CONVENTION GUIDELINES

Are you thinking about hosting our IBC Annual Convention? Listed below are a few things that you may need to consider. These details are not set in stone but are to be used as a guide to help in your planning. Be sure to read the excellent article by Wayne McLain called "Putting on an IBC Convention" that appears in the July/August 2012 issue of FLARE!. Wayne helped in the planning of 4 IBC Conventions.

Contact the Convention Chairperson – convention@ibcbettas.org – for more assistance and help in answering any questions you may have.

WHAT YOU WILL NEED TO KNOW

1. **Rooms needed.**
   - **Show Room**
     - **Does hotel have water supply to fill fish bowls?**
     - **Setup for at least 400 fish**
   - **Swap Shop**
   - **Room for Seminars**
     - **Is audio visual equipment available?**
   - **A Separate Hospitality Room**
     - **Does hotel allow alcohol**
     - **BYO alcohol allowed**
     - **Hours open**
   - **Rooms for Executive and Judging Board meetings**
   - **Membership Business Room (could use Seminar Room)**
   - **Auction Room**

2. **Does hotel have banquet facilities?**
   - **How to set up tables**
   - **Podium and/or P.A. system needed?**

3. **Hotel**
   - **Amount needed for deposit.**
   - **When do they need deposit?**
   - **Is there a minimum # of rooms needed to get guaranteed rate?**
   - **Can room rate be extended pre and post convention dates?**
   - **Parking free?**

4. **Is hotel easily accessible to the airport?**
   - **Is there a hotel shuttle service to and from airport?**

ITEMS YOU NEED TO PLAN FOR

1. **Packages and prices for attendees (full and partial packages)**
2. **Deadline for receipt of money.**
3. **Show Room**
   - **Water**
   - **Containers (bowls or Beanie Boxes)**
   - **Hoses**
   - **Stands**
   - **Plastic, etc**
4. **Speakers & schedule**
5. **Design and order souvenir t-shirts**
6. **Show Awards/Ribbons/Certificates: Determine number needed and order.**
7. **Class Sponsorships**
8. **Meetings:**
   - **Work with Judging Board for scheduling 3 judging seminars.**
   - **Work with Judging Board and Executive Board to schedule their meetings.**
9. **Advertisements, FLARE! and other**
10. **Meals (typically 1 dinner; 3 breakfasts; banquet)**
11. **Menu: Family Style; Buffet; Vegetarian**
12. **Programs**
13. **How many tables (sizes) needed for each room; number of chairs**
14. **Use websites and forums to promote convention.**
15. **Convention Booklet**
16. **Optional side trips, additional cost & transportation**

ITEMS CHAIRPERSON SHOULD KEEP RECORDS OF FOR FUTURE CONVENTIONS

1. **A copy of your ad to FLARE!**
2. **How many packages did you sell? Include partial packages and explain.**
3. **What meals were included in the package price?**
4. **The cost of each item need to be addressed so as to determine the package price.**
5. **The last few years 40 packages seem to be needed to cover costs. Did this work for your convention?**
6. **How many rooms/room nights did you guarantee to hotel?**
7. **How many rooms were actually sold?**
8. **Attach a copy of any ads you used to advertise locally, or nationally.**
9. **How many meeting rooms did you actually have?**
10. **How much did you have to put down as a deposit?**
11. **What were the approximate sizes of the meeting rooms?**
    - **Show Room**
    - **Swap Shop**
    - **All meeting Rooms**
    - **Hospitality Room**
    - **Banquet Room**
12. **Was water discussed with the hotel when talking about the show room?**

13. **How many fish did you have registered for the show?**
14. **How far in advance did you start looking for a convention site?**
15. **How many bowls/beanie boxes did you have for the show?**
16. **How many stands did you use?**