



# NCCAA Conference Host Committee Guidelines

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## WELCOMING COMMITTEE

It is suggested that a female and a male be selected to act as co-chairpersons for this committee. They in turn should select 10-20 females and 10-20 males to serve as greeters. The greeters should:

Attempt to greet people coming to the conference and make everyone feel welcome.

Direct attendees to the various functions such as registration, pre-registration, information booth, the marathon meetings, or the hospitality room.

Wear the Host Committee Ribbons and be neatly dressed.