

EAC - SEMINAR POLICY PROCEDURES

The Host Chapter(s) will form a Seminar Committee with Seminar Liaison, which shall oversee the following committees. Also, after Seminar, they will collect all committee reports and prepare a seminar binder or package for EAC Archives. This should include the minutes of all planning meetings, all reports forwarded to the EAC Board, including the final report from Seminar, copies of publicity materials, photographs, favours, names of various committees and their members, teacher lists, workshop descriptions, class lists, registrants list, printed programs, and all other materials related to the seminar. This seminar binder must be sent to the EAC Seminar Liaison no later than the Fall Board Meeting immediately following Seminar to be circulated to other chapters hosting Seminars and eventually returned to EAC Archives. A second complete report must be prepared and kept either in the Chapter's Archives or by EAC Archives.

REGISTRATION COMMITTEE:

1. Inform all members of EAC, and others who request it, of the details of Seminar. The Seminar Brochure must include the seminar dates, location, theme, teachers' biographies, workshop descriptions, levels of expertise and kit costs, accommodation arrangements and costs, emergency telephone number at the seminar site, social events, pre-registration fee, registration procedures, beginning and final dates for registration, all other costs, cancellation deadlines and refund policy, EAC Members' Exhibition information, free day activities, a calendar of events, and an application form which presents an opportunity for persons to join EAC and pay their membership fees or provide their EAC membership number, Visa or Master Card number and expiry date, as well as other information at the discretion of the Seminar Committee.
2. Work with the committees responsible for teachers, accommodations, publicity, and other committees to ensure that pertinent information is included with the Seminar Brochure and registration mail-outs.
3. All registration material is to be prepared as a part of the Seminar Brochure for Issue #1 of *Embroidery Canada* prior to Seminar.
4. Establish deadlines for pre-registration and final registration. A date for mailing of pre-registrations is to be established by the Seminar Committee and must be clearly marked on the Registration form. All registrations postmarked or received by mail, fax, e-mail, or online form on or before the registration day will be treated as equal.
5. Registration may be broken down into two two-day registration blocks at the discretion of the Seminar Committee. The cost of partial registration should be more than half the cost of full registration to allow for the increased administration work.
6. A registration fee of at least 75% of the full cost of registration may be established for retreat stitchers who do not wish to participate in classes but wish to participate in other seminar activities. A comfortable space should be available for these registrants to stitch.
7. The Editor of *Embroidery Canada* will not be required to pay classroom/stitching only fees at a seminar.
8. Pre-registration and administration fees are set by the Seminar Committee with EAC Board approval. Pre-registration fees are refundable less the administration portion.
9. After the cancellation date for a seminar, individual requests for compassionate reasons must be considered by the Seminar committee in consultation with the Seminar Liaison. In the event that EAC cancels a class after the cancellation date, participants will be offered a refund, less the non-refundable deposit.
10. Confirm that all registrants are EAC members.
11. Forward any money received for memberships to the EAC Membership Director, along with the names and addresses of same.
12. Record all registration fees and bank such moneys with the Seminar Treasurer.
13. Mail appropriate receipts, confirmation of courses, and information sheets to registrant.
14. Manage the registration and assign workshops.
15. Receive, and forward accommodation cards, roommate requests, special event information, etc. to the appropriate committee, if required.
16. Kit fees will be collected with final registration.
17. Consider offering an Early Bird Draw for registrants who pay in full by the registration date.
18. Complete a report for the Seminar Committee.

TEACHER COMMITTEE:

