

American Killifish Association

GUIDELINES FOR HOSTING THE NATIONAL CONVENTION



Revision by Board of Trustees Subcommittee

March, 2011

Table of Contents

	Page
Introduction	2
Responsibilities of the AKA	3
Responsibilities of the Host Group	6
Host Group Organizational Structure.....	9
Selecting a Convention Venue.....	11
Convention Schedule	15
Advertising and Publicity	17
Convention Show Booklet.....	20
Convention Show Classes and Awards.....	22
Speaker Presentations and Workshops	25
Convention Sales and Vendors	29
Convention Fish Show.....	31
Convention Auction	34
Post-Convention Reporting	37
Appendices.....	40
I: Example convention accounting report format	40
II: Memorandum of agreement between host group and AKA	42
III: Prohibited killifish species	43
IV: Example convention events schedule	44
V: Example attendee registration form	45
VI: Example fish show registration form	47
VII: Example fish sale registration form	48
VIII: Example convention speaker agreements	49

Introduction

This document lays out the responsibilities of groups bidding for the national convention of the American Killifish Association (AKA) as well as providing guidance for the planning and execution of such an event. It also provides a statement of the responsibilities of the AKA, as represented by the Board of Trustees (BOT), to the selected convention hosting group.

Hosting a national convention requires diligent effort but, if properly planned and executed, can be an enjoyable and rewarding experience, that can also be a profitable endeavor for both the host group and the AKA.

The principal goals of an AKA national convention are to promote the killifish hobby, to disseminate information about killifish, and to provide an opportunity for the development of fellowship through social interaction. An allied goal is to generate funds for the operation of the AKA. Collectively, these goals will play an important part in helping to promote the overall aims of the AKA as stated in the organization by-laws ("to promulgate, further and advance the propagation, study and conservation of killifish....and to promote fellowship among it's members"). To these ends, a typical convention will include:

- Lectures, workshops, group discussions, displays, etc.
- Killifish show.
- Auction of killifish and related items.
- Literature sales and distribution.
- Fish and egg sales and raffles.
- Various social events and gathering areas for informal discussion.

Responsibilities of the AKA

The primary responsibility of the AKA (as represented by the BOT) is to select a bid to host the national convention that best demonstrates the ability of the host organization to achieve the goals listed in the preceding section and which would be of greatest benefit to the AKA membership.

Host Group Selection Process

The BOT chairperson will place a notice in the Business Newsletter (BNL) inviting bids to host the convention at least two years in advance. Potential host groups should submit a letter of intent to the chairperson of the BOT, with a copy to the chairperson of the Convention Assistance Committee (CAC). The prospective group(s) will be able to download a copy of these guidelines from the AKA website, or can request a copy from the CAC chairperson. The latter will also offer any assistance necessary for the group(s) to proceed with a formal bid.

Formal bids will be received from the prospective host group(s) by the chairperson of the BOT (with a copy to the CAC chairperson), who will distribute copies to other members of the BOT for review, at least two years in advance of the proposed convention. In practice, the formal bid will also usually be augmented by a verbal presentation made at the BOT business meeting held at a convention at least two years prior to the proposed convention for which the bid is being made. The BOT should endeavor to make a selection during that same business meeting and make an announcement regarding the successful bid during the same convention weekend.

Cash Advance

The AKA will provide, on application by the host group, a cash advance of up to \$4000 to help cover "up front" expenses incurred in preparing for the convention. The provision of this advance will be subject to majority approval by the BOT. It should be clearly understood by both parties that this is intended to be an advance (i.e. a loan) that will be repaid by the convention hosting group within 90 days following the convention. It is further understood that repayment of this advance will be made from the host club convention account and no portion of the loan repayment will come from the AKA's 85% share of the net auction revenue. Net auction revenue is defined as total revenues from the convention auction minus expenses directly associated with the fish show, the judging process, the auction, and the acquisition of any new and rare fish sold in the auction (see also: "Revenue" in the "Responsibilities of the Host Group" section of these guidelines; and, Appendix I for examples of items that can be regarded as expenses to be deducted from the gross auction revenue in order to determine the net auction revenue).

There should be a written contract or memorandum of agreement between the host group and the AKA in which these terms of repayment are clearly stated and understood by both parties. Such a written agreement should be in place before the advance funds are provided. Appendix II provides an example of such an agreement.

The cash advance would normally be provided a few months prior to the event and is intended to enable the host club to cover certain advance costs that might be incurred. For example: Deposits required when entering into a contract

with the hotel; purchase of show aquariums; costs associated with travel arrangements for speakers; promotion of the event.

Trophies

The AKA will provide a grant of \$1,700 to the host club as a contribution toward the cost of trophies for the recognized AKA Judging Classes and certain AKA-sponsored awards (see section "Convention Show Classes and Awards"). The specific type of the awards shall be the choice of the host group and it is understood that any costs associated with the acquisition or production of the trophies in excess of the \$1700 grant will be borne by the host group.

Financial Recompense to Host Group

In the event that the host group should experience a financial loss, due to unforeseen or extenuating circumstances and as a direct consequence of hosting the convention, the AKA will consider off-setting all or part of such losses. However, it is emphasized that the AKA is not under an obligation to do so. For the AKA to consider such recompense, the host club would have to submit a formal request to the BOT within 90 days following the convention. Such a formal request must be accompanied by a detailed financial accounting for the convention and an explanation of the circumstances that led to the financial loss. Any component of financial loss due to the cost of trophies in excess of the amount of the trophy grant provided by the AKA should not be included in any request for recompense by the host club.

New and Rare Species Acquisition

Convention host groups are strongly encouraged to acquire a wide selection of new and rare killifish for inclusion in the auction.

One potential source of new and rare fish is the AKA New & Rare Species Committee (N&RSC), assuming that function is active at the time (operation of the N&RSC has been sporadic in recent years). Killifish, if available from this source, will be provided under the following conditions:

The fish will be provided by the same procedure, financial and otherwise, by which the N&RSC obtains and offers fish to the members, except that in this instance, the AKA will, effectively, purchase the fish from the N&RSC for sale in the auction. In May all, or most, of the new and rare obtained by the committee will be sent to the convention for auction. The host club will not be involved, other than to receive, unpack, house and display the N&RSC fish, assign them item numbers, prepare them for auction and include them in the auction. All resultant proceeds go to the AKA.

In recent years, some convention hosts have acquired new and rare fish independently, rather than through the N&RSC. It is suggested that fish acquired in that way be sold in the auction and the proceeds, after deduction of the expenses involved in acquiring them, be subject to the usual split between the host club and the AKA. The host club may choose to use some of these fish, or to dispose of them in other ways (e.g. as raffle prizes or special awards), and in such cases the proceeds derived would belong to the host club and not be subject to the auction split. However, host groups are discouraged from disposing of new and rare fish through the fish sale because doing so would likely detract from sales of other fish in the sale, including those submitted by hobbyist vendors. Furthermore, by placing them in the auction instead they would be more generally available to a wider group of potential buyers with consequent higher prices.

The AKA may, following formal application to the BOT, provide a cash advance to the host group specifically for the purposes of acquiring new and rare fish. Fish acquired in that way must be sold in the auction and the proceeds, **after** repayment to the AKA of the cash advance, will be subject to the usual split between the host club and the AKA.

When acquiring new and rare fish from overseas sources, host clubs should consider using foreign speakers as potential "agents" in both the acquisition process and for transporting the fish to North America as part of their personal baggage. It is emphasized, however, that such importation arrangements should be carried out with all the necessary permits and inspection arrangements made in advance with US Fish and Wildlife Services.

Advertising

The AKA will provide the necessary space in the monthly BNL and on the AKA website for promotion of the convention, the provision of relevant information to assure maximum participation by AKA members, and forms for registration of attendees as well as for fish show and fish sale entry.

Judging Recompense

The AKA will offer recompense to certain individuals participating in the show judging, as follows:

- The convention registration fee will be covered for the head judge.
- Any judge may request a DVD copy of any speaker presentation missed as a result of judging duties (assuming that such DVDs were produced).

Equipment and Software Provided by the AKA

- KillieTrax Software – A Microsoft Access program for all aspects of the convention has been developed as the "official" convention software. It is strongly recommended that host groups use this software. It is available from the chairperson of the Internet Committee.
- Laptop computer with Microsoft PowerPoint for Windows XP – Although, somewhat outdated, this computer may serve as a back-up and is available through the chairperson of the CAC.

Responsibilities of the Host Group

The overriding responsibility of the host club is to plan and execute a convention that realizes the major goals as listed in the Introduction. In order to do that, the host group must make all the necessary arrangements associated with staging the event, provide the necessary personnel, adequately promote the event, and make every effort to ensure its success.

Prospective convention-hosting groups should submit a notice of intent to the chairperson of the BOT, with a copy to the chairperson of the CAC. The prospective group will be able to download a copy of these guidelines from the AKA website, or can request a copy from the CAC chairperson. The latter will also offer any assistance necessary for the group to proceed with a formal bid. The notice of intent would, typically, be in response to the BOT chairperson's invitation for bids, made at least two years in advance of a proposed convention.

Each prospective host group must prepare a formal bid to host a convention, to be submitted to the chairperson of the BOT, with a copy to the chairperson of the CAC, no later than the end of April, at least two years in advance of the proposed convention date. Copies of the formal bid will be forwarded by the BOT chairperson to all current BOT members for review.

Formal Bid

So far as possible, the following must be included in the formal convention bid:

- Details demonstrating that the proposed host group will be well organized and have a sufficient number of persons available to perform all the necessary tasks associated with staging a convention.
- An undertaking to provide the necessary funding required to cover all expenses associated with the convention (other than the trophy grant provided by the AKA).
- State a willingness to enter into a written agreement with the AKA as regards the schedule for financial reporting and proper repayment of any cash advances provided by the AKA (as described in the previous section and below).
- Anticipated type(s) of accommodation and rates.
- Anticipated meals to be arranged (e.g. banquet and brunch) and cost thereof.
- Estimated banquet capacity.
- Estimated show rooms and available space.
- Policy for providing expenses for speakers.
- Availability of lecture rooms and meeting rooms.
- Dates of the convention - Memorial Day weekend has become traditional, but is not absolutely required.
- List of possible speakers including banquet and/or brunch speakers.
- An organizational outline.
- A provisional schedule of events.
- Any additional information that will assist the BOT in making the best selection.

