**\_\_\_\_\_\_\_\_\_\_\_\_ REGIONAL CONFERENCE**

**BYLAWS**

**PREAMBLE** *(Use this area to state how the organization came into being and its mission.)*

**ARTICLE I: NAME AND DESCRIPTION**

1. The name of this organization shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Regional Conference of the Piano Technicians Guild, Inc., hereinafter referred to as *(insert acronym here)*, a non-profit business under the laws of the State of \_\_\_\_\_\_\_\_\_\_\_.
2. The *(insert acronym here)* was granted a charter by the PTG on \_\_\_\_\_\_\_\_\_\_ and derives its rights and powers from said Charter and shall operate in accordance and compliance with all PTG Bylaws, Regulations, Codes and Policies. These Bylaws shall in no way conflict with the Bylaws of The Piano Technician’s Guild, Inc., rather is intended to support its Mission and Principles.

**ARTICLE II: PURPOSE, OBJECTIVE AND PRINCIPLES**

A. The primary purpose of the *(insert acronym here)* is to increase the effectiveness of the PTG in Region(s) \_\_\_\_\_\_\_ by organizing an annual conference for the primary purpose of:

*1. Providing continuing education for piano technicians in the region;*

*2. Exchanging ideas and working cooperatively for the improvement and expansion of the Piano Technicians Guild;*

*3. Assisting local PTG Chapters.*

B. The Objective of *(insert acronym here)* shall be to *promote the highest possible standards for piano service and to effectively promote and improve the piano tuning and service industry*.

C. *(Insert acronym here)* shall be democratic in its government. Any subject not covered by these bylaws shall be handled in accordance with federal, state and local laws.

**ARTICLE III: MEMBERSHIP**

1. The *(insert acronym here*) shall be governed by a Board and has as its members:
2. One representative from each PTG chapter in Region(s) \_\_\_\_\_ to be designated by the local chapter. Chapter representatives must be franchised members of the PTG.
3. Elected officers of the *(insert acronym here)* (see article VI).
4. The Regional Vice President(s) of the PTG as elected by members of Region(s) \_\_\_\_.

**ARTICLE IV: MEETINGS**

A. The *(insert acronym here)* Board will meet twice yearly, once at the regional conference and once mid-year.

B. In years when the PTG annual convention will be held in the region(s) served by the *(insert acronym here),* the regional conference will not be held and meetings may be postponed.

C. Special Sessions may be called by the President (or acting President) as necessary.

1. Notice of the meeting must be sent to all chapter presidents in Region(s) \_\_\_ of the *(insert name here),* at least 15 days prior to the meeting.

2. An Agenda stating the item(s) to be discussed must be included with the Notice.

3. Only items on the Agenda may be discussed at Special Sessions.

D. Special Sessions may be conducted by conference call, by e-mail, or other similar means approved by the executive committee.

**ARTICLE V: VOTING**

1. A quorum is defined as \_\_\_\_\_% of the chapters in the conference being represented.
2. Each chapter representative has one vote.
3. The PTG Regional Vice President shall have one vote.
4. The *(insert acronym here)* President will vote only in order to break a tie; therefore, the President may not act as representative for his local chapter.
5. The *(insert acronym here)* Secretary, Treasurer, Conference Coordinator and Information Manager shall have only one vote even if acting as their chapter’s representative.
6. Voting By Mail. Where Officers are to be elected or any changes in the Bylaws are to be voted on, or any other change is to be made whereby a count of the votes of all members may be desired, such election may be conducted by regular mail, email or by distribution of ballots in such manner as the officers of the organization shall deem advisable.

**ARTICLE VI: OFFICERS**

SECTION 1: EXECUTIVE COMMITTEE

A. Executive Committee shall be comprised of five elected officers: President, Secretary, Treasurer, Conference Coordinator and Information Manager.

1. The duties of the Executive Committee shall be to administer the business of *(insert acronym here)* in conformity with the Bylaws and exercise general supervision over all *(insert acronym here)* affairs.

2. The Executive Committee shall be nominated by the Nominating Committee and elected at the business meeting held during the regional conference.

3. The Executive Committee shall be elected by the *(insert acronym here)* Board and is responsible for the daily activities of the organization.

