



WHERE LEADERS ARE MADE
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District 73

Annual Convention

Procedural

Guide



V.1.2

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First Steps

Organising the District 73 Annual Convention is one of the most exciting and challenging projects that a Toastmaster can be involved in. Like many things in Toastmasters, you learn by doing. The convention creates many challenges that will be completely new to you as a leader. It will be unlike anything you have experienced in your club.

This guide was designed after running the 2017 Annual Convention. You may think of it as 'lessons learnt' document that details practices that we found worked for us.

We would also strongly suggest that you refer to the District Events section in the District Leadership Handbook. It contains a few indispensable pages that will help you along the way.

What is the Annual Convention?

It is an annual event based around the finals of the District 73 Speech Contests and the District Council Meeting. Traditionally, it includes a Gala Dinner, DTM Breakfast, guest speakers and workshops. In District 73, traditionally it has been held at a hotel, and so all the events have been under the same roof.

The annual convention is a District event. It operates under the guidance of the Program Quality Director (PQD) so the PQD must be consulted, and kept up to date on a regular basis. This includes sending minutes of Convention committee meetings to the PQD as well as the District Director.

The Convention Theme

Developing a theme is one of the most exciting parts of organising the convention. It should be:

- Unique
- Inspiring
- Motivational

- And also needs to reflect the values of Toastmasters International

What are the District requirements?

The district needs a room to hold the District Council Meeting. It also needs an area for a registration desk so that club executive officers can indicate their attendance.

The District Logistics Manager will also bring the District banner, and other flags, that will be on display during the convention. They should also bring the giant gavel that will be used at the opening ceremony, and then handed to the next year's Convention Chair.

Venues and Contracts

In recent years, the annual convention has been held under one roof at a hotel. Choosing a hotel may initially seem easy, but the convention has particular requirements that quickly eliminates many hotels.

For a convention to be held at a hotel, it must:

- have theatre seating for up to 300 people
- have areas for workshops
- a room for the District Council meeting
- an area for the Gala Dinner
- be in an area accessible by transport
- mostly likely be either a 3 or 4 star hotel

Hotel contracts need to be closely examined. A couple of key questions that need to be answered are:

- What is the minimum number of delegates that must be paid?
- What is the cancellation policy?
- What audio facilities are provided by the venue?
- Is there a stage, and how much does it cost?

- Does the venue provide any parking?
- Are there any complimentary hotel rooms included in the contract?
- Are there any noise restrictions regarding music and the gala dinner?
- Is there one or a number of instalment deposits that must be made prior to the convention?
- Is there a minimum number of hotel rooms that need to be filled as part of the contract?
- When is the final payment due?
- What is the close off date for delegate numbers?
- What is the final close off date for the Gala Dinner?

Finally, the hotel contract is signed by the District Director. No promises should be made to venues about when the contract will be signed.

Who Does What?

The annual convention is a big project: no one person can do it alone. The Convention Chair needs to be a person who can both lead and allocate work to the others on their team. There are many different jobs that need to be completed, and the simplest way to do this is to allocate each person a particular role, with the Convention Chair/s being the overall coordinator of the project.

These roles are:

- Finance Chair
- Venue Liaison
- PR and Marketing Manager
- Convention Booklet/Logo Designer
- DTM breakfast organiser
- Workshop coordinator
- Volunteer coordinator
- Gala Dinner organiser

- Sponsorship organiser

Each of these coordinator roles may appoint other people on their team (from outside the convention committee). We recommend that these people work with their sub-committees (if they have a sub-committee) and then this person updates the Convention committee at meetings. The above list is a workable number of attendees at the convention committee. Too few people means that not enough ideas are heard, and too many would make the meetings unworkable.

In addition, there is also the contest organiser, a role that is filled by the District team. This is a role filled by the District Contest Coordinator (DCC), but it is wise to liaise with them as much as possible. The District Contest Coordinator will form a team that comprises the normal Contest personnel (judges, contest chairs, timer etc), They will likely request lists of those attending the convention (ticket sales) so they know what pool of people to draw from. There will also be liaison with the DCC regarding microphones, the size and dimensions of the stage, the lectern, and video requirements (essential from 2018/19 TI year).

Finance Chair

The annual convention is not designed to be a money making proposition. Nor is it intended to run at a loss. The ideal situation is for it to budget for a small profit. The main—and for many conventions only—source of income is through ticket sales. Having said this, the 2017 team found that running Speechcraft courses proved to be an excellent way of raising additional funds. It's also possible that donations/sponsorship can be received through sources outside the Toastmasters community.

The main costs are:

- Venue (including catering)
- Audio/visual equipment
- Flights and accommodation for Speakers
- Stage hire/Dance floor hire
- Convention bags

- Convention Program Booklet
- Website and Public Relations Costs
- First Timer Badges

There are also other smaller costs that arise over time, so—beware!

A few notes on each of these main costs:

Venue

Hiring rooms at a hotel is expensive. So is catering for an event for up to 300 people. The costs of providing pre-dinner drinks, morning tea, lunch and afternoon tea all add up. In the 2017 contract, room hire was displayed as 'complimentary', but this was only because food was being purchased through the venue. If food were not being purchased, then the room hire alone would have been costly.

