

Conference Manual

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I. Overview of the Conference

A conference should reflect a dignified and professional presentation that promotes the value of the person as “created in the image of God”. This is accomplished by the unity and charity that is lived first and foremost by the committee that coordinates the event. Attention to the details of organization and preparation promote an environment conducive to charity and harmony and consequently enhance the mystique necessary for deepening the Regnum Christi vocation.

Regardless of the theme there are goals common to all conventions.

- To promote the integration of each attendee with the vocation to the Regnum Christi Movement through the group participation in conferences, prayer, meditations, social and person to person attention through spiritual or apostolic dialogue.
- To promote the vision of the Movement as a universal effort designed by God to love Christ, serve people and build the church through their directed prayer lives and apostolic projects that reach beyond their local efforts.
- To promote the understanding that each aspect of the Movements methodology is there for them to adopt personally as their God given road to sanctity as approved by our Holy Mother the Church.
- To promote networking of projects, successes and opportunities that face each section.
- To promote the beauty of the Movements prayer commitments as a community within the Church and thus inspire the women to persevere when they return to their sections or teams. In a sense to renew and strengthen their own spiritual life.
- **Open conferences** (non-members attending) – To promote the experience of the mystique and spirituality of the Movement in an attractive and inviting format that informs potential members and offers an experience of Regnum Christi which will move them to consider incorporation.

II. CONFERENCE COORDINATOR

A. Organization of work

There are several areas of work to be completed in the preparation of a conference. Depending on the size of the team or section hosting the conference, there could be different ways of organizing the effort. **The local section director approves the details of the regional convention and the General Director approves the details of the formator convention through the Territorial Director's office.**

One format is to divide up the areas of work amongst the teams, with each team taking the responsibility for one or two areas. A coordination team can assist the coordinator in communication by acting as liaisons to the teams to keep tabs on their progress and struggles, checking in on due dates, etc. For example a section of 10 teams might divide the work into 10 areas of responsibility with 5 ladies serving as communication links to two teams each and relaying information to the conference coordinator.

Non-members can work on conference preparations or as members of the coordination team with sensitivity to those areas that should be handled by members. Consider a recruitment initiative of inviting potential members from your leader list to work on the conference preparation.

The following is a list of areas of responsibility that can be delegated to teams:

1. Facility set-up
2. AV Team
3. Registration
4. Conference Materials
5. Integration Activities
6. Excursion Day (for week long conferences)
7. Sacristan

8. Spiritual Activities
9. Ground Transportation
10. Hospitality
11. Displays

The detail of each of these areas follows in subsequent sections of the manual.

Conference Coordinator

A final area of responsibility is the list of details handled by the conference coordinator. It works well if she is the contact with the conference site to communicate the needs and set-up to the hotel/site staff. She coordinates the needs of the speakers and various apostolates with the directives of the Territorial Directorate and is the liaison between her Section Asst/Group Leader, the conference teams and hotel. It also works well for her to be the contact person for the participants who will have various questions as they make their plans to attend. One “face” to the conference is helpful to the hotel staff, the conference participants and the speakers to assure effectiveness and efficiency. The other members of the coordination team should be kept informed of the plans so they are able to troubleshoot and answer questions as well.

All Members Participate

This organizational structure allows every member of the section to assist in putting on the conference. The stress-free atmosphere during the conference is a fruit of each member of the host section sharing the load of responsibilities. This can also result in a greater unity and cohesiveness in the section as they work through the inevitable obstacles together.

Conference Planning Meetings

One meeting at the beginning of the process with the coordination team (the communication liaisons to the RC teams). Another meeting is helpful if the majority of the coordination team are able to attend the conference as assistants – to review the details of how the conference will play out just before the first day. E-mail communication can augment the meeting structure.

The conference coordinator should promote the conference at the team leader meetings and develop goals for attendance and assistance. Encourage initiatives which will enhance or surpass the status quo. Highlight the close proximity of the conference and help the members to overcome obstacles to attendance. Work through the team leaders and also directly to the members through motivational e-mails. Keep the ideal of the conference goals in front of them not only as planners but as prospective attendees. Remind TL's that all "created" aspects of the conference will need approval through the conference coordinator before production (i.e. printed materials, amenities, etc). Assistant to the conference coordinator

An assistant to the conference coordinator who can work onsite during the conference is a great help. This could be one or more of the conference coordination team or a member who doesn't have the financial means to attend and comes as a day-only attendee.