1. Submit a list of suggested teachers and their workshop proposals to Seminar Liaison and the EAC Board of Directors at least 18 months in advance of the Seminar. A minimum of 20 projects must be presented to the EAC Board for final selection for Seminar and a list of all applicants and their proposals with descriptions and photographs must be included.
2. For discussion purposes, no more than 6 four-day classes and 5/5 two-day classes should be offered, depending on the location of Seminar. To make classes viable, an out-of-town teacher should have an enrollment of 10 or more students, while an in-town teacher should have 5-6 students.
3. The Fall Board meeting should be held in the next seminar location so that the teachers' proposals can be discussed with the Seminar Co-chairs being available for questions.
4. EAC Board members, who are also being considered as Seminar Teachers, must absent themselves from the decisions process.
5. Ascertain the percentage of Canadian teachers necessary in their area to obtain grants.
6. Advertise for teacher proposals through *Embroidery Canada*, Issues #3 and #4 two years prior to seminar, and advertise in other publications as desired.
7. Write letters to teachers inviting proposals for workshops.
8. Communicate with the EAC Seminar Liaison regarding EAC-Teacher Contracts.
9. Three (3) copies of the Teaching Services Contract should be sent to the teacher for signature. The covering letter should emphasize that all copies are to be signed and witnessed by a non-family member (it is not necessary to use a notary), and that all copies of the contract are to be returned.
10. The three (3) copies are then signed by the Seminar Co-chairs and sent to the EAC President for signature and corporate seal. The President keeps one original copy to send to the Seminar Liaison. Copies 2 and 3 are returned to the Seminar Teacher Committee, one for the teacher and one for their files. Procedure is as follows:
 - a) Three copies of the contract are sent to the teacher, who signs all copies and initials any changes required.
 - b) The teacher returns all three copies to the Seminar Co-chairs, who review the contract to ensure it has been properly completed and to approve any changes made by the teacher
 - c) The Seminar Co-chairs sign all three copies and forward them to the EAC President for signature and application of the corporate seal.
 - d) The President signs and seals all copies of the contract and returns two copies to the Seminar Teacher Committee. The retained copy is for the Seminar Liaison.
 - e) The Seminar Teacher Committee returns a signed and sealed copy of the contract to the teacher and retains the third copy for the files.
11. Work with the Registration Committee to ensure that the necessary teacher and workshop information is supplied for the Seminar Brochure.
12. Send a copy of the Seminar Brochure to the teachers for their information.
13. Obtain information from the teachers regarding kit fees, student supply lists, special equipment requirements for the class, suggested book lists and any other necessary information.
14. Kit fees must include all costs such as fabric, threads, instruction booklet, preparation costs, as well as any extraordinary costs including pre-work mail out postage and shipping costs to seminar.
15. Forward class supplies lists to registered class participants.
16. Notify the Site Liaison Committee of the number of rooms required for teachers and any special needs for the teachers' accommodations.
17. Arrange travel for teachers including transportation to and from the airport, etc.
18. Provide all meals and tickets for all seminar events for the teachers during their contracted tenure. A meal may be provided on either side of arrival and departure time, if required. A meal allowance should be provided for any meals not covered in the general seminar meal package. Alternately, a *per diem* may be paid to the teachers. When fixing the amount of a meal allowance or *per diem*, the average cost of food services at the Seminar site or in the vicinity thereof may be considered, but the amount fixed should be no less than \$25/day. A meal allowance should be paid to all teachers attending Seminar on the free day in addition to class days. Any teacher engaged to instruct a one-day class should be provided an allowance for that day.
19. Notify teachers in advance of which expenses will be covered, and how, when, where and to whom they are to submit expense receipts for payment.
20. Ensure that cheques, money orders, bank drafts, or cash are available to pay the teachers' fees and expenses as specified in the Teachers' Contracts.

21. Upon request, 30 days in advance, teachers may be reimbursed up to 50% of their travel costs if they have purchased their own ticket. The remainder will be paid upon presentation of the teacher's expense claim form at the end of Seminar. Teachers may be reimbursed up to 50% of their kit costs when their kits are received by the Seminar Committee at least 30 days before Seminar begins.
22. Assign one person to each teacher to act as an aide to ensure that the teacher's classroom needs are met. Attendance must be taken at the beginning of class each day and discrepancies reported immediately to the Seminar Chair(s).
23. Schedule a meeting prior to commencement of classes for teachers to meet one another, their teacher aides, the Seminar Committee, and EAC Board Members. At this meeting, clarify the routines, including specific instructions on emergency measures and classroom evacuation routes, answer questions and provide information about the roles of each participant, so that everyone knows who to contact if there is a problem.
24. Introduce the teachers to the seminar participants at the Opening Reception.
25. Appoint a member of the Teacher Committee to supervise the teachers' pieces for the next seminar while on display, to ensure that they are not handled or photographed, and that food is not brought near them.
26. A copy of the Canadian Immigration form is included and must be updated by the Seminar Liaison annually.
27. Complete a report for the Seminar Committee.