One additional point: do you require wheelchair access? Most venues provide some form of wheelchair access, but not all. This is an important consideration when choosing the venue.

Audio/visual Equipment

This is an expensive part of the overall cost. The audio/visual equipment needs to be a high standard for the contestants. Recently, the contests have been recorded, and, from the 2018/19 TI year the District International Contest winners video will be forwarded to the Region 12 Semi-Finals. (TI have stated that they will supply parameters/minimum standards for the videos.)

Flights and accommodation for Speakers

As stated by Toastmasters International, we are not allowed to pay a speaker's fee. When the guest speaker is a Toastmaster's International President or Director, or past world champion, the District pays for their flight, accommodation and convention fee. Additionally, speakers are allowed to make 'back of room sales' to supplement their income.

Stage Hire/Dance floor hire

Is the venue supplying the stage for the event free of charge? Probably not.

Stage hire can be quite expensive. The venue will often organise the stage – at a cost. Usually, it remains stationary during the whole weekend, and is used for the contests and gala dinner. The dance floor will be set up for the gala dinner when required. Some points to consider:

- The stage needs to be large enough for the contestants.
- Is the lectern fixed or movable?
- Do you need wheelchair access?

Convention Bags

At the 2017 convention, every attendee who bought a full day ticket, or a full convention ticket, received a show bag. There is cost in getting the show bag made, as well as any printing on the bag. There may also be cost involved with the 'freebies' contained within. Speechcraft money raised by the 2017 team paid for the showbags. The team was able to make bulk purchases at Costco, and these items made up much of the fillers for the show bags. Vouchers and other items were also sourced and received. (See Sponsorship section for more information). Having said all that, showbags are optional.

Convention Program

This needs to be printed a number of weeks before the actual convention, but late enough to cater for last minute changes. It's best to look at previous convention programs for the format. At the very least, it should contain the program of events, and a venue map.

Website and Public Relations Costs

In 2017, the convention committee purchased and made use of the domain name: *D73AnnualConvention.org.au*

This domain name and website (Wix was used to design the website) meant that a central page could be used to have all information about the convention available. The other main PR channels available are:

- the District newsletter
- the District website
- the district Facebook page

- the event also needs to be listed in the District Calendar

Convention Ribbons and First Timer Badges

The convention ribbons are paid for and ordered by District.

It needs to be a simple, though striking piece of artwork that people can proudly display on their club banner.

Traditionally, first timer ribbons (a smaller size than the club ribbons) have been produced for those attending for the first time. In 2017, we produced badges instead. These are a nice touch, as it makes first timers recognisable, and experienced Toastmasters were encouraged to approach them during the convention and make them feel welcome.

Venue Liaison

Rather than having half a dozen people contacting the venue, it is best to keep this to a minimum. Preferably one person, and definitely no more than two or three.

What rooms are required for the convention? More than you think! They include:

- The main room where the contests are held. Traditionally, we have supplied theatre seating for up to 300 people. This room may also be used for the Gala Dinner. One big room could break into smaller rooms for breakout sessions. Note: be mindful how long it takes to convert the room when planning the program.
- Two or three breakout rooms for workshops.
- A foyer or open space where guests are met and can mingle
- An area where morning/afternoon teas are held.
- An area where lunch is held.
- A room for the DTM breakfast.
- A room for the District Council Meeting.
- An operations room for the convention organisers. The operations room needs to have a printer, computer facilities, and room to store

other equipment.

- A room for the judges briefing, Table Topics & Evaluation contestants.

Program/Logo Designer

The logo is the image that will be used to promote the convention. It's best to find someone who does graphic design as a job. The professionalism of the logo will—rightly or wrongly—reflect on the professionalism of the convention. In addition:

- the designer will need to design the program and organise printing,
- the convention ribbon needs to be designed.

DTM Breakfast Organiser

This has traditionally been held on the Sunday Morning. It is to celebrate the achievements of those people who have achieved the Distinguished Toastmaster Award, but it is open to anyone to attend.

It is an event somewhat removed from the rest of the convention i.e. not everyone goes, and the pricing can be separately calculated from the rest of the event. The 2017 Convention had 50 people in attendance. The cost for the breakfast was \$25. No profit was calculated for this event so it was run at cost.

Some issues to consider about the breakfast:

- Set the menu for the breakfast.
- The breakfast recognises people who have received their DTM from the period after the last convention, and up till the final cutoff date of the program creation.
- The Toastmaster needs bios for the program booklet, and to introduce the person receiving the award.
- Dietary requirements need to be considered.
- Bios & a photo of each DTM are required for the Convention booklet, it is best that these are collated by the DTM Breakfast Co-ordinator and sent to the person designing the booklet. This process needs to start

early!

- In the 2017/18 TI year, the District is paying for the breakfasts of the DTMs being recognised (but not their additional guest). This may or may not continue.

The agenda can be found [HERE](#) in Appendix 1:

Volunteer Coordinator

The convention needs the front desk manned from two hours prior to commencement of the convention to late on the final day. The 2017 Convention had the desk manned from around 3.00pm on the Friday afternoon to late on Sunday afternoon. Especially on the Friday, it's important to have at least 3 or 4 people manning the desk. It is best, to have someone on the desk at all times, especially Friday night when people arrive late (and the proceedings have already begun).

