

WINTER MEETING
OUTLINE OF ORGANIZATION AND REQUIREMENTS
FOR THE AMERICAN LEGION,
AMERICAN LEGION AUXILIARY AND SONS OF THE AMERICAN LEGION
DEPARTMENT OF MICHIGAN

Legion: Aside from the changes, which may be required of varied local conditions, the outline below should be adhered to in the planning of the Department Winter Meeting.

Auxiliary: The third meeting of the Executive Committee of the American Legion Auxiliary, Department of Michigan, shall be the decision of the Department President. The Auxiliary is required to give notice to The American Legion, Department of Michigan, as to whether they will meet at Winter Conference. However, without one (1) year's notice, there is no room guarantee.

S.A.L.: The Sons of The American Legion, Detachment of Michigan will hold their Detachment Executive Committee meeting and their Leadership School of Instruction at the same time as the annual Winter Meeting held by The American Legion, Department of Michigan. The Detachment Commander will notify the Department of Michigan if the Sons of The American Legion will not be in attendance at the annual Winter Meeting.

BADGES

Badges for registrants, officials and guests shall be provided at the expense of the Conference Committee.

DEPARTMENT HEADQUARTERS REQUIREMENTS

Legion: Office space for The American Legion Department Headquarters shall be furnished without cost to the Department. Staff housing should be made available at the same hotel/motel as that designated as the Headquarters Hotel. Such reservations will be submitted by Department Headquarters. Department Winter Meeting Headquarters will require 500 square feet of floor space so located as to be accessible to Department Officers, the Department Committee chairmen and all Legionnaires. This should be off a lobby or on the mezzanine of the Headquarters hotel/motel. This room should be equipped with a **SOLID LOCK** to provide maximum security for all equipment and supplies, with a minimum of two (2) keys for American Legion staff.

The following office furniture and equipment is required:

- 5 Secretarial chairs
- 6 Six-foot tables
- 5 Chairs in addition to the secretarial chairs
- 5 Wastebaskets
- 6 Electrical plugs for computers and copier
- Free wifi access
- Sufficient lighting for general office work

Auxiliary: The American Legion Auxiliary requires no Department Headquarters.

S.A.L.: The Sons of The American Legion require no Detachment Headquarters.

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FACILITY AND MEETING ROOM REQUIREMENTS

A minimum of **175** sleeping rooms

FINANCE

The respective Department Headquarters will establish a direct billing with the Headquarters Hotel. The respective Departments will pay the individual expenses of the Department Commander and Adjutant, the Department President and Secretary, with the exception of housing expense of the Department Commander and Department President. The respective Department Headquarters will pay all the expense of members of Department Headquarters staff whose presence is necessary in the Convention City

All other expenses of the Department Convention shall be borne by the Convention Corporation.

All other organizations must clear through the Convention Corporation in making all arrangements.

GENERAL

Each city making a bid for the Department Winter Meeting, at least one (1) year in advance, must have this bid submitted in writing to the Department Permanent Time and Place Committee, through Department Headquarters thirty (30) days in advance of regularly scheduled PT&P meetings so the committee would have adequate time to review bids.

The bidding city shall make arrangements to host authorized Department officials for the purpose of reviewing the facilities and plans of the host city to meet the regulations and requirements.

Bids **must** be in the name of the Convention Corporation obtaining the bid.

The Winter Meeting is a Department activity. The local committee is the representative of the Department organization in providing for an adequate annual Winter Meeting.

Expenses incidental to holding the Annual Winter Meeting shall be borne by the local community, no part of the expense being allowed from the Department treasury.

The Winter Meeting Committee shall arrange for complimentary rooms at the official hotel/motel for the Department Commander and Auxiliary Department President during the period of the Conference. The Conference Committee shall arrange for non-complimentary rooms at the official hotel/motel for the Detachment Commander and Adjutant during the period of the Conference.

Convention Corporation must work with Department Public Relations Director and their local Chamber of Commerce for promotion of conference.

A Convention Corporation of one district may submit a bid in another district.

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PROGRAMS

It shall be the duty of the respective American Legion and American Legion Auxiliary Department Headquarters to provide the Conference Committee with a program and event schedule. The inclusion of all entertainment and informational material aside from the order of business rests with the Conference Committee. Care should be taken to see that the two do not conflict.