Revenue

Revenue generated from the convention will be handled in the following manner:

- Proceeds from raffles and sales of convention souvenirs shall be retained by the host group.
- Net auction revenue from the convention auction of show fish and any donated items (fish, hardware, plants, etc.) shall be divided with a split of 85% to the AKA and 15% to the host group. Net auction revenue is defined as total revenues from the convention auction minus expenses directly associated with fish the show, the judging process, the auction, and the acquisition of any new and rare fish sold in the auction. See also: "Cash Advance" in the "Responsibilities of the AKA" section of these guidelines; and, Appendix I, for examples of items that can be regarded as expenses to be deducted from the gross auction revenue in order to determine the net auction revenue. Note that the costs involved in acquiring items that will be retained by the host group after the convention, and which will constitute an ongoing financial asset (e.g. show tanks), will not constitute a deductible expense in this context.
- New and rare fish acquired by the host group will, if sold in the auction, be subject to the same 85:15 (AKA:host group) split after the costs incurred in acquiring such fish have been deducted (see also the relevant statement in the previous section – "Responsibilities of the AKA").
- During the convention, the host group may sell fish separately from the Sunday auction and retain the proceeds. However, those fish may not be from those provided by the AKA N&RSC.
- If a fish sale is held, the proceeds shall be divided between the vendor and the host group according to a split determined in advance by the latter. More specific details for the conditions that apply to the fish sale are given in the section "Convention Sales and Vendors".
- Hospitality Room – All costs and revenues are the responsibility of the host group.
- AKA Committees (Publication Sales, AV, etc.) shall handle their own sales and accounting unless the host group operates the sales function on their behalf. If the host group operates the sales function, then all proceeds are to be forwarded to the appropriate committee chairperson.
- Within 90 days following the convention:
 - a. The host group must send a detailed financial statement to the AKA Treasurer and the BOT chairperson (see later section on "Post-Convention Reporting").
 - b. Any cash advances provided by the AKA are to be repaid to the AKA Treasurer. The manner in which such repayment is to be accounted for and made is outlined in the previous section "Responsibilities of the AKA" and also mentioned above.
 - c. The full amount of the net auction proceeds less the host club's portion should be sent to the AKA Treasurer and funds derived from sales on behalf of other AKA Committees should also be forwarded to the appropriate committee chairpersons.

Trophies

The host group will be responsible for the acquisition of all show class trophies as well as the Best in Show award and certain special awards for which the AKA is the

sponsor. It will be assumed that the trophy grant of \$1,700, provided by the AKA, will cover the costs of these awards and any costs in excess of the grant amount will be borne by the host group. Exceptions to the above are the KEY and KHY awards, which will be the responsibility of the respective chairpersons of those committees.

In cases where the AKA is the award sponsor, the host group will assume responsibility for ensuring that the traveling trophies and any associated permanent trophies are available at the convention. AKA sponsorship of any special awards should be recognized in any post-convention reporting of show results where such special awards are listed.

Prohibited Killifish Species

The official position of the AKA with regard to endangered or threatened species (fish or eggs) is as follows:

Any species listed as endangered or threatened by CITES or the ESA (Endangered Species Act of the USA, administered by the US Fish and Wildlife Service) will not be accepted at any AKA sponsored or certified event; will not be traded, sold or otherwise distributed by an AKA organizational entity; and will not be used directly or indirectly in support of programs, projects or activities promoted or otherwise supported by the AKA. At the time of writing this edition of the convention guidelines, no killifish species were listed by CITES. There are, however, numerous species listed at the national level under the ESA as endangered or threatened and which constitute prohibited species in the context of AKA programs.

It is the responsibility of the host group to ensure that no such prohibited species are accepted for the convention show, sold in the convention auction and fish sale, or distributed in any other way. Advance warning of these restrictions should be made in the convention promotional information, especially in order to cope with mail-in entries that may fall into any of the above-mentioned categories.

A list of those prohibited species appears in Appendix III of these guidelines.

Host Group Organizational Structure

Organizational Outline

The convention bid should include an organizational outline that lists the full range of anticipated tasks and, where possible, the names of those individuals who will be responsible for carrying those out. Following is an example of a basic organizational outline:

- Show Chairperson(s)
- Treasurer
 - a. Responsible for all financial issues.
- Registration
 - a. Prepares registration forms for the BNL and the AKA website.
 - b. Acts as liaison with the AKA webmaster to set up an online registration process.
 - c. Works with computer operations personnel to maintain registration records.
- Computer Operations
 - a. Registration, auction and all other operations requiring computers.
- Publicity
 - a. Creates convention program booklet.
 - b. Provides advertising to local/national/AKA/BNL.
 - c. Contacts aquarium product manufacturers for donations.
- Facilities
 - a. Acts as liaison with hotel concerning facilities, room costs, food and hospitality/bar. Oversees the social events associated with the event.
- Programs and Speakers
 - a. Acts as liaison with speakers.
 - b. Handles post-convention articles/presentations for JAKA and BNL.
- Awards
 - a. Arranges for show trophies.
 - b. Contacts current special award holders and arranges for the return of traveling trophies.
 - c. Determines what special awards will be offered at the convention and who provides those awards.
- Auction
 - a. Arranges for auctioneers and runners.
 - b. Oversees bagging and handling of fish.
- Fish show room
 - a. Responsible for obtaining all necessary equipment (tanks, tank stands, filtration).
 - b. Oversees set-up of showroom.
 - c. Arranges for judging support (brunch, paperwork, etc.).

In practice, individuals in the host group may be able to assume responsibility for more than one particular function, thereby reducing the number of people needed,

although care should be taken to ensure that no one person or group of individuals is excessively loaded.

Developing the Organizational Outline

The show chairperson(s) must determine the organization that will be needed to successfully run the convention. This is best achieved by mentally running through the entire event, making notes as one goes along. Those notes can form the basis of an organizational outline that can be refined by repeating the process numerous times. Note all the component functions likely to be involved and arrange them in a logical way, including the responsibilities of the personnel that will be performing the tasks. Be as detailed as possible.

Personnel Selection

The show chairperson(s) must select individuals, or groups of individuals, who will be able to reliably and competently perform assigned tasks. It is also the responsibility of the show chairperson(s) to oversee the function of all individuals and groups that have assigned tasks. Many of the assigned tasks will require the involvement of a group of individuals and one person should be chosen to head each group or "subcommittee". Interaction between those individuals or groups assigned the responsibility of overseeing the various component tasks is important in order to ensure compatibility of functions and to avoid duplication of effort. It is important to have back-up support for cases where individuals may not, for whatever reason, be able to perform the assigned tasks.

Selecting a Convention Venue

While a hotel is by no means the only option available to the host group, the vast majority of conventions have been held in a hotel setting and that has become traditional.

Hotel as a Convention Venue

Selecting a suitable hotel venue may be the single most critical decision the host group will have to make. By the time a formal bid to host a convention is submitted, a preliminary arrangement and reservation should have been made with a hotel for the specific dates of the event. It is important to ensure that the hotel understands the requirements, has the necessary facilities, and that there is a written contract in place detailing what is expected from the hotel, the associated charges for accommodation and use of the relevant services. Do whatever is necessary to avoid surprises. Typically, for most hotels, Memorial Day Weekend is a slow period so the host group will usually be in a strong position to negotiate an arrangement with favorable terms.

Travel Access

Convenient access to both a major airport and freeway are essential. While many conventions have been held near airports, this is not essential. Airport hotels tend to be more expensive, but do most of their business on weekdays. Weekends and holidays tend to be slower and this may be an advantage to the host group when negotiating a deal with such a hotel.

The chosen hotel should, ideally, have an airport shuttle service, especially if it is an airport hotel. Alternative low cost transportation, such as rapid transit systems, can be suitable provided that access is convenient. Free, or low cost, parking and easy access for visitors is also important.

Room Requirements

This is an aspect that requires close attention and one where the host group may be able to do considerable bargaining. Many, if not all, hotels will provide free use of the convention rooms for the entire weekend depending on the commitments for guest room-nights and banquet and brunch meals. When "shopping around" at several hotels for the best deal, make sure each know that they are in competition for the business as many hotels will, as a consequence, be willing to enhance their offerings.

- **Guest Rooms:** Try to guarantee as few room-nights as possible to minimize the risk of having to pay for unused rooms. Historically, more than 200 room-nights have been sold at most AKA conventions. Room-nights should be based on each night a room is rented by convention attendees. Be certain that all nights convention attendees are renting a room are added to the count since many will arrive early, before the convention officially starts, and leave later. This may need to be contractual.

- **Lecture and workshop rooms:** The nature of the presentations will determine the needs. These rooms will most likely be needed during Saturday morning and afternoon, and possible also Friday evening and Sunday morning. See also the later section "Speaker Presentations and Workshops" for further details of requirements.
- **Fish show room:** This room will be needed all weekend. If possible, the room should either have easy access to the auction room or have the capability to be opened up to create sufficient space to hold the auction. See also the later section "Convention Fish Show" for further details of requirements.
- **BOT meeting room:** A room will needed for the Board of Trustees to hold an official board meeting.
- **Hospitality room:** If a hospitality suite or room is planned, then it needs to be large enough to handle the majority of attendees. Seating sufficient for upwards of 75 should be available and restroom facilities should be easily accessible.
- **Banquet room:** This room will be used for the Saturday evening banquet, the awards ceremony, and the presentation by the featured speaker. If a brunch is arranged for the Sunday morning then the same room could be used for the brunch speaker presentation, and possibly also for the auction.
- **Auction room:** This will need to be the largest room possible with the ability to accommodate upwards of 200 people as well as space for auction items, the auctioneer podium, tables for those recording fish sales, and sufficient aisle space for easy access by runners. See also the later section "Convention Auction" for further details of requirements.
- **Fish sale room:** If the host group intends having a fish sale, then a room will be required for that, from the Friday evening to late Saturday morning. See also the later section "Convention Sales and Vendors" for further details of requirements.

