

District 112 Conference Handbook



The District 112 Conference Handbook is the guide to be followed
by District Conference Committees;
except where it is incompatible with District 112 Procedures
or Toastmasters International Policy or Protocols.

Adopted or amended
under the joint authority of the District Director
and the Program Quality Director.

Signed

District Director

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Program Quality Director

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Excerpt from District 112 Procedure 4.9

4.9 The District 112 Conference Handbook, adopted or amended under the joint authority of the District Director and the Program Quality Director, is the guide to be followed by District Conference Committees except where it is incompatible with District 112 Procedures, or Toastmasters International Policy or Protocols.

Abbreviations used in this handbook

- DD: District Director
- PQD: District Program Quality Director
- CGD: District Club Growth Director
- DFM: District Finance Manager
- DP: District Parliamentarian (see District 112 Procedure)
- DAM: District Administration Manager

- WHQ: World Headquarters
- TI: Toastmasters International
- DP: District 112 Procedure (see District Parliamentarian)

The Purpose of a District Conference:

The District Conference is held in May of each year on a date set down by the District Executive. (DP 8.2)

Excerpt from District Procedure DP 8.2

The District 112 Annual Conference shall be held on a weekend in May, and where possible on a different weekend to the District 72 Annual Conference.

The purpose of this conference is

1. First and foremost, to carry out the business of the District by providing a forum for a District Executive meeting, and the Annual District Council Meeting.
2. To select a winner of the International Speech Contest who will go forward to represent District 112 in the International Regional Quarter-Final contest.
3. To select winners of other speech contests.
4. To provide training for District Officers and Club Officers, geared toward achieving the educational and membership goals of the District, Divisions, Areas and Clubs.
5. To provide an opportunity for top class educational sessions for the betterment of all Toastmasters.
6. To recognise achievements and present awards to members and clubs.
7. To provide fellowship, fun and educational entertainment, including keynote speakers.

NB: Items 1 and 2 are required by Toastmasters International Policy and Procedures.

All other items are deemed to be necessary in order to meet the District mission, to provide training, education or entertainment as a means to better serve the requirements of our members and to assist in the achievement of goals.

It is therefore essential that it be understood by any person wishing to act as Host Chairman for a conference, that they do so on behalf of the District and under the strict guidance and direction of the Program Quality Director, who has the delegated and direct responsibility of ensuring the success of our conference.

Conference Timeline

- Club or Area agrees to host a conference.
- Interim Chairman selected or his/ her proxy selected to make the bid.
- Identify potential venues, before making the bid (See venue requirements)

26 months Prior

- Submit the bid in March/ April, 21 days before the April Exec Meeting
- The bid is presented to the May District Council

If there is more than one bid,
each will give a brief presentation to the District Council,

and is confirmed or denied

24 months Prior (2 conferences before)

- | | |
|--|------------------|
| • Select Conference Chair,
committee and sub committees | Confirm with DD |
| • Identify and book venue. | Confirm with DD |
| • Determine theme. | Confirm with PQD |
| • Get bank account from Finance Manager | |
| • Approach sponsors | |

18 months Prior

- | | |
|------------------------------------|------------------|
| • Draft Budget | |
| • Get email address from Webmaster | |
| • Draft programme, | Confirm with PQD |

14 Months Prior

- Approve Budget at DEC, to set the registration fees

12 months Prior (1 conference before)

- Distribute Registration Forms at the previous conference
once the registration fee is calculated

9 months Prior

- Approve the final budget at the DEC, and send to TI by 30 Sept

6 months Prior

- Identify potential keynote speakers. Confirm with PQD
- Identify potential educationals. Confirm with PQD
- Confirm programme, Confirm with PQD
- Promote Conference on website
- Promote Conference at Division Conferences
- Organise and print banner ribbons, one per club that attends

2 weeks Prior

- Confirm Numbers with venue and Caterers
- Get Bio's for Conference Book
- Get Contest Chair and Contestant details from PQD
- Print Conference Book. Confirm with PQD

Conference

- do conference things
- deal with issues

After Conference

- De-brief - what went well, what did we learn
- Finalise Finance

Making the Bid

Any Area, or Club(s) within an Area may bid to host a District conference, but under the requirements of District Procedure (DP8).

They are required to present their bid at the District conference at least two years in advance.

The location of the District Conference is determined at least two years in advance by the District Council on the recommendation of the District Executive.

A Club or Clubs wishing to bid must:

- (i) Submit their bid on the official bid form to the Program Quality Director at least 21 days prior to the District Executive meeting. (DP 8.1)*
- (ii) Be able to meet certain requirements e.g. Hotel(s), ease of Air/ Road access. Details of these minimum requirements are available from the Program Quality Director. (no DP)*

Should changes to the venue (building or hotel) become necessary, they shall be approved by the Program Quality Director and District Director in consultation with the District Conference Committee. (DP 8.3.1)

Membership of the Conference Committee:

The Conference Committee Chair and Treasurer are appointed by the District Director. (DP 8.4.2)

The District Director, Program Quality Director, Club Growth Director and District Finance Manager (senior Officers) are ex-officio members of the Conference committee. (DP 8.4.3)

The Senior Officers and the Conference Consultant are to receive all notice of meetings, reports, minutes, budget and programme. Some may choose to attend via Zoom and the committee needs to make provision for this (using the District Zoom facility). (No DP)

Other members of the conference committee are appointed by either the District Director or the Program Quality Director. (DP 8.4.4)

There is a requirement for regular reports to the District Executive (No DP)

The PQD reports on the progress against the timeline in the District Conference book. (No DP)

The DFM reports on the current updated budget, with any changes identified. (No DP)

Roles and Responsibilities

District Director

Appoints the conference chair,
and it is announced to the District Executive.