Post Conference

After the conference a complete and detailed report should be submitted to the conference coordinator covering the process and expenses of the preparation and on-site activities of the team for each area of responsibility.

B. Site selection

The selection of the site is one of the first activities of the conference coordinator. If a Regnum Christi retreat/conference center is not available, a hotel can be reserved. This includes diocesan approvals that are secured through the Territorial Director's office. The conference coordinator will visit the sites to evaluate the locations. Keep in mind the professional quality which is characteristic of Regnum Christi. Jeanne will assist with the contract which will be drawn up by the hotel and signed by the section after approval by the LCA/TD, guaranteeing a certain number of sleeping rooms and meals. All approvals for the site must be obtained before finalizing a contract.

The hotel will assign an Event Manager who will coordinate the specific needs of the conference. They will need the number and type of conference rooms needed, any breakout rooms, number of meeting rooms needed for confession

and spiritual directions, work rooms for LC's and Consecrated or other speakers, specific AV needs. They will work with you on menu planning and registration procedures. Be open with them about what kind of activities you are planning on the schedule – they may have ideas for resources or format enhancements based on their experience in working with conferences at their hotel.

Legionary Needs

- a) Preferred housing for the LC during the conference is an LC community. If none is available they may stay in the same hotel as the conference attendees using single rooms.
- b) They will need transportation to and from the conference site – the use of a car (preferred) or a “chauffeur” each morning and evening. At the end of the day they should arrive at their residence no later than 10:00 pm – allow travel time in the conference schedule.
- c) They will need access to a phone line for their computers.
- d) It's nice to stock the workroom with a computer printer, reference books such as a Bible, and Catechism and notepads and pens. A folder for each priest with the schedule, roster of participants (which includes name, address, phone and e-mail and also apostolate and section name), a welcome letter with logistical details and some background information on the conference attendees as a group, and schedule for spiritual direction and confession times. There should be one copy of the participant's notebook that they can share. The hospitality committee will supply snacks for the priest's workrooms.

Meeting Room Setup

Ideally the site will have three rooms which can be set aside all day: for the general conferences, dining room, and chapel. Additional rooms will be needed for track talks, Gospel reflection team meetings, small meeting rooms for confessions and spiritual directions, and two workrooms for the Legionaries and Consecrated. If it's necessary to use one conference room for both the

talks and Masses, set aside a smaller room for private prayer with the Blessed Sacrament, if possible however, the ideal is that the chapel accommodates the entire attendance and be available all day.

Additional Tables/Displays

Two eight foot tables will be needed for the book sales (CIF and other approved titles). They can be located inside the main conference room.

Several conference tables will be needed for apostolate displays. Every major Regnum Christi apostolate should be displayed (don't forget National Catholic Register/Faith and Family magazine and Vocation Action Circle). Contact the DT office for official list of apostolates and contacts for displays. Ask the presenters of the apostolate presentations to coordinate the display for their apostolate.

Three eight foot tables dedicated to the conference coordination team located in the hallway near the general conference room. Ask the room set-up team to provide a flower arrangement for the table.

They can be used for check-in at registration time and later as the “command center”, with sign-ups for Spiritual directions and confessions and excursions. It is very helpful to have a supply of basic office supplies, CDs and a laptop and printer/copier.

C. Schedule

Creating a regional convention schedule should begin with an analysis of the strengths and weaknesses of the section. Conferences and track talks should support the strengths and address the weaknesses with sound spiritual and practical solutions. This can be done by the section assistant collaborating with the section director. Approval for regional conventions is done by the local section director. The general conference talks should develop the conference theme. The schedule for the formator conference is developed by the LC directing the convention in collaboration with the DT office and final approval is obtained from the General Director. [See Appendix for examples.](#) It is helpful to have the conference schedule set (at least in a rough form) before the promotional flyer is created so that adequate information is presented to the members to discern whether they should attend this conference. The content,

theme, and availability of tracks and speakers will be information that is useful for the brochure.

