

Sent to AVICC Members: February 4, 2013

**Re: Your Assistance is Requested – AVICC Convention Registration Forms**

*Please distribute to the support staff for the CAO and elected officials who are coordinating the registrations for the 2013 April Convention.*

Dear Staff:

Last week I forwarded the program brochure and delegate registration form for the 2013 AVICC AGM & Convention. I have now received the first few in. In follow-up, I would like to ask for your assistance in ensuring the section respecting attendance at the Welcome Reception and for the Breakfasts is completed and, as best as possible, accurately reflects the delegates' plans.

Both the Breakfasts and the Welcome Reception are included in the Delegate Convention fee, but it is important that registration forms indicate through the check boxes whether the delegate actually plans to attend these events and in the case of the breakfast whether it will be the Working Breakfast program or the Networking Breakfast (they are held simultaneously so please check one or the other). To clarify, the Networking Breakfast is an unstructured event where delegates can have a leisurely breakfast with their fellow delegates. If these events are not checked off, I won't be planning for them to be have breakfast on the Convention site or attend the Welcome Reception and I'd hate not to have enough food for everyone should your delegate arrive unexpectedly. Specifying which breakfast helps me ensure the rooms are allocated properly for the size of the group.

On the other hand, please do not just check the boxes off because the events are included in the fee. Besides limiting wasted food, it's also a way to keep member fees for both the Convention and regular dues in line. Breakfasts are costing between \$24-\$28 per person and the Welcome Reception is over \$30 this year. This year, Convention fees and member dues are the same as they were in 2012.

As always, I appreciate your help and, through my own experience, I know that gathering this kind of information is not always an easy task with the busy members of your Council or Board.

Regards, Iris

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