

**RE: OSTA-AECCO AGM Supervision 2011**

To Whom It May Concern,

The Alumni Network of OSTA-AECCO is committed to help facilitate a safe and productive atmosphere at all OSTA-AECCO events. As such, Alumni Network board members volunteer their time to supervise each conference.

*Daytime Conference Supervision*

- A minimum of one alumni supervisor will be present during the daytime for the duration of the conference.
- A minimum of two alumni supervisors will be accessible via mobile telephone during the daytime for the duration of the conference.

*Evening Conference Supervision*

- Two alumni supervisors will be present and accessible in the hotel between 22:00hrs and 07:00hrs. All delegates will be given the supervisors' mobile contact information prior to the conference in case of emergency.
- All conference delegates are required to check-in with supervisors between 22:00hrs to 00:00hrs to confirm their presence in the hotel for the rest of the night. Delegates will be required to provide their signature on the sign-in sheet.
- The check-in will take place at the hotel room of an on duty supervisor, where a supervisor of both sexes will be present. Delegates will be informed in advance of the exact room number.
- The following sequence will be followed until a delegate is contacted should they not be signed in by 00:00hrs:
  1. Supervisor will call the delegate's hotel room
  2. Supervisor will call the delegate's mobile phone
  3. Supervisor will check the delegate's hotel room
  4. Emergency contact of the delegate will be notified


*It is the responsibility of delegates to remain in the hotel and abide by the OSTA-AECCO Student Trustee Code of Conduct. Any delegate who fails to abide by OSTA-AECCO's code of conduct, and/or who fails to check-in each night with the on duty supervisor, will no longer be welcome to attend OSTA-AECCO events. In such a case a letter will be sent to the offending delegate's board detailing the violation(s).*

The board members supervising the OSTA-AECCO Annual General Meeting, May 12<sup>th</sup>-15<sup>th</sup>, 2011, are as follows:

Adam Morrison  
Melissa Ann Retty  
Benjamin Brock Martin

Should you have any further questions please do not hesitate to contact OSTA-AECCO.

Sincerely yours,



Adam Morrison  
Chairperson, Alumni Network Board of Directors

