

GMEA In Service Conference 2012 GENERAL POLICIES

- **Financial policies:**
 - Each division is allotted a budget of \$1,000. These funds are to pay for the following:
 - Honorarium and expenses for out-of-state clinicians as follows:
 - The amount of honorarium to be paid is to be negotiated between the division chair and the clinician (or the company for which the clinician works). In many cases, if a music industry source provides the clinician, they will be willing to provide all or some of the honorarium, and in many cases, their expenses as well.
 - Each clinician will receive a complimentary registration badge and packet for the conference. These should be picked up by division chairs at the registration desk before the beginning of the conference and distributed to the clinicians.
 - Meals will be reimbursed to clinicians @ \$50 per day without receipts as stipulated on the contract.
 - GMEA will provide a round-trip coach airline ticket, or \$.40 per mile if this amount is less than the cost of a ticket. GMEA will purchase the airline ticket according to the time requests of the clinician.
 - Each clinician must be issued a contract by the GMEA office based on information provided by Division Chairs.
 - GMEA will provide a sleeping room for clinicians at a property of our choosing. Each division is allotted four sleeping room nights for a clinician or clinicians. This may be divided up among clinicians as the division chair sees fit. We will pay room and tax (and parking if applicable) only. Incidentals (laundry, in-room movies, room service, etc.) are the responsibility of the clinician and must be paid at checkout.
 - No clinician will be paid or reimbursed without a signed contract.
 - The \$1,000 may not be used for the following:
 - refreshments
 - meal functions
 - entertainment
 - equipment rentals. Audio-visual items and piano rentals are paid for from other funds. Requests for these items must be made through the GMEA office in advance and those responsible for sessions are not to make arrangements for these items themselves.

- GMEA does not pay honorarium or expenses for in-state clinicians who are members of the music education community. All in-state clinicians who are members of the music education community are expected to hold current membership in GMEA **and to register for the conference.**
- Executive Committee members and Division Chairs are reimbursed for expenses as follows:
 - Your registration for the conference is complimentary.
 - Your travel expenses will be reimbursed @ \$.40 per mile round trip.
 - You will be provided a sleeping room at a property chosen by the GMEA office. We will pay room and tax (and parking where applicable) only. Incidentals (laundry, in-room movies, room service, etc.) are your responsibility and must be paid at checkout.
 - You will be reimbursed for meals @ the rate of \$50 per day, prorated for partial days at \$7.50 for breakfast, \$15.00 for lunch, and \$27.50 for dinner without receipts. No one may receive meal reimbursement for anyone other than themselves. Do not take clinicians out for a meal and pay for it yourself and ask to be reimbursed.
 - You will be reimbursed for minor expenses such as telephone calls and postage with receipts. If you have major printing or mailing needs, please submit them to the GMEA office. We have the staff and printing equipment to handle these for you.
- **Scheduling policies:**
 - No division may schedule more than two division sessions to run simultaneously.
 - No other division sessions may be scheduled at the same time as a concert session within that division.
 - Divisions may schedule joint sessions and the session will count as one of the two allowed for each of those divisions for that time slot..
 - Nothing may be scheduled at the same time as a general session.
- **Policies concerning performing groups:**
 - All conductors of performing groups are expected to hold current membership in GMEA. Memberships will be checked by the GMEA office.
 - **All conductors of performing groups are required to register for the convention if they or any of their students or chaperones will be attending any other conference functions.** If they are just coming to perform and not attending any other conference functions they will not be required to register. There are no exceptions to this policy. Conductors should be made aware of this before they accept the invitation to perform.
 - It is essential that performances run on schedule. It is the responsibility of the division chairs to see that no performance runs past its allotted time, even if this means stopping a concert in progress. A good first step toward this is to require all performing groups to submit a timed program, including time for announcements and presentations. If conductors of performing groups wish to

provide an announcer for their program it is essential that they understand that any time given to announcements is included as part of their allotted time. We suggest strongly discouraging this practice.

- Performing groups in the Ballroom of the Trade Center will have the hour immediately preceding their performance to warm up on stage. The doors will be closed during these times. Audiences will be admitted fifteen minutes prior to the scheduled performance time. Performing groups in the Oglethorpe Theater cannot be guaranteed warm up time due to the tight schedule. We will try to schedule them immediately at the beginning of the day and after the lunch break to accommodate them where possible. There is no staging area available for the Oglethorpe Theater. Performing groups in the Johnny Mercer Theater of the Civic Center will be assigned a warm up time based on the schedule. All groups using percussion equipment must provide their own. None will be provided by GMEA.
- Each performing group will receive a plaque as they did last year. These will be provided through the GMEA office. This does not apply to clinicians and lobby performing groups, who will receive a certificate.

Clinicians from Georgia

- Clinicians from the state of Georgia who are members of the music education community are required to be GMEA members. We do not reimburse these clinicians for any expenses and they are expected to register for the conference.
- **Communication:**
 - Please carbon the GMEA office on all conference related communication so that we always know what is going on.
 - It is essential that all forms be submitted on time. Please give those on whom you must depend for these forms an earlier deadline than the one you must observe and follow through if you do not receive these on time.
 - The deadline for material for the GMN convention issue (fall) is **September 20**. It is essential that it not be missed.
 - Letters should be sent to all applicants for performance or clinic presentations immediately following the planning meetings notifying them that they have been accepted or rejected. **DO NOT PUT THIS OFF!** Have them respond to you if they are invited to present stating that they accept the invitation and understand the conditions of their acceptance. There is a form included in your planning notebook for this purpose. These forms are due back to you no later than July 15. Please use the forms provided for submitting information. Do not substitute one of our own making or give us a computer printout. This almost invariably leads to problems.
 - Please communicate with other conference committee members on all matters that might impact on their schedules. Please answer all communications promptly.
- **Audio/visual, piano, and equipment policies**

- Audio/visual equipment is one of the most expensive items in the conference budget (\$25,000 last year). It is also one of the most essential items in insuring effective presentations. Computer a/v is the most expensive of all (a computer data projector rents for \$300 per day). All a/v rentals are for a 24 hour period. If an expensive a/v item is essential for the success of a session, we should consider ways to get the maximum use from it. This might mean renting one such item and having several sessions come to the place where the equipment is housed rather than rent more than one of these items.
- Clinicians whose sessions utilize laptop computers and/or data projectors may be asked to provide their own equipment.
- Clinicians are free to supply their own a/v or other presentation items, but must understand that GMEA cannot be responsible for their safety.
- When a clinician requests an expensive or hard to acquire item, it is important to remember that they work for us, not the other way around. We do not have to provide exotic items just because they request them. These issues should be resolved far in advance in order to avoid misunderstandings and unsuccessful sessions.
- **Performing groups are required to bring their own percussion equipment and GMEA cannot be responsible for its safety.**

Adherence to these policies will help insure another successful conference for GMEA. The conference needs to generate about \$50,000 beyond what we spend on it. It is important that we do everything possible to keep expenses down without harming the quality of the conference. Our conference is one of the most highly respected meetings among MENC member states among exhibitors, clinicians, and state and national leaders. Last year we registered 1,400 teacher members out of a total teacher membership of 2,700. This percentage of attendance is almost unheard of among other associations. We need to do everything in our power to maintain this important tradition.