

## HOTEL SERVICES

Only the President and Conference Coordinator shall work directly with the hotel. The Conference Coordinator will arrange for use of assembly and meal function rooms, smaller workshop rooms, hospitality room (if available), speech contest briefing room, and registration area. A Room Setup schedule will be prepared showing final arrangements for each of the above spaces. The Conference Coordinator supplies the President, Properties, Signs and Protocol Chairmen with the Room Setup schedule sheet.

Two copies of the official program will be provided to the Hotel Liaison at the final briefing just prior to the start of the Conference.

The Hotel will accept changes in arrangement, additions to specified items provided, or other deviations from the Conference Coordinator ONLY. The Conference Coordinator will have had such changes approved by the President.