

Multiple District 5M

Convention Packet



Rev 04/29/2022

Thank you for considering the opportunity to host a MD5M Lions Multiple Convention. Your diligent work, good planning and coordination, with excellent leadership and teamwork, will provide a rewarding experience for your club and community.

The attached information was approved by the Council of Governors April 29, 2022 and is provided as a guide to you when identifying the necessary data to begin the

convention site selection process. Our goal is to adequately provide a comfortable and affordable environment for the Lions and others attending the convention as they participate in business meetings and educational seminars.

To assist you in preparing your bid, the following is provided:

	Topics	Page
1.	Convention bid information	3
2.	Convention bid requirements	4
3.	Host committee responsibilities	8
4.	Appendix with information on procedures during the convention	12

In preparing your bid, it must be clearly understood that:

1. The bidder must have the advance approval of its District.
2. The provisions of the MD5M Constitution, Bylaws and Policy Manual concerning the Multiple District Convention will apply.
3. Upon final award of the bid review and approval of contracts that support the bid requirements. These contracts must be completed no later than March 31st, in the calendar year prior to the convention dates.
4. No contracts of any kind shall be signed by representatives of the MD5M Committee without prior review by the MD5M Legal Consultant.

The Council of Governors and I look forward to working with you in conducting an excellent convention. You are encouraged to immediately contact me if you need assistance.

Cindy Walters
Executive Secretary
Multiple District 5M

MD5M Multiple Convention Bid Information

A club, group of clubs, or District may bid for the privilege of hosting a MD5M Multiple Convention. The bidding group should select its Chairperson and receive approval from its club and or District. The club or District representative or selected Chairperson should secure the bid form and information packet from the MD5M Office. Cities, hotels and convention centers wishing to bid for a MD5M Multiple Convention must work through the Convention Committee.

To determine available dates to bid on the Multiple Convention contact the MD5M Executive Secretary.

Bids are due to the Council Chairperson, with a copy to the MD5M Executive Secretary, in writing at least thirty days prior to the MD5M Multiple Convention at which the delegates will vote on the convention site.

The selection of the MD5M Multiple Convention site shall be made by the MD5M Delegates at the business meeting at the MD5M Multiple Convention three (3) years prior to the date of the awarded MD5M Multiple Convention.

The Host Convention Committee Chair(s) shall work with the Headquarters Hotel to set aside a specific block of rooms within the general block for the District Governors and MD5M officers. Working with the Host Convention Committee Chair(s) and by the October or following the July COG meeting prior to the stated convention, the Executive Secretary will assign rooms based on specifications requested by the District Governors and other MD5M officers. The afore noted specific block of rooms will also include a suite(s) for our visiting International Guest, as well as a suite/room designated as the "Multiple Hospitality Room".

MD5M Multiple Convention Bid Requirements

General Business Sessions

(Friday afternoon and /or Saturday morning or afternoon)

Theater seating

Skirted, elevated, head table with seating for 4 MD5M (Executive Secretary, Council Chairperson, Parliamentarian & International Guest)

Lectern at the elevated head table with microphone

Floor microphones in central aisles in at least 2 locations

Friday afternoon, seating for approximately 150 – 200 individuals Saturday morning or afternoon, seating for approximately 300 individuals.

Foundation Meetings

(Saturday morning)

Foundation meetings are at the option of the individual Foundations. It is the responsibility of the individual Foundations to request arrangements for a space from the convention host committee. Each Foundation has been given 20 minutes to conduct their business.

Flag Ceremony/ Service of Remembrance

(Friday evening)

Theater seating

Lectern (1 or 2) on elevated platform, no seating

2-3 skirted 8' tables for the service, if needed

AV equipment, if needed

Seating for approximately 300 – 400 individuals

Microphone (or microphones) at lectern

Piano or keyboard, if needed

The host committee is responsible for conducting the service, including: obtaining a speaker (minister, if desired) and pianist/keyboard player

Credentials Certification

Space is needed for:

Friday 10 AM - 6 PM

Saturday from 7 AM - 6 PM (unless all matters being voted on are concluded)

Sunday from 6 AM - 11 AM (if needed)

Three eight-foot skirted tables with ten chairs

Credential officials are appointed by the District Governors (one person per District)

Registration Area

Conducted by the host committee

Three eight-foot skirted tables with seating for two per table

Thursday 4 PM - 7 PM,

Friday 10 AM - 9 PM,
Saturday 7AM - 6 PM

Voting (Sunday morning)

This will not likely be a requirement for every convention. It should only be needed for conventions where the delegates will be voting for an International Officer.