Appoints the Chair of the Candidates Showcase (Protocol 9 (9b))

Liaise with Conference Chairman to ensure smooth running and timing
of these events.

Only the District Director can sign contracts for Toastmasters,
if anyone else signs a contract they are personally responsible

The District Director is the only District Officer
authorised to sign contracts on behalf of the District. (DP 8.6.1)

Program Quality Director

The Program Quality Director (on behalf of the District Director)
has overall responsibility for the Conference.

The PQD is bound firstly by the Policies, Protocols
and Administrative Protocols of Toastmasters International,
then by the District Procedures of District 112
and the wishes of the District Council.

Directly responsible for all contests, education sessions and officer training.	These tasks may be delegated in part.
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Must report to the District executive meetings,
giving details of venue, budget and programme
(according to the requirements and deadlines outlined in District Procedures)

The Conference Chairmen or representative
may present the report and budget if the PQD delegates this task to them.

The expenditure for any item which is more than \$150
over the approved budget requires the prior consent of the
Program Quality Director and the District Finance Manager. (DP 8.6.3)

Must retrieve trophies etc, from former holders
in good time, and are cleaned ready for presentation.

Immediate Past District Director:

Award ceremonies.

Liaise with Conference Chairman and PQD
to ensure smooth running and timing of these events.

DLC Chair

Approves the Candidates corner.

Conducts the Candidates showcase.

Finance Manager

Approves the conference budget in conjunction with the District Executive.

Make payments approved by the Conference Chair.

The date for receipt of all financial accounts and documentation is 30th June following May conference.

See the Finance section for more information

District Parliamentarian

Credentials desk, credential personnel and all documentation

Liaise with DD and floor manager for room size, layout, equipment requirements and timing.

Administration Manager:

Liaise with floor manager setting up the top table for the District Executive and District Council meetings.

Provides gavel for business meetings

Liaise with Conference chairman for location and table for any handouts for business meeting.

Record recipients of awards,
the results of elections,
and contest winners

District Webmaster

Will supply a generic email address for use by the Conference Committee – this has the advantage that it can be forwarded to more than one person

Puts information regarding the Conference, including registration forms on the District Website.

Communications from the Conference committee to clubs are to go through the District Webmaster.

Conference Consultant

The Conference Consultant is optional role, and may be appointed by the District Director.

They will have experience in running Conferences and an understanding of the protocol required.

They provides help and advice to the Conference Chairman and committee members.

They receive copies of the minutes and budget and can present reports to the District Council if required.

Conference Committee Members

Chairman

It should be understood by any Chairman that he/she is to manage the conference on behalf of the District.

It is the job of the Chairman to ensure that a cost effective, efficient, timely and educational conference is delivered that meets the specific requirements of the District.

Responsibilities:

- Preside over the Management Committee and demonstrate strong leadership skills in order to get the job done.

The Chairman automatically has the right to attend any sub-committee meeting if required or desired.

- Liaise with the District Executive through the PQD keeping them informed of all progress through regular reports, and to ensure all reporting deadlines as set down in the District Procedures are met.

It is essential that the chairman is familiar with District Procedures Section 4 – District 112 Conferences.

- Liaise with the Conference Consultant and ensure they receive Committee meeting minutes.
- In conjunction with the management committee and the PQD, selects a Master of Ceremonies who is responsible for linking all conference events on the day.

Committee

A committee should be selected as soon as possible.

Initially, this may be a pro-forma committee while a bid is submitted.

Once the bid is accepted and confirmed, the full committee should be selected and include a secretary and treasurer.

It is recommended that all committee members have attended a previous District Conference.

Suggested Committee Roles

It is not necessary to fill all these positions, and some may be combined where appropriate.

- Treasurer
- Secretary
- Programme
- Venue
- Registration
- Contests and Educationals
- Social and Entertainment
- Sponsorship
- Marketing and Promotion
- Master of Ceremonies - Ideally the selected person will serve as a member of the committee in order to be fully informed of all aspects of the conference.
- Floor Manager
- Hospitality & Accommodation/ Transport
- Technical / Audio Visual Liaison

Treasurer

The main responsibility of the Treasurer is to control and manage all financial aspects of the conference which include

- Timely and accurate records of all income and expenditure

- Accurate costing of each event, venue and overall costing of registration to be included in a budget.
(see the Finance section for sample budget)

- Sending accounts-payable approved by the Conference Chair to the District Finance Manager for payment

- Monthly transaction report to Finance Manager

- Keeping the Conference Registrar informed of registration payments received

- Further information under Finance section.

Secretary

The Secretary should

keep an accurate record of all business transacted during committee meetings and ensure a copy of the minutes are sent to every member of the committee, including the PQD, CGD, Finance Manager, District Director and the Conference Consultant.

The Secretary is responsible for keeping a record of all correspondence.

Venue

Pre-bid - to seek out and negotiate an appropriate venue.

To liaise with appropriate venue personnel and other committee members to ensure all aspects of the conference flow smoothly.

Deal with the venue during the conference

Sponsorship

The main responsibility is to seek sponsorship either in money or in products, which will assist the organising committee to offer better facilities or to stretch the budget further.

Sponsors should be in keeping with the values and ideals of Toastmasters.

Possible areas for sponsorship are:

- Travel discounts, particularly by air
- Accommodation discounts
- Printing, photocopying, stationery
- Gifts for presenters (small gifts, meaningful, not expensive)
- Sponsorship of individual contests or events
- Sponsorship of a room
- Grants from various community organizations, trusts etc

Hospitality, Accommodation and Transport

Research all possible travel opportunities, tariffs and timetables (air, rail, road, taxis from terminals).