They need to:

- Tick off people's registrations, and hand them their ticket/wrist band
- Give them their show bag
- Answer any queries they may have about the event.

You may wish to have the volunteers dressed in something that reflects the convention theme. Or they might wear a badge that indicates that they're a volunteer. It is good to ensure they stand out in some way.

There will also be a Registration Desk for the District Council Meeting. The convention organisers do not man this: it is manned by the District Parliamentarian and/or volunteers organised by them. It is usually located in the foyer near the main registration desk. Note: This desk needs to be located outside the District Council Meeting location for at least one hour prior to the commencement of the meeting, especially if the DCM is located apart from the main reception area.

Workshop Coordinator

Using the 2017 Convention as an example, there were six workshops for

convention attendees. Three workshops ran concurrently on both the Saturday and Sunday. There was an additional 'newbies' workshop that people could attend after most of the business had been attended to in the District Council Meeting.

The Workshop Coordinator needs to consider the following:

- Organise workshops that fit with the Toastmasters ethos
- Request applications to present workshops via a District email, at least 4 months prior. Final selection of presenters must be approved by the PQD. Get a summary of the presenter's workshop and promote this prior to the convention.
- A photo of the presenter is required for marketing purposes, and for inclusion in the convention booklet.
- At the convention, presenters may need audio facilities to give their presentations.
- Presenters must provide their own laptops, and organise their own assistants, if required.

An example of the request soliciting interest from workshop presenters can be found [HERE](#) in Appendix 4.

Gala Dinner Organiser

The Gala Dinner is traditionally a fancy dress event, and one of the highlights of the convention. The night:

- has a theme that ties in with the main convention theme.
- should be coordinated with the District team as a number of awards are given at the dinner: Toastmaster of the Year, District Officer of the Year.
- usually has a Powerpoint presentation that runs during the night showing clubs that have achieved Distinguished Club Status among other things. Note: this is organised by the District, and liaison is required with the Gala Dinner Coordinator.
- usually includes a 2 – 3 course meal. Drinks are at bar prices. The District introduced a no drinks package policy in 2017/18 year to

reduce the cost of event tickets.

- will require a dance floor.
- has some form of musical entertainment. This can be a live band and/or make use of a DJ. (Overall, a DJ is better value for money. The run sheet used for the 2017 Gala Dinner is [HERE](#) in Appendix 3:

Sponsorship Organiser

According to the information provided by Toastmasters International, it should be possible to get sponsorship for the convention. The experience of the 2017 team was that sponsorship requests were either not applicable or ignored.

The 2015 Launceston Convention Committee were successful in obtaining a Grant from the Launceston City Council. To be successful in obtaining a Council Grant (most municipalities have them) you must apply early after researching your individual municipalities requirements/grant availability.

In 2017, donations were sought from Toastmaster's clubs and members, and a few prizes were generously donated for the raffle prizes. It's important to send an email to clubs and members a few months before the convention so that people have time to respond. A copy of that email can be found [HERE](#) in Appendix 7.

Request for donations were also made to organisations outside of Toastmasters, and some success was also achieved here. The technique used was to approach businesses with a professional looking letter and a convention leaflet, and ask for donations or vouchers that could be used for show bags or raffles.

One of the biggest successes was the Pancake Parlour. This business donated enough vouchers for every single show bag. The advantage for this business was that the voucher was giving five dollars off a desert, but it also brought a customer in the door who ultimately spent much more than the small cost of the voucher. They also donated a number of prizes for the raffle.

An example of a sponsorship letter can be found [HERE](#) in Appendix 2.

TryBooking

The current preferred software used for ticket sales is Trybooking. This has proved to be a system that worked well for the 2017 convention.

The TryBooking event will be set up by the District, allowing access to event reports.

The event is set up based on information provided by the Convention Committee, and among other things, the following needs to be taken into account:

- Individual tickets for each day i.e. Friday, Saturday, Sunday.
- Convention tickets that cover all three days.
- Gala Dinner tickets.
- DTM breakfast tickets.
- Home club of attendees.
- Dietary requirements of attendees.
- Calls for volunteers to help at the Convention and/or Contests

Convention Wristbands and Tickets

An ongoing issue for conventions is monitoring who has paid, and is allowed to be in attendance. This means that tickets either need to be issued and worn as lanyards, or wristbands are used to check attendance.

In practice, the time limit between events at the 2017 convention was so tight that very little checking of wristbands was done as participants entered and left the rooms.

Convention Speakers

The rules of Toastmasters International specify that we are not allowed to pay speakers to present at the convention. The District will::

- Pay for their accommodation
- Pay for their flights

- Allow them to do 'back of house sales' for a specified time after their presentation.

More details are available regarding this in the District Leadership handbook.

If an international or interstate guest is in attendance, it is good practice to appoint someone to be responsible for looking after them i.e. pick them up from the airport, see to any particular needs, return them to the airport etc. The person who is responsible for looking after a Toastmaster's special guests could do this as a HPL project as the guest may stay a few extra days, possibly before the convention, and visit some corporate clubs in the vicinity.