D. Budget

Items to include in the budget – [see Appendix for examples of regional and formators budgets](#) - cost of the sleeping rooms, meals, notebooks/dividers/printed pages, integration activities, hospitality items, airfare and costs for LC's/Consecrated/and lay speakers, stipends for LC's and Consecrated, AV equipment, flowers and mass supplies. Allow a 10% excess for unexpected expenses when calculating the budget and conference cost per participant.

The conference fee can be structured in two ways. A complete cost fee which includes hotel room and all conference expenses or a conference fee paid before the conference and hotel rooms billed individually to each participant as they check out of the conference. There are pros and cons to both. It may be that the attendance will be higher if the fees are split into two charges because the total cost is not so intimidating when it is presented as the conference fee to be paid before the conference and then a per-night hotel room charge to be paid at the end. Psychologically it feels like less of a financial commitment. The downside of this is that the conference coordinator is not aware of who is booking rooms directly with the hotel and there can be participants that have a hotel room reserved who haven't registered for the conference. It takes close communication with the hotel to keep up with the room reservations. Also, the ladies who don't have roommates need to be matched up at some point so they don't have to pay for a single. The hotels usually require roommates to register together. The conference fee is decided with the Section Asst/GL and with approval from the LCA/TD. The budget and conference fee will need to be set before the promotional flyer is created.

E. Promotion

There are many ways to promote the conference. (See [Appendix for examples](#))
If there is sufficient time a Save the Date flier can be sent out with the dates and location and contact information and any other additional enticing information.

E-fliers are the most-used format. Please limit the size of the E-fliers to 1 MB. They can be sent by the TD to Section Assts and Group Leaders to distribute to their section members and can be printed out for posting and for those who don't have access to a computer.

For open conferences it is helpful to have a printed brochure as well, perhaps a tri-fold format.

The design of the brochure should be professional and include all the necessary details such as the following:

What is the theme? (*determined by the TD for national conferences and by the section director for regional conferences*)

Who should attend?

When is the conference?

Where will it be held?

What is the cost?

How to register?

Transportation – when to schedule flights, driving directions

Can children attend? It is recommended to limit children to nursing infants to limit the distractions not only for the participants but for the speakers also.

Other points for consideration:

Will partial attendance be allowed? (ie. For Formators conferences – only with DT advance approval)

Will there be a day rate for those who prefer to stay off-site?

Are there any scholarships available?

A confirmation letter should be sent a week or two before the conference and can include more specific details that attendees will need to know.

An early bird discount can encourage potential attendees to register early. The early bird discount rate is set at the cost of the convention per participant (plus a cushion) and the regular rate is set higher than the cost per participant. This does not jeopardize the bottom line of the conference if every member paid the early bird fee and if they choose the regular rate the conference will make money for the section. It also serves to gather more registrations ahead of time as well as funds for supplies which need to be purchased for the conference.

Travel Arrangements

Schedule the flights and coordinate travel for the LC's, Consecrated and lay staff 21 days before the start of the conference and send their itineraries. Send a follow-up e-mail 1 week ahead to confirm the plans for transportation including who will pick them up at the airport.

III. SITE ARRANGEMENTS

A. Facility Set-up Team

The general conference room is set with a large head of Christ picture at the front of the room. A round table with a statue of Mary is set to one side of the podium. A flower arrangement or flowering plant(s) are in front of the podium on a low staging unit. A small flower arrangement is placed in front of Mary. Participant chairs in theater style (rows of chairs) is adequate. Participant chairs in schoolroom style (chairs and narrow tables) is ideal. The last two rows of chairs are designated for moms with babies with large laminated signs taped to the backs of the chairs. The Conference Coordinator and her assistant can have reserved seats in the back row also.

The chapel is set up with a large crucifix hanging at the center of the altar. A statue of Mary is on a skirted round table to the left of the altar. An arrangement of flowers is placed in front of the altar and a small arrangement of flowers is placed in front of Mary. A table is located at the back of the

chapel for the offertory gifts. A skirted eight-foot table on low staging is set up for the altar. There should also be a chair for the priest and a podium on the staging. A tabernacle will be needed if the diocese gives permission (through the LCA) to have the Blessed Sacrament present during the conference in the chapel. A local religious goods store may be willing to lend a tabernacle, crucifix and statue of Mary if necessary for use at the conference.