Liaise with Sponsorship committee to obtain discounts wherever possible.

Research all possible accommodation opportunities, tariffs and timetables.

Liaise with Sponsorship person to obtain discounts wherever possible.

Work with Sponsorship to obtain “freebie” accommodation for the District Director.

NB: Watch out for discounts based on guaranteed accommodation occupancy because we cannot offer such a guarantee.

Pass details to the Marketing and Promotion person to include in promotional material.

Quote discount reference numbers where required.

Check for other events that are scheduled in the city (or Region) that might put pressure on transport or accommodation.

Investigate activities suitable for partners of delegates.

During conference - Provide hosts for specific events as required.

Registration

The registration officer is responsible for receiving and processing registrations.

Refer to the Registration section for more information

Marketing and Promotion

Responsible for bringing the conference to the attention of all club members, officers, and to promote the event externally.

Specific areas of promotion are

- Original bid, two years prior to the conference

- Early bird registration forms at the previous conference
- Promotional flyer suggesting travel and accommodation options.

- Follow up promotional flyers to all clubs at regular intervals until the cut-off date.
- Promotion through the D112 Website

- Early promotion to media and other organisations
- International Speech contest – promote to media and clubs

- Promotional banner or board in venue foyer or travel terminals
- Dovetail into venue's promotional opportunities

- Printing of banner ribbons for attending clubs

Assistance can be provided by District Public Relations Manager and liaison with formulating promotion activities.

Programme

Responsibility for the Conference programme (and the conference book), refer to the section on programme

Social and Entertainment

Responsibility for all social events and any entertainment that may be provided.

This includes Friday evening,
Saturday theme event (if applicable),
and a partner programme if offered.

Theme to be approved by District Director and Program Quality Director.

Contests and Educationals

The contests and educationals are the responsibility of the PQD.

However, the Conference Committee is required to provide services
and equipment for both.

Floor Manager

The Floor Manager is responsible for overseeing the conference while it is on
and is the liaison with the venue.

See the Appendices for sample floor manager plan.

Master of Ceremonies

Ideally the selected person will serve as a member of the committee i
n order to be fully informed of all aspects of the conference.

The MC will write a script in conjunction with the Floor Manager,
This will ensure all Toastmaster protocol is adhered to,
as well as the smooth running of the conference.

Technical / Audio Visual Liaison

Setup and troubleshoot any microphones, projectors and sound system,
or liase with technical staff at the venue

Venue Requirements

Items to take into consideration are;

Location

Venue Cost,

Proximity to travel terminals

Venue Accessibility (particularly for those in wheelchairs),

Accommodation (and low cost options nearby)

Internet access, if any part of the meeting is Hybrid.

All venues must have a current Building Warrant of Fitness.

Rooms will be required for;

- Registration Desk (all days)
- Credentials Desk, separate from Registration - All Friday and Saturday Morning

- The main room must be able to hold at least 300 people. - Saturday and Sunday with a stage where District banners, New Zealand flag can be hung, If there is an official TI Representative, the flag of their country
- Tables for Awards
- Tables for Zoom master

- Area for a candidates' corner available from the start of the conference until the start of the Annual Business Meeting - All Friday and Saturday Morning
- Area for a candidates' showcase - Friday evening
- Area for a social function OR for people to gather informally - Friday night

- A dining room for the Saturday Night Function (may be the main room)
- Other rooms to give a choice of Educationals - Saturday and Sunday

- An area for Tea and Coffee

- Room for District Executive Meeting, and training, that can hold up to 100 people.
This gives flexibility for breakout groups if required - Friday evening

- Judges and Contestants Briefing
(Contestant briefing must be kept separate from the judges)
- Holding room for contestants (Candidates showcase
Table Topics and Evaluation contests)
- Tally-counting Room – for business meeting and contests
(can be the same as used for briefings and contestants)

- Quiet area for contestants to think before the contest, and for members who are overwhelmed

Accessibility

- All conference events, including organised socials outside the main conference areas, must be accessible to all delegates, regardless of anticipated attendance.
- Every delegate must have equal choice as to whether they can attend any part of the conference, except those events such as the District Executive meeting which is only open to District Officers.
If this is not practicable, delegates must receive advance warning of any barriers to their attendance, such as stairs or strobe lighting, so they can decide whether they are able to attend.

The following are suggested general requirements for all conference venues.

Outside the Venue

- Mobility parking is denoted by the [International Symbol of Access](#) (ISA) and its use by those entitled to it enforced by the hotel.
- Dog Run: a grass area for service dogs will be indicated, and if possible, defined by fencing or other easily identifiable landmark.

Conference Facilities

- Quiet Room: for those with anxiety, psychiatric or autism impairments, or for the over-stimulated.
- Accessible Toilets: these must be plentiful, open and available for use at all times.
- Service Dog Hospitality: easy access to water, dog walking personnel as part of hospitality team.
- Booths and Stands: all delegates must be able to locate and use these.

Main Auditorium

- Flat floor rather than theatre style is preferred.
- If only theatre-style is available, entrance must be from the front so that access users are not relegated to the back rows.

Seating

- Dedicated seating, denoted by a sign with the [International Symbol of Access](#) (ISA), on the floor where a seat would be, is used for wheelchair users.
- Allow delegates with known sensory impairments to sit where they can see and hear equitably.
- Ensure that enough floor space is available for the service dogs of those who use them.
- Avoid referring to access users as health and safety risks when ushering them to seats.
- Ensure that those who may become over-stimulated have line-of-sight access to exits.