Special Awards

We are allowed to recognise members of the community who have made contributions in the areas of Communication and Leadership. In preparation for the 2017 Convention, a short list of names were assembled and then the following letter sent to the top people in the list. Our aim was to ask the person to give a presentation upon receiving their award. This process secured John Bertrand (America's Cup Winner) and Peter Hitchener (Channel Nine news anchorman).

When selecting these people, it's desirable that at least one of them is of national significance, not just regionally/local to your state.

An example of the letter we sent to possible winners can be found [HERE](#) in Appendix 5:

Run Sheets and Convention Program

A full program is created for the convention. This will be printed in the convention booklet, and can also be used for promotional purposes. At the same time, run sheets are required for each step of the convention. These are a detailed timetable of what happens and when. The program and run sheets used for the 2017 Convention can be found [HERE](#) in Appendix 6.

Appendix 1: DTM Breakfast Agenda

Time	Task	Person/s	Min
7:40	Morning Briefing	Morning Helpers	10
7:50	Registrations	2 people	9
7:59	1 MINUTE WARNING	SAA	1
8:00	CALL TO ORDER	SAA	2
8:02	Introduction	Toastmaster	2
8:04	Introduction	Guest of Honour	2
8:06	Thank Mark	Toastmaster	1
8:07	Breakfast Service	Venue	27
8:34	1 MINUTE WARNING	SAA	1
8:35	CALL TO ORDER	SAA	1
8:36	Intro - DTM 1	Toastmaster	1
8:37	Speech - DTM 1		2.5
8:40	Intro - DTM 2	Toastmaster	1
8:41	Speech - DTM 2		2.5
8:44	Intro - DTM 3	Toastmaster	1
8:45	Speech - DTM 3		2.5
8:48	Intro - DTM 4	Toastmaster	1
8:49	Speech - DTM 4		2.5
8:52	Intro - DTM 5	Toastmaster	1
8:53	Speech - DTM 5		2.5
8:56	Intro - DTM 6	Toastmaster	1
8:57	Speech - DTM 6		2.5
9:00	Intro - DTM 7	Toastmaster	1
9:01	Speech - DTM 7		2.5
9:04	Intro - DTM 8	Toastmaster	1
9:05	Speech - DTM 8		2.5
9:08	Intro - DTM 9	Toastmaster	1
9:09	Speech - DTM 9		2.5
9:12	Intro - DTM 10	Toastmaster	1

9:13	Speech - DTM 10		2.5
9:16	Intro - DTM 11	Toastmaster	1
9:17	Speech - DTM 11		2.5
9:20	Intro - DTM 12	Toastmaster	1
9:21	Speech - DTM 12		2.5
9:24	Intro - DTM 13	Toastmaster	1
9:25	Speech - DTM 13		2.5
9:28	Close	DTM Breakfast organiser	2
9:30	FINISH TIME		
Timers	2 Timers		
Ushers	2 Ushers		

Appendix 2: Example of Sponsorship Letter

We need your help!

We are seeking donations that can be used as raffle prizes and/or for inclusion in our show bags at our 2017 Annual Toastmasters Convention.

Our convention is taking place from the 19th—21st of May, 2017 at the Rydges Carlton on Swanston street. This event will bring together people from all over Victoria with numbers expected to exceed 300+ participants over the weekend. The event will also be live streamed over the internet.

Toastmasters is a worldwide not-for-profit organisation that focuses on public speaking and leadership. Our membership statistics show that:

- 81.2 are either employed or self-employed
- over 75% have a Bachelors Degree or higher
- 41.4% earn over \$75,000 annually

We already have a number of well known guests speakers attending including John Bertrand, the 1983 Americas Cup winning skipper of Australia II, and Mark Hunter, the Toastmasters World Champion of Public Speaking.

As a thank-you for your generosity, we will mention you in our program booklet, as well as publicly thanking you during our prestigious Gala Dinner.

We hope that we can count on you to help us make this event our best one yet!

We're happy to discuss this further at your convenience.

Warm regards,

Xxx
xxx

Appendix 3: Gala Dinner Run Sheet

Time	Item
18.30 [30m]	Pre-dinner drinks
18.50 [10m]	Doors open for gala dinner. Ushers usher everyone into dining hall.
19.00 [10m]	MC welcomes all and outlines the evening's program (Refer to notes)
19.10 [1m]	MC introduces District Director (Yoke-Ching)
19.11 [5m]	Formal opening by District Director
19.16 [5m]	<i>MC reminds audience about raffle. Entertains audience.</i>
19.21 [14m]	Entrée - <ul style="list-style-type: none"> • Music plays softly • Award slides loop on screen • Plates cleared when possible
19.35 [10min]	MC Introduces Peter Hitchiner, Welcomes Peter on stage to Receive The Prestigious Toastmasters Communication Award and ask Questions
19.45 [1m]	<u>DINNER IS SERVED</u> Ladies and Gentlemen, Dinner is now being served.