B. A quorum for the Executive Committee shall be three members.

C. The President shall serve as Chairman of the Executive Committee

SECTION 2: QUALIFICATIONS, TERM, DUTIES

A. President

1. Qualifications:
	1. Be a franchised member of the Piano Technicians Guild.
	2. Be a member of a chapter in PTG Region(s) \_\_\_\_\_\_\_.
2. Term of office shall be two years.
3. Election shall be at the annual meeting in odd-numbered years.
4. Main Responsibilities: Preside over all official meetings with general oversight of the organization.

B. Secretary

1. Qualifications:
	1. Be a franchised member of the Piano Technicians Guild.
	2. Be a member of a chapter in PTG Region(s) \_\_\_\_\_\_\_.
2. Term of office shall be two years.
3. Election shall be at the annual meeting in even-numbered years.
4. Main Responsibilities:Assist the President in the discharge of presidential duties, and in the absence or disability of the president shall perform the duties of president. Maintain all official organizational documents for the *(insert acronym here)*.

C. Treasurer

1. Qualifications:
	1. Be a franchised member of the Piano Technicians Guild.
	2. Be a member of a chapter in PTG Region(s) \_\_\_\_\_\_\_.
2. Term of office shall be two years.
3. Election shall be at the annual meeting in odd numbered years.
4. Main Responsibilities: Maintain and report current true and accurate records with respect to all financial transactions of the *(insert acronym here)* in accordance with generally accepted accounting practices.

D. Conference Coordinator

1. Qualifications:
	1. Be a franchised member of the PTG.
	2. Be a member of a chapter in PTG Region(s) \_\_\_\_\_\_\_.
2. Term of office shall be for a period of two years.
3. Election shall be at the annual meeting in even-numbered years.
4. Main Responsibilities: Locate sites and negotiate contracts for the annual conference. Serve as liaison to the Host Chapter and represent the interest of the *(insert acronym here)* Board.

E. Information Manager

* + - 1. Qualifications:
1. Be a franchised member of the Piano Technicians Guild.
2. Be a member of a chapter in PTG Region(s) \_\_\_\_\_\_\_.

2. Term of office shall be a period of two years.

3. Election shall be at the annual meeting in even-numbered years.

4. Main Responsibilities: Design, maintenance and performance of the website including general navigation and security of online payments.

SECTION 3: NOMINATION, ELECTION AND REMOVAL/REPLACEMENT

* + - 1. The Board will elect officers at the business meeting held during the annual conference.
			2. The Nominating Committee will make recommendations for candidates for officer positions (See Article VII, C.).
			3. Additional nominations for any office may be made from the floor.
			4. All elections shall be by ballot except when there is only one nominee for an office, in which case the election may be made by a show of hands.
			5. A majority vote shall be required for election to any office except that a two-thirds vote shall be required for re-election to a third (or more) continuing term in the same office. An officer who holds an office for more than one year shall be considered to have served a full term in calculating the re-election requirements.
			6. All Officers shall assume office at the conclusion of the conference at which they are elected and shall hold office for a two year term or until a successor assumes office.
			7. The Treasurer shall assume office at the conclusion of the conference at which they are elected but shall work in conjunction with the outgoing Treasurer until all financial records for the conference are completed. The outgoing Treasurer is responsible for producing final financial records for the conference.
			8. Vacancies in elected positions will be filled by appointment of the President until such time as the next regularly scheduled election to fill the position.
			9. A vacancy in the office of President shall be filled by the Secretary until such time as a special session can be called and a new President elected.
			10. The Board may vote to remove and/or replace any officer at any time.