Staging

- Any stage higher than 200 mm must be ramped.
- Ensure that any stairway access has a rail.
- Ensure that lecterns are light and adjustable so they can be easily moved or adjusted for use by anyone of any height.

Audio Visual

NB: Get at least two quotes for audio visual equipment.

NB: During the Conference
the floor manager will be the only point of contact with the venue.

District Executive meeting Friday

whiteboard

data projector and screen.

Main room

a large screen and data projector.

A stage microphone and lapel or headset microphone for the MC
are required for both Saturday and Sunday.

Contests

microphone for the contest chair
and two headset microphones for the contestants.

Camera and operator, to record the International Speech Contest

District Council Meeting

Labels for the Top Table members

microphones for the top table

Four (not two) handheld microphones for the audience
a lectern microphone to side of table

Educationals

may require Whiteboards, data projectors and screen

Microphones

- If possible, microphones should be headset rather than boom to allow for the diversity and varying skill of users. This ensures that everything is picked up clearly.
- There should be four Roving microphones (not two) so the room can be divided into quadrants. This minimises the wait time when delegates need to use them. It also increases the chance of all speech being picked up by microphones and therefore heard by everyone.

The Screen

- Font: sans-serif, and at least 32-point
- Contrast: as high as possible between foreground and background
- Anti-glare

Assisted listening

- Ideally, a flexible, scalable solution such as the [Quietvox](#) is preferred.
- A hearing loop may be employed as a fall-back.

Lighting

- Ensure even flow throughout all rooms where presentations occur.
- Where rooms have natural light, avoid glare from glossy surfaces.
- Avoid the use of strobe or flashing lights or, at the very least, warn delegates in advance that this is to be used.

Notes

Suggested Programme

Thursday:

15:30 – 19:00 Registration Desk Opens

Friday:

07:00 – 21:00 Registration Desk Opens

07:00 – 18:00 Candidates Corner - setup

09:30 – 10:00 Table Topics Contest Briefings

09:30 – 12:30 District Executive Meeting & District Officer Training

10:30 – 11:30 Hands-on workshop

12:30 – 13:30 Light Lunch

12:30 – 19:00 Candidates Corner

13:30 – 14:30 Welcome Ceremony and Banner Parade

14:30 – 15:30 Workshops (3 to 4 options)

15:30 – 16:00 Afternoon Tea

16:00 – 17:00 **Table Topics Contest & Results**

17:00 – 17:30 Awards presentations

17:30 – 19:30 Dinner break

19:30 – 21:30 Candidates Showcase

NB: Allow time for people to move from one room to another, when creating the programme.

Saturday:

07:00 – 17:30	Registration Desk opens
07:00 – 12:00	Credentials Desk open
07:30 – 08:30	Briefings for Evaluation contest
08:30 – 09:00	Distinguished Toastmasters Awards
09:00 – 10:00	Keynote Speaker
10:00 – 10:30	Morning Tea
10:30 – 12:00	Evaluation Contest & Results
12:00 – 13:00	Lunch
13:00 – 15:30	District Council Meeting
15:30 – 16:00	Afternoon Tea
16:00 – 16:45	Saturday Workshops (3 to 4 options)
17:00 – 17:30	Briefings for Humorous Speech contest
17:30 – 19:30	Saturday Night Dinner
19:30 – 21:30	Humorous Speech Contest & Results
21:30 – late	Socialising – Bar open

Sunday:

07:00 – 11:00	Registration Desk Open
07:00 – 08:00	Breakfast
07:30 – 08:30	Briefings for International Speech Contest
08:30 – 09:30	Keynote & announcements
09:30 – 10:30	Sunday Workshops (3 to 4 options)
10:30 – 11:00	Morning Tea
11:00 – 12:30	International Speech Contest & Results
12:30 – 13:00	District Awards
13:00 – 13:30	Next Conference invitation
13:30 – 13:45	Closing Ceremony
13:45	Conference Ends

Registrations Desk**Responsibility: Registrations Officer**

- Time: Friday, Saturday and Sunday from 7.30am or 8.00am
- Equipment: Two tables i.e. enough room to layout name badges and hold registration packs

The objective is to welcome the attendees, give them their name badges, and answer any questions they may have

Either at the arrival, or at the end of the conference, one member of a club will pick up the banner ribbon

Credentials Desk**Responsibility: District Parliamentarian**

- Time: Online : before the conference
In person: Saturday 7:30am, until the lunch break.
- Venue: A separate room is preferable otherwise a suitable location not in the main flow
- Equipment: Four large or eight small cloth covered tables (seating for eight), and four containers for collection of ballots
- Personnel: As advised by DP
- Refreshments: Water, glasses, morning tea for credential personnel only.

If the District Council meeting is hybrid, then they will need to register online, before the conference

In-person attendees must collect their voting ballots before the lunchbreak

**District Officer
Training:**

Responsibility: PQD

- Time: Friday at a time advised by PQD
- Room Layout: As advised by PQD
- Equipment: projector, screen, whiteboard, lectern

**District Executive
Meeting**

Responsibility: District Director

- Time: Friday at a time to be advised by DD
- Room Layout: Theatre style with top table for eight District Officers or as advised by Administration Manager
- Equipment: projector, Screen, Whiteboard, Lectern
- Catering: The District Administration Manager to advise the committee
Tea and coffee on arrival,
and morning tea, paid by the District

**Candidates
Corner**

Responsibility: DLC Chair

- Time: Friday at a time to be advised by DLC Chair
- Room layout : Open area
- Equipment: Tables

There needs to be an area for candidates to display their picture,
hand out flyers,
and answer any questions from the voting representatives

**Candidates
Showcase**

Responsibility: DLC Chair

- Time: Friday at a time to be advised by DLC Chair
- Main Room : Theatre style
- 2nd Room: where the candidates cannot hear the other candidates

Candidates will answer a series of pre-prepared questions,

Friday Night Social Event

There may be a social function of Friday night
(not at the same time as the candidates showcase)

Opening Ceremony Responsibility: DD

- Room Layout: Theatre style. Stage to display Conference banner, NZ Flag and others as agreed with the DD. Lectern and seating as dictated by DD. Stage decoration as appropriate.
- Personnel: Time keeper.
- Equipment: Timing device and lights
- On stage chairs for the official party.
- Sound equipment if required.