19.46 [10]	MC invites Christine to stage to announce Tripple Crown and DTM awards
19.56 [1m]	Thankyou Christine
19.58 [10m]	<u>MC introduces Yoke-Ching to present special awards</u>
20.08 [1m]	MC to thank Yoke-Ching and congratulate winners of award
20.10 [2m]	MC to Introduce ABBA Girls
20.12 [10m]	ABBA Girls PERFORMANCE
20.42 [2m]	<u>MC to thank abba girls (script given)</u> MC TO WELCOME DJ TO PLAY MUSIC – AUDIENCE DANCE
21.20 [2m]	MC ANNOUNCES DESERT SERVED MC introduces Int'l Convention Promo
21.22 [10m]	International Convention Promotion
21.32 [2m]	MC spruiks raffle. Announces music and dancing (DJ music)
20.10	MC calls for the raffle draw

[10m]	
22.30	Bar closes
22.50	DJ finishes
23.00	Close.

Appendix 4: Expressions of Interest – Workshops

D73 Convention Workshop Expression of Interest

The 2017 District 73 Toastmasters Convention is on from the 19th to 21st May 2017 at the Rydges on Swanson, 701 Swanson Street, Carlton.

The theme of the convention is:

Find Your Inner Hero

Expressions of Interest are being sought for presenters to deliver workshops at the convention.

Each workshop is required to run for between 45 minutes to 1 hour.

The workshops must align with the theme of the convention and be based on one the following three topics:

- Leadership
- Communication Skills
- Introduction to Toastmasters (suitable for new toastmasters and convention first timers)

Expression of Interest are to be submitted by **30 December 2016** by completing the attached form and emailing it to:

xxx

xxx

Short listed candidates will be notified by **15 January 2017** about participation in the final selection stage.

The final selection stage is expected to include

- Submission of further details on the workshop
- A short phone or face to face interview
- Either 5 mins live speech or video on the workshop content

This will be required to be completed by **15 February 2017**.

The final selection of the workshop presenters will be made by **28 February 2016**.

For any questions on the workshop application process please contact Anthony Browne on xxx.

EXPRESSION OF INTEREST APPLICATION

Presenter/s Name:

Workshop Title:

Workshop Topic (select at least one):

Leadership

Communication Skills

Introduction to Toastmasters

Workshop purpose:

Key learnings for the audience (3-5 dot points):

Relevant experience:

What (if any) products are to be available for purchase after your workshop?

Appendix 5: Award Letter sample

Dear xxx,

I am the chairman of the Toastmasters District 73 Award Liaison Committee.

I am writing to inform you that you have been successfully nominated as the recipient of the Toastmasters District 73 Australian Lifetime Award for Excellence in Leadership.

Created by Toastmasters International (District 73), the Award is presented to an outstanding Australian for a life time of excellence in leadership and spoken communication. The award also recognises that the individual has contributed meaningfully to the betterment of the broader Australian community.

Toastmasters International is the world's largest not-for-profit provider of communication and leadership development with over 345,000 members from 142 countries. The Australian Toastmasters Community comprises approximately 17,000 members with District 73 comprising Victoria, South Australia and Tasmania.

The award presentation is scheduled to take place at our 2017 Annual Toastmasters Convention, which is being held in Melbourne from the 19th to the 21st of May, 2017.

I look forward to discussing this award with you at your earliest convenience.

Your sincerely

xxx

2017 Award Committee Liaison

Australian Lifetime Award for Excellence in Leadership.

Appendix 6: Program and Run Sheets examples

CONVENTION PROGRAM

Friday 19th May

3:00 pm	Registration Desk opens	Skyline Lounge
5:00 pm	Credentials desk opens	Skyline Lounge
5:30 pm	Briefings for Judges, and Officials (Humorous)	Horizon Room
5:30 pm	Briefings for Contestants (Humorous)	Skyline Room
6:00 pm	Welcome reception (Drinks & Canapes)	Skyline Lounge
7:00 pm	Opening ceremony	Skyline Room
7:30 pm	Keynote Address – John Bertrand	Skyline Room
8:15 pm	Humorous Speech Contest	Skyline Room

Saturday 20th May

8:00 am	Registration Desk opens	Skyline Lounge
8:00 am	Credentials desk opens	Skyline Lounge
8:15 am	Briefings for Contestants (International)	Skyline Room
8:15 am	Briefings for Judges & Officials (International)	Aspect Room
8:55 am	SAA - Daniel Kamateros -Welcome, evacuation, toilets, phones on silent. Hand over to Toastmaster, Nola Sharp	Skyline Room
8:56 am	Nola Sharp introduces Mark Hunter to the stage	Skyline Room
9:00 am	Mark Hunter – Keynote - Leadership Lessons from a Tree	Skyline Room
9:35 am	Bathroom Break	
9:45 am	International Speech Contest	Skyline Room
11:25 am	Morning Tea	Skyline Lounge
11:50 am	Saturday Workshops 1, 2, & 3	
	1 – Jenny Bailey - Thinking Habits of Confident Leaders	Horizon Room
	2 – Geoff Schoenberg - Leading as a Group: How to Harness the Power of Individuals	Vista Room
	3 – Ha Du - Bring Your Inner Hero to Life - Facial Expressions	Panorama Room
12:55 pm	Lunch	Skyline Lounge & Terrace
1:00 pm	Briefings for Contestants (Table Topics)	Skyline Room
1:00 pm	Briefings for Judges & Officials (Table Topics)	Aspect Room
1:00 pm	Credentials Desk Opens	Skyline Lounge
1:30 pm	Table Topics Contest	Skyline Room
2:40 pm	Afternoon Tea	Skyline Lounge
2:40 pm	Credentials Desk Opens (10 minutes)	Skyline Lounge
3:00 pm	District Council Meeting	Scope Room
4:30 pm	Christina Canters - How to Build Unshakable	Realm Room