Food and Bar Services

These are the services through which hotels derive much of their income from the convention. Therefore, the catering sections of hotels are likely to be eager for the business and willing to negotiate.

It is suggested that there be a choice of meals for both the banquet and brunch and that the price per ticket be kept as low as possible. Do not over commit to the number of meals. Hotels are likely to provide approximately 10-15% more food to take care of late-comers; however, this may vary so ensure that the terms are clearly understood. Usually, 100-120 people will attend the banquet. A brunch may attract 50-75 participants.

The selection of either a buffet or a served meal is up to the host group. Table service may be preferable for the banquet because all tables will be served simultaneously, thereby minimizing the time involved. Some people may believe they get more food with a buffet but this type of service can result in a very disjointed banquet because the service will be staged, one or two tables at a time. By the time the last table has been served, the first will have long completed their

meals. Provision may have to be made for those preferring vegetarian or special meals. Most hotel caterers are willing to accommodate these needs.

Note that not all registrants will attend the banquet (or brunch), preferring to eat elsewhere. However, most will attend the post-banquet award ceremony and speaker presentation.

Cash Bar

Since the hotel makes some of its money through this service, it is recommended that a cash bar be available at certain times during the weekend. Many hotels have a policy regarding this service and there may be hidden charges or special regulations about which the host group needs to be aware.

The host group should also find out about hotel policy regarding alcoholic beverages being provided at the hospitality suite. Similarly, it is important to determine the policy regarding individuals bringing their own drinks to the auction, or any other event or function associated with the convention.

Room Layout

- **Banquet:** A podium should be placed at the front of the room for welcome speeches, the awards ceremony and the banquet speaker. Some organizations use a small platform to slightly elevate the podium. Tables to display the awards should be set to one side or behind the podium. For ease of conversation, round tables capable of seating 8 or more are preferable. Tables should have a full tablecloth and be decorated with some form of centerpiece; most hotels have these available.
- **Brunch:** The brunch layout should be similar to the banquet layout, although the proposed arrangements for the brunch speaker and auction must take into account. The cost of brunches appears to have increased considerably in recent years and most hotel restaurants offer a full buffet breakfast for less than the cost of a convention brunch. Consequently, the host group will have to compare these costs and decide if a brunch is worth arranging.

Possible Alternative Venues for a Convention

Although the vast majority of conventions have been held in a hotel setting, there are possible alternative venues that could be used; for example, a convention center. If the host group decides to examine alternative settings for the convention, there are several factors that must be taken into account:

- Proximity to motels/hotels used for attendee accommodations (i.e. should be no more than a 5-10 minute walk to the convention site).
- Access to airport or other travel services.
- Availability of catering services.
- Costs of facility usage, including time for set-up and break-down.
- Access to water and other necessities.
- Ease of access for attendees.
- Ease of access for visitors, including parking.

Many cities have convention centers with hotel accommodation within walking distance. If this type of venue is chosen, there are various associated costs that will

be different to a hotel venue. The host group will need a detailed plan to present to the BOT for approval.

- **Advantages:** The types of rooms available may be more suitable. Catering for meals may be less expensive than at a hotel.
- **Disadvantages:** Will usually require more foot travel to and from the hotels/motels. Attendees generally prefer to have the various components of the convention in the same building as the accommodation so that they can easily move from one event or component of the convention to another.

Convention Schedule

The schedule of events is entirely at the discretion of the host group and it is suggested that the schedules of recent conventions be examined in order to get ideas. The following is a rough guide based on some recent conventions and an example event schedule is provided in Appendix IV:

Friday

- Registration of attendees, show fish and items for the fish sale will usually commence at noon and continue until at least 10:00 pm.
- Activities – Most conventions begin activities at 7:00 pm, but this is not set in stone. Starting times for events are at the discretion of the host group, as is the specific nature of the events. For example, there may a speaker presentation, a workshop, or a social event.
- Although not the responsibility of the host group to organize, Friday afternoon may be a suitable time for special interest groups to meet. The host group would usually do their best to make space available and invite such groups to arrange their own gatherings.
- The BOT business meeting may be held during the afternoon or evening, or on Saturday morning, at the discretion of the BOT.
- Hospitality Room – This is again up to the host group. Many conventions open the hospitality suite/room following any other evening activities.

Saturday

- Judging will usually start at 7:00 am (this is up to the judging committee) and be completed by approximately 11:00 am.
- The fish sale room will usually open at 8:00 am but that is also at the discretion of the host group. If possible, the schedule should be arranged such that the fish sale ends before the first speaker presentation or workshop begins.
- Saturday registration of attendees opens at the discretion of the host group.
- Morning speaker presentations or workshops begin at 9:00 or 10:00 am. The length of each presentation is usually set to fit within a one-hour time slot, e.g. 45-50 minutes for the presentation plus a 10-15 minute question period. The later starting time may be preferable as it allows more time for the fish sale and judging to be completed, thereby making it possible for attendees involved in those activities to attend the early presentations without interruption.
- Lunch break – normally this is for one hour from noon.
- The fish show room opens for viewing after lunch.
- Afternoon speaker presentations or workshops generally begin at 1:00 or 1:30 pm.
- Pre-banquet cocktail time – generally begins at 6:00 or 6:30 pm.
- Banquet – typically held between 7:00-8:00 pm.
- Awards ceremony follows dinner.
- Banquet speaker – follows completion of awards ceremony.

- Hospitality room reopens at the discretion of the host group following the other evening events.
- Fish show room may be finally closed for viewing by midnight.

Sunday

- Bagging of show and other fish for auction. Early start at the discretion of host group.
- If a breakfast/brunch is arranged as part of the convention events then it should start no later than 8:00 am.
- Featured speaker presentation at 9:30 or 10:00 am.
- Auction - in order to cater to those attendees who have flights to catch during the late afternoon or early evening, it is highly recommended that the auction begin no later than 11:00 am. Expect the auction to run for 5-6 hours.
- At some conventions a social event has been organized for the Sunday evening so that attendees staying overnight can meet in a relaxed fashion.

Monday

- Although not required, participation in organized Monday activities is popular with those attendees choosing to stay at the convention locale for an extra day. Such activities have, for example, been in the form of local fish collecting trips, special workshops, sightseeing tours, group visits to public aquariums.

Advertising and Publicity

This section deals with publicizing the convention within the AKA as well as in local, regional and national arenas. There are numerous avenues for publicity and the host group is encouraged to explore all possibilities both within, and external to, the AKA. The national convention is a good opportunity to reach people outside of the AKA and introduce them to killifish.

Business Newsletter and AKA Website Announcement Schedule

It is essential that the convention be adequately promoted, in a timely fashion, to both members and non-members. The most important way this can be done is through the BNL and the AKA website. While announcements in the BNL will reach the membership, information on the AKA website will also reach those non-members who may be attracted to the convention. The provision of information in a timely fashion is critical in allowing prospective attendees sufficient time to make decisions relating to attendance. The earlier that prospective attendees register for the convention, the better it will be for the host group. That would provide advance information regarding expected attendance and the early payment of registration and associated fees will provide useful working funds. It has become common practice to offer incentives to encourage early registration; for example, a discount on the registration fee and/or priority position in the order in which attendees are allowed into the fish sale room. The following schedule for announcements in the BNL and on the AKA website is recommended:

November

The first announcement of the convention should, if possible, include:

- The dates of the convention.
- The name and contact information for the hotel.
- Hotel room rates.
- Name of as many speakers as possible.
- General overview of the convention schedule.
- Encouragement for people to begin preparations for attendance and to start looking for bargain airfares.

December

A duplicate announcement to that published in November but with any new information added.

January

A duplicate announcement to that published in December but with any new information added.

February

Updates to the convention announcement should include convention attendee registration form and online registration with the following information (see Appendix V for an example):

- Name, address, telephone number and email address of host group contact person for registrations.

- Hotel contact information.
- Registration cost.
- Cost of banquet/breakfast/brunch, etc.
- Cut off date for registration.
- Payment information (check, cash, credit card, Paypal for online registrations).
- Contact information for the person compiling the convention booklet.
- Rates for affiliate "support" advertising.
- Any additional activities requiring pre-payment (side trips, museum visits, costs associated with collecting trips, etc.).
- Local water conditions and the manner in which the water will be treated, if at all.

Inclusion of the above information and registration forms can be delayed until the March BNL, at the host group's discretion. However, many prospective attendees prefer to make travel arrangements early, for example, in order to secure cheap airfares. Early registrations will also start generating income for the host group to help cover the many costs that the group will start to incur early in the year.

March

Repeat the February information, with the addition of the following:

- Form and online module for advance registration of show fish (see Appendix VI for an example).
- Form and online module for advance registration of fish sale items (see Appendix VII for an example).
- Mail-in entry information, including the dates of acceptance, name and address of person accepting the entries.
- Sales of convention items, such as show tanks, etc.
- Travel information on how to reach the convention site by road.
- Information on shuttle service or other travel arrangements from airport, train stations, etc.
- Plans for family activities.

April

Repeat the March information.

May

Repeat the April information, with the addition of the following:

- Proxy bid information should be included, if the host group decides to accept proxy bids.
- A complete convention schedule.

National Magazines

Advertising the convention in national aquarium magazines can be important because it not only promotes the convention but also the AKA as an organization.