Ask the hotel to set up the chapel chairs in theater style and to allow plenty of room for participants to kneel. There should be a main aisle for the priest to process. It is helpful to have designated seats for the readers (front row, left) and gifts bearers and intoner near the back of the church. Large laminated signs taped to the back of chairs designating these reserved seats. The last row or two of chairs can be designated for moms with babies in the same way.

A sacristy near the chapel is needed for storage of mass vessels and vestments where the priests can vest for Mass. It could be a large closet or storeroom. It is helpful to have a table and a chair for the priest. See the Sacristan Handbook for set-up and materials needed in the sacristy and on the altar.

Obtain confessional screens and kneelers for confessions.

B. AV Team

Determine List of AV Needs:

- 1) General use: general conference, chapel, dining room
 - a. Podium with microphone in each room,
 - b. Screen and video capability in general conference room
 - c. Additional wireless mike in general conference room and chapel
- 2) Speakers/apostolate presentations needs for AV presentations: VCR? DVD player? CD player? Laptop and PowerPoint projector?
- 3) Track talks needs
- 4) Integration activities – videos, skits, etc

Look for sources for laptops and projectors to save costs by bringing them in to hotel.

Have team members trained to operate the various AV equipment and test and prepare for presentations ahead of time.

Have team members assigned to troubleshoot AV issues in each talk/presentation.

IV. REGISTRATION

General items

The conference coordinator can receive the registrations or this can be delegated to someone else. The registrations should be recorded in two places – a list by date of who is registering (date and name and section name and state). The second list is the registration roster in alphabetical order on an Excel spreadsheet with the following information in columns [see Appendix](#). Number of registrant, first name, last name, street, city, state, zip code, section name, phone, E-mail, amount paid, roommate, baby? apostolate, transportation, flying, 1st conference, flight info, comments.

It is most helpful to ask for the specific apostolate title after the check-off of possible apostolates. This can be used for planning the Gospel reflection teams or dinner table assignments or gathering space for the “integration coordinators” from AFIRE to meet together for a chat.

If your section has ability to accept credit cards include that on your registration form. If not, you can work with an online service such as PayPal to receive credit card payments. There is a small fee for this service which can be built into the total budget.

Registration Lists

The Section Assistant/Group Leader of the host section should contact Section Assistants and Section Directors to gather names of potential incorporations to the Second Degree and promotions as well as incorporations to First Degree. Second degree incorporations require approval by the DT. [See appendix](#).

Check-in

A gracious touch of hospitality is to delegate a few greeters to stand in the entrance to the hotel and welcome the participants. They can explain the check-in locations and procedures and assist with luggage and babies. The conference registration table should be organized alphabetically by last name. Staffers can check in the name on the list, and hand out the nametag and notebook. A separate person can take care of checking payments needed. The hotel can check in the ladies to their rooms and distribute room keys at their front desk.

Nametags

Nametags are printed with the name in bold type and letters large enough to be read across a dinner table. Below each name list the section name and their state. Clip-on or corded (around the neck) nametags are ideal. Pin-on nametags are acceptable. In order to mix the attendees a list of table rotations can be listed on the back of the nametag, i.e. Sunday-table 8, Monday- table 3, etc.

Signify special roles by a colored ribbon or color paper on the nametags. This can include members of the Coordination committee, sacristans, and ladies who are assisting with confessions or spiritual directions, greeters and registration staff.

C. Conference Materials Team

The notebook consists of a cover, usually in color, printed pages, dividers, and the notebooks themselves. For a weekend conference a 1” binder is good, for a week-long conference a 1 – ½ inch binder might be considered.

The printed pages include the schedule, workshop questions and assignments, handouts from speakers and track talks, note pages, map of hotel floor plan, guide to confession and spiritual direction.

Plan on collating the notebooks a few days before the conference begins.

Do not print the schedule until that last day if possible to avoid reprinting costs.

The conference materials team is also responsible for production of the missal/prayer book which includes prayers, mass readings and hymns.

V. CONFERENCE ACTIVITIES

A variety of activities create an atmosphere for the full conference experience. Each activity has a purpose and a reason.

