**Type of report being submitted:** Committee Planning Report

**Date:** 9/15/2011

**Committee Name:** Annual Conference Local Information Committee

**Supervising Board Member:** Julie Kane

**Chair, Co-Chairs, Assistant Chairs:** Julia Glassman, chair

**Committee members:** Diana Symons, Jared Harmon, Maria Yolanda Rivera, Melissa Bauer, Sarah Travis

**Committee Charge:** To provide information to annual conference attendees, especially budget travelers and those visiting Southern California for the first time, in a manner that furthers the goals of NMRT.

**Project Description / Goals:** This year, we are preparing a comprehensive guide on budget accommodation, local attractions, practical concerns, and other topics of interest to conference attendees, particularly budget travelers like students, job seekers, and young professionals. We are currently brainstorming ways to tie this guide into this year’s presidential theme.

**Specific Objectives (numbers, tangible end-products):** Like last year’s committee, we plan to submit our guide to Footnotes for publication. We also hope to produce a packet—or a flyer providing a link to the Footnotes article or another online version of the guide—that will be available at the conference NMRT orientation, if funding is available. We will also be available to give in-person advice to travelers at the orientation.
### Financial Report Section:

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<tbody>
<tr>
<td><strong>Your budget appropriation (see budget)</strong></td>
<td>a. 0</td>
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<tr>
<td><strong>Amount which you have spent so far this year</strong></td>
<td>b. 0</td>
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<tr>
<td><strong>Your estimated additional expenses this year</strong></td>
<td>c. not yet known</td>
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<td><strong>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</strong></td>
<td>d.</td>
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<td><strong>Difference between budgeted amount and total expenses from above (a-d)</strong></td>
<td>e.</td>
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**f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:** none

**g. Vendor support requested:** (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?) n/a

**h. Vendor support received:** (From the above list, what if any, has been received?) n/a

### Specific Needs/Support (non-financial):

(For the categories below, please include approximate date service needed)

**a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):** Our web needs are minimal enough that we will not require outside support.

**b. On-site conference volunteers:** (include estimated numbers needed and brief job description) n/a

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):** In addition to publishing our guide in Footnotes, we plan to email the NMRT listserv to advertise the guide.

**Report submitted by:** Julia Glassman

**Email address:** juliaglassman@yahoo.com