In recent years, **Tropical Fish Hobbyist Magazine (TFH)** has become actively involved in promoting conventions for the various national organizations. The magazine will provide a large (full-page) advertisement at no cost, other than to be acknowledged as an official sponsor of the convention. A certain number of convention advertising brochures may also be provided at no cost, or for a nominal charge depending on the number required. It is up to the host club to make all

arrangements with TFH Magazine and provide the requested information. It has become traditional for the host group to arrange for a number of authors to write articles on killifish for publication in the same issue of TFH magazine that will include the convention advertisement. Although this is not a condition for providing the advertisement at no cost, it is an action that not only will acknowledge the AKA's appreciation of TFH's willingness to help in the promotion of the convention but will also do a lot to promote the killifish hobby in general, and the AKA in particular. Such articles would be required by the magazine very early in the year so it is important that the host group start working on these arrangements during the latter part of the year preceding the convention. The chairperson of the CAC will be able to provide up-to-date information regarding the appropriate people to contact at TFH in order to make necessary arrangements.

General Aquarium Societies

Most communities where the AKA national convention is held have at least one local general aquarium society and possibly several others within the region. Efforts should be made to advertise the annual convention in their local publications and on their websites, as well as by direct visits. In all promotional activities to general aquarium societies it should be stated that the AKA website is a source of up-to-date, detailed information about the convention.

- **Posters and brochures** - These represent excellent ways to promote the convention and to provide important information. Posters can be displayed in local aquarium stores, and brochures can also be made available at such stores as well as mailed to aquarium societies for distribution at their regular meetings. A convention registration form, hotel contact information, a schedule of events, names, telephone numbers and e-mail addresses of host group contact people, and a link to the convention page on the AKA website, should be included in the brochure.
- **Programs and visits** - Another way to promote the convention to general aquarium societies is by offering to make a presentation at one of the club's regular meetings. This could include images of killifish that might catch the attention of their members. A few pairs of killifish could be provided for the club's auction as another way to potentially spark interest.

Convention Show Booklet

It is the responsibility of the host group to produce the convention show booklet. Sufficient copies should be produced for distribution in the following manner:

- As part of the registration packet for all registrants.
- Sponsors of the convention whose "official" representatives were unable to attend the convention should be sent a copy of the show booklet. This courtesy will allow those individuals and groups to see evidence of their sponsorship, and the written acknowledgement thereof by the host group. Such sponsors might be, for example, affiliates clubs, individuals or commercial enterprises that purchase advertising space in the convention program or sponsor the convention in some way.

Contents of Booklet

The convention booklet may include the following:

- Welcome messages from the convention chairperson(s) and possibly also the AKA chairperson.
- Schedule of events.
- Brief biographies of the convention speakers with photograph and, ideally, also a brief abstract of their presentations.
- Convention show classes and class sponsor (see below).
- Special awards and sponsors.
- General information about the event.
- Sunday auction procedure, including payment methods for purchases.
- Fish sale procedure and conditions.
- Procedure and rules applying to speaker presentations and workshops.
- A brief summary of the host group organizational structure with names of individuals responsible for the various functions.
- List of sponsors and contributing manufacturers.
- List of show class sponsors.
- Blank AKA membership form. Alternatively, this could be made available separately at the event, e.g. at the registration area.
- Special recognition and words of thanks to sponsors and supporters.
- Paid advertisements.
- Affiliate club sponsorship/support pages.
- A well-labeled floor plan/map of the venue so that attendees will easily be able to find their way to the various events.
- Pages for notes.

Booklet Size

This is at the discretion of the host group. 8½x11", 5½x8½" and 4¼x11" sizes have been used. The latter size has the advantage in that it can be carried in a pocket.

Advertising Rates

To help defray the cost of publication, and to generate general income, manufacturers, local aquarium businesses, local and affiliate clubs, and individual AKA members should be approached to purchase advertising. The following rates are a suggestion only and the actual prices should reflect the current costs necessary to produce a professional-looking booklet.

- Outside Back Cover: \$100.00
- Inside Back/Front Cover: \$50.00
- Full Page: \$30.00
- Half Page: \$20.00
- Quarter Page: \$15.00
- Business Card: \$10.00
- Sponsor's Page: \$5.00

Convention Show Classes and Awards

It is the responsibility of the host group to acquire and present the convention show class awards. The nature of such awards will be at the discretion of the host group. The host group is also responsible for the Best in Show award and certain other AKA-sponsored special awards. The AKA will provide a grant of \$1700 to cover the cost of awards. Any costs exceeding the amount of the grant will be borne by the host group. The grant will be provided to the host group on formal application to the BOT, usually in advance of the convention. Following is a current listing of the show classes, for which first, second and third place awards would be required:

Show classes

- Class 1: All Other New World
- Class 2: Non-annual Rivulins
- Class 3: South American Annuals
- Class 4: *Nothobranchius*
- Class 5: *Fundulopanchax* (except *Paraphyosemion*)
- Class 6: *Fundulopanchax* (*Paraphyosemion*)
- Class 7: *Fundulopanchax sjoestedti* (Blue Gularis)
- Class 8: *Aphyosemion* (*ogoense*, *cameronense* and *striatum* types)
- Class 9: *Aphyosemion* (*calliurum* types)
- Class 10: *Aphyosemion* (*Chromaphyosemion*)
- Class 11: *Callopanchax*, *Archiaphyosemion* and *Scriptaphyosemion*
- Class 12: *Aphyosemion* (any other varieties)
- Class 13: *Epiplatys*
- Class 14: Any Other Old World
- Class 15: Matched Breeding Pairs
- Class 16: Photography – Digital Submissions
- Class 17: Photography – Prints and Slides
- Class 18: Artistic Rendition

Show Class Sponsorship

To help defray convention show costs, prospective attendees, affiliate groups and those individuals not attending but wishing to support the event, can be offered the opportunity to sponsor one or more of the show classes. Provision should be made on the attendee registration form for interested persons and groups to indicate their class preferences and to be able to pay for such sponsorship. The amount of this sponsorship is at the discretion of the host group. In recent years, it has been \$35 per class.

Special Awards

While it is the responsibility of the special award sponsors to ensure that the trophies are sent to the host group in advance of the convention, it is very strongly recommended that the host group contact all sponsors well in advance of the convention to remind them that they will need to arrange for the traveling awards and any permanent trophies to be sent to the host group in time for presentation at

the convention. The host group might also have to make arrangements for the engraving of the recipients' names on the traveling awards (after the convention), the costs of which would normally be borne by the sponsor. Any special award that is not sent to the convention in time does not have to be presented.

In most cases where the AKA is the award sponsor, the host group will assume responsibility for ensuring that the traveling trophies and any associated permanent trophies are available at the convention. The costs associated with this will be assumed to have been covered by the grant provided to the host group for expenses related to providing the awards. Exceptions to the above are the KEY and KHY awards, which will be the responsibility of the respective chairpersons of those committees, with any associated costs being included as committee expenses. AKA sponsorship of special awards should be recognized in any post-convention reporting of special awards results.

Following is a current listing of special awards:

- Best in Show:** Sponsored and provided by the host group.
- Bricknell Award:** Best Blue Gularis. Sponsored and provided by Paul Bricknell.
- Cahalan Award:** Best Callopanchax, Archiaphyosemion or Scriptaphyosemion.
Sponsored by the AKA and provided by the host group.
- DKG Award:** Best Chromaphyosemion. Sponsored and provided by the Deutsche Killifisch Gemeinschaft.
- Finch Award:** Best *Aphyosemion australe*. Sponsored and provided by the Keystone Killifish Group.
- Indell Award:** Best *Epiplatys annulatus*. Sponsored and provided by the Tropical Fish Society of Rhode Island. Contact person: Tony Terceira.
- Jacobs Award:** Best of the Classic Killies. Sponsored and provided by the Long Island Killifish Association and the Metropolitan Area Killifish Association.
- Jubb Award:** Best Nothobranchius. Sponsored and provided by the Long Island Killifish Association.
- Kent Group Award:** Best "Cynolebias" type by a North American entrant. Sponsored and provided by the Kent Group of the British Killifish Association.
- Langton Award:** Best Fundulopanchax. Sponsored and provided by Roger Langton.
- Latzel Award:** Best foreign entry. Sponsored by the AKA and provided by the host group.
- Maier Award:** Best Aplocheilus. Sponsored and provided by the Chicago Killifish Association.
- McKeighan Award:** Best North American Native killifish. Sponsored and provided by Ken McKeighan.
- Schreiber Award:** Most Endangered Fish in the hobby. Sponsored and provided by Gerhard Schreiber.
- SEK Award:** Best non-Spanish Aphanus. Sponsored and provided by the Sociedad Española de Killis (Spain).
- Tirbak Award:** Best of the Elegans Complex. Sponsored and provided by Peter Tirbak.
- Vormbaum Award:** Best Rivulus. Sponsored and provided by the Bay Area Killifish Association.
- Werner Award:** Best Photographic Entry. Sponsored by the AKA and provided by the host group.

Hoigne Award: Presented to the person judged by the Suncoast Killifish Association to be a significant contributor to the killifish hobby. Sponsored and provided by the Suncoast Killifish Society.

Felmey Award: Killifish Exhibiter of the Year. Contact person: incumbent KEY committee chairperson. This is a traveling award. However, an associated permanent trophy may be sponsored and provided at the discretion of the host group.

Jorgen Scheel Award: Killifish Hobbyist of the Year. Contact person: incumbent KHY committee chairperson. This is a traveling award. However, an associated permanent trophy may be sponsored and provided at the discretion of the host group.

Speaker Presentations and Workshops

A range of interesting presentations and workshops will attract many people to the convention. The host group is, therefore, encouraged to develop a schedule of presentations that cover a diversity of topics likely to be of interest to all attendees. One of the major goals of a convention is the dissemination and sharing of information about killies, and the presentations represent the principal means of achieving that objective.

The number of presentations is at the discretion of the host group which is encouraged to seek new and interesting options in an effort to bring some originality to the event.

With regard to general scheduling, the following are suggestions only:

Friday afternoon: Meetings for special interest groups (e.g. South American annuals study group). Usually, it is not considered the responsibility of the host group to organize such meetings, although meeting space may have to be arranged.

Friday Night: One presentation or workshop. At some conventions, a social event has been held on the Friday evening rather than a formal speaker presentation. This allows attendees to renew friendships and for those new to conventions to get to meet other hobbyists.