A. Integration activities

The integration activities serve to provide a break in the schedule and provide a look at an aspect of the history or the mystique of what is Regnum Christi or provide some human formation. They offer a change of pace and subject and can use humor to present the points, as in the use of skits by the participants.

The important points to remember are to work within the methodology, always in charity and good taste, presenting things in a positive way. If participants can work together in teams to create performances of skits or rewriting songs with RC lingo, or if they can compete as teams in a test of knowledge of RC trivia or conference topics, the two-fold goal of integrating the members with each other and their vocation.

Ideas for integration activities are the following:

- 1) Videos of the saints lives
- 2) A takeoff on the TV show “Whose Line is it anyway?” called “Whose Vocation is it anyway?” Gospel Reflection Teams prepare skits where participants try to portray virtues with well-known characters – especially famous Movement characters. The audience shouts out the characters and virtues they portray. Also, a team writes and performs song lyrics

written to karaoke tapes that reflect something learned in the conference or the theme of the day (ie “zeal for souls”)

- 3) A takeoff on the game show “Who wants to be a Millionaire”? Different levels of questions to reach the million dollar question all presented on PowerPoint and correct quantity of \$100,000 candy bars make up the prize
- 4) A takeoff on Jeopardy combined with the game Cranium on categories such as History of RC, ideas from talks in the conference, etc. played by teams. At different levels or categories the type of answer requires changes from drawing your answer to acting out or impersonating or a multiple choice or spelling question.
- 5) A wine tasting featuring a talk by a wine expert

The activities need to be well-planned and prepared. The Integration team organizing the activities provides or designates an MC for the activity and provides all supplies needed. Proposals of activities need to be presented in a complete outline for approval through the section director.

B. EXCURSION DAY ACTIVITIES

Week long conferences usually have a break in the middle called Excursion Day.

Keeping in mind the various interests of the attendees and trying to offer a range of costs, four to five different opportunities could be offered depending on the size of the conference. Consider the unique points of interest in your town. Some areas to consider are:

Historical tours with lunch

Shopping – unique areas to shop for a gift to bring back to the family?

Arts such as the theater, concerts, art museum.

Nature – an arboretum, beautiful park, opportunity to hike or rent a bike or paddleboat, etc. with a picnic.

Informational tours – factory tour to learn how _____ are made

The excursions could be different time frames – some all day 10 am – 4 pm and some for a few hours getaway.

This day begins with meditation, mass and breakfast and concludes with all returning and dinner and mystique talk and night prayers. Also, consider having this on Thursday so the participants can return to their dinner, Holy Hour and night prayers.

One or two RC animators are needed for each activity and possibly drivers for small groups, otherwise a bus is reserved. The cost of the activity is paid by those participating. Sign-ups can take place on the first day of the conference.

Lunch is not usually scheduled at the hotel on the excursion day, participants eat lunch on their outings or on their own. Don't forget to reserve meals for the LC's and Consecrated at the hotel.

C. Gospel Reflection Teams

For the week long convention, the participants are divided into gospel reflection teams. Each day the groups meet for a gospel reflection and a roundtable or workshop discussion of a particular topic – the theme of the day, an area of AFIRE, etc.

D. Track Talks

Some conferences will have separate tracks for specialized presentations. The conference coordination team makes sure that there is adequate signage for participants to find the breakout rooms easily. Hostesses could stand at strategic locations in the halls to help direct to locations.

Each breakout room should have a hostess who will ensure that things go smoothly, troubleshoots AV needs, and keeps the talks on schedule.

For all conference talks and activities care should be taken to stay on time. Let each speaker know that in each room a timekeeper will be sitting in the back and will hold up a 5 minute warning sign and a 0 minute sign to signify the time is up. It may be that the Holy Spirit is at work and the speaker could go over a few minutes if necessary, it's best not to be too strict about the ending time. However if the schedule is off by more than 5 minutes the coordinator will need to announce where the time will be taken from so as to get back on schedule for the day.

VI. SPIRITUAL

One of the focal points of the conference will be the spiritual life of the participants. The opportunity to participate in the RC prayer life in community is a powerful experience for the members and offers for non-members a beautiful glimpse of the Regnum Christi spirituality.