SITE COMMITTEE:

1. Research local accommodation and sites for the Seminar such as hotels, university or other educational residences and/or dormitories, or resorts to determine the most cost effective and appropriate location for Seminar.
2. Submit the choice of accommodation to the EAC Board of Directors for approval at the May meeting two years in advance of the seminar.
3. Book an approximate number of rooms for teachers, board members, students, Board Meetings, Opening Reception, Regional Meetings, classrooms, retreat stitchers room, banquet, boutique(s), EAC Members' Exhibition, Education Committee display, Seminar Central, EAC Annual General Meeting, hospitality, upcoming Seminar presentation, and other activities related to the seminar.
4. Obtain information one year in advance from the appropriate member of the EAC board concerning requirements for the Board Meeting, Education Committee Meeting, and Regional Meeting, Annual General Meeting, and any others. EAC pays for the rooms for these meetings, but the host chapter(s) makes the arrangements.
5. Work with the Teacher Committee to ensure that the teachers' special accommodation and classroom needs are met.
6. Arrange for the rooms to have the necessary equipment for each activity, such as tables, chairs, microphone, slide projectors, screens, podium, chalk boards, or easels and markers, sinks, photocopiers, computer, telephone, display boards, etc.
7. Ensure that the accommodation information is presented to the Registration Committee in time for insertion in the Seminar Brochure.
8. If costs have been determined on a "package" basis, registrants should stay on location. If the registrant chooses to stay elsewhere, a non-resident's fee may be charged and it must apply to all registrants not staying on location. This fee is to be determined by the host chapter(s).
9. Collect accommodation cards, assign rooms, and consider special requests, if not done by the conference centre, university or hotel.
10. Arrange for the President's accommodation to be spacious enough and have sufficient seating for them to host committee meetings during seminar.
11. Reserve a block of rooms in close proximity to the EAC President for EAC Board Members, as they frequently must meet throughout seminar.
12. Ensure wherever possible, that all seminar activities are wheelchair accessible, and that accommodations and classrooms are serviced by an elevator when on several levels. If this is not possible, it must be stated in the Seminar Brochure.
13. Consider convenience to washrooms and the number of stairs for each activity.
14. Be aware of other groups which may be sharing the facilities during seminar, and where possible, group Seminar accommodations and activities in areas which will be used mainly by seminar participants. It is more convenient if classrooms can be left set up overnight.

15. Arrange for the necessary contracts concerning accommodation, classrooms and meeting rooms.
16. Maintain a friendly and co-operative relationship between the university/hotel site management and EAC and check to see that the responsibilities of both are met.
17. Make arrangements for the following seminar committee to make their presentation, including slides, CD or video, at the banquet.
18. Complete a report for the Seminar Committee.

TREASURER:

1. Set up a proposed budget using the enclosed budget format and make revisions as costs become known. Budgets should be based on 100% of projected attendance.
2. Use a spreadsheet to determine fees.
3. Work with other committees to establish limits on costs.
4. Open the appropriate bank accounts.
5. Maintain an accurate and organized set of accounts.
6. Research and submit applications for possible local or government financing/grants for seminar.
7. Grants received are considered part of the Seminar revenue.
8. Apply to the EAC board for advance funding.
9. Repay EAC for the advance funding as soon as possible.
10. Keep EAC informed of the financial position of the Host Chapter(s) regarding seminar by:
 - a. including the proposed budget with the Host Chapter's initial report to the Board.
 - b. submitting revised budgets with every subsequent report.
 - c. submitting the final seminar budget at the spring board meeting one year in advance of the seminar and that Seminar Liaison receive a copy one month in advance.
 - d. notifying the EAC President and Seminar Liaison immediately in the case of financial emergency so that a course of action can be determined by the members of the EAC Board and the Host Chapter(s).
 - e. working in cooperation with the EAC Treasurer in the use of the Visa Account.
 - f. forwarding all authorized major invoices such as site and meal costs to the EAC Treasurer for payment.
 - g. forwarding funds to cover any approved major invoices to the EAC Treasurer.
 - h. forwarding a complete financial statement and cheque, if applicable, for fifty percent of seminar profits to EAC by August 31 following Seminar, the other fifty percent to be divided among the Host Chapter(s) as agreed prior to Seminar.
11. Provide travel expenses for up to two co-chairs to attend the Spring Board Meeting one year before their own takes place.
12. Prepare a full report for the Seminar Committee.

