

MD19 Lions

Protocol for International Guest at District Spring Conference

1. **Front End Communication** – before conference:
 - Send district bulletins
 - Outline expectations such as time of key note presentation, time allowed, seminars to present, topic for speech (if preference), other speaking opportunities (cabinet, etc.)
 - Send type of dress for all major events & conference in general. This is especially important if special dress is required for any event.
 - Send actual schedule of Conference.
 - Send names & brief summary of President Certificates of Appreciation (3).
 - Make arrangements early if you want to guest to come early or stay after the conference.
2. **Conference Chairperson:** Keep your Conference Chairperson informed of arrangements you have made for the guest and which of the following items you would like him/her to take care of.
3. **Information (form)** should be received from International with your guest's likes and dislikes, food & drink he/she would like in the room, gift preference, etc.
4. **Spouse** – if there is one, take time to find out what he/she would like to do: shop, tour, tea, attend seminars. (this, of course, is in addition to conference activities)
5. **Verify flight schedule**, airport, airlines, etc. with guest (arrival & departure).
6. **Greeters & transportation for Arrival.** Remember, they are your guests at district expense once they arrive, which includes all meals and transportation etc. Tickets and programs should be in their room when they arrive.
7. **Transportation for Departure.** Do provide details to your guest.
8. **Hosting Schedule**
 - Let guest know of planned local touring, if any, and who is involved.
 - Check with guest to see how they feel about being escorted to events during conference.
 - Arrange times when Zone Chairs and VDG can host the guest and get to know him/her.
9. **Contact Local Past International Director(s)** to let him/them know their role (if any) so there are no misunderstandings. They can help with hosting and/or transportation for guest to and from airport, if desired.
10. **Key Note Presentation:** Give the guest a little “down time”, especially before the main speech. There are always last minute preparations that must be made.
11. **Gift for International Guest:** Also, consider spouse. Purchase or create locally. Practical with local/regional connection. Offer to ship item if difficult to pack.
12. **Would guest like to attend church?** What church? Arrangements.
13. **After the Conference** – thank you note and pictures (photos); LCI guest evaluation form.

Suggested procedures for Conference/Convention International Guest Speakers

Before your conference/convention:

DG Determine firm date and place of conference/convention.

If desired, ask current ID or latest PID for assistance in getting a speaker.

Upon getting a speaker, fill out the LCI form and send it in as early as possible.

Let the speaker know as early as possible when you would like him/her to be there.

Email or postal mail your newsletters, bulletins, etc. to your speaker. Get to know each other.

Email or postal mail the name, address, and phone number of the place of the conference.
Include any dress variations from a business suit such as White Jacket, Tux, etc. and any particulars about a fun night costume, if applicable.

Get the speaker's travel itinerary so that he/she may be met at the airport and returned to the airport. Be sure someone is meeting the speaker to take him/her from/to the airport. That can be either yourself, an ID or PID if available, or someone else.

Let the speaker know who will be meeting them and who will be returning them.

Send your speaker the draft conference/convention agenda as soon as possible.

If you want him/her to give a panel, ask about it early enough for proper preparation.

At your conference/convention:

Many put a small basket of fruit, nuts, etc. in the speaker's room as a welcome.

Give the speaker a copy of the printed agenda and the location of events upon arrival at the hotel.

Advise the speaker of any other times he/she will be speaking such as at a General Sessions, Cabinet Meetings, panels, any visitations, any public relations events, etc.

Have someone designated to accompany the speaker to each event. Let the speaker know who they are.

Allow some rest time for the speaker, especially if a change of clothes is required for the next event.

Accept that the speaker will be talking with the Lions attending and not continually at the DGs side during the conference/convention.

Have place-cards at the head table, or other table if no head table is being used, identifying who is sitting at that table.

If you have a gift for the speaker larger than will easily fit into a carry aboard suitcase, please advise him/her that you will mail it and get a mailing address.

If taking the speaker on a tour before, during, or after the conference/convention, let him/her know the meeting place, the time, and what to wear as early as possible.

Allow a time for the speaker to meet with you, the VDG, and Zone Chairpersons. This is an LCI requirement for all IDs.

Be sure to meet with the speaker before departure to go over his/her report and sign it.

Please remember, treat any speaker as you would a guest in your home.