	Confidence as a Speaker	
6:30 pm	Pre-Dinner Drinks and Socialising	Skyline Lounge
7:00 pm	Gala Dinner: Theme – Heroes	Skyline Room
	Presentation of Toastmaster of the Year 2017	
	Presentation of District Officer of the Year 2017	
	Acknowledgement of new Distinguished Toastmasters	
	Entertainment	
11:00 pm	Close	

Sunday 21st May

8:00 am	DTM Breakfast	Realm Room
9:00 am	Registration Desk opens	Skyline Lounge
9:30 am	Briefings for Contestants (Evaluation)	Skyline Room
9:30 am	Briefings for Judges and Officials (Evaluation)	Horizon Room
10:00 am	Evaluation Contest	Skyline Room
11:30 am	Morning Tea	Skyline Lounge
11:50 am	Sunday Workshops 4, 5, & 6	
	4 - Bill Farman - 7 Simple Steps To Simpler, More Visual and Far More Meaningful Presentations	Vista Room
	5 – Sébastien Roger De Nuñez - Talk Like a TED Speaker: The Recipe For a Great Talk	Horizon Room
	6 – Kim Harris - Switch on Your Superpower	Panorama Room
12:45 pm	Lunch	Skyline Lounge & Terrace
1:30 pm	Verity Robins – Competition Speech Writing and Delivery	Skyline Room
2:15 pm	Mark Hunter – Speaking Master Class	Skyline Room
3:00 pm	Afternoon Tea	Skyline Lounge
3:20 pm	Closing Ceremony	Skyline Room
	<ul style="list-style-type: none"> • Raffles 	
	<ul style="list-style-type: none"> • Awards 	
5:00 pm	Close	

Run Sheet - Friday

Location: Skyline Lounge Registration Table
1.00 pm: Take show bags and other supplies to the hotel to set up.
2.00 pm: Finalise set up of registration desk.
3.00 pm: Open registration desk. Two – three volunteers required with four at the desk at 5.00pm. Madame Raffaella arrives at an agreed time.

Location: Skyline Room
3:00 pm: Committee members test microphones, video for John Bertrand presentation, sound and lighting. Two couches on the stage for John Bertrand and Travis Finlayson.

Location: Skyline Room
5.30 pm: Briefings for Contestants (Humorous)

Location: Horizon Room
5.30 pm: Briefings for Judges, and Officials (Humorous)

Location: Skyline Lounge
5.00 pm: Credentials desk opens
6.00 pm: Welcome Reception - Drinks and Canapes.
6:45 pm: SAA rings a bell or music plays to start encouraging people into the room. Aim to have all seated by 6.55pm.
6.55 pm: SAA gives final five minute warning.

Location: Skyline Room
7:00 pm: SAA - Natalie Hart, opens the convention and follows up with some housekeeping rules.

- Emergency procedures
- Toilets
- Phones on silent

- Hand over to the Toastmaster - Travis Finlayson

Timer: 1 1.30 2.00 mins

7:02 pm

Travis - Set the scene

- How the wristband works - As you enter the room the ushers will be asking you to show your wrist band. Everyone must be wearing a wrist band, otherwise you will be asked to return to the registration desk to get one.
- Changes to the convention program.
- Detail registration desk opening times.
- Volunteers are people wearing capes, feel free to ask them anything.
- Raffle tickets are for sale from Madame Raffaella, she will be at the registration desk when it is open.
- If you see someone who is a First Timer - introduce yourself, shower them with love, give them a hug, shake their hand and make them feel welcome
- First timer trivia quiz
- If you're on Twitter – use #d73tm tag in your tweets, and follow @D73Convention for “official” updates
- Wifi connection available

Timer: 4 4.30 5.00 mins

7:07 pm:

Introduce Cleo and Darrell as the convention chairs.

Timer: 2 2.30 3.00 mins

7:10 pm:

Cleo and Darrell speak for a couple of minutes before handing back to the TM.

Timer: 5 6 7 mins

7.17 pm

Travis welcomes Yoke-Ching to the stage

Timer: 2 2.30 3 mins

7.20 pm

Yoke-Ching welcomes everyone to the convention.

Timer: 3 4 5 mins

7.25 pm

Travis speaks. 'Every year the District is allowed to award

special recognition to members of the community who have excelled in areas of communication and/or leadership. This year we have a special prize to award someone who has shown exceptional qualities in the area of leadership. Before we bring him onto the stage, let's take you back in time to 1983... (Show video) Can we have a huge round of applause for the man who made that victory possible—Mr John Bertrand'

Timer: 6 7 8 mins

7.33 pm

Travis gives John the award.

7.35 pm

John Bertrand delivers 15 minute keynote address. This is followed by a 15 minute Q&A run by Travis. Travis finishes the segment with John, thanks him and invites him to be seated in the audience.

