



U.S. MASTERS SWIMMING

IN-PERSON ANNUAL MEETING GUIDE FOR VOLUNTEERS

An overview of what to expect in-person

SEPTEMBER 16, 2022
U.S. MASTERS SWIMMING
Westin Denver International Airport

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**U.S. MASTERS
SWIMMING**

Welcome to the 2022 Annual Meeting

Dear USMS Delegate,

Thank you for agreeing to attend the 2022 U.S. Masters Swimming Annual Meeting. Whether you'll be attending virtually as we've done the past two years or in-person at the Westin Denver International Airport, your willingness to serve and the input you offer are much appreciated.

For those attending in-person it is recommended that you read the in-person annual meeting guide before arrival, which will provide you with an overview of what to expect, in addition to the sections of the annual meeting packet, which is available on the [2022 USMS Annual Meeting page](#).

Important information includes the schedule, meeting rooms and/or zoom links, national committee reports, proposed amendments, and more.

The most important element in making our annual meeting effective is delegates being thoroughly prepared. We encourage you to stay connected through the [USMS Community: Annual Meeting forum](#) for important updates and announcements.

Thank you for all that you do for U.S. Masters Swimming!

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Pre-Annual Meeting

Virtual Schedule Manager

[The 2022 Annual Meeting virtual calendar](#) allows attendees to explore meetings and sessions, build their own agenda, register for meetings, learn about speakers, and discover who will be attending sessions.

It is recommended that attendees [sign up for an account](#) and use it to login to Sched to bookmark your favorites, indicate your plans to attend, sync meeting details to your phone and/or calendar. This will allow USMS to record attendance and you to [discover who'll be attending](#), learn about speakers, and more.

Attendees can choose their preferred time zone, [use this guide to explore the Sched functionality](#) (calendar defaults to EDT otherwise). For those attending the sessions of the House of Delegates in person, the time zone in Denver, CO is Mountain Daylight Time (MDT) - please note the appropriate meeting times for your specific time zone.

Hotel Reservations

USMS will be making all hotel reservations and will send out confirmation numbers to those attending, in addition to their reservation details. (Room type and check in and out dates) Check in is at 3PM MDT and check out is at 12PM MDT.

We appreciate the LMSCs making reasonable efforts to submit roommate preferences that have already confirmed they are comfortable sharing a room. All submitted roommate requests have been assigned as requested.

Important Items to Bring

Plenty of patience and an open mind.

Required - A laptop, tablet, or smartphone, with the ability to connect to Zoom and Wi-Fi.

Due to the hybrid nature (in-person and virtual participation) of the 2022 Annual Meeting, we will be using the Zoom Webinar functionality for the House of Delegates (HOD), as we've done the past two years.

Customized links for each HOD session will be sent directly to all voting delegates, regardless of their attendance preference. All delegates will need to sign into the session with their customized link to:

1. Receive the election ballot via Zoom polling.
2. Vote on legislative proposals.
3. Certify their attendance.

The meeting rooms will be Wi-Fi accessible and charging stations will be available. It is highly recommended that delegates [sign up for an account](#) and use it to [log in to Zoom](#) to ensure they are fully able to participate in the hybrid meeting.

The [Delegate orientation and USMS Townhall, Tuesday August 30, 8:30pm - 9:30pm EDT](#), will be a webinar to learn more about how the annual meeting will run and to gain experience and training on Zoom.

A refillable water bottle

Before your trip to Denver, “The Mile High City”, and while you’re at the annual meeting, drinking plenty of water is the number one way to help your body adjust easily to the higher altitude. The low humidity in Colorado keeps the air dry, like the desert, so you need about twice as much water as you would drink at home.

What to Wear

Be comfortable

- Welcome reception and daily sessions - business-casual or casual clothes -- a sweater or jacket may be needed.
- Reception and Dinner Saturday night - we’d recommend “Dressy Casual”.

During your stay in Denver

The Westin Denver International Airport Hotel

Located in the Airport Terminal - the hotel is conveniently located just steps from the main terminal at the Denver International Airport, which ensures a seamless arrival and departure.

Upon your arrival, locate the Registration Table

Locate the Registration Table to check in and receive your name tag. ([Hotel Meeting Rooms Map](#))

- Friday, September 16th - 11:00am-5:00pm MDT – outside of Spruce Ballroom
- Or come find [Jessica Reilly](#)
- Check into your hotel room at the hotel’s front desk

Wi-Fi

The USMS House of Delegates and meeting rooms will be Wi-Fi accessible. Complimentary guest room Wi-Fi will be available for [Marriot Bonvoy Members](#), otherwise a service fee is applicable at the individual’s own expense.

People to Meet

In person events are a great opportunity to reconnect with swimming friends and to meet many interesting, talented, and fun-filled people with a passion for swimming. We encourage you to take full advantage of this opportunity. Please make every effort to meet as many new people as you can.

We’re asking all attendees to [create an account within our virtual calendar](#), which allows attendees to [discover who'll be attending](#). A [USMS Leadership and Staff - An Abridged Directory](#) has been posted to the website so that you can familiarize yourself with their faces and names.

Social Events and Hospitality (food and beverage)

Welcome Reception

The welcome reception is on Friday night beginning at 6:30pm MDT in the Spruce Ballroom, there will be a cash bar and hors d’oeuvres.

Continental Breakfast

On Saturday and Sunday mornings, from 8:00am to 9:00am MDT, all in-person attendees are invited to enjoy a continental breakfast before the HOD sessions begin.

Lunch

Saturday, from 12:00pm to 1:00pm MDT, all in-person attendees are invited to enjoy lunch.

Reception and Dinner

Saturday, 5:30-8:30pm MDT in the Spruce Ballroom, there will be a cash bar.

There are many sessions you'll be attending -- bring a few snacks to have on hand.

COVID Mitigation Protocols

USMS is monitoring the COVID situation in Denver and nationally and planning accordingly. We're working with the Westin Denver International Airport to ensure the annual meeting will be as safe as possible for our attendees. Marriott has rolled out its [Commitment to Clean program](#) that's committed to providing a safe environment for both staff and guests.

The protocols below are the current plan but could change as we get closer to the annual meeting:

- Vaccinations and boosters
 - Strongly recommended for all attendees.
- Masking
 - Masks are no longer required at The Westin Denver regardless of vaccination status. The hotel is on airport property, so masking rules will be the same as when travelling and are subject to change.
 - The safety of our guests and associates is a top priority. As guidance regarding face coverings and vaccination verification varies by local jurisdiction and may change, guests should review public information websites for the most up-to-date guidance for your destination, as well as the hotel-specific sections and [US and Canada Travel Advisories | Marriott Bonvoy™](#) before traveling.
 - Fully vaccinated guests are no longer required to wear face coverings or social distance in indoor or outdoor areas of the hotel, unless required by local law.
- Negative COVID-19 test
 - All attendees are asked to test within 72 hours of attending Relay.
 - You won't need to show proof of a negative test, but we ask in the name of our volunteers, staff, and your own health that you stay home if you test positive.

Still have questions?

[Contact Jessica Reilly](#) prior to the annual meeting at the Westin Denver International Airport, September 16-18th.