Saturday: Two or three presentations or workshops in the morning and three or four in the afternoon. Limiting the number of presentations in the morning to two means that the first one can be scheduled to begin at 10:00 am. This allows a few hours to get the bulk of the judging and fish sale room activities completed before the first presentation. Those involved in such activities may, therefore, be able to avoid missing the first presentation. A further presentation on the Saturday will be the banquet presentation (see below for further details and suggestions in this regard).

Sunday: One presentation in the morning.

Selecting Speakers

The selection of speakers is up to the host group who can draw on local, national or international sources. It is traditional to have at least one "featured" or special speaker. Depending on the subject matter to be presented by the special speaker, his or her presentation may be scheduled as the banquet talk, although that is by no means the rule. Special consideration should be given to the banquet talk which should be "lighter" and of more general interest than the other talks. The reasons for this are that the talk would conclude a social event where attendees wish to relax and not be subjected to something like a rigorous scientific presentation. Furthermore, there are likely to be numerous accompanying persons at the banquet who have only limited interest in killifish.

For the regular presentations try to find a balance between hobby-oriented and scientific or technical subject matter. Regardless of the choices, all speakers should be contacted and confirmed as early as possible. This gives them time to prepare and allows the host group the opportunity for advance publicity. Keep in mind that at least some potential attendees will base their attendance (or not) on the nature of the speaker presentations so notice well in advance is essential.

While some particular speakers have been invited many times to conventions because they are popular and give consistently excellent presentations, it is suggested that the host group endeavor to find at least some speakers who would be new to an AKA convention and, therefore, have the potential to add to the excitement and attraction of the event.

Speaker Costs

All expenses incurred in bringing speakers to the convention must be covered by the host group. These costs have traditionally been the major expense in hosting a convention. The arrangements for travel costs are between the host group and the individual, and should be negotiated fairly. Costs covered by the host group would, for example, usually include: transport costs (including round-trip airfares, ground transportation costs, airport shuttles), convention registration fee, accommodation and meals associated with the convention (e.g. banquet, brunch and any other special formal or informal group meals). Some speakers may require a speaker fee, although most do not. It is usual practice to present all speakers with a small gift as a token of appreciation. This will usually be done at the banquet.

The costs for some speakers may be indirectly off-set in part by new and rare fish which they may be able to provide, either at a price or as a donation. Further, as discussed earlier, foreign speakers may also be willing to act as "agents" in the acquisition and shipping of new and rare fish, and perhaps also show fish from foreign entrants.

Room Layout and Equipment for Speaker Presentations

The room should have a capacity to comfortably accommodate 75-100 people. Standing room can be provided at the back if needed. The host group should contact all speakers as regards their audio-visual (AV) requirements. Some of the bigger hotels may have in-house AV equipment available but most also charge a fee, often quite substantial, for the use of such equipment, so the cost for that option may become an important consideration. Whether the hotel equipment is used or the host group chooses to bring it in from a different source, it is important that everything should be tested in place well before the event, to ensure that everything works satisfactorily. The following is a suggested list of items that are likely to be required for the presentations:

- Podium, with reading light.
- Microphone/speaker system.
- Digital projector and laptop computer. Readily available back-ups of both these items are essential. Most speakers will use PowerPoint type presentations and will bring them to the event either on CD or USB flash drive. It is advisable to have them submit their presentations on CD to the host group ahead of the event so that they can be checked for compatibility with the equipment that will be used at the convention. As a related issue, having the speakers' presentations on CD will make it easier for them to be converted to a form suitable for distribution through the AV Committee.
- A slide projector and/or an overhead projector with remote control may be required. However, most speakers will use digital media and, in order to simplify the equipment needs, the host group may wish to insist that all presentations be in digital format. In any event, contacting speakers in advance to determine their AV needs will allow the host group to plan

- accordingly. If these types of projectors are to be used then back-up units, as well as spare bulbs, should be on hand.
- Projection screens. At least one, and possibly two, will be needed depending on the speakers' requirements. These should be of a size sufficient to allow adequate enlargement of the projected image so that everyone in the seminar room can comfortably view it. Viewability will be enhanced if the screen is suitably elevated.
 - Laser pointers. Many speakers will bring their own, but it is important to have one on hand for those who do not, or as a back-up.
 - The arrangement of seating in the seminar rooms should meet local fire regulations. This will require an aisle in the center and on both sides of the room.
 - Water pitchers and glasses should be available at all times for both attendees and the speakers. The host group may also wish to provide refreshments and snacks for attendees.

Duration of Speaker Presentations and Workshops

Most commonly, speaker presentations will be of 45-50 minutes duration within a one-hour time slot. This allows 10-15 minutes after the presentation for a question period and to allow the audience to take a break before the start of the next presentation.

It is very important to adhere strictly to the schedule of events and speakers should be advised that they must prepare their presentations to fit the 45-50 minute duration. The host group should appoint someone whose responsibility it will be to "chair" a particular seminar session. That person will introduce the speakers, provide a "5-minutes remaining" warning to speakers and ensure that presentations end on time. That person will then chair the question period and formally thank the speaker.

Presentations or workshops that run overtime can create many problems. For example, those individuals who choose not to attend all the seminars will not know when (delayed) presentations are due to start; some speakers become upset when their presentation cannot start at the scheduled time and may feel under pressure because they know that their presentation will extend into the time allocated for the ensuing speaker; attendees may be inconvenienced by being left with insufficient time to prepare for events such as the banquet and other meals, etc.

Video Recording of Speaker Presentations and Workshops

It has been common practice to videotape convention speaker presentations so that these can be made generally available on CD or DVD through the AKA's AV Committee. This allows those unable to attend the convention to also benefit from the presentations.

The host group should endeavor to arrange for someone with expertise in such matters to be the "official" video-recorder and to prepare the master CDs or DVDs. This function may be served by the chairperson of the AV Committee but, since that person is not always able to attend every convention, alternative arrangements can be made. Most, if not all, speakers will use PowerPoint for their presentations so copies of talks can be obtained from the speakers in that format and, together with the recorded audio component, be used to produce relatively high quality recordings.

It is strongly advised that the host group have all speakers sign a memorandum of understanding in which permission is granted to the AKA to videotape each presentation and to sell copies through the AV Committee. Two

examples of such an agreement are presented in Appendix VIII. Note that Example 1 is intended for use where the host group is willing to allow attendees to also videotape the presentations, should they wish to do so. In the case of Example 2, the speaker agrees that only the host group has the right to videotape the presentation. This option should be used when the organizers do not wish attendees to independently set up video cameras in the lecture room and record the presentation (which can often be intrusive and restrict some attendees' view of the podium and screen).

Convention Sales and Vendors

Hobbyist Fish Sale

The fish sale has become a popular component of conventions and a source of income for the host group as well as for the hobbyist vendors. The fish sale is normally set in operation from early Saturday morning until all items are sold. The set-up and operation of the fish sale is at the discretion of the host group. However, it is recommended that the timing of the sale and the start time for speaker presentations on the Saturday morning be arranged such that there is minimal or no overlap. This will avoid a lot of disruption of speaker presentations as attendees exit and enter on their way to and from the sale.

Items for sale will be primarily fish or eggs brought by convention attendees or sent as mail-ins. They are offered for sale at a price set by the person submitting the items and the proceeds are split between the vendor and the host group. Commonly, splits such as 70:30 or 80:20, in favor of the vendor, have been applied by host groups. Unsold items are returned to the vendor who could be encouraged to donate those items for the auction. The host group would have to develop a policy for dealing with unsold items that had been sent as mail-ins. Commonly, it would be stipulated in advance that all unsold mail-ins for the fish sale will automatically be regarded as donations for the auction.

Generally, operation of the fish sale will be such that a limited number of individuals (say, three to five) will be allowed into the sale room together, at set times, and allowed a set time (say 5 or 10 minutes) to make their initial single selection and pay for it at a desk set up in the room. A list of available items should be posted in advance outside the fish sale room so that buyers will have some idea of what might be available before they enter the room. The order in which buyers are allowed into the room will be predetermined, based on whatever scheme the host group chooses to apply. Most commonly, the fish sale entry order is based on the order in which attendees have registered for the convention and that can be a significant incentive to encourage early registration.

Host Group Sales

The host group may purchase and sell a variety of items (including fish) in the convention fish sale. Some of the past conventions have had sales of live plants, live food cultures and speaker-donated pairs or eggs of killifish. In some cases, the host group has made separate purchases of fish or eggs from breeders and offered those under the fish sales rules, but kept 100% of the derived income. However, host groups are discouraged from disposing of large numbers new and rare fish through the fish sale because doing so would likely detract from sales of other fish in the sale, including those submitted by hobbyist vendors. Furthermore, by placing them in the auction instead they would be more generally available to a wider group of potential buyers with consequent higher prices.

AKA Committee Sales

These are direct sales of AKA products such as books, back-issues of JAKA, video-tapes and DVDs, etc. All proceeds remain with the relevant committee. The host

group should contact the Publication Sales Committee and Audio/Visual Committee chairpersons well ahead of the convention to ascertain if they will be selling items at the convention. If so, sales tables will have to be provided and set up in areas frequented by attendees, usually close to the convention registration desk.

Commercial Vendor Sales

In recent years, some commercial vendors have supported the AKA national convention and set up displays and sales booths at the event. Arrangements are at the discretion of the host group. Prospective host groups are encouraged to contact the chairperson of the CAC for up-to-date information about which commercial vendors would be worth approaching in this context.

Convention Fish Show

The fish show is the heart of any convention. This is one aspect that should receive special attention to ensure that the fish are appropriately cared for and displayed. If properly done, it will make the convention a memorable event and should result in higher prices at the auction.

Room Selection

It is preferable to have all of the show classes in one room. This approach provides for a faster and smoother set-up and break-down process, registration of show entries, and the placing of show fish into tanks. It will also help during judging and provide easier, more convenient access to the show room by attendees and visiting public. The show room should have adequate overhead lighting and air conditioning/heating to maintain the room at a temperature of around 75°F. If the room has windows, there should be curtains or blinds that can be closed during the judging to avoid any glare off the show tanks. The room should be of an adequate size, such that lanes between groups of tank stands provide space for visitors to move about comfortably.