EAC MEMBERS' EXHIBITION COMMITTEE:

1. Choose a location for the exhibition that will provide ample space to display all types of embroidered works. If possible, use a local gallery close to the seminar site. Consider parking, accessibility to the public, room for seminar participants to circulate, hours of operation, security, and cost for the equipment needed to make the space suitable for the exhibition.
2. Provide information for the Seminar Brochure regarding pre-registration of entries for the EAC Members' Exhibition. No late entries should be accepted for the Members' Exhibition.
3. Advertise a mailing address for entries shipped to seminar for the exhibition making it clear that entries to the Members' Exhibition that are to be returned to the exhibitor by post must be accompanied by return postage.
4. Commission a local jewelry designer to submit designs for the Seminar Theme Award Thimble. The cost of the thimble must not exceed \$500. This may be done by the EAC Seminar Liaison.
5. Arrange for display boards, tables, display cases, etc., to complement the members' work.
6. Make available sufficient display space for Correspondence Course binders, Group Correspondence Course test pieces and Cyber Workshop samples.
7. Make available sufficient space for the display of entries for the Original Design Award. Each entrant will require approximately half a display table for their story board and supporting materials.
8. Provide secure and appropriate display space for Teacher Samples for the next seminar, in consultation with representatives of the organizing committee for that seminar, if possible.
9. Ensure security for the exhibition at all times.
10. Check for proper lighting to enhance the exhibition.

11. Advertise the exhibit locally using radio, TV, other media, and newspaper public services, as well as posters and invitations to groups and individuals interested in art and needlework – include location and hours that the exhibit is open to the public.
12. Sign up volunteers to help set up the exhibition and to work at the exhibition during open hours.
13. Make signs, entry forms, and ballots colour coordinated according to the various categories in the EAC Members' Exhibition.
14. Staff table at Registration time to receive exhibition entries.
15. Include ballots for voting in the Registration Package given to all seminar participants.
16. Tag each entry with an identifying number, brief description of technique and materials used, category of entry, and entrants name, and EAC membership number.
17. Provide a receipt for return of each entry.
18. Place the entry in a clear plastic bag for transport to the exhibit site.
19. Save any packaging materials that accompany the work to facilitate return.
20. Prepare a workbox for setting up the exhibition, which includes nylon fishing line and basic tools.
21. Exhibit items from the same category in close proximity to facilitate judging.
22. Beware, do not display items in direct sunlight and use white cotton gloves for handling members' work.
23. Use large print numbers for easy identification on the display tag attached to the display board.
24. Do not attach information to the front of the entry with tape, pins, or sticky labels.
25. Provide a guest book – optional.
26. Consider an admission fee or voluntary collection at the door.
27. Train volunteers to circulate, answer question and provide security.
28. Provide ballots for EAC members who are non-seminar participants to vote.
29. Set up a ballot box for voting.
30. Acquaint visitors with the goals and purposes of EAC by having a supply of Membership Brochures on hand and/or flyers from the Host Chapter(s).
31. Solicit donations of services, awards, and props, such as flowers, plants, furniture, etc.
32. Acknowledge any donations with a Thank You List clearly visible at the exhibition.
33. Write an official thank you letter for any donations.
34. Confer with the Winnipeg Embroiderers' Guild concerning scrutineers to count the ballots for the Leonida Leatherdale Award.
35. Confer with the EAC Seminar Liaison about delivery of the Seminar Theme Award to the banquet – keep it covered until the presentation.
36. Photograph all entries for inclusion in the EAC Library.
37. Prepare a master list to accompany the slides/CD.
38. Send the slide/CD records to EAC Librarian with a transcript.
39. Dismantle the exhibition, publicize entry pick-up times and location, check entrant's receipt and have person sign the master list verifying pick-up before returning each piece to its owner.
40. Return borrowed props.
41. Pack up and ship out-of-town entries.
42. Send a list of winners and placements to the Seminar Liaison and *Embroidery Canada*. Include photographs of the winning pieces with the Embroidery Canada list.
43. Complete a report for the Seminar Committee.

BOUTIQUES AND MERCHANDISE NIGHT (ONE NIGHT STAND):

1. Approach suitable needlework related businesses, including a book source, for their participation in the operation of the Seminar Boutique and/or Merchandise Night.
2. Bring presentations to the Seminar Committee for discussion and final approval.
3. Notify the applicant(s) of acceptance or rejection within six weeks of receipt of the presentation.
4. The owner shall pay a flat fee, as determined by the Seminar Committee, to rent the boutique facilities or tables at Merchandise Night.
5. Arrange signing of contracts with successful applicant(s).
6. Provide teachers' supply lists, suggested book lists, sources and workshop materials to the boutique operator(s) after the contract has been signed to facilitate their ordering.
7. Make certain that suitable facilities are available at the seminar site for the boutique and Merchandise Night. Ensure security, insurance, lighting, suitable furniture, equipment, electrical outlets, etc. are available.
8. Determine the hours of operation with the Seminar Committee, considering other seminar activities.

9. Arrange for seminar literature to include “Boutique(s) operated by ...” and other publicity as appropriate.
10. Complete report for the Seminar Committee.

