

## Planning the SAFHS Annual Conference - A Guide for the Host Society

Family History Societies today already have experience of organising fairs, and it is not our intention to attempt to give advice on this. A fair is usually organised in conjunction with the SAFHS Annual Conference, however, and this leaflet has been designed to advise the host member society of the expectations of SAFHS, with regard to the Conference.

- It has become customary for a civic or other type of reception to be held the evening before the Conference, to which the SAFHS Executive and other representatives of member societies are invited, as considered appropriate.
- The SAFHS Conference will be given equal prominence to the associated family history fair.
- All SAFHS member societies will be entitled to a free stand (number of tables determined by the space available) at the Conference/Fair. The SAFHS stand, along with that of the host society, should be in a prominent position in the venue. Booking forms for stands at the Conference/Fair should be sent to each full member society, and there should be a separate Delegate's Booking Form.
- Once a member society has agreed to host the SAFHS Conference, the date and venue should in normal circumstances be confirmed to the SAFHS Executive 12 months in advance of the Conference.
- The venue for the SAFHS Conference should be on the same premises as the Fair, and should comprise a lecture theatre or similar hall, capable of seating around 150 people. A lectern should be provided for the speakers, as well as suitable audio-visual equipment, eg, OHP, Powerpoint projector, screen and microphone, as agreed with the speakers in advance.
- The organisers should decide whether to have a specialised theme, or a theme based on the history of their area.
- It is recommended that the host society appoint a small Conference Committee, including a Conference Secretary, to handle delegate bookings and correspondence. It may be advisable to open a separate bank account for this purpose.
- It is the responsibility of the host society to book and pay for speakers for the SAFHS Conference, having agreed fees and expenses beforehand.
- Provision of lunches for delegates will be at the discretion of the host society, and will be dependent on the venue chosen. The same will apply to the provision of tea and coffee during setting-up time on the day of the Conference, although this is usually very welcome.
- Publicity for the Conference will be the responsibility of the host society, although SAFHS will promote the Conference at every opportunity.
- The host society should ensure that there is a registration table for Conference delegates to register and collect their badges, etc.
- The Conference Chairman should introduce the speakers.
- It is traditional for the SAFHS Chairman to close the Conference.
- SAFHS will underwrite any loss made in the hosting of the Conference only, up to the amount agreed at the time by the SAFHS Council.

It is hoped that this leaflet will help hosts in the organisation of the SAFHS Annual Conference. The SAFHS Executive will be happy to assist with any further queries you may have.