

Standing Rule

Records Kept by Host Institution

The host institution for the Annual Conference shall keep thorough records, in spreadsheet or database format, of attendees, vendors, exhibitors, and sponsors as they sign up for the Conference.

The following information will be recorded, each item in a separate field, for:

Attendees

First Name
Last Name
Badge Name
Title
Institution
Address
City
State
Zip Code
Phone
Fax
Email
Special Needs
Spouse/Guest Name
Presenter? (yes/no)
Date Paid

Vendors/Exhibitors/Sponsors

First Name
Last Name
Title
Company Name
Address
City
State
Zip Code
Phone
Fax
Email
Sponsor? (amount)
Exhibitor? (yes/no)
Prizes Donated? (list)
Presenter? (yes/no)
Date Paid

Copies of all such records and updates shall be forwarded to the Vice President for Communications as often as convenient.

Photographs taken at the conference shall be saved to disk and overnighted to the Vice President for Communications within one week of the conclusion of the Conference.