PUBLICITY:

Embroidery Canada, Seminar Brochure, website, Slide/CD/Video Presentation, Magazine Ads, Radio, TV.

1. The class projects shall be photographed professionally for the Seminar brochure and the slides, CDs or video presentations, and for purposes of promoting Seminar in *Embroidery Canada* and on the EAC website.
2. EAC shall provide free advertising space, excluding the seminar brochure, for Seminar in *Embroidery Canada*, one year prior to Seminar. The cost of the seminar brochure shall be borne by the seminar committee.
3. Advertising in *Embroidery Canada* should include a preliminary ad in issue #4 and provision for two more ads in issues #1 and #2 prior to Seminar.
4. Advertising arrangements are to be made between the Seminar Committee and the Editor following current editorial policies. The Editor has final decision as to the size and placement of the ads.
5. Seminar inserts, such as booklets, and/or other printed matter, shall be forwarded to the editor for insertion into the magazine, meeting specifications and pre-established deadlines.
6. The EAC President, Seminar Liaison, and the Editor of *Embroidery Canada* shall preview proofs of any EAC Seminar Brochure(s) prior to their publication and distribution to members.
7. The seminar committee will provide seminar information to the EAC Webmaster in the month of July, the year preceding their seminar.
8. Advertising materials should be sent to other publications 12-18 months in advance.
9. Advertising regarding Seminar should be offered in stores, libraries, etc. 6-12 months before Seminar.
10. Advertising regarding the Members’ Exhibition should be sent to nearby guilds and offered in stores, libraries, etc. 3-6 months in advance of Seminar.
11. A slide and/or CD and/or video presentation must be prepared and shown at the closing banquet at Seminar one year previous.
12. If a slide presentation is prepared, four copies should be made for distribution to chapters. After Seminar, one copy should be given to the EAC Vice-President to be used for EAC presentations for prospective chapters.
13. If an audiotape is prepared, a written commentary should also be included with the slide package.
14. Chapter presidents should receive a “Request for Slide Presentation” letter in May, one year prior to Seminar.
15. A travelling schedule for the slides should be prepared by August keeping in mind that September and October will be the most requested months for viewing them. Keep in mind postal schedules.
16. Chapters should be notified in August of the slide schedule.
17. If a fundraiser is developed, advertising should be prepared for Issue #4 of *Embroidery Canada*.

EVENTS COMMITTEE:

Reception

- Plan for the Opening Reception site, catering, program (introduction of EAC Board, Seminar Committee, and Teachers), and display space for sample Seminar class projects.

Annual General Meeting

- Arrange site, time and menu (if during mealtime).
- Set up room with a head table, lectern and microphone.
- Check with the EAC President concerning other agenda needs.
- Schedule no other functions during this time.
- Winners of educational grants and awards are to be announced at the Annual General Meeting

Banquet

- Organize the banquet: confer with the EAC President regarding head table arrangements and program, which must include the slide/CD/video presentation for the next seminar.
- Provide the EAC President with the names and addresses of any special guests that they might wish to invite to sit at a head table (mayor, guest speaker, seminar donors, etc.).
- Arrange entertainment, (optional), 20 minutes is sufficient.
- Provide display space for winners of the EAC Members’ Exhibition and discuss voting and presentation of the Leonida Leatherdale Award with the Winnipeg Embroiderers’ Guild.

- Appoint a banquet master of ceremonies.

Hospitality

- Arrange for refreshment breaks and stock the socializing area(s) in residence if so wished.
- Complete a report for the Seminar Committee.

FREE DAY ACTIVITIES:

1. Organize mini workshops, tours, or other activities for this day.
2. Complete report for the Seminar Committee.

SEMINAR INFORMATION BOOKLET AND NEWSLETTER:

1. Plan to inform registrants of world news, daily seminar events, room locations, emergency procedures, times of meetings, prizewinners, local attractions and events, and opportunities for the exchange of ideas and to get acquainted with one another, tidbits, etc.
2. Solicit advertisements and/or boutique specials to supplement costs, if desired.
3. Complete report for the Seminar Committee.

FAVOURS AND CONFERENCE/REGISTRATION PACKAGES:

1. Favours are an optional item, provided as gifts from the Host Chapter(s).
2. Contact the *Embroidery Canada* Editor and the Advertising Manager for a current list of advertisers/businesses that may be contacted for donations for use as door prizes or for inclusion in the registration package. Other businesses may also be contacted at the discretion of the Host Chapter.
3. Provide a list of donors and encourage members to express thanks for their contributions.
4. Complete report for the Seminar Committee.