Timer: 20 25 32 mins

8.15 pm

Break - Travis go to sound guys - headset mics go to contestants.

8.25 pm

Travis - Hand over to Contest Chair, Ha Du for the Humorous Speech Contest

Timer: .30 seconds .45 seconds 1.00 minute

8.26 pm

Ha Du - Humorous Speech Contest

Timer: As per Speech Contest timing sheet

10.00 pm

At the conclusion of the humorous speech contest, the contest chair hands back to the Toastmaster who:

- Thank contest chair and contestants.
- Any housekeeping issues.
- Reminder to wear wrist band
- Contestants in the International contest need to be in this room at 8.15 am. If you're a judge in the International contest, you need to be here tomorrow at 8.15 am in the Aspect Room. Table Topics contestants will be briefed at 1.00 pm in the Skyline Room. Judges for the Table Topics contest will be briefed at 1.00pm in the Aspect Room.
- Registration desk opens at 8.00 am. Credentials desk opens at 8.00 am.

- Mark Hunter will be delivering his keynote "Leadership Lessons from a Tree" tomorrow morning at 9.00am.
- We are starting at 9.00 am. Be seated at 8.45 am.
- Thank you and good night.

Run Sheet - Saturday

- Location:** Skyline Lounge Registration Table
- 7.30 am: Set up Registration Table for the day. Make certain the Skyline Lounge is accessible for contestants and judges briefings.
- 8.00 am: Registration desk opens. Madame Raffaella to arrive at registration desk at an agreed time.
- 8.00 am: Credentials Desk opens plus Pathways Information
- Location:** Skyline Room
- 8.15 am: Briefing for Contestants (International)
- Location:** Aspect Room
- 8.15 am: Briefing for Judges & Officials International
- Location:** Skyline Lounge
- 8.40 am: SAA - Daniel Kamateros moves people into the Skyline Room to begin the day.
- Location:** Skyline Room
- 8:55 am SAA - Welcomes everyone, evacuation process, toilets, phones on silent. Welcome the Toastmaster for the day - Nola Sharp
- 8:56 am Nola introduces Mark Hunter to the stage to deliver his keynote "Leadership Lessons from a Tree"
Timing: 3 4 5 mins
- 9.00 am: Mark Hunter presents keynote.
Timing: 25 30 35 mins
- 9.35 am: Break.
- 9.45 am: Nola welcomes to the stage Rebecca Arnold, the Contest

Chair for the International Speech Contest. At the completion of the International Speech Contest, Rebecca hands back to Nola.

Timing: Use the Contest Timing Form

11.25 am: Nola announces workshops that will run immediately after morning tea. After the workshops lunch will be served.

Morning Tea

Horizon Room - Jenny Bailey - Thinking Habits of Confident Leaders

Vista Room - Geoff Schoenberg - Leading as a Group: How to Harness the Power of Individuals.

Panorama Room - Ha Du - Bring Your Inner Hero to Life - Facial Expressions.

Toastmaster announces morning tea.

11.45 am: Volunteers direct people to workshops.

Location: Horizon, Vista and Panarama rooms.

11:50 am: Workshops commence.

Location: Skyline Lounge & Terrace

12:55 pm: **Lunch.**

12.55 pm: Credentials desk & Pathways Information desk opens

Location: Skyline Room

1:00 pm: Briefing for Contestants (Table Topics)

Location: Aspect Room

1:00 pm: Briefing for Judges & Officials (Table Topics)

Location: Skyline Lounge & Terrace

1:25 pm: SAA starts to move people into Skyline room for start of Table Topics contest.

Location: Skyline Room
1.30 pm: Nola welcomes Jacqueline Bignell - Contest Chair for the Table Topics Contest.

Timing: Use the Contest Timing Form

2.40 pm: Contest concludes.
Nola mentions the District Council Meeting in the Scope Room on the Ground Floor at 3pm.
For newbies Christina Canters workshop in the Realm Room on the Ground Floor at 4.30pm.
Announce afternoon tea.

Timing: 1 minute

Location: Skyline Lounge
2.40 pm: **Afternoon Tea**
2.40 pm: Credentials Desk opens

Location: Scope Room
3.00 pm: District Council Meeting commences

Location: Realm Room
4.30 pm: Christina Canters Workshop - How to Build Unshakable Confidence as a Speaker.

Location: Parkview Lounge & Terrace
6.30 pm: Pre-Dinner Drinks and Socialising

Location: Skyline Lounge
6.30 pm: Pre-Dinner Drinks and Socialising
7.00 pm: Gala Dinner Commences. Includes:

- Three course dinner
- Presentation of Toastmaster of the Year
- Presentation of District Officer of the Year
- Acknowledgement of new Distinguished Toastmasters and Triple Crown Award recipients

- Award to Peter Hitchener for Leadership
- Mention that there is a photobooth for people to have their pictures taken.
- Musical performance
- Transition from dinner to DJ.

11.00 pm:

Gala Dinner ends.