Great care and attention to detail is important in how these acts of piety are lived in the convention. It can help to form the ladies in the host section in advance of the convention on the guidelines of the Movement as to how the Mass is celebrated, the rosary is prayed, etc. They can then serve as animators for the rest of the attendees to lead by example.

At the formators conference in particular the standard should be set for how all sections should participate in the Acts of Piety as a section.

A. Sacristan Team

The sacristan team should use the Sacristan Manual to set up the Mass and Adoration/Benedictions. All members who will work as sacristans during the conference should be well trained and perhaps get some experience at the section's EOR's or MRW's before the conference. The Prayers of the Faithful and Commentaries (or monitions) – which are used on Sundays, Feast Days and at Incorporation Masses, are written by members of the team and submitted for approval by the Section director. This is also an opportunity to form other on how to be a sacristan for future activities.

A grid of positions of assistance needed for the Spiritual Activities can be set out on the first day of the conference for participant's sign-up ([See appendix](#)) or in the case of RC-only conventions they can be pre-assigned and listed in the notebooks.

B. Spiritual Activities

The spiritual activities team coordinates the spiritual directions, confessions, Rosary, Stations of the Cross and incorporations. They create signs to identify the meeting rooms of the priests and Consecrated for spiritual directions/confessions and create the sign-up sheets for same.

Pulling ladies for spiritual activities should be done as unobtrusively as possible.

It's important that there is someone "on deck" for the confessor so they aren't kept waiting. For Spiritual Directions it works well to assign specific times on a 20-30 minute rotation depending on the number of spiritual directors and attendees. A white board can be used to list the last name of the participants "on deck" at the front of the room and a few chairs can be set aside at the back of the room for those who are waiting for the next to be "on deck."

Make a point to let the attendees know that they need to keep an eye on the time while in spiritual direction because they will not be told their time is up. Out of respect to the other ladies who are waiting for direction they need to keep things moving in a timely manner.

It's helpful to have an assistant working with each of the LC's and Consecrated to keep their schedule moving along well with no waiting for the next directee to come. The assistant's name can be listed on the SD sign-up sheet so she can answer questions about the schedule.

VII. On-site Environment

A. Ground Transportation

To set the tone of gracious hospitality from the first moment, it helps to coordinate rides to pick up participants up at the airport. List on the conference brochure a window of arrival times during which rides will be provided.

Set up a carpool of women for participants arriving at similar times. Try not to keep anyone waiting longer than 45 minutes to an hour after arrival. Have coordinators inside the airport with clipboards of all arrivals and driver assignments to meet the passengers. Send them out to the drivers at the passenger pickup area.

Send pick-up information to the participants during the week before arrival to confirm their ride and to let them know how to meet their driver.

B. Hospitality

The hospitality team offers the little niceties to the members and speakers that add a welcoming touch to the spirit of the conference. These consist of details for the Legionary and Consecrated work rooms, amenities for the participants, gifts for the hotel staff, and providing a basket of necessities which may be needed such as toiletries and medicines for the participants.

A basket of treats, healthy snacks, and beverages which is replenished throughout the conference should be set up in the workrooms for those who are speaking. A welcome folder prepared by the coordinator for each speaker is described in section II B. Office supplies not provided by the conference site are also nice to have available. Writing pads, pens, a computer printer (remember paper and extra ink) are examples of possible needs.

Something to welcome the participants when they arrive in their rooms is a wonderful detail of charity. A bottle of water, a personal note, a flower, candy, bookmark are all examples of a little something that can be waiting for the attendees. Most hotels will allow the placement of these amenities in the rooms before arrivals.

An example of what can be done: one conference provided a little gift for each attendee, every day of a seven day conference, for a total of only \$2.16 per person. This included two bottles of water (one with gift tag with scripture quote about water on it), a personal note from a section member offering prayers for the attendee, chocolates wrapped in tulle, a ribbon and charm bookmark on a printed card, issue of Magnificat, Imitation of Christ book – this was paid for by a credit the section had with publisher so no charge to conference. A little creativity can go a long way in coming up with ideas for niceties for the participants. They are very much appreciated, especially in a week-long conference.