Two rooms needed from 6:30 AM -11:00 AM

Six eight-foot skirted tables individually placed in one of the rooms with two eight-foot tables placed in the other

Convention Committee

Meeting Rooms for Conventions Committees (Friday afternoon)

Two rooms needed from 1 PM - 3 PM (or as designated by the Host Committee and Council Chair) for use by the convention committees:

Rules, Convention City, Sergeant at Arms, Election, Nominations, Resolutions and Constitution & Bylaws

Two tables and eight chairs in each room

Seminar Rooms (Saturday morning or afternoon)

One room with theater seating for approximately 400 individuals, OR four rooms, with theater seating for 50 to 100 individuals each room

Skirted head table in each room with seating for three and with a microphone

Easel or some means of holding a poster or sign the will identify the title of the seminar being conducted in the room

Data projectors and screens in each room

Display/Vendor Area

Minimum of fifteen separate 6-8' skirted tables

At least half of the tables need to be at or near electrical service

Should be located out of the main traffic flow pattern for the seminars and meals Audio-visual equipment for individual tables to be supplied by or paid for by the requesting party (club, committee, project, etc.)

If a for profit vendor requests a table, the Host Committee will set the pricing for the use of the table and space. At the discretion of the Host Committee.

Meal Services

Provide room/area for the Past District Governors Association to hold their annual PDG Banquet. PDG Assoc Sec & Pres will arrange all details, including meal choice and billing the attendees, once room is made available.

No cost to Host Committee.

Friday evening Mixer

A social gathering that will follow the Flag Ceremony/ Service of Remembrance Planned by the Host Committee

Saturday Morning Breakfast

(This meal may or may not be part of the meal package for the Multiple Convention at the discretion of the Host Committee preparing the bid)

If a formal Breakfast will be held, the head table is typically already set to include both seated DG's and DGE's plus visiting International guest, CC & Exec Sec (2 tiers - up to 28 or 30 on top tier, up to 26 on bottom tier)

Lectern with microphone in the middle of the upper head table

Rounds of eight or ten for approximately 400 to 500 individuals

Three round tables reserved for dignitaries and guests

Meal should be served approximately five to fifteen minutes after scheduled seating time

Saturday Luncheon

If a formal Breakfast was not held, the head table would typically be set to include both seated DG's and DGE's plus visiting International guest, CC & Exec Sec (2 tiers - up to 28 on top tier, up to 26 on bottom tier)

Consider including reserved tables for MD5M Hall of Fame recipients and invited guests. Meal service will need to be coordinated with caterer and CC to give time for opening ceremony such as Pledges.

Meal should be served approximately five to fifteen minutes after scheduled seating time, unless served buffet style as attendees enter seating area.

Reception

(Saturday afternoon just prior to Saturday Evening Banquet)

Room for the individuals sitting at the head tables and invited guests only. Need host committee to monitor at door

Start approximately an hour to an hour and a half prior to the banquet time

Provide hors d'oeuvres & a cash bar

Corsages and boutonnieres are provided to the individuals sitting at the head tables (check for allergies when ordering the flowers)

Saturday Night Banquet

Upper elevated skirted head table with seating for up to 30

Lower elevated skirted head table with seating for up to 26

Lectern with microphone in the middle of the upper head table

Rounds of eight or ten for approximately 400 to 500 individuals

Three round tables reserved for dignitaries and guests

Meal should be served approximately five to fifteen minutes after scheduled seating time. Coordination with caterer and CC to give time for opening pledges, anthems, prayer, etc.

Individuals sitting at both levels of the head tables will process in after everyone has been admitted to the room and are seated. The procession is organized by someone from the host committee.

Cash bar near or in the room of the banquet for attendees.
Set up and ready to serve approx. 1 hr. to 1 1/2 hrs. prior to start of banquet.

Sunday Brunch

Head table set up to include both seated DG's and DGE's plus visiting International guest, CC & Exec Sec (2 tiers - up to 28 on top tier, up to 26 on bottom tier).
Lectern with microphone in the middle of the upper head table.
Rounds of eight or ten for approximately 400 to 500 individuals.
Three round tables reserved for dignitaries and guests.
Meal should be served approximately five to fifteen minutes after scheduled seating time.

MD5M Office

Approximately 150 square feet.
One or two eight-foot tables and electrical outlets.
Keys to the room to be in the possession of the MD5M Executive Secretary from Thursday afternoon through Sunday afternoon.
Host Convention committee will need a room located close to registration/meal service/service of remembrance to store needed supplies. Any cost would need to be absorbed into the convention budget.

