****

**Conference Host Committee Information**

The primary purpose of the host committee is to welcome conference participants to the host city/site. To do so, the host committee typically is responsible for the following:

* Create and present a promotional slide/live show at the previous year’s conference (hype)
* Provide information about the site/city to put on the conference website
* Plan activities for the welcome reception
* Organize dinner groups
* Organize/promote optional entertainment (e.g., ball game)
* Organize and staff the hospitality table at the conference

The chair of the host committee oversees all of these activities. S/he also recruits local members to serve on the host committee and submits a budget request to the PD Chairperson.