1. The official party takes the stage in this order;
Conference Chairman,
Official guest/s if present, (If there is an official guest, check on the correct procedure for introducing them e.g. Mayor or Member of Parliament.)
Immediate Past District Director, Club Growth Director, Program Quality Director, District Director,
TI Representative (Regional Advisor, International Director or International Officer).
2. Parade of Past District Directors/ Governors present.
In order of the year served, ending with the most recent.
When being called the year and status of their year, and educational status should be recognised
e.g. Chrissy Meyer 2008-2009 Past Distinguished District Governor, Distinguished Toastmaster.
A list of past District Governors/Directors should be found on the District Website.
3. MC — housekeeping (emergency exits, toilet etc.)
and identification of first timers.
4. National Anthem
— if foreign dignitaries are present their National Anthem is played after.
5. Address by guest (e.g. Mayor) if required.
6. District Director formally opens Conference.
Note: even if a guest addresses the audience it is the District Director's Conference and as such they open the Conference.

Keynote Speaker

The Keynote Speaker is selected by the Conference Committee.

However, before approaching anyone to give the keynote it should be approved by the PQD.

Check that there is no conflict between a Keynote speaker and the sponsors (yes it happens)

The Keynote Speaker can not be paid.

International Director, International Officer or Regional Advisor attendance

We can expect an international visit at least every two years, perhaps more often.

During an official visit, the district must provide the International officer / director with time on the main program to deliver a motivational address or to provide a keynote address to the full assembly.

When possible, the district also should use the officer / director as a seminar presenter in an educational session that is not concurrent with any other sessions.

The other aspects of an International Visit, e.g. Corporate visits, media interviews etc., will be managed by a person appointed by the DD.

It is not the conference committee's responsibility.

There is no requirement that a Regional Advisor runs an educational session at a Conference. However, depending on the individual, the DD may decide that that was appropriate and desirable.

For full details please consult the TI instructions on [District Visits](#)

Education Sessions **Responsibility:** **PQD**

- Room layout: As required by individual presenters
- Equipment: Timing device and lights, as required by individual presenters
- Personnel: to introduce and thank speaker
- Timekeeper

It is the PQD's responsibility to invite speakers to deliver education sessions, although they may delegate the selection to hosts and other officers.

However, the committee can put forward suggested sessions and presenters.

TI Protocol 7.1 Section 9 C iii requires that "Educational sessions focus on achieving the club and district missions."

Evaluation forms should be available in every educational session, and the audience should be encouraged to fill them out.

NB : The practice of putting one in the participant's kit results in an evaluation of only the first educational they went to.

Speech Contests

Responsibility: PQD

- Main Room : Theatre style.
Stage as agreed with PQD and individual contestants
- 2nd room : for the table topics and evaluation contests,
there must be a holding room,
where the contestants cannot hear the speakers
- Personnel: Contest Chairmen, appointed by PQD
Judges

Sgt at Arms (2) appointed by Contest Chair
Timers (2),
Tally Counters (3)

Tie Breaking Judge appointed by Chief Judge
The Conference Registrar provides the Contest Chairs
with names of suitable attendees.
- Refreshments: Water and glasses as required for contestants and chairman.
- Paperwork: Speech Contest Rules,, Provided by PQD
Judging forms
Judges certificates of eligibility
Contestant certificates of eligibility
time record sheets,
tally counting sheets,
Participants and Place getter certificates.
- Scribe arranged by the Conference Committee, for certificates.
- Lights: District lights plus back-up and a stop watches plus back-up.

It is the PQD's responsibility to obtain the names of the contestants, and to appoint chairmen, judges, test speakers, timekeepers, tally counters and sgts at arms, although they may delegate part of this responsibility, e.g. Tally counters, timers and Sergeant at Arms.

Briefings may be online, several days before the contest

Awards **Responsibility:** **PQD**

Awards will be slotted in between events at the Conference.
The committee should plan with the PQD when these will be presented.
The awards will be on a table to the side of the stage.

Ranking	Award	Presented By
1	Distinguished Toastmaster	District Director
2	District 112 Citations	District Director
3	Long Service Awards	Immediate Past District Director
4	Shield for Attendance	Club Growth Director
5	Triple Crown	Either DD, PQD or CGD

The current list of awards is found in the D112 Procedures

Catering

For all:– cost to be included in registration

Regular Tea and coffee breaks are required
on Saturday morning, Saturday afternoon and Sunday morning
There should be something to eat as well

Optional Meals:

Friday Lunch reasonably priced lunch for District Officers
 and other members who arrive early.
Friday Dinner For District Officers who are unable to attend the
 Friday night Social Function

Saturday lunch

Sunday lunch - usually most people are rushing off, so this is optional

Meals associated with events

– either: part of the event or before the event.
Details depend on the events planned for the conference.

Friday night dinner

Saturday night dine and Dance

Sunday Breakfast

Overall

Endeavour to cater for every dietary need by:

- Asking the right questions on the registration form
- Clearly labelling all food to allow for informed choice and visibility from within the queue (22-point arial for headings and 18-point for text).

