

Pittcon 2020 Committee Arrangements Final Report

. Preparation for WU/KO site should be undertaken at least 1.5 y in advance. Stonewall resort was the chosen site. Dates July 11-14, 2019. Responsibilities include, obtaining menus, meeting rooms, setting times for meetings, breakfasts, lunches, dinners, keep data on attendees and sleeping rooms. These details should be discussed with Chair(s) elect.

. In advance, December meeting should be established. Edgewood Country Club on Saturday, December 7th, 2019. Responsibilities include selection of menu, any room decorations and amenities, keep data on attendees.

. In advance, General Committee Meeting should be established (usually in January). Duquesne University Power Center Thursday, January 16, 2020.

. In advance (approx. 1.5y) establish and meet Event Coordinator of Headquarter Hotel. Discuss and solidify breakfasts, hospitality suite, in this case I established President's Reception (which I had to cancel after a different venue was selected), and Former President's Dinner. Select menus for all of the above-mentioned items.

. In advance (approx. 1.5 y) establish and meet Event Coordinator for lunch to be held in Convention Center. Select site and menus.

. In advance, discuss with the President if he/she is going to have a C/CE meeting sometime soon after the conference. Rec 330 was selected. However, due to COVID 19, this did not happen as planned.

. Work with the Committee Arrangements Chair to prepare for the upcoming WU/KO meeting.

. Discuss with the Pittcon 2020 President if she has any special ideas regarding her Wrap Up Dinner. In this case, Jane wanted me to select her items.

Would like to note that the bullets listed above are just some highlights for duties of Arrangements Committee Chair/s. It is imperative that the Chairman communicate to the Chair Elect as much as possible and discuss potential or real problems as they arise AND they do arise.

Communication is Key for this Committee especially if someone who has not been involved is assigned. This was not the case.

Respectfully submitted,

Rita M. Windisch, Ph.D., FACB

Pittcon 2020 Chairman, Committee Arrangements