Council Meeting

Friday 7 AM - 2 PM.
Skirted head table with seating for 3.
Skirted tables, open square, seating for 24.
Lectern at head table with microphone.
Additional seating theater style for 40 -50 in the back of the room.
Coffee/tea/water service.
The Executive Secretary works with the venue/caterer to arrange the necessary continental breakfast items.
Invoice for the continental breakfast is directed to the Executive Secretary.
Seating as directed by Executive Secretary.

Minimum Thursday Night Hotel Rooms

12 - District Governors
12 - District Governor Elects
International Guest, Council Chairperson and MD5M Executive Secretary and PID'S.

Host Committee Responsibilities

The Host Committee shall be responsible for:

1. Reports to the Council of Governors meetings, a Host Committee Representative shall in person report to the following Council meetings during the year preceding the convention year:
 - Preliminary and/or update reports with status on any meetings and/or decisions made by Host Convention committee beginning the July COG meeting following awarding of the convention site bid, and each meeting following.
 - March Council of Governors meeting immediately preceding the Lions fiscal year the convention will be held present proposed hospitality package for approval prior to upcoming convention, as well as room rates, if not included in the original bid
 - July Council of Governors meeting during the Lions fiscal year of the convention with the preliminary budget for approval and other reports as necessary
 - October Council of Governors meeting during the Lions fiscal year of the convention with the final budget for approval and any other reports as necessary
 - March Council of Governors meeting during the Lions fiscal year of the convention with final programs and schedule for approval
 - Friday Council of Governors meeting of the Convention being hosted with preliminary attendee numbers and any other reports as necessary
 - July Council of Governors meeting immediately following the MD5M Convention just hosted with a final summary report and audit of the books
 - July Council of Governors meeting with the preliminary budget for approval and other reports as necessary.
 - October Council of Governors meeting with the room and meal rates and the budget for approval.
 - March Council of Governors meeting with programs and schedule for approval.
 - Friday Council of Governors meeting of the Convention being hosted.
 - July Council of Governors meeting immediately following the MD5M Convention just hosted with a final summary report and audit of the books.
2. Printing of the convention program booklet.
3. Making initial contact and non-binding space booking arrangements with hotels and convention space.
4. Composing convention registration forms and if needed, hotel registration forms.
5. Composing a suggested convention schedule, the pertinent convention information

to be emailed to the MD5M Executive Secretary, Council Chairperson and the Council of Governors at least three weeks prior to the October Council meeting during the same fiscal year of the convention.

6. Mailing of registration forms and convention information to all District Secretaries/District Administrator (per that districts privacy policy) after the October Council meeting and before January 1.
7. Provide representatives at each District Mid-Winter Convention to market the convention, programs and location.
8. Submitting registration forms and news releases regarding the MD5M convention to the District Governors or District Newsletter Editors for entry into their District Newsletters.
9. Selling advertisements in the program booklet to offset the costs of printing the program expenses if the Host Committee so desires.

A portion of the dues paid by the Lions of Multiple District 5M is allocated to the MD5M convention. These funds are held by the Executive Secretary until released to the Host Committee by action of the Council of Governors at the October Council of Governors meeting.

The Host Committee should appoint a treasurer to collect, disburse and account for all funds attributed to the Multiple District 5M Convention except those held by the MD5M Executive Secretary.

The Executive Secretary holds a portion of the dues to use toward the LCIF award given to the visiting International guest.

The Host Committee Treasurer shall not pay any invoices unless accompanied by a payment approval voucher signed by the Host Committee Chairperson. Meal prices, menus and room rates should be established by the Host Committee and submitted to the Council of Governors for approval no later than the March Council meeting. In the year preceding the year of which it takes place.

An expected registration of 500 would be a planning number. Not all attendees register for the convention. Not all registrants attend meal functions, seminars or business sessions. Hotel rooms and convention space should be reserved on a non-binding basis as soon as possible before the bid is presented to the Council of Governors. No binding contracts are authorized until after the convention bid is awarded and the MD5M Legal Consultant has reviewed.

Estimated hotel rooms needed:

Thursday night 50 rooms

Friday night 200 rooms

Saturday night 300 rooms

All possible suites of all sizes should be booked for all three nights until release to the Host Committee by the MD5M Executive Secretary.

The Host Committee shall not allow any campaign literature, gifts or other campaign paraphernalia to be placed anywhere in the room for the Service of Remembrance, on any dinner table in the banquet hall or in the reception area for the Saturday Night Banquet.