**ARTICLE VII: COMMITTEES**

* + 1. *(Insert acronym here)* shall have the following standing committees:
			1. Nominating Committee
			2. Bylaws Committee
			3. Awards Committee
		2. All committees shall be composed of at least three members, exclusive of ex-officio members.
		3. Charges
			1. Awards Committee
				1. Will be elected by the Board at the annual business meeting.
				2. The committee will solicit nominations for all awards to be presented at the annual conference.
				3. The Chairman of the Awards Committee will submit the name of the recipient(s) and provide that information along with a biography of the recipient(s) to the President prior to the annual conference and in enough time to have the award produced.
			2. Bylaws Committee
				1. Will be elected by the Board at the annual business meeting.
				2. The committee will review the bylaws of *(insert acronym here)* yearly and make recommendations to the Board for changes, deletions or additions as necessary.
				3. The committee will consult with any member or members wishing to amend the bylaws to prepare written proposals for submission.
				4. Bylaws Committee should present all proposal(s) and supporting documentation in writing to the (*insert acronym here*) Secretary along with the committee’s recommendations to adopt or reject the proposed amendment with full reasons assigned at least 45 days prior to the start of the meeting at which they are to be considered for inclusion on the agenda.
			3. Nominating committee
				1. Will be elected by the Board at the annual business meeting.
				2. The committee will solicit nominations for one or more candidates for each of the elected positions. If no nominations are made then the committee may conduct a search for candidates.
				3. The committee will consult with the nominees to ascertain their willingness and eligibility to serve.
				4. Final committee recommendations for all positions to be filled will be included in the Notice of Meeting and Agenda for the annual meeting.

**ARTICLE VIII: REGIONAL CONFERENCE**

SECTION 1: DESCRIPTION

1. The conference is to be presented annually, preferably in \_\_\_\_\_\_\_\_\_\_\_.
2. The main focus of the conference should be in presenting a high quality technical program for attendees at all levels of instruction.

SECTION 2: HOST CHAPTER

1. The Host Chapter will be selected from among the chapters submitting a request based on the following:
	1. The conference should be hosted by a Chapter in PTG Region(s) \_\_\_.
	2. Any chapter desiring to host a conference must submit a request to the Board at the annual meeting at least 2 years prior to the conference date.
	3. Chapters requesting to host a conference will use satisfactory facilities as determined by the Executive Committee.

B In the case of multiple requests from the same area, the chapter which has not hosted a conference in the greatest time will be considered first.

1. The Board has full discretion of selection to ensure a successful event.

SECTION 3: SITE SELECTION

The site of the Regional Conference will be selected based on:

The facility contract and other factors as outlined in the Conference Manual

Input from the Host Chapter

Recommendation of the Conference Coordinator

All site selections will be decided upon by a vote of the Board at the annual meeting.

SECTION 4: PROCEEDS

The Host Chapter will retain 50% of any net gain realized. The remaining 50% will be held in the *(insert acronym here)* treasury pending a decision by the Board as to its use. Any net loss will be the responsibility of the *(insert acronym here)* as long as the Host Chapter has followed the instructions of the Conference Coordinator. The Host Chapter may reimburse the *(insert acronym here)* a portion of the loss, if so desired.

**ARTICLE IX: FINANCE**

SECTION 1: GENERAL

1. The fiscal year of this organization will be \_\_\_\_\_\_ through \_\_\_\_\_\_\_\_.
2. Financial records shall be kept in accordance with generally accepted accounting principles.
3. *(Insert acronym here)* financial records may be audited by an outside CPA every 2 years. This auditor will be appointed by the Executive Committee.
4. The Treasurer shall be bonded in the amount of money for which he/she is caretaker.
5. There shall be at least two signatures on each account in which *(insert acronym here)* funds are deposited. One signer shall be the Treasurer and the other shall be the President. Either officer may sign checks or other documents directing the use of funds.

**ARTICLE X: AMENDMENTS**

SECTION 1: BYLAWS

1. Proposed bylaw amendments should be submitted to the Bylaws Committee in writing at least 70 days prior to the start of the *(insert acronym here)* Board Meeting at which they are to be considered. The committee should submit proposals to the (*insert acronym here*) Secretary, in writing, at least 45 days before the meeting at which they are to be considered so that they can be added to the Agenda.
2. Meeting Agendas and all proposals and supporting documentation must be sent to members of the *(insert acronym here)* Board at least 30 days before the meeting.
3. These Bylaws may be amended at any regular or special meeting by two-thirds (2/3) vote, provided that no amendment shall be adopted unless a copy of said proposed amendment shall have been distributed with notice of such meeting.
4. Emergency Provision: Any exception (to the procedure for giving notice of proposed amendments to the Bylaws) must first obtain a two-thirds (2/3) vote of the Board in favor of amending the agenda before it may be placed on the floor for debate and vote. A three-fourths (3/4) vote shall be required for adoption of the amendment.

SECTION 2: REGULATIONS

The Regulations may be amended at any Board meeting by majority vote.