Aquariums

Traditionally, 2½- and 5-gallon aquariums have been used. It is difficult to determine how many of each type will be needed because it varies with each convention. In recent years, there have been about 300-350 entries, but at some earlier conventions there have been well over 400 entries. Additional aquariums may be needed if the host group intends to display new and rare fish as well. The host group will need to estimate the number of expected entries but allow room space and a reasonable number of additional tanks should there be an unexpectedly large number of entries. The aquariums should be clean, unscratched and without old labels or remnants of old labels from previous use. Many clubs will already have a stock of suitable aquariums or these can be borrowed from other clubs or purchased new specially for the convention. It may be possible to sell some of the tanks to attendees in order to recover some costs but keep in mind that many attendees will travel to the convention by air and will not, therefore, be able to carry tanks home with them. Therefore, depending on the location of the convention site, such sales may be limited.

Tanks must have one flat side (front) for display and judging. Round drum bowls are not acceptable due to the distortion resulting from the shape and the type of glass used. Plastic tanks are acceptable and have become the most common type of show tank used. These normally come with clip-on covers. Several companies make these aquariums and they can be purchased in bulk at reasonable prices.

Fish Room Set-up

The process should begin as early on the Thursday preceding the convention as possible. Design of the display is at the discretion of the host group. The room should be of an adequate size, with the tank stands arranged with sufficient space so that fire codes are met and the aisles are wide enough to enable people to pass comfortably when viewing the fish.

Water

Access to a source of water is essential. A drain or drainage area is also important. The quality of water available is extremely important and the host group should determine this well ahead of the convention and decide how the water should be treated, if necessary. Invariably, this will require, at a minimum, the addition of chemicals to remove chlorine and chloramines. Pre-filtration through activated carbon may be necessary. Ideally, the water should be prepared a few days ahead of the set-up time and allowed to stand for some days before transferring it to the show tanks. This will ensure that the water has "matured" somewhat and reached a suitable temperature. Large plastic receptacles can be used to contain the water during this preparatory stage and it may be possible to arrange storage space at the convention venue. Acquiring such receptacles may cost a bit extra but it will ensure that the water is suitable and prevent the potential loss of show fish. The closer the water can be brought to neutral conditions, the better.

Expected water conditions for the show should be announced in the March, April and May issues of the BNL to allow time for the competitors to adapt their fish, if necessary.

Tank Stand Design

The tables or stands on which the show tanks will be placed should be covered with dark table cloths or dark plastic liners to present an attractive display.

- Group the aquariums according to show class. Flexibility in arranging the classes is important so that there is space enough to expand any for which there are unexpectedly high numbers of entries.
- Set up a new and rare species section separate from the show fish.
- Each class group should be identified by a prominent sign.
- All tanks must be covered.
- Labels on the tanks should display the show class, entry number and genus/species name only. It is suggested that duplicate labels be printed, with all additional information, that can be affixed to the auction bag.

Judging

The host group should contact the AKA Judging Committee chairperson for the latest standards, accepted classes and any special needs. The host group should be prepared to provide any forms required for the judging process.

- The Judging Committee chairperson will select the judges for the show.
- Judging should start early enough to be completed by noon on Saturday at the very latest.
- The host group should ensure that during the judging process the show room is kept "out of bounds" to all except those directly involved in the judging.
- The Host Group will need to supply the following:
 - Pencils or pens.
 - Clipboards.
 - Flashlights.
 - Probes to move the fish.
 - Up to 1,000 judging forms.
 - Coffee, juice and donuts.

Placing Fish Entries in Show Tanks

It is the decision of the host group as to whether entrants should themselves be allowed to place their fish in the show tanks or if that should be done by the host group fish room attendants. Some competitors will bring water from home to use in the show tanks for their fish. Again, it is the decision of the show chairperson whether or not to allow this practice.

Additional Aspects for Consideration

- **Air Supply:** It is advisable to have an air supply available and perhaps additional filtration for emergencies. If water is to be prepared in bulk on-site prior to the actual fish room set-up, such a system could also be used to aerate and condition that water. The system may also be useful for aerating the tanks containing the N&RS fish for the auction, given that there are likely to be greater numbers of such fish per tank than in the show tanks.
- **Lighting:** A system that illuminates tanks individually or in groups may be used. However, consistency is essential and every tank containing show fish must be identically illuminated. Most commonly, tanks have not been lit in any way.
- **Background:** The use of backgrounds for the show tanks is at the discretion of the host group. Backgrounds should be consistent from tank to tank in order to offer a fair opportunity for display during judging. Backgrounds that could be removed for the judging phase and replaced for the display to attendees and visitors may be an option.
- **Substrate:** The host group may add substrate to the show tanks, provided this has been cleared in advance of set-up by the judging committee. If a substrate is used then for consistency it is important that all aquariums be set up identically. A thin layer of coarse, well soaked peat moss on the tank base has been used at some conventions. If plants or mops are placed in the tanks (to make the fish feel more secure and, perhaps, to protect the female from an overly aggressive male), such items will need to be removed prior to judging. Keep in mind the fish may be frightened by the removal of such items and they may not display well for judging. In addition, the fish may well hide during the public viewing.
- **Feeding:** Although the host group may feed the show fish this is not advised as it will inevitably lead to uneaten food having to be removed from the tanks prior to judging. There is also the possibility of rapid fouling of the (unfiltered) water should uneaten food be allowed to remain in the tanks even for relatively short periods. Competitors should not be allowed to feed their fish once they have been placed in the show tanks as that could potentially result in an unfair advantage.

Convention Auction

The convention auction, traditionally held on the Sunday afternoon, is one of the highlights of the event and one that can be a major income-producer for the AKA and the host group. It is also an important means whereby killifish, both the show specimens and new and rare species, can be distributed within the hobby.

Commencement Time

In recent years efforts have been made to start the auction by noon at the latest. Many attendees will want to leave the event to travel home later on the Sunday and an early start will allow more attendees to remain until the end of the auction.

Auction Items

All auction items represent donations to the AKA and may not financially benefit individuals or organizations outside of the association. The auction may only include the following items:

- All fish entered in the show.
- All fish sent for auction only.
- Any show aquariums purchased with AKA funds.
- Fish provided by the AKA New & Rare Species Committee.
- Fish acquired by the host group as new and rare with AKA funds.
- Fish acquired by the host group as new and rare with host group funds and fish donated by a speaker. Note that the expenses for fish acquired in these ways should be deducted prior to any auction split being made. Also, the host group may choose to sell such fish in ways not involving the auction (e.g. the fish sale) and retain 100% of the income.
- Substrate material which may contain fish eggs.
- Arts and crafts, and photos related to killifish.
- At the discretion of the host group, items such as plants, killie-related donations (e.g. Brine shrimp eggs, live-food cultures, etc.) or specialty donations (e.g. poison arrow frogs, certain hardware items).

Fish and eggs provided by a speaker can also be sold in the fish sale room with the proceeds going entirely to the host group. Since the host group would, usually, be covering the travel and accommodation costs of the speaker, such income can be used to off-set those costs.

Auction Method

The host group may select the method of auction. In recent years the following method has become popular as it speeds up the auction considerably: The bidder will raise a paddle (marked with their assigned and registered bidder number), and keep it raised until they decide the bid is too high. The last remaining bidder with their paddle raised wins the bid. This system forces the bidder to pay close attention to the auction proceedings and to have a good idea of what they are willing to pay for

an item before bidding starts. This is the fastest method and is "auctioneer-driven" because the bid will continue to rise until a single bidder remains.

The traditional method, which is generally no longer used at AKA convention auctions, allows bidders to enter and exit the bidding at their discretion and often will interrupt a final bid process to add another bid to the item on auction. It is, therefore, possible that "spontaneous" bids will raise the auction receipts, although it must be realized that this method will invariably be much slower and extend the auction proceedings.

Regardless of the method employed, the auctioneer has the final say in all decisions. A spotter can be of great assistance to make certain no bids are missed and that there is confirmation of the final price.

Procedures for the auction should be indicated in the convention booklet.

Staffing of the Auction

- **Auctioneers:** The use of at least two auctioneers or a rotating system of auctioneers is highly recommended.
- **Spotters:** A minimum of one spotter per auctioneer is recommended.
- **Bag runners:** The host group will need several runners to take the auctioned item to the winning bidder and obtain payment or, more commonly, a signature on the auction item form authorizing the addition of the sale amount to the bidder's auction account.
- **Recorders:** Depending on the system used, there will have to be one person handling cash transactions, and two others recording each sale on the appropriate bidder's account and the auction list. The recording will usually be accomplished on a computer (using KillieTrax software), but it may be advisable to have a hand-written back-up copy.
- **Proxy bids:** If the host group accepts proxy bids, then at least one person will be needed to act in this capacity.

Payment for Auction Items

The method(s) of payment for auction items will be at the discretion of the host group. At most recent conventions numerous payment options have been made available. The host group may want to check with the hotel for the use of a safe in which to secure the proceeds of the weekend.

- **Cash:** To be paid upon receipt of each auction item with a signed receipt. Any change from the cash transaction will be returned to the buyer with a copy of the receipt.
- **Traveler's checks:** Used in the same manner as cash.
- **Personal checks:** A blank personal check should be signed and given to the financial recorder prior to the start of the auction. The check will be filled out except for the total amount. The final total amount will be added by the financial recorder and a written receipt for that amount will be given to the payer. Note that it is entirely at the discretion of the host group whether or not payment by personal check will be accepted. The host group should make an announcement in the BNL prior to the convention as to their policy regarding payment by personal checks. Collection on bounced checks is the responsibility of the host group and the amount may not be deducted from the financial return to the AKA.
- **Credit cards:** The AKA maintains a credit card system through the AKA website. Arrangements for use of the card "swiper" may be made with the

AKA Webmaster. The host group may alternatively set up a separate credit card system if they prefer. Note that all credit card systems require a percentage fee for the usage. This should be kept in mind as a cost of the convention, although such costs may be off-set by the convenience to bidders.