Reports to the Council of Governors

The Host Committee Chairperson and his or her committee (as appropriate) shall report in person to the Council of Governors on the plans and arrangements that have been or need to be made for the MD5M Multiple Convention.

Suggested Host Sub-Committees:

Chair and Co-chair

Bid preparation.

Council of Governors reporting.

Sub-Committee appointments.

Coordination of committee meetings.

Responsible for signing of contracts with hotels, convention venue and ongoing interactions before, during and after convention.

Coordinating schedules as required and needed with CC.

Work with the Council of Governors for seminar speakers.

Friday evening Mixer

~Seek input from rest of the Host Committee.

Secretary

Responsible for minutes of all convention meetings.

Send out all communications in a timely manner.

Other duties as requested by chair, co-chair or committee.

Registration

Prepare hotel and convention registration forms.

Set-up online registration, if used.

Compilation of registration forms.

Work with **Treasurer** on registration funds received.

Notification of Chairperson of any need to reallocate space.

May need to work with venue caterer on numbers for meals.

Treasurer

Treasurer along w/ Chair and Co-chair develop budget with input from the committee. All expenditures which include but not limited to: convention facilities, badges, pins, prizes, decorations, meals, programs, insurance, and incidental expenses necessary to conduct the convention shall be contained in the budget approved by the Council of Governors.

Attendance and record keeping (for the final report to the Council).

Treasurer works with **Registration** chairs.

Responsible for paying all needed expenses for the convention.

Promotions/Marketing

Prepare articles for MD5M Newsletter and District Newsletters.
Send convention information to all District Secretaries/District Administrators.
Local press conference
Maintain Social Media presence w/**Technology** Chair.
Develops the “Swag Bags” ie. convention pin etc. with help from rest of committee.

Program Chair

Prepares the Convention booklet
Sells the advertisements and produces the layout (if any)
Develops Convention program schedules
Works with **Technology** to place the Agendas etc. on facility’s venue boards.
Chair and **Co-chair** work with **CC** to establish the programs.

Service of Remembrance

Gathers names from each district on those Lions/ Leos who have passed since the previous convention.

For most districts it is those who have been included in the district midwinter Service of Remembrance.

Works with the **Technology** person to transfer all district information/photos into the same power point for projection at the service.

Develops a meaningful Service of Remembrance.

Coordinates with the sitting DG’s to have someone read the deceased names.

Works with **Program Chair** to compile a Service of Remembrance program.

Technology

Works with all committee chairs as needed on technology.

Assists with sending out email notices to all clubs in the Multiple.

Works with venue technology staff on needed equipment, set-up.

Facilities

Works with the venue on set-up of vendor area as well as meeting rooms.

Excursion/Service Activities

Plans and facilitates Service projects and excursions (if applicable).

First Timers

Coordinates the First Timer contest – arranges type of contest to use, prizes to be awarded, presents the winner during Sunday morning brunch.

Appendix 1.0

Credential Certificates

- A. Mailing - The Executive Secretary shall, during the month of March, send pre-numbered delegate and alternate forms prepared in triplicate to the Secretary of each Lions Club in good standing with a copy of the correspondence sent to the District Governors. The number shall correspond with the number of delegates and alternates to which the club is entitled.
- B. Club Secretary - Each Club Secretary shall enter the appropriate information on the form, have it signed by the named delegate or alternate and countersigned by the Club President or Club Secretary.
- C. Distribution - The originals, a list of delegates and alternates, and all unused sets of delegate and alternate forms shall be mailed to the MD5M office, postmarked no later than 15 days prior to the convening date of the Annual Convention of MD5M. The second copy is to be given to the Lion named on the certificate, and the last copy shall be retained by the club.
- D. Certification of Credentials - Each delegate or alternate may be certified by presenting the second copy of the Credential Certificate to the Certification Office along with an approved form of identification and signing the Credential Certificate at that time. The Credential Certificate, and the signature must agree with that on the original certificate.
- E. Late Submissions - Club delegates and alternates whose names do not appear on the club list described above may be certified as delegates as follows:
 - 1) Go to the Certification Office to determine that there is an opening for either a delegate or an alternate
 - 2) If there is an opening bring either the Club President or Secretary with you to the Certification Office to document your status as a delegate or alternate.
- F. Close of Certification - The Certification Office will certify Credentials up to and until the closing of the polls on the final day of the Convention.
- G. Voting - The certified Voting Certificate must be presented when voting on any issue or to receive a ballot as required by the Rules of the Convention.