120 S Wood Ave, Iselin, NJ 08830 (732) 494-6200

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please list names of all clubs of which you are a member:

Club Name (s): \_\_\_\_\_

### Circle any committee for which you would like to volunteer!

Contests	Credentials	First-Timers	Facilities
Advertising	Hospitality	Parade of Banners	Photography
Programs	Publications	Registration	Education
Videography	Volunteers	No preference	

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

Are you bringing your club banner? ( ) YES ( ) NO

Registration Fee: \$155 (3/1/2019-3/31/2019)

\$165 (4/01/18 - 4/30/2019)

After 4/30, please register onsite for \$175

<b>Registration Form &amp; Payment or you may pay at the conference by check</b>	<b>For Questions, Please Contact the Annual Conference Co-Chairs:</b>
Please register online using the district website <a href="http://www.tm83.org">www.tm83.org</a> or mail to <b>Uday Bhoopalam</b> 272 Fox Hill Road Denville, NJ 07831	Jennifer Pickett jennifernjrealtor@gmail.com or Bin Zhao binzhaode@gmail.com

**If you would like to spend the night, please contact the hotel for room reservations.**

**Special rate of \$99 will be available until 4/12/2019. Link:**

**<https://reservations.travelclick.com/96418?groupID=2366661>**

### ➤ 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, Humorous Speech, Evaluation, and Table Topics 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. Volunteers for this committee will be asked to assist chair in registering club presidents and vice-presidents of Education.

## **Education:**

The Education Chair organizes educational workshops. This includes auditioning, selecting workshop leaders (with approval from the Trio) and their proctors. Manages all the requirements of the workshop leaders.

## **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.

## **Advertising:**

The Advertising 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 Advertising 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.