- **PayPal system:** Although not previously used for auction payments, a computer system could be set up to access the PayPal system online. This will require a connection to the Internet (many hotels now offer this for free) and a previously-created PayPal account. There is a small surcharge added to each transaction (similar to credit cards). However, a significant disadvantage of the PayPal system as used for this specific purpose is that it would require that every payer individually log on to PayPal at the convention site and make the payment, which would also have to be confirmed by the host group. This procedure would likely make the process too slow and impractical.

Auction Room Set-up

The auctioneer and spotter should be in an elevated position at the head of the room facing the bidders. A receipts table could be placed to one side, but next to the auction platform. A table holding the next several auction items should be on the other side of the auction platform. Seating for 150-200 should be available either in auditorium format or at round tables. Whichever arrangement is used it should be ensured that adequate space exists between tables or rows of chairs to allow easy access for the runners. A public address system would be very useful.

Optional Considerations

- A display system, preferably a digital computer projection, to display a running list of upcoming items for auction. This has been used at many recent convention auctions and is very popular.
- Fish rebagging station, with fresh filtered water available for buyers to rebag their fish. Make sure there are nets, containers, bags, labels and rubber bands available.
- Raffle table, with a display of hardware that can be raffled during brief breaks from the auction. However, keep in mind that raffles can be time-consuming and may extend and disrupt the auction process. It is generally preferable to complete all raffles prior to the commencement of the auction.
- Cash bar, offering soft drinks and snacks.

Post-Convention Reporting

Financial Reporting

A detailed financial report must be submitted to the BOT chairperson and the AKA Treasurer **within 90 days following the convention**. This report must contain itemized lists of all income and expenses incurred during the convention. These details are required by law and must be recorded completely for the protection of the AKA. The following are the minimum required:

Income:

- Funding from the AKA (e.g. cash advance(s) and trophy grant).
- Host group raffles, sales, silent auctions and any other income generated during the convention.
- Auction totals.
- Any other income.

Expenses:

- Repayment of AKA cash advance(s).
- Meeting rooms and site.
- Show aquarium purchases and other costs associated with the fish show.
- Costs associated with the judging process.
- Costs associated with the acquisition, by the host group, of new and rare species sold in the auction.
- Speaker costs.
- Awards and associated engraving.
- Printing of forms, brochures, show booklet, etc.
- Any other expenses.

The financial report need not be prepared using sophisticated accounting software; a reasonably simple balance sheet prepared in MS Word or MS Excel will suffice. An example financial report, based on that prepared after a recent convention, is presented in Appendix I of these guidelines. In an effort to standardize convention financial reporting, it is strongly suggested that this example be used as a template for such reports.

Journal of the American Killifish Association (JAKA)

The manner in which the convention has been reported in JAKA has varied from year to year. It is recommended that convention organizers, in particular the person responsible for matters relating to post-convention reporting (to JAKA, BNL, website, etc.), consult with the JAKA editor well before the convention to determine what will be required in that regard. Most commonly, the "convention issue" of JAKA has included several well-illustrated articles describing convention activities, photographs of the class-winning fish, and a summary listing of show results and special awards.

Reporting of Show Results

The method of listing the convention show results has varied over the years and host groups should consult with the JAKA editor, the BNL compiler and the AKA webmaster prior to the event to develop a strategy for reporting the results. In recent years, the complete results have been placed on the AKA website as soon as possible after the show. A summary listing of show results (first three places in each class), plus a listing of special awards, has been included in JAKA. The following is traditional for a complete listing of results:

Show fish classes

- Entry number.
- Species name.
- Entrant name.
- State or country of residence or primary killifish association affiliation.
- Show points received.
- Awards received.
- Auction price.

Photography and Artistic Rendition classes

- First three winners in each category.
- Name/description of the entry.
- Entrant name.

Special awards

- Name of the special award (and sponsor name).
- Entrant name.
- Fish entry information.

Statistics (Optional)

- Number of fish entered in the show.
- Number of registered attendees (including auction only).
- Price of the highest winning bid.
- Average price of auction items.
- Any other interesting statistics.

Convention Assistance Committee

In an effort to provide better advice for the planning of future conventions, the Convention Assistance Committee requires the following information about the convention:

- Room-night counts.
- Banquet and brunch counts.
- Attendance figures, including those not registered at the hotel for the convention, and those attending the auction only.

Final Checklist of Post-convention Responsibilities

- Pay all outstanding bills resulting from the convention.
- Thank, in writing, all mail-in entrants and inform them of the show results, especially those relating to their particular entries. Mail all awards to members not attending. These tasks should be done without delay following the convention.

- Return all rented or borrowed equipment.
- Thank all judges and volunteers beyond the primary host group. This may be done in writing or, if appropriate, by public announcement at the convention (e.g. at the banquet or auction).

Appendices

Appendix I: Example convention accounting report format (as used for the Portland 2009 convention)

AKA Convention 2009 – Portland, Oregon Financial Report

	General	Auction	Notes
Income			
Registration, individual	x,xxx.xx		
Registrations, family	x,xxx.xx		
Registrations, auction only	xx.xx		
Banquet	x,xxx.xx		
River dinner cruise	x,xxx.xx		
Workshop, Fish Diseases	xxx.xx		
T-shirts	x,xxx.xx		
Advertisements, program	xxx.xx		
Sponsorship, show classes	xxx.xx		
Hospitality support	xxx.xx		
Fish sale	x,xxx.xx		
Auction proceeds		xx,xxx.xx	
Reimbursement by Hengstler	xxx.xx		For extra hotel nights and partner banquet.
Paypal verification	x.xx		
Convention subsidy, NWK	x,xxx.xx		
Convention subsidy, BAKA	xxx.xx		
Convention advance, AKA	x,xxx.xx		
Trophy grant, AKA	x,xxx.xx		
Total Income, non-auction	xx,xxx.xx		
Total income, auction		xx,xxx.xx	
Total Convention Income		xx,xxx.xx	Total cash turnover.
Expenses			
Repay AKA advance	-x,xxx.xx		
Speaker complimentary hotel rooms			
Hengstler	-xxx.xx		
Miller-Morgan	-xxx.xx		
Olsen	-xxx.xx		
Schmidt	-xxx.xx		
Valdes	-xxx.xx		
Wildekamp	-xxx.xx		
Total complimentary rooms		-x,xxx.xx	
Speaker airfare reimbursement			
Schmidt	-xxx.xx		
Hengstler	-xxx.xx		
Ellermann	-xxx.xx		
Wildekamp	-xxx.xx		
Total speaker travel		-x,xxx.xx	
Hotel suite		-xxx.xx	To house mail-in fish.
Welcome buffet	-x,xxx.xx		Complimentary to all registered attendees.

Banquet	-X,XXX.XX		
River cruise	-X,XXX.XX		
Workshop	-XXX.XX		
Show tanks	-X,XXX.XX		
Show stands	-XXX.XX		
Refunds	-XXX.XX		
Print publicity fliers	-XXX.XX		
Print welcome poster	-XX.XX		
Publish program booklets	-XXX.XX		
Print publicity posters	-XXX.XX		
Copy auction list	-XX.XX		
T-shirts	-XXX.XX		
Fish & Wildlife inspections		-XXX.XX	
Hospitality supplies	-XXX.XX		
Coffee & pastries, for judges		-XXX.XX	
Coffee & juices. Saturday	-XXX.XX		
Fish bags		-XXX.XX	
Trophies	-X,XXX.XX		
Auction credit card fees		-XXX.XX	
Paypal fees	-XXX.XX		
Purchase class 99 fish (N&R)			
Milkuhn		-XXX.XX	
Wild Peru		-XXX.XX	
Hoetmer		-X,XXX.XX	
Safial		-XXX.XX	
Harlan		-XX.XX	
Ship SEK fish		-XXX.XX	SEK shipped fish to convention in exchange.
Miscellaneous expenses			
Conv. checkbook	-XX.XX		
RecID stamp	-XX.XX		
Extra linens		-XXX.XX	To cover show stands.
Use of extension cords		-XX.XX	
Use of screen	-XXX.XX		
Van rental	-XXX.XX		
Name tags	-XXX.XX		
Labels	-XX.XX		
Flashlights		-XX.XX	
Postage	-XXX.XX		
Mail trophies		-XXX.XX	
Nets		-XX.XX	
Rubber bands		-XX.XX	
Printing & computer supplies	-XXX.XX		
Vendor fish sale split	-X,XXX.XX		
Total non-auction expenses	-XX,XXX.XX		
Total auction expenses		-X,XXX.XX	
Net non-auction proceeds	-X,XXX.XX		
Net auction proceeds		X,XXX.XX	
AKA auction split		X,XXX.XX	
Host auction split		X,XXX.XX	
Host group total proceeds	-XXX.XX		Non-auction proceeds plus host auction split.
Attendance			
Regular attendees	182		Includes speakers and family registrations.
Mail-in participants	32		People who sent fish for show or sale.

Appendix II: Memorandum of agreement between host group and AKA

Memorandum of Agreement between the American Killifish Association and the National Convention Host Group

The purpose of this memorandum is to ensure that both parties understand, and agree to, the conditions under which the AKA will provide any cash advances to the convention-hosting group, the requirements for the repayment of such advances, and for post-convention financial reporting.

The AKA will provide, on application by the host group, a cash advance of up to \$4000 to help cover "up front" expenses incurred in preparing for the convention. The provision of this advance will be subject to majority approval by the BOT. It should be clearly understood by both parties that this is intended to be an advance (i.e. a loan) that will be repaid by the convention hosting group within 90 days following the convention. It is further understood that repayment of this advance will be made from the host club convention account and no portion of the loan repayment will come from the AKA's 85% share of the net auction revenue. Net auction revenue will be as defined in the AKA Convention Guidelines (see: "Revenue" in the "Responsibilities of the Host Group" section of the convention guidelines). Any cash advances provided by the AKA for the acquisition of new and rare fish by the host group and sold in the auction will be subject to the same repayment conditions (see: "New and Rare Species Acquisition" under "Responsibilities of the AKA" in the convention guidelines).

