

How to Set Up a Philippine (IPPS) Meeting

These guidelines provide general procedures on how to set up and conduct a Philippine philatelic meeting. They are not in any way meant to limit innovative approaches for achieving the same end. One very important task is to plan the meeting well in advance (e.g., minimum of 4-5 months) to ensure that it is listed in the show brochure/advertising, “noticed” in the *Philippine Philatelic Journal*, and “noticed” on the IPPS web site (www.theipps.info) to promote well-attended meetings.

The general guidelines are as follows:

1. Each meeting should have a volunteer **contact person**, usually an IPPS member. Photocopy and telephone expenses associated with this task are reimbursed by IPPS (contact Rick Miggins).
 2. The meetings are **open to all Philippine and interested collectors**, whether they are IPPS members or not.
 3. Press release should focus on a “Philippine Meetings” (not IPPS meeting) to encourage all Philippine collectors to attend. A phrase could be inserted in the press release Usually at the end) that reads “sponsored by the International Philippine Philatelic Society (IPPS)”.
 4. The meeting contact should **make all arrangements** with the show/exhibition chairman, including selecting the speaker and program, and prepare a short summary (news release) at least 4-5 months before the meeting is to take place. Don Peterson is available to provide assistance. Coordinate and submit this information to:
 - Show contact,
 - Hans-Werner Becker, Editor, *Philippine Philatelic Journal*,
 - Doug Lehmann, IPPS Webmaster
 - Don Peterson, IPPS Overseas Operations Coordinator
 - Ken Martin, APS (for all APS meetings)
- This is necessary to ensure that the meeting information gets in the show brochure, into the *PPJ* issued prior to the meeting (see general publication schedule below), and the IPPS web site.
5. The meetings are usually 1 hour long (sometimes 2 hours). Presentations (talks) should not be longer than 20 minutes, to allow for questions and show and tell.
 6. The best time for most meetings is **Saturday afternoon** between 1:00 to 3:00 pm. The earlier you work with the show contact, the better the chance for getting prime time.
 7. In general, the meetings should consist of a speaker with a talk no more than 30 minutes, and show and tell, to allow all attendees to participate. The meeting contact or another selected person should chair the meeting.
 8. The meeting contact should **keep a record** of who attended the meeting, Philippine exhibits at the show, and any other noteworthy information. This is normally recorded in the “traveling” IPPS Meeting Record Book. To obtain the Record Book, contact Don Peterson, who will send it to you.

9. The meeting contact should **coordinate press releases** with the publication schedule of the *PPJ*. Contact Hans-Werner Becker, Editor, *PPJ*. The general *PPJ* schedule is listed below:

<u>PPJ Quarter</u>	<u>PPJ Input Deadline Date</u> *	<u>PPJ Publication Date</u>
First	February 28	March 30
Second	May 31	June 30
Third	August 30	September 30
Fourth	November 15	December 7

*This is an absolute deadline date. However, the editor would appreciate input much earlier.

10. Following the meeting, the meeting contact should **prepare a short summary (news release)** of the results of the meeting with a group photograph (optional) and submit to Hans-Werner Becker, Editor, *PPJ*.

11. Contacts are:

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