Hospitality also provides prayer cards that are blank on the back for the last dinner. They are placed at each table and the ladies take one and write their name on the back and then exchange them. The custom is that we pray for each other until the next conference.

Provide a basket of toiletries that may have been forgotten such as toothpaste, toothbrushes, feminine items, shampoo and soap if the site doesn't provide it, medicines such as Tylenol, antihistamine, decongestant, cough drops, antacid, and Pepto Bismal, bandaids, etc. placed in an accessible location for all.

A gift and thank you note for the event manager at the conference site, and possibly other key personnel, should be ready before the start of the conference. The coordinator can present this to them on behalf of the conference.

C. Displays

Every major apostolate of Regnum Christi should have a display. The presenters of the apostolate presentations can be asked to coordinate the display of their apostolate.

VIII Follow-up

At the end of the conference each Legionary priest and Consecrated should receive their stipend and a thank you note for their participation in the conference.

Present the thank you gift to the hotel event manager if not done so already. Personally thank significant staff members for their assistance in the event.

Within two weeks of the conference each team should submit a detailed report of their work, including expenses, to the coordinator. Reports should include what worked and what didn't, as well as suggestions for future conferences.

For the formator convention a brief summary of the convention should be compiled and submitted to the Territorial Director. This details to include are highlights, obstacles, number of second degree incorporations, etc.

Each team leader should see that thank you notes are sent out within two weeks to those who may have donated or discounted items for the conference or other significant contributors to the conference planning effort.

Appendix A

CONFERENCE GUIDE AND CALENDAR

1 year ahead

Responsibility	Who	Comments
Obtain faculties and approval for this function within from the local diocese office.	LC Territorial Secretary	Local coordinator to complete attached document and have the LC director submit it to the Territorial Director.

Select a site	Conference Coordinator	
Write to General Director or Territorial Director to invite them to attend	Coordinator	The letter is forwarded to GD or TD by the conference director
Seek the DT approval for inviting the local bishop and have the local LC extend the invitation formally by letter or visit.	Conference Director	
Organize conference committee	Conference Director	This could be done as late as 4-6 months before the conference. Copy all relevant material from conference manual for each committee/team
Convention theme	Regional Convention theme is determined by local section director. Formator Convention theme is determined by the Territorial Director.	The theme will reflect current issues facing the Church and society.
“Save the date” flyer is distributed to local leaders for regional convention and to the section leaders across the territory for the formator convention.	Coordinator	Use brief details for this flyer and be careful not to load the size up with graphics. The general rule is nothing should be sent via email greater than 1 MB.

6 months ahead

Responsibility	Who	Comments
Schedule is proposed and approved	Regional convention is done by the local section director and national by the TD	The Territorial Director gives approval of the final draft of the formator convention schedule.
Propose budget for the conference (Appendix)	Coordinator or Economy	Set registration fee amount, method of hotel room payments (to section or to hotel) and an early bird discount – if applicable.
Create promotional flyers (Appendix)	Coordinator or Registration team	Depending on type of conference both e-fliers and printed brochures may be needed
Planning meeting with hotel / conference center to determine space assignments	Coordinator &/or facility set-up	Large group space, breakout rooms, work space for speakers and meeting rooms for confessions and SD, display areas.
Meet with section team leaders to motivate their participation and promotion of attendance by the section.	Coordinator	Set the bar of expectations high – both for attendance at the conference and for the quality of the final product.

3 months ahead

Responsibility	Who	Comments
Identify speakers, assign talks and meditations, determine integration activities, workshop formats, etc	For regional, local section director. For fomator convention, this is done by the director of the convention in collaboration with the DT office.	
Identify AV needs of speakers and programs	Coordinator	Pass this information to AV team
Check on availability of RCMH for convention	Conference materials team	
Prepare missal and notebook pages for approval and printing	Conference Materials Team	The cover design should also be sent for approval.

2 months ahead

Responsibilities	Who	Comments
Order books and tapes for sale at conference	Displays Team	Have books approved by Sec Dir. No other fundraising merchandise from other groups may be sold without approval.
Ask apostolates for displays – get count of tables needed	Displays team	Don't forget LC and Consecrated displays. Check with the DT office for a list of apostolates to be sure all are include.