It is further agreed that, within 90 days following the convention, the host group will submit a detailed financial statement to the AKA Treasurer and the BOT chairperson (see: "Post-Convention Reporting" in the convention guidelines).

Chairperson of the AKA-BOT:

Signature: _____ Date: _____

Name: _____

Convention chairperson (as representative of the convention host group):

Signature: _____ Date: _____

Name: _____

Convention-hosting group name, location and year of convention:

Appendix III: Prohibited killifish species

With regard to endangered species, as an organization dedicated to the conservation of killifish, the AKA will follow the intent of CITES regulations and the U.S. Endangered Species Act (ESA). No killifish species are presently listed by CITES. There are, however, numerous species listed at the national level by the ESA as endangered or threatened and which constitute prohibited species in the context of AKA programs. These species are as follows:

Prohibited species as listed by the ESA	
Species	ESA Status
<i>Crenichthys baileyi baileyi</i>	Endangered
<i>Crenichthys baileyi grandis</i>	Endangered
<i>Crenichthys nevadae</i>	Threatened
<i>Cyprinodon bovinus</i>	Endangered
<i>Cyprinodon diabolis</i>	Endangered
<i>Cyprinodon elegans</i>	Endangered
<i>Cyprinodon macularius</i>	Endangered
<i>Cyprinodon nevadensis mionectes</i>	Endangered
<i>Cyprinodon nevadensis pectoralis</i>	Endangered
<i>Cyprinodon radiosus</i>	Endangered
<i>Empetrichthys latos</i>	Endangered

Appendix IV: Example convention events schedule (as used for the Portland 2009 convention)

Friday, May 22

12:00: Registration begins (PNW Ballroom)

Morning and afternoon: Special interest group meetings (arranged by the groups)

Afternoon: Tanking of fish (Adams/Jefferson)

Afternoon: Tours to local fish stores

1:00-2:30 pm: BOT business meeting, with lunch

7:00-9:00 pm: Welcome buffet (PNW Ballroom)

9:00-10:00 pm: Open BOT meeting

9:00 pm and on: Hospitality room open

Saturday, May 23:

7:00 am: Judging begins (Adams/Jefferson)

8:00-10:00 am: Fish sale (Oregon room)

10:00-10:50 am: Talk by Bobby Ellermann - "History of the Killifish Hobby"
(Alaska/Idaho)

11:00 am: Fish show open for viewing (Adams/Jefferson)

11:00-11:50 am: Talk by Jason Podrabsky - "Mechanisms of Diapause"
(Alaska/Idaho)

12:00-1:30 pm: Lunch break. Special interest groups can organize meetings, if desired

1:30-2:20 pm: Talk by Tim Miller-Morgan - "The Biology of Fish Health"
(Alaska/Idaho)

2:30-3:20 pm: Talk by Arcadio Valdés - "Mexican Pupfish" (Alaska/Idaho)

3:30-5:00 pm: Keynote talk by Holger Hengstler - "Collecting in the Congo"
(Alaska/Idaho)

6:00-6:30 pm: Gather for the banquet. Cash bar (PNW Ballroom)

6:30-8:00 pm: Banquet (PNW Ballroom)

8:00-9:00 pm: Awards ceremony

9:00-10:15 pm: Banquet talk by Otto Schmidt - "The African Experience"

10:15 pm and on: Hospitality room

Sunday, May 24

7:00 am: Begin show break-down

8:00-10:00 am: Breakfast

10:00-10:50 am: Talk by Ruud Wildekamp - "Mysterious Africa" (Roosevelt Room)

12:00 noon: Auction begins

6:00 pm: Depart for Willamette River cruise with dinner

Monday, May 25:

10:00 am: Fish diseases workshop (participants to gather in hotel lobby at 9:30 am)

Or.....self-organized activities, such as: tour Portland, wine tour, Oregon Coast Aquarium, etc.

Appendix V: Example attendee registration form (as used for the Portland 2009 convention)

AKA Convention 2009 Registration Form

Registration is also available online at the AKA website at: www.aka.org

Last Name: _____ First: _____

Tel: () _____ E-mail: _____

Street: _____

City: _____ State/Prov: _____

Country: _____ Zip: _____

Circle: Single Family If Family: Name of Spouse: _____

Names of Children: _____

Registration	Quantity	Fee	Subtotal \$
Single		\$30	
Family		\$35	

Events	Quantity	Cost per Person	Subtotals \$
Saturday Banquet		\$35	
Circle banquet entrée preference: Chicken Salmon			
River Cruise with dinner		\$55	
Fish diseases workshop		\$35	

T-Shirts	Quantity	Cost	Subtotal \$
Circle size: S, M, L, XL, 2XL, 3XL		\$20 (S,M,L,XL) \$22 (2XL) \$23 (3XL)	

Show Class Sponsorship	Preferences	Donation per Class	Subtotal \$
List three classes in order of preference		\$35	

Hospitality Donation	Subtotal \$
NWK will be providing coffee and juice at times during the weekend and hosting a hospitality event each night. If you wish to help defray costs please indicate the amount here.	

Total Payment Due (US\$)	
---------------------------------	--

Important Notes Concerning Registration and Events

1. A Sunday brunch/breakfast will not be offered because the cost would be more than the full breakfast buffet in the hotel restaurant.
2. To facilitate planning, registration for the River Cruise with buffet dinner, on the Sunday evening, is required no later than April 21.
3. The Fish Diseases Workshop – we cannot guarantee to accept more than 20 participants but if response is strong we will try to find a larger facility.

Convention Booklet Advertisements

Full page: \$50 (3.75" x 10"); Half page: \$35; Business Card size: \$25. Send booklet ad copy to: Patrick Coleman e-mail: patrickjcolemanis@comcast.net or mail to: Patrick Coleman, 1040 14th Ave SW, Albany, OR 97321, before May 1. Payment can be added to the total registration amount due, or made separately.

Payment Method

Circle: VISA MC Check Money Order

Credit Card #: _____

Expiry Date: ____/____ Signature: _____

Make Checks Payable to: **AKA Convention 2009**

Send all registration forms with check, money order or credit card info to: Barry Cooper, 27505 Riggs Hill Road, Sweet Home, OR 97386

Hotel Information

DoubleTree Hotel at the Lloyd Center
1000 NE Multnomah Street, Portland, OR 97232.

**For reservations call the hotel directly at: 503-281-6111
or use our dedicated online hotel reservation service link under
"Conventions" at: www.aka.org**

When making your reservation by phone, designate the AKA Convention to get the convention room rates. Standard rooms have a queen-sized bed. Premium rooms have either a king-sized bed or two queen-sized beds. Both are \$89 per night and this special rate applies from May 18 (Mon) through May 27 (Wed). The special room rate is guaranteed until April 21; thereafter it will depend on room availability.

Mail-Ins and Fish-sitting service

Mail-in show fish will be accepted from May 18 (Mon) through May 22 (Fri) and should be sent to "AKA Convention 2009", c/o the DoubleTree Hotel at the above address. Fish that arrive before Friday will be placed in tanks at the hotel and cared for by Patrick Coleman, an experienced NWK member who will be resident at the hotel specifically for the "fish-sitting service". Fish for the Fish Sale may be sent to arrive on May 21 or 22 (Thurs or Fri) but those will be left in bags.

Appendix VI: Example fish show registration form (as used for the Portland 2009 convention)

Show Fish Entry Form

We strongly encourage you to pre-register show fish as this will make the registration process quicker for attendees

The following form is to be used when entering fish in the convention show. Entries will be accepted between Noon and Midnight on May 22 (Fri) with a break for the dinner buffet. All show entries will be auctioned on Sunday. Conditions for mail-in entries have been stated in the registration information. Use multiple copies of this form if needed.

	Class	Genus	Species	Location/variety
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

Last Name: _____ First: _____

Tel: () _____ E-mail: _____

Street: _____

City: _____ State/Prov: _____

Country: _____ Zip: _____

Appendix VII: Example fish sale registration form (as used for the Portland 2009 convention)

Fish Sale Submittal Form

We strongly encourage you to pre-register fish for the Fish Sale as this will make the registration process quicker for attendees

Use this form for Fish Sale entries. Fish Sale submissions will be accepted between Noon and Midnight on May 22 (Fri) with a break for the dinner buffet. Limit 15 pairs of a particular species or location. Split on sale is 30% to NWK, 70% to entrant. Use multiple copies of this form if needed.

You may choose to donate your split to help defray convention costs:

Donate your split ? Circle: Yes No

	Class	Genus	Species	Location/variety
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Last Name: _____ First: _____

Tel: () _____ E-mail: _____

Street: _____

City: _____ State/Prov: _____

Country: _____ Zip: _____

Appendix VIII: Convention speaker agreements

Example 1:

Memorandum of Understanding

I, the undersigned, do hereby give permission to the American Killifish Association, as represented by [insert name of host group], to videotape my presentation as given at the AKA Convention in [insert location of convention, and year]. I understand that the purpose of such a recording will be to produce a DVD including the convention presentations for sale through the AKA's Audio-Visual Committee, with all proceeds going to the AKA.

Name: _____

Signature: _____

Date: _____

Example 2:

Memorandum of Understanding

I, the undersigned, do hereby give sole permission to the American Killifish Association, as represented by [insert name of host group], to videotape my presentation as given at the AKA Convention in [insert location of convention, and year]. I understand that the purpose of such a recording will be to produce a DVD including the convention presentations for sale through the AKA's Audio-Visual Committee, with all proceeds going to the AKA.

Name: _____

Signature: _____

Date: _____

Note: Example 1 is intended for use where the host group is willing to allow attendees to also videotape the presentations, should they wish to do so. In the case of Example 2, the speaker agrees that only the host group has the right to videotape the presentation. This option should be used when the organizers do not wish attendees to independently set up video cameras in the lecture room and record the presentation (which can often be intrusive and restrict some attendees' view of the podium and screen).