The Conference Committee Chairman will make arrangements for the printing of the official program. Insofar as Department Headquarters is concerned, the official program of the Conference will be submitted at least thirty (30) days before the opening of the Conference. (Hold off printing until last minute so that the program is as accurate as possible.)

PUBLICITY AND PRINTING

Pre-conference publicity shall emanate from the Conference city, under the direction of The American Legion Public Relations Director and American Legion Auxiliary Conference Publicity Chairman, working in conjunction with the Conference Committee.

1. Have contact with daily and weekly newspapers
2. Pre-conference – request special pictures and greetings of Department Commander, Department Auxiliary President, Detachment Commander, National Executive Committeeman (Legion and S.A.L.), National Executive Committeewoman, Department and Detachment Adjutant and Department Secretary from respective Department Headquarters.
3. Have digital photos and biographies of noted speakers and Department officers.
4. Digital photos and biographies of Department officers of The American Legion and American Legion Auxiliary.
5. Print program of events for newspapers.

A bulletin board should be set up in a prominent area in the lobby of the Headquarters hotels/motels.

REGISTRATION AND HOUSING

No space assignments are to be made directly by hotels/motels under contract with the Winter Meeting Committee and such hotels/motels should be required to turn over all such requests for direct housing to the Housing Committee.

The following will be the guide for housing:

1. Conference Committee is responsible for obtaining rate agreements from hotels/motels. The only increase which might be allowed will be that of rooms having both a single and a double rate, taking the double rate – with the idea of conserving as much housing space as possible.

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2. Prepare a list of available housing rates, the method of making reservations and make it available to Department Headquarters of The American Legion and American Legion Auxiliary for mailing to Department and Detachment officials, Posts, Units and Squadrons.
3. Receive reservations and deposits. Reservations shall be accompanied by advance registration fees.
4. The Conference Committee should ensure that housing and registration confirmations are sent out.
5. Department Headquarters must have necessary information for notification to Posts, Units and Squadrons no later than ninety (90) days prior to the Conference.
6. Location and map of meeting rooms will be included in packet of information.

REGISTRATION FEE

A registration fee, as agreed upon by the Department Executive Committee and recognized by officers or representatives of the Winter Meeting Committee, in the amount of \$15.00 shall be collected from all persons attending the Conference.

REGISTRATION HOURS

Will be set by the Convention Corporation.

Individual envelopes containing meeting badges, official program, local Chamber of Commerce literature, printed reports, map of city, and local program should be provided each registrant.

REPORT OF ROOM USAGE AND REGISTRATION COUNT

The Conference Committee shall submit to The American Legion and American Legion Auxiliary a report outlining the number of registrations, as well as total room usage. This report shall be submitted within sixty (60) days following the close of the Department Winter Meeting.

SIGNS

There needs to be signs at the Registration Desk and near offices indicating the location of Legion Headquarters Office and Auxiliary Headquarters Office.

SPECIAL EVENTS

Hospitality Rooms (as RESOLVED By The American Legion, Department of Michigan assembled in Fall Leadership Conference in Troy, Michigan, September 22, 23 & 24, 1978, That assembled Candidate Hospitality Rooms may only be open from 6:00 p.m. to 11:00 p.m., except when the Department Executive Committee is in session during these

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hours) opened to The American Legion and Auxiliary that are operated by other than Posts, Districts or Zones must clear through the Winter Meeting Committee as to the time of opening and closing so that it will not conflict with meetings and sessions.

SPECIAL LUNCHEONS AND DINNERS

Legion: The Conference Committee Chairman and Department Headquarters must know which groups are having lunches or dinners and clear all arrangements through the Winter Meeting Committee.

Auxiliary: Auxiliary arrangements will be cleared through the Conference Committee and Department Headquarters.

S.A.L.: Sons of The American Legion arrangements must be cleared through the Department of Michigan before going to the Winter Meeting Committee.

STAGES

Legion: Long draped Head Table to accommodate twelve (12) people; set-ups of ice water. Speaker's podium with microphone and electrical outlet.

Provide seats for ten (10) people on stage behind speaker's podium in both halls.

Provide ramp for walkers and canes, when needed. Check with Department.

Approved by the Department Executive Committee: May 2, 2004, February 19, 2012, June 29, 2014, January, 2016

**** THESE REQUIREMENTS ARE SUBJECT TO CHANGE ****

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