**ARTICLE XI: PARLIAMENTARY AUTHORITY**

The most recent edition of *Roberts Rules of Order* should be followed in all cases not specifically covered in these Bylaws, Regulations or other documents of *(insert acronym here).*

**ARTICLE XII: DISSOLUTION**

In the event of dissolution of the *(insert acronym here),* the net assets shall be applied as follows:

* + - 1. All liabilities and obligations shall be paid or satisfied or adequate provision shall be made therefore.
			2. Any assets belonging to members or others shall be returned or conveyed, if the assets are held under such requirement.
			3. Any assets not obligated under the above not in the form of cash or cash equivalents shall be sold, or otherwise converted to cash and conveyed to the Piano Technicians Guild Foundation in the name of the *(insert acronym here).*

**REGULATIONS**

*(May also be POLICIES)*

**ARTICLE I: FINANCES**

SECTION 1: BANK ACCOUNTS

* + - * 1. All bank accounts shall be opened under the name "\_\_\_\_\_\_\_\_\_\_\_\_ Regional Conference" (*insert acronym here*) using a Federal Employer Identification Number (FEIN) issued to the organization.
				2. All *(insert acronym here)* funds shall be fully insured by the FDIC or other similar program and shall be deposited in the name of the “\_\_\_\_\_\_\_\_Regional Conference.”

SECTION 2: EXPENSES

A. Compensation

1. No elected officer or Board member will receive salary or other direct compensation for services rendered.

2. The Host Chapter Conference Director may receive compensation from the *(insert acronym here).* The amount of said compensation is to be determined by the Board on an annual basis.

3. The Host Chapter Institute Director may receive compensation from the *(insert acronym here).* The amount of said compensation is to be determined by the Board on an annual basis.

B. Reimbursement

1. Elected officers may be reimbursed for registration and one banquet ticket at the annual conference.

C. Travel Expenses

1. Officers may be reimbursed for travel expenses to the conference and mid-year Board Meeting; this would include overnight lodging for the mid-year Board Meeting and \_\_\_\_ nights at the conference. Air fare will be reimbursed at the 21-day, advance purchase, coach rate. Auto travel will be reimbursed per mile, but shall not to exceed the 21-day, advance purchase, coach rate.

2. Mileage will be reimbursed at the rate as set by the Internal Revenue Service (IRS) at the time the expense occurred.

3. To receive reimbursement, officers must submit a written request with original receipts for all expenditures.

4. Any elected officer who plans to travel at *(insert acronym here)* expense (other than to the bi-annual Board meetings) must first get approval from the *(insert acronym here)* President and Treasurer.

D. Other Expenses

A majority vote of the Board may designate funds for other purposes as it deems appropriate; keeping in mind the non-profit status, mission and purpose of the organization.

SECTION 3: Executive Committee

A. Duties of the President:

* 1. Preside over all official *(insert acronym here)* meetings.
	2. Approve all Meeting Agendas and work with the Secretary to notify all chapter presidents in Region(s) \_\_\_\_of upcoming meetings. Preside over all official *(insert acronym here)* meetings.
	3. Work with the Treasurer to prepare an annual budget, approve all expenditures and review monthly financial reports.
	4. Assist Conference Coordinator in negotiating all facility contracts for the annual conference.
	5. Sign all contracts on behalf of the *(insert acronym here)*.
	6. Serve as ex-officio member of all committees except the Nominating Committee.
	7. Appoint special ad hoc committees as necessary.
	8. Expedite the carrying out of these Bylaws and the Policies.

B. Duties of the Secretary

1. Assist the President in the discharge of presidential duties; in the absence or inability of the President, shall perform the duties of President.
2. Work with the President to prepare an Agenda for all official meetings and notify all chapter presidents in Region (s) \_\_\_\_ of upcoming meetings.
3. Attend all official meetings of the *(insert acronym here)* Board and record Minutes. Ensure that Minutes from previous meetings are approved by the Board at the first available opportunity.
4. Maintain Bylaws, Regulations, Policies, Meeting Minutes and other organizational documents regarding the organizations federal and state nonprofit status, state sales tax exemption documents, annual reports to the Secretary of State, current Registered Agent of record, etc.; making them available to *(insert acronym here)* members upon request.
5. Maintain up-to-date backups of computerized records.
6. Serve as ex-officio member of the Bylaws Committee.