The comfort and enjoyment of all delegates will be increased by:

- Providing healthy food options which can be enjoyed by most people.
- Ensuring the buffet is of a height which can be used by most, including those using wheelchairs.
- Ensuring food is spaced for easy visibility and manoeuvrability
- Providing plentiful seating near the food service area.

District Council Meeting**Responsibility:****DD, DAM, and DP**

- Time: Usually Saturday 1.15 pm.
DD, DAM or DP to confirm start/ finish times
- Room Layout: Theatre style.
- Stage Layout: Covered tables and seating for eight district officers.
There must be enough room for each district officer to use a laptop and have papers next to it.
- Equipment: Sound system:
microphones, on table,
at lecturn
and 2 in audience,

A/V
timing devices and lights (plus backup)
projector and screen
- Refreshments: Water, glasses, on top table
water at back of room
- Personnel: Microphone runners (2)
Timekeepers (2)
Tally Counters (4) – not to be voting delegates

Saturday Night Dine and Dance

A dinner event is at the discretion of the District Director and the organising committee.

It should have a theme, to allow attendees to dress up.

Pinning Ceremony

If there is a Dine and Dance,
then the pin ceremony takes place before the meal
and the incoming District Director addresses the audience.

NB: a microphone is required.

Closing Ceremony

- Promotion for next Conference.
- Conference Chairman acknowledges Conference Committee.
- Conference officially closed by District Director.

Registration

Responsibilities

- The accurate recording and maintenance of individual registrations.
The Conference Treasurer has read only access to the conference bank account.
They need to keep the Registrar advised of payments received.
- To issue receipts or acknowledgement of individual registrations.
- The preparation of registration packs and name labels.
- The provision of personnel to man the registration desk.
- The management and control of the registration desk.

- The preparation and distribution of the registration forms (early-bird and subsequent). If the registration form includes details of those available for judging, it is the responsibility of the Registration Officer to advise the PQD of those names.
- Print and Distribute banner ribbons – one for each registered [club](#)

Registration Packs

This should contain;

- the conference book (programme),
- evaluation form,
- registration form for next conference.

Anything else in the pack is purely optional.

Registration Form - Information Required

Name

Address

Contact Phone

Email address

Clubs(s) – it is vital all clubs a member belongs to are recorded

Judging – prepared to judge, previous experience

Badge details - First timer

Dietary Requirements

Accessibility Requirements

Registration details

Friday lunch

Friday night event (if applicable)

Saturday & Sunday (NB: the term full registration implies all meals)

Saturday only registration

Saturday Lunch,

Saturday Dinner

Sunday only registration

Other events with a cost

All information should be recorded including payment details
do not record credit card numbers

The registration form should be supplied
to the District Webmaster, to put on the District Website,
to the Prior Conference, to put in their registration packs
and sent to Division Directors prior to their Division Conferences.

Name Badge - The name badge should contain

Name (font suitable for visibility)

It is suggested that the first name (at least) be in a font size that is clearly visible.

Badge details (e.g. CC, DTM) if supplied.

All Clubs the member belongs to

District position (list of District Officers can be supplied by Administration Manager)

Registration codes – i.e. full or day registration, lunch, dinner, first timer.

A second badge may be required to label the registration pack.

Reporting

The Registration Officer will need to be able to supply various reports as required.

Division Directors may request lists of people that have registered from their Division (so they can encourage more people to register)

The District Director may request a list of District Officers who have registered.

A list of all special dietary requirements will need to be provided to the caterers.

A list of people prepared to judge, should be provided to the PQD when requested.

A list of full registrations for each club, so the CGD can calculate the O'Leary Wightman Shield, with the final list being provided no later than the Saturday afternoon.

Finance

The conference accounts are part of the District accounts.

The Conference Treasurer will be given viewing access to one of the sub-accounts held for conferences.

There are two District Accounts for Conferences;

The “Odd” account for a conference to be held in odd numbered years.

The “Even” account for a conference to be held in even numbered years.

The Finance Manager will establish the read only access for the Conference Treasurer, prior to the previous year’s District Conference.

Extract from the District Procedures

8.6 Conference Finance:

8.6.1 The District Director is the only District Officer authorised to sign contracts on behalf of the District.

8.6.2 The Conference committee shall comply with any written requirements from the District Finance Manager relating to financial management, records, and related areas.

8.6.3 The expenditure for any item which is more than \$150 over the approved budget requires the prior consent of the Program Quality Director and the District Finance Manager.

8.6.4 Conference expenditure shall comply with the District expenditure controls outlined in DP 12.

8.6.5 Where Conferences incur expenses in advance of receiving income, the Program Quality Director may apply to the District Director for the expenses to be met from general funds and charged against the conference budget.

Points to consider –

The district will reimburse the costs of the District Director and TI representative as provided in the District Procedures.

Dates and Requirements

Dates and requirements are as stated in the District Procedures.

The registration amounts are approved by the March DEC in the year prior to the Conference, so the registration forms can be in the packs of the previous May conference.

Detailed work on the budget is done between the Finance Manager for your year and the conference committee. This is because the Conference budget will eventually be part of the overall district budget.

The budget should result in either break even or a small surplus

- A deficit budget is not allowed.

It is recommended that the budget contains a “miscellaneous or contingency amount (suggest 10% of the fixed expenses).

Once that budget has been approved by the District Executive and Council, it is sent to WHQ by 30 September. **After that, the budget is fixed.**

Payments are made by the District Finance Manager and either District Director or PQD, based on first approval by the conference chair.

Any expenses incurred prior to the conference will be paid by the district and charged to the conference budget.

