

Hotel Coordinator

The Hotel Coordinator acts as the tactical liaison between the Area Assembly and the hotel, supports the Registrar in setting up and running the registration desk, and sets up and coordinates the Hospitality suite and function. It entails much more than one person can do, and should probably be split into Hospitality under one hat and Registration and hotel liaison under another. Under each of these broader areas, additional people will be needed to get the job done.

The Hotel Coordinator should also be involved with the hosting committee from the very beginning, working as a member of the bid committee, if possible.

While the Area Chair is primarily tasked with the Assembly's contractual details with the hotel, the Hotel Coordinator should be resident in the host city and available to troubleshoot problems with setup, operation, and teardown of the Assembly weekend.

Once you are selected by the Area Chair and validated by the Area Assembly as the Hotel Coordinator, get a copy of the contract with the agreed terms. Any new developments that involve the hotel will be worked out with by the Area Chair and passed on to you.