Run Sheet - Sunday

- Location:** Orbit Room
8.00 am: DTM Breakfast
- Location:** Skyline Lounge and Terrace
9.00 am: Registraton desk opens. Madame Raffaella selling raffle tickets.
- Location:** Skyline Room
9.30 am: Briefings for Contestants (Evaluation)
- Location:** Horizon Room
9.30 am Briefings for Judges & Officials (Evaluation)
- Location:** Skyline Lounge & Terrace
9.45 am: SAA - Chris Lilley, starts moving people into the room for the Evaluation Contest
- Location:** Skyline Lounge
9.55 am: SAA welcomes audience, evacuation process, toilets, phones on silent.
Welcome the Toastmaster - Vickie Travers
Timing: 1 1.30 2 mins
- Location:** Skyline Lounge
9.57 Vickie welcomes the Evaluation Contest Chair, Julie Wacker to the stage
Timing: 2 2.30 3 mins
- Location:** Skyline Lounge
10.00 am: Evaluation Contest begins.
Timing: use the Contest Timing Form
- Location:** Skyline Room

11.30 am: Vickie thanks Contest Chair and Contestants
 Announce workshops that will run immediately after morning tea:
 Horizon Room - Sebastien Roger de Nunez - Talk like a TED speaker: The Recipe for a Great Talk.
 Vista Room - Bill Farman - 7 Simple Steps to Simpler, More Visual and Far More Meaningful Presentations.
 Panorama Room - Kim Harris - Switch on Your Superpower
 Also announce that lunch will be served straight after the workshops.
 Announce that lunch will be served immediately following the workshops.
 Announce morning tea.
Timing: 1 minute

Location: Skyline Lounge

11.30 am: **Morning Tea**

Location: Skyline Lounge

11.45 am: Volunteers direct people to workshops

Location: Horizon, Vista & Panorama

11.50 pm: Workshops commence

Location: Skyline Lounge & Terrace

12.45 pm: **Lunch**

1.20 pm: Chris Lilley directs people back into the Skyline Room

Location: Skyline Room

1.25 pm: SAA Chris Lilley welcomes back. Chris welcomes Austin Nevis as Toastmaster for the afternoon session, to the stage.
Timing: 1 minute

1.26 pm: Austin welcomes Verity Robins to the stage and

introduces her workshop - .Competition Speech Writing and Delivery

Timing: 3 3.30 4 mins

1.30 pm Verity Robbins

Timing: 35 40 45 mins

2.15 pm: Austin welcomes Mark Hunter to the stage, and introduces his workshop - Speaking Master Class.

Timing: 1 minute

2.16 pm Mark Hunter

Timing: 35 40 44 mins

3.00 pm Austin announces afternoon tea.

Location: Skyline Lounge

3.00 pm: **Afternoon Tea**

Location: Skyline Room

3.20 pm Austin welcomes the audience back for the Closing Ceremony

Timing: 4 4.30 5 mins

3.25 pm Welcome Yoke-Ching for the Closing Ceremony and Hall of Fame

Annual Convention - Closing Ceremony and Hall Of Fame 2017

Segment	Toastmaster	Time (mins)
Ed Biggs Commemoration	Yoke-Ching Tan	2
Recognition of New Clubs	Liz Allwood	2
Announcement of Club awards - Knox Award – 3 mins - Travel Gavel – 3 mins	Liz Allwood	6
First Timers Quiz results and prize	Liz Allwood	2
Announcement of PRM Awards - Video Contest - Best website	Stephan Barrie	5

Introduction of the new District Director	Yoke-Ching Tan	2
Introduction of new Leadership Team	Christine Dimitros	5
Thank you to District Contest Coordinator and Convention Co-Chairs	Christine - District Contest Coordinator Yoke-Ching - Convention Co-Chairs	5
Committee Introduction and Farewell by Convention Co-Chairs	Cleo and Darrell Pitt	5
Handover of Convention Gavel	Cleo and Darrell Pitt & new Convention Chair (or representative)	2
Raffle Draw	Cleo and Darrell Pitt	15
Final Farewell	Yoke-Ching Tan	2

Travel Gavel - this award is won by the club travelling the greatest distance to attend the convention. The formula used is the number of club members (as supplied on the convention registration forms under club information) multiplied by the distance between the club and the convention.

Knox Award - Instigated by Knox Toastmasters Club, this award is awarded to the club with the highest number of members attending the convention (as supplied on the convention registration forms under club information). The host club is excluded from the award.

4.20 pm: Convention closes

Appendix 7: Request for Donations from Toastmasters Clubs

The 2017 District 73 Annual Convention is coming up soon, and I am seeking your assistance.

We are holding several raffle prize draws during the convention, and we were

hoping your club, or members, would be able to donate a prize or two—any value above \$15 is acceptable. In return, your club will be recognised at the convention for its generosity. Additionally, among your members are many business owners. If they wish to donate vouchers of a more substantial value (\$50+) we can acknowledge their business on the convention website and through other marketing materials.

We would need the prizes any time before the 1st of May, 2017. Send us an email at d73.annual.convention@gmail.com and we can arrange collection. (In case you're wondering, all profits from the raffle ticket sales go toward offsetting the event cost.)

The convention is being held from the 19th to the 21st of May 2017. This year the venue is the beautiful Carlton Rydges at 701 Swanston St, Carlton in Victoria. The official website for the convention is:

www.D73AnnualConvention.org.au

Hope to hear from you!