

VA Area Coordinator's Report
(for Coordinators, Liaisons and Committee Chairs)

Date of Officers Meeting: March 3, 2024

Area Coordinator: Assembly

Name and Email: Mitch M, assembly@vaalanon.org

Assembly Results:

- **2024 Spring Assembly Registration Updates**
 - Registration letter will be sent after March VAWSC officers meeting.
 - Assembly In-person registration closes 27 March 2024 and virtual registration closes 26 April 2024. Final in-person numbers due to hotel by 3 April 2024
 - Room night occupancy must meet 80% of contract guarantee.
 - Attendees can only register through regfox, cancellations or changes must be made through the Assembly Coordinator and not with the hotel direct
 - Early bird check-in fee is \$50 and member responsibility only.
 - Check in will be 3PM and check out by 11AM
 - If a member is a no-show for the Assembly, the hotel will still charge the full rate for their rooms and meals.
 - Current meal count is estimated at 100 people. Will need final head count by 15 April to ensure all meals are accounted for.
- **REGISTRATION FEE INCLUDES: SATURDAY DINNER, SUNDAY BREAKFAST and GUEST ROOM.**
- Saturday night only - double occupancy \$140
- Saturday night only - single occupancy \$193
- Friday & Saturday - double occupancy \$203
- Friday & Saturday - single occupancy \$310
- Registration ONLY or virtual attendees (No hotel room) \$140
- **Other Assembly Coordinator Updates**
 - Area will cover Alateen registration costs again this Assembly.
 - Hybrid event getting smoother, but still a challenge for Tech Team to setup and get it right each Assembly. Need to begin training next panel on how a hybrid Assembly operates now!
 - Breakroom will remain in Hall B like last Fall, traffic definitely increased due to the close proximity to Hall C & D.
 - Menu choices for food remain the same, why change a good thing that is working. Breakfast menu change will include oatmeal this Assembly vs grits from the Fall Assembly.
 - Encore contract cost locked in, and contract signed for Spring Assembly 2024
 - Will finalize BEO's before registration letter finalized in March

Assembly Coordinator,
Mitch M