Budgets

The budget is to be completed as per sample template

A soft copy of the budget template can be requested from the Finance Manager.

Registration Receipts

Internet banking is preferred for deposits.

The committee are requested to add this statement to the registration forms.

“Once paid this registration becomes your GST invoice. GST Number 126 120 974”.

This removes the need to issues subsequent GST receipts.

As far as possible, each registration should be a separate deposit into the bank account.

The committee may not establish a credit card facility, without written permission from the District Director and District Finance Manager.

The report example below should be used by the Registrar to reconcile unpaid registrations.

Authorisation of Expenditure

Prior Approval of expenses

Any expenditure over NZ\$500 (including GST) must be authorised in advance in writing by the District Director and at least one of the other Trio members, in consultation with the Finance Manager. This is based on the quote obtained.

Any expenditure under NZ\$500 where:

- [a] The expenditure item was not included in the budget as approved by the District Executive; or
- [b] where the expenditure exceeds the amount in the budget as approved by the District Executive

must also be authorised in advance in writing by the District Director and at least one of the other Trio members, in consultation with the Finance Manager. This is based on the quote obtained.

Approval of Payments

Payments are made by the District Finance Manager and District Director, based on approvals by the Conference Chair.

A completed Expense claim is required for all payments.

Except for refunds of registration, all expense claims must be supported by a GST invoice/receipt.

Associated Events.

Any activity run in conjunction with the Conference

e.g. a club running an event on the Friday,
is a district event and any surplus or loss from that belongs to the district.

It is not included in the Conference budget and the DD needs to approve the event budget.

Recording of Transactions

Payments:

When a payment is made the District Finance manager will enter the details into the TI accounts system using the appropriate TI accounting code.

In the six months prior to the conference, the DFM and Conference Treasurer should reconcile at least monthly.

There is a format for a report from the Conference Treasurer.

Miscellaneous

Abide by Toastmasters International and District 112 financial policies.

Sample Budget

Key points:

- All items in the Conference Budget are to include GST
- The only Sponsorship to be shown is that received in cash.
Only enter a sponsorship when you either have the cash or a firm commitment to provide it.
- Any complementary registrations require approval by the District Director
- The optional meals category is to be self-funding.
This includes any decoration costs or entertainment costs.
The optional meals should not be budgeted to either subsidise or be subsidised by Conference registrations.
- Any optional extra event,
(e.g.: A special breakfast or an additional educational for a fee)
which requires separate registration,
is not to be subsidised by Conference registrations.
- The costs of the District Executive Committee meeting prior to the Conference is a District expense
and is not subsidised by the Conference registrations.

DISTRICT 112 CONFERENCE BUDGET

Venue

Dates

Budget Updated to

PLEASE ONLY ENTER DATA IN THE WHITE CELLS

Inc GST Excl GST

SUMMARY BASED ON THE COMPONENTS OF THE BASE REGISTRATION (Excl Optional meals):

	Projected Income		
6025	TOTAL REVENUE FROM REGISTRATIONS	\$0.00	\$0.00
6030	Conference-Sponsorship/Advertising		\$0.00
6035	Conference-Raffle		\$0.00
6040	Conference-Auction		\$0.00
6010	Conference-Donation		\$0.00
6020	Conference-Other Revenue		\$0.00
	TOTAL REVENUE FROM REGISTRATIONS	\$0.00	\$0.00
	Less Variable Expenses	\$0.00	\$0.00
	Less Fixed Expenses	\$0.00	\$0.00
	Projected Surplus / Deficit	\$0.00	\$0.00
	Gives Average Registration Cost of	#	
	Variable Cost per person	\$0.00	
	Available to cover fixed costs per person	#	
	Breakeven Number of registrations	#	

PART A REGISTRATION RATES AND PROJECTED NUMBERS

Code		Pax	Each	Revenue	Excl GST
6025	Conference Registration- Early Bird			\$0.00	\$0.00
6025	Conference Registration-Spouse / guest registrations			\$0.00	\$0.00
6025	Conference Full Registrations			\$0.00	\$0.00
6025	Conference-Late registrations			\$0.00	\$0.00
6025	Conference Friday Only			\$0.00	\$0.00
6025	Conference-Saturday Only			\$0.00	\$0.00
6025	Conference-Sunday Only			\$0.00	\$0.00
6025	Conference Registration-1 Speech contest Only. This is to set the fee. For the budget assume zero people			\$0.00	\$0.00
6025				\$0.00	\$0.00
	TOTAL REVENUE FROM REGISTRATIONS	0		\$0.00	\$0.00

