

This guideline has been prepared to assist Rocky Mountain Region members to host a successful region seminar. It is to be used by seminar committees along with the reports of previous seminars. Each seminar must have a chairman, assistant chairman, secretary, treasurer, dean of faculty and registrar. Other committee chairmen are up to each seminar.

Seminar committees need to comply with the policies in Section I, use the ICNA Proposal Summary Sheet for faculty proposals, keep accurate financial account, and be certain that reports are turned in as required. Each seminar committee will seek to make its seminar special and enjoyable for all participants.

While the committee preparing this guideline has tried to make the document comprehensive, there are most likely questions that need to be addressed to the region seminar coordinator or the region director. We wish to thank previous seminar committee members who have provided input, either directly or through their reports and the region members who proofread and commented on the document.

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