Duties of the Treasurer

1. Maintain and report current true and accurate records with respect to all financial transactions of the *(insert acronym here)* in accordance with generally accepted accounting practices utilizing a Board approved accounting system.
2. Recommend, track and maintain investment(s) including selecting a financial institution in which to place all funds of the *(insert acronym here)*.
3. Maintain complete and accurate files for *(insert acronym here)* and for each annual conference, including but not limited to:
	* 1. Copies of invoices, requisition forms and receipts
		2. Complete listing of all attendees for year-to-year comparison (registrants and exhibitors).
		3. Registration and exhibitor booth forms, including the following:
			+ 1. Contact information
				2. Amount paid
				3. Date of payment
				4. Itemization of purchase.
		4. Copies of deposits and checks
		5. Monthly bank statements
		6. Financial statements
4. Work with the Host Chapter in collecting and reconciling registration fees and exhibit booth payments for each annual conference.
5. Offer financial advice to Host Chapter committee with respect to annual conference.
6. Pay approved expenses in a timely manner.
7. Balance bank accounts and investments monthly.
8. Prepare and make available monthly and yearly financial reports, including but not limited to:
	1. Overview of the *(insert acronym here)* financial status
	2. Financial status of the current annual conference
	3. Profit/loss and cash flow statements for both the *(insert acronym here)* and current annual conference
	4. Statement of current financial assets for *(insert acronym here).*
9. Maintain organizational files, including but not limited to:
	1. Contracts with financial institutions that hold designated *(insert acronym here)* funds, and all related correspondence
	2. Credit card agreements, if any
	3. Investment agreement and/or certificates
10. Tax Returns:
	1. Provide records to CPA as necessary to file annual nonprofit tax returns
	2. File federal, state and local nonprofit tax returns as required
	3. Maintain files for tax returns with all supporting documentation as required by the IRS.
11. Attend all *(insert acronym here)* meetings and give a full report on activities.
12. Maintain up-to-date backups of all accounting records.
13. Properly dispose of documents as determined by the *(insert acronym here)* and in compliance with federal, state and local guidelines.

Duties of the Conference Coordinator

* 1. Locate facility with the assistance of the Host Chapter Conference Director.
	2. Negotiate and prepare facility contracts for the *(insert acronym here)* President’s signature.
	3. Submit all forms in a timely manner in order to secure approval for conference dates from the PTG Board.
	4. Work with the Host Chapter and *(insert acronym here)* Treasurer to prepare a budget to be presented to the Board for approval at least one year in advance of the annual conference.
	5. The Conference Coordinator serves as the liaison to the Host Chapter to:
		+ 1. Represent the interest of the *(insert acronym here).*
			2. Ensure that the priorities and directives set by the Board are carried out during the conference planning process.
			3. Provide information and resources to the Host Chapter as needed during the Conference planning process.
			4. Provide for the needs of the Host Chapter prior to and during facility contract negotiations.
			5. Ensure that the Host Chapter is following the Conference Planning Timeline, as set out in the Conference Manual.
	6. Maintain files containing current conference documents including contracts and other relevant material.
	7. Compile, organize and maintain files on past and prospective conference sites.
	8. Maintain, update and distribute the Conference Manual as needed.
	9. Attend all *(insert acronym here)* meetings and give a full report on activities.
	10. Maintain up-to-date backups of all conference documents.

Duties of the Information Manager

* + - * 1. Track performance of website and make recommendations to the Executive Committee for improvements in performance, appearance, navigation and security.
				2. Recommend web-page submission guidelines to the *(insert acronym here)* Board and enforce existing guidelines.
				3. Work with the *(insert acronym here)* Treasurer and Host Chapter to establish online payment processing. Monitor and maintain performance of online payments
				4. Maintain a file for contractual agreements with financial institutions including copies of statements and correspondence related to on-line payment setup.
				5. Secure and manage volunteer help maintaining web sites, if needed as determined by the Executive Committee.
				6. Present a report at all official *(insert acronym here)* meetings.
				7. Maintain up-to-date backups of complete website.