PART B. CONFERENCE VARIABLE COSTS		Pax	each		
7010	Banner Ribbons (1 per club + 1 per Division)			\$0.00	\$0.00
7078	Conference Morning & Afternoon Teas Friday	0		\$0.00	\$0.00
7078	Conference Morning & Afternoon Teas Saturday	0		\$0.00	\$0.00
7078	Conference Morning Teas Sunday	0		\$0.00	\$0.00
7004	Conference Badges	0		\$0.00	\$0.00
7004	Conference Badges Lanyards	0		\$0.00	\$0.00
7020	Conference Programs			\$0.00	\$0.00
7030	Educational material Costs (e.g. photocopying)			\$0.00	\$0.00
7086	Conference Bags			\$0.00	\$0.00
7086	Conference Pens			\$0.00	\$0.00
7086	Conference bag Fillers			\$0.00	\$0.00
7086				\$0.00	\$0.00
	Sub Total Variable Expenses			\$0.00	\$0.00
	Variable Cost per person =		\$0.00		
Fixed Expenses					
	Venue & Audio Visual				
7014	Venue Hire (Excluding Hire of District Executive venue)			\$0.00	
7042	Venue staff costs, not included in Venue hire			\$0.00	
7018	Decorations (other than for Dinners)			\$0.00	
7020	Other printing (excl Programmes)			\$0.00	
7022	Audio-visual Presentation (Excluding District Executive AV Costs)			\$0.00	
7090	Audio-visual equipment Hire			\$0.00	
7042	Audio-visual equipment Staff Costs			\$0.00	
	Other Fixed Costs				
7070	Bank fees			\$0.00	
7086	Conference Ambassadors			\$0.00	
7086	Conference Postage			\$0.00	
7008	Conference promotional Materials			\$0.00	
7086	IT Costs			\$0.00	
7030	Other Photocopying			\$0.00	
7086	Phone calls			\$0.00	
7086	Prizes			\$0.00	
7086	Registration Forms			\$0.00	
7086	Signage			\$0.00	
7012	Stationery			\$0.00	
7080	Thank you gifts			\$0.00	
7086	Transport Costs excl Speakers			\$0.00	
				\$0.00	
9999	Sundry expenses (5% Fixed Expenses)			\$0.00	
	Sub Total Fixed Costs			\$0.00	\$0.00

DISTRICT EXPENSES (NOT PART OF THE CONFERENCE BUDGET)

This is so they are not included above

Filming the International Speech Final

Venue Hire (Cost of the breakout room for their meeting/s)

IT Costs for the Exec Meeting

Meal Costs for Executive meeting (the District will recover these costs from District officers)

PART C. OPTIONAL MEALS (Excl Morning & Afternoon Teas)

The meals should be self-funding. This includes the cost of any decoration and entertainment

Revenue		Pax	Each	Total	
7016	Friday Lunch			\$0.00	\$0.00
7016	Friday Dinner			\$0.00	\$0.00
7016	Saturday Lunch			\$0.00	\$0.00
7016	Saturday Dinner			\$0.00	\$0.00
7016	Sunday Lunch			\$0.00	\$0.00
7016				\$0.00	\$0.00
				\$0.00	\$0.00
Expenses					
7078	Friday Lunch			\$0.00	\$0.00
7078	Friday Dinner			\$0.00	\$0.00
7078	Saturday Lunch			\$0.00	\$0.00
7078	Saturday Dinner			\$0.00	\$0.00
7078	Sunday Lunch			\$0.00	\$0.00
7018	Saturday Dinner decorations				\$0.00
7018	Saturday Dinner Entertainment				\$0.00
				\$0.00	\$0.00
Surplus / Deficit from meals				\$0.00	\$0.00

Conference Treasurers reports format

CONFERENCE TREASURERS REPORT

As at:

Distribution: Conference Chair, Conference Treasurer, Registrar,
District Finance Manager

Income received since last Report

Date	Amount	From	For
------	--------	------	-----

Expenditure made since the last Report

Date	Amount	To	For
------	--------	----	-----

Quotes obtained since the last Report

Date	Amount	From	For
------	--------	------	-----

Financial Status

Bank balance from last report

Income received since last report

Payments made since last report.

Closing Bank Balance.

Appendix 1 – Floor Managers Sample Script

Various sample scripts are available to committees on request

Appendix 2 –Instructions for Hanging Flags

National Flags should be displayed on the back wall of the stage, or on the wall next to the stage (they can be shifted for the filming of the International Speech Contest).

Whether the flag is hung vertically or horizontally the Union flag is always on the top left corner. **The same layout applies for the national flag of the TI representative,**



Appendix 3 – Educational Session Evaluation

Presenter's Name: _____ Day/Time: _____

To help the speaker improve this presentation for the next audience, please complete this and hand to the session chairman or the presenter before you leave.

Rating Guide

1	2	3	4	5	6	7	8	9	10
□-----□									
Fair		Good		Very Good		Excellent			

Please also write specific commendations/recommendations – continue on back if necessary

Content: Definition of session objectives

Relevance of this topic to the audience	
Structure and organisation of material	
Value of the ideas, facts and logic	
Use of humour to convey serious messages	

Delivery: Use of effective body language (stance, eye contact, gestures etc.,)

Effective use of voice (pitch, pace, volume, pauses, diction etc.,)	
Confidence of speaker (enthusiasm, assurance, directness etc.,)	
Use of appropriate language (technical jargon?) for audience	
Effective use of visual aids	

General: Value of handouts

Overall success in achieving defined objectives	
The value of this session to you	
General comments:	

Please check with the District Program Quality Director for the current online Survey available. A pre-built Survey-Monkey online survey is typically available.

Appendix 4 – Bid Form

TOASTMASTERS INTERNATIONAL - District 112 - Conference Bid Form

This form should be completed and submitted to the Program Quality Director for any Club or Area wishing to host the District Conference.

Conference: year: _____

Proposed Date: _____

Host Club(s) or Area(s): _____

Proposed Convenor: _____

Location City: _____

Proposed Venue: _____

Has a pencil booking been made for this venue on that date? _____

Capacity (i.e. main room) _____

Number of break-out rooms: _____

Types of accommodation available: _____

Distance from nearest airport _____

If not held in a HQ hotel, the Distance from the HQ Hotel _____

Parking availability & cost (many members will travel by car) _____

Proposed Committee:

Treasurer _____

Registration Officer _____

Others _____

The committee will host the Conference as per the standards and guidelines as laid down in the District 112 Conference Handbook, District 112 Procedures, and Toastmasters International Policies and Protocols.

Signed _____

This form must be submitted to the PQD 21 days before the District Executive meeting, to be included in the District Council agenda two years prior.