

American Guild of Organists  
Orientation meeting for 2021 Regional Convention Coordinators  
and Regional Councillors

Sponsored by the Committee for Conventions

Claridge House  
1244 N. Dearborn Parkway, Chicago, IL.  
DaVinci Room

Oct. 15, 2018

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|---------------|--|
| 9:00 - 9:15   | Welcome and Introductions<br>Michael Velting, Councillor for Conventions                                       |
| 9:15 - 10:00  | The Ins & Outs of Hotel Contracting - Andy Anastasi<br>Vice President/Team Director - ConferenceDirect         |
| 10:05 - 10:50 | The Convention-Buyer: Program, Program, Program!<br>Jason Charneski - CFC                                      |
| 11:00 - 11:45 | Delegation by Design: Building Your Steering Committee<br>Joe Butler - CFC                                     |
| 11:45 - 1:00  | Lunch  |
| 1:15 - 2:00   | Overview of Cvent - Event Registration and Mobile App<br>Eric Birk, Executive Assistant, National Headquarters |
| 2:10 - 2:50   | Hot tips for raising and spending money<br>John Dixon - CFC  |
| 3:00 - 3:30   | The View from National Headquarters - practical tips<br>James Thomashower - Executive Director                 |
| 3:30 - 3:45   | Question/Answer and Final comments<br>Michael Velting  |