F. Each outgoing elected officer will pass on to his/her replacement the Bylaws, Regulations and Minutes of past meetings and will explain to the new officer the purpose and function of the *(insert acronym here)* Board

**ARTICLE II: ANNUAL CONFERENCE**

SECTION 1: HOST CHAPTER

1. The Host Chapter will select a Conference Director and an Institute Director, and will select the classes, instructors, exhibitors, auxiliary program and entertainment for theannual conference.
2. Within 60 days of the close of each year's conference, the Host Chapter Committee will submit the following:
3. Conference Materials. The Host Chapter will gather samples of all materials, pamphlets, graphics and anything else that might be helpful, and pass them on to the Conference Coordinator.
4. Final Reports. The Host Chapter Conference Director will write a report summarizing their conference experience. These reports will be submitted to the Conference Coordinator. Forms and formats for these reports are found in the Conference Manual.
5. The Host Chapter Conference Director will give a final report at the Mid-year Meeting following the conference. The report should include an overall summary of the conference. Written copies will be provided to the *(insert acronym here)* Board at the annual meeting.

**ARTICLE III: POLICIES**

SECTION 1: MEETINGS

The Mid-year Meetings will be held approximately 6 months prior to the start of the upcoming conference and should be held at the site of the upcoming conference whenever possible.

SECTION 2: INSURANCE

The *(insert acronym here)* Board will maintain liability insurance to cover the annual conference. The cost of this insurance is to be included as a line item in the conference budget and is to be considered when setting registration and exhibit hall fees.

Conference Handbook

* + - 1. The Host Chapter Conference Director and Institute Director are encouraged to attend the Annual PTG Convention and Institute just prior to the annual conference which they are hosting. Their travel expenses and hotel lodging for that annual PTG Convention and Institute may be reimbursed by *(insert acronym here)* with the approval of the President and Treasurer. If approved, expenses will be reimbursed at the same rate as for elected officers (see Article I, Section 2.C).
			2. The Host Chapter Conference Director will:
		1. Along with the *(insert acronym here)* Conference Coordinator will maintain active and full communication during conference planning, occurrence and wrap-up.
		2. Plan, execute and wrap-up the annual conference using the guidelines, procedures and forms outlined in the Conference Manual.
		3. Work with the *(insert acronym here)* Conference Coordinator to select a conference site for recommendation to the Board, and will be responsible to communicate the Host Chapter's needs and requirements to the Conference Coordinator during the contract negotiation process.
			1. The Host Chapter Institute Director will:

Be responsible for creating the institute schedule i.e. choosing classes and instructors.

Secure audio/visual needs and, with the help of the chapter, provide for those needs.

Work with the Conference Coordinator regarding classroom setup and other facility needs

SECTION 2: CONFERENCE REGISTRATION

1. Registration fees will be set by the Executive Board each year based on the projected budget for the event.
2. Complimentary registrations may be offered. The Executive Committee will make all final decisions regarding complimentary registrations.
3. Complimentary registrations will not automatically include a banquet ticket.

SECTION 3: INSTITUTE INSTRUCTORS

1. Sponsored Instructors:
	1. Will receive  *state policy here (airfare, mileage, copies, etc)*
	2. No reimbursements for travel, lodging or meals.
2. Non-sponsored instructors:
3. Will receive  *state policy here (airfare, mileage, copies, etc)*
4. Be reimbursed  *state policy here (airfare, mileage, copies, etc)*

C. Honorariums will not be permitted unless approved by the Board.

SECTION 4: EXHIBITORS

A. Exhibitors at conferences will pay a rate as set by the Executive Board for each booth space rented.

B.  *state policy here (full registration, banquet ticket(s), etc)* will be given for each booth space rented. Additional "Courtesy Badges" may be issued as needed for extra exhibit personnel. Courtesy Badges only give access to the exhibit hall.

SECTION 5: COMPLIMENTARY REGISTRATIONS FOR PTG OFFICERS

1. Complimentary registrations (including admission to all technical classes, exhibit area and all meals) will be made available to the following:

PTG Executive Committee members

PTG Home Office Staff

Regional Vice President from Region(s) \_\_\_\_ of the PTG.

SECTION 6: RECORD KEEPING

1. During conference planning, occurrence and wrap-up, Host Chapter Committee members will send copies of all forms, form letters, meeting Minutes and other similar documents to the Conference Coordinator.

SECTION 7: CERTIFICATION EXAMS

PTG tuning and technical exams for Registered Piano Technician should be given during the (insert acronym here) conference if possible. Arrangements can be made with the Exam and Test Standards Committee of PTG.