1 month ahead

Responsibilities	Who	Comments
Ask SA's and Sec Dir's to send lists of possible incorporations and levels of 2G. Complete 2G report.	Conference Director	All 2G incorporations are to be approved by the Territorial Director.
Order incorporation and 2G materials as needed	Spiritual Activities Team	RC Online Store
Have conference teams report on their progress with an update about their plans	Coordinator (and liaisons if applicable.)/Team leaders	Remind them that all "created" - printed or scripted or designed - pieces need approval through coordinator. Ask for expense estimates.
Reminder or teaser notices sent out to potential participants	Coordinator	Keep motivating attendance with periodic promotions.
Make flight reservations for LC's, Consecrated, and lay members working at the convention	Conference Director	
Prepare amenities for participants	Hospitality Team	Welcome notes, surprises in their room or at their dinner table, prayer cards to exchange on last night, etc.

2 weeks ahead

Responsibilities	Who	Comments
Create list of responsibilities at conference – assign them to participants or create sign-up grid	Coordinator with Team leaders/liaisons	Readers, gift bearers, rosary leaders, meal prayers and bell ringer, etc. Each team can provide a list of needs they have for responsibilities.
Assign team leaders for Gospel reflection/Workshop groups	Conference Director	Section Director approves
Gather supplies needed for integration activities	Integration Team	Props, videos, snacks, prizes, etc.
Propose lists of track participants	Conference Coord.	Section directors approve

1 week ahead

Responsibilities	Who	Comments
Print nametags, missal, signs, confession/SD list, Notebook pages	Convention Materials committee	For notebooks, consider spiral agenda sized notebooks (Kinko's or Staples) There may be changes before this time – so best not to print earlier.
Meet with team leaders to review plans for conference	Coordinator	

At the convention

Responsibilities	Who	Comments
COMMUNICATION		
Meet with team leaders to review plans for conference	Coordinator	Confirm all details are covered. Motivate the theme and the essential elements of integration that should be present at the convention.
Maintain an information desk	Coordinator and/or asst	Sign up sheets, handouts, a “command central” , copier-printer and computer , perhaps a white board for announcements
Introductory/logistics talk	Coordinator or designated conference MC	Include: Bathroom location Dining instructions Location of information desk, Encourage participation in all activities, review RC methodology and spirit
Announcements once a day	Coordinator or designated MC	Announcements after the talks. All announcements should be coordinated through the conference coord. to avoid missed information or sporadic announcements by several people. All announcements should be documented for review at the information desk.
HOSPITALITY/REGISTRATION		
Greeters	Registration Team	Welcome and direct ladies to the registration table or hotel front desk
Ground Transportation	Ground Transportation Team	Welcome participants at airport and direct them to waiting transportation to conference site
Registration	Registration Team	Check in and receive payment due, hand out notebook/missal and nametag
Hospitality	Hospitality Team	Amenities waiting in the participants rooms and other treats at their dinner place on

		subsequent days
SPIRITUAL ACTIVITIES		
Spiritual Directions and Confessions	Spiritual Activities Team, LC's, Consecrated, Spiritual Guides.	SD Sign ups by times on a 30 minute rotation depending on # of people Make sure the "on deck" person is ready to go in to avoid wasting time of directors/confessors. It can be helpful to have one person work with each LC/Consecrated/SG to coordinate their schedule.
Gospel Reflection Teams	GR Leaders, Coordinator of GR groups	Have orientation for GR leaders at beginning of conference
Incorporations	Spiritual Activities Team, Section Asst/GL	Through the week, rehearsal before incorporations, print and sign certificates of incorporation. Report to be filed to the DT office with the local Section Director approval of the candidate.

Conclusion of the convention

Responsibilities	Who	Comments
Review housekeeping/check-out details	Coordinator/MC	
Last dinner: pass out holy cards to exchange and pray for each other	Hospitality Team	Participants write their name on the back and exchange with someone else at their table – pray for them until the next conference
Post transportation times for rides to the airport	Ground Transportation Team	Organize carpools to the airport based on departure times
Conference Teams complete post-conference report with details of recommendations for future conferences and expense report	All Conference Teams	Details of sources, costs, and what worked and what didn't work

