



**U.S. MASTERS
SWIMMING**

IN-PERSON ANNUAL MEETING GUIDE FOR VOLUNTEERS

An overview of what to expect in-person

SEPTEMBER 8, 2023
U.S. MASTERS SWIMMING
Houston Airport Marriott at George Bush Intercontinental (IAH)

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**U.S. MASTERS
SWIMMING**

Welcome to the 2023 Annual Meeting

Dear USMS Delegate,

Thank you for agreeing to attend the 2023 U.S. Masters Swimming Annual Meeting. Whether you'll be attending virtually or in-person at the Houston Airport Marriott at George Bush Intercontinental (IAH), 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 [2023 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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Jessica Reilly
Senior Director, Business Operations
[U.S. Masters Swimming](#) | (o) 941-556-6275
[Facebook](#) | [Instagram](#) | [Twitter](#) | [YouTube](#)

Pre-Annual Meeting

Virtual Schedule Manager

[The 2023 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 Houston, TX is Central Daylight Time (CT), select "America/Chicago" as your time zone in SCHED - 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 CT and check out is at 12PM CT.

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

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 2023 Annual Meeting, we will be using the Zoom Webinar functionality for the House of Delegates (HOD), as we've done the past three 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, Monday August 21, 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.

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 Houston

The Houston Airport Marriott at George Bush Intercontinental Hotel

Located in the Airport Terminal - the hotel is conveniently located just steps from the main terminal at the George Bush Intercontinental Airport (IAH), 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 8th - 11:00am-5:00pm CT – outside of Ballroom A and B
- 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 CT in the Sam Houston I and II, there will be a cash bar and hors d'oeuvres.

Continental Breakfast

On Saturday and Sunday mornings, from 7:45am to 9:00am CT, all in-person attendees are invited to enjoy a continental breakfast in Sam Houston I and II.

Lunch

Saturday, from 12:00pm to 1:00pm CT, all in-person attendees are invited to enjoy lunch in Sam Houston I and II.

Reception and Dinner

Saturday, 6:00-8:00pm CT in the Sam Houston I and II, there will be a cash bar.

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

Still have questions?

[Contact Jessica Reilly](#) prior to the annual meeting at the Houston Airport Marriott at George Bush Intercontinental Hotel, September 8-10th.