

Hi Dan –

I have just been appointed convention coordinator and will be the person working with your LMSC. I do have some answers for you, others to follow.

**Do you have any documents for the LMSC hosts?** At this time no, but will be creating one as I go through the process. I will be in constant communication with the LMSC representative that is appointed as your convention chair. Has this person been selected yet?

**What are the LMSC Convention Host Responsibilities?** Running the hospitality suite (stocking with food and beverage and scheduling volunteers so it runs smoothly). I just found out that the pre-convention meeting in Anaheim is April 4-5 and I highly recommend that an LMSC representative (preferably the person selected to be the LMSC convention chair) be there to meet the staff and get a lay of the land. I will make the reservations and USMS pays for the hospitality suite with 1 or 2 adjoining bedrooms.

**Are we required/expected to have an LMSC-hosted dinner?** Yes, on Thursday evening. Last time we were in Anaheim, the LMSC had the In and Out Burger bus come in. It was GREAT! The LMSC pays for this (the reasoning being that the host LMSC is spared the huge expense of travel).

**Are we supposed to find a pool and pay for busses?** I will be working with the LMSC in finding a pool (the closer to the convention center the better and use of 10 lanes). If you all already have one in mind, fantastic. If it can be donated, even better!!! I will arrange the transportation to and from, USMS pays. In the past workouts were Thu, Fri and Sat am. This past year, we had the Sat workout at lunch. But, I think we were able to do this because the pool was so close. The EC makes up the schedule, I will check with Nadine.

**We are reimbursed for hospitality food and drink, right?** I understand from Nadine that there will be a budget and USMS will be reimburse for “X” (this number will be determined based on the last couple of years). Any amount over and above the budget would be the LMSC’s responsibility.

**Do you have a report from the 2012 convention?** Yes I do but need to check with Susan (Controller) first. Will get this to you.

**What numbers should we use in our budget?** You may want to check with Jerry Clark on the cost for the NC Barbeque and number of delegates who attended (there were 285 registered delegates). I don’t have this information. Also if there were any other “expenses” they had that I would not know about.

If you have any more questions, let me know.

Tracy