**Round table guidelines for OAIBWS**

**Phase 1**

**Proposal / Approval / Planning:**

* Gage interest of topics among member schools.
* What are the estimated costs for the RT (presenter honorarium, travel costs, try to keep estimated food costs around $10 a person)
* How many participants are required to break even?
* Check availability of proposed host site, reserve space, and assess any user fees.
* Does the date allow for enough time to market and plan for a successful RT? *Make every attempt to provide at least 30 days for schools to register after the event has been posted to SmartEvents and the Listserv.*
* RT receives approval from treasurer and two other officers to move forward.

**Phase 2**

**Market:**

* Bio, date, time, address, and RT description provided to VP of Organization
* Presenter completes a W-9 for organization / fills out contract to list itemized expenses required of 501(c)3
* listserv contacted *and* information posted to website about RT
* RT created on SmartEvents /mention in description that cancellations less than 48 hours before the event cannot be refunded – full payment due

**Phase 3**

**See Through:**

* Host will email presenter to inquire about needs/handouts and what supplies attendees should bring to RT.
* Host with the help of VP of Organization will email attendees to remind them of the event and notify them of what supplies/resources to bring.
* VP of Organization will communicate registration number to host school 72 hours before event for catering purposes?
* VP of Organization will email sign-in sheet to host school along with a certificate of completion template.
* Host will send itemized receipts to treasurer for lunch and other related costs for reimbursement. Host will be reimbursed ASAP.
* If all necessary paperwork has been supplied, treasurer will reimburse presenter within three weeks.