

38th ANNUAL V.G. Young School for County Tax Assessor-Collectors
November 10 – November 12, 2020
Waco, Texas

Conference Discussion Items

The V.G. Young Institute staff are looking forward to hosting the School for County Tax Assessor-Collectors at the Waco Convention Center on November 10-12, 2020. As a result of Covid-19, the local health authorities have established several restrictions that all must follow to hold this event. These restrictions include social distancing, wearing of masks at all times, no social gatherings inside the Convention Center, no open serve food or beverages (including coffee), etc. These and other restrictions are offered in greater detail below.

- Registration was capped at 300 to allow for social distancing in the meeting rooms. V.G. Young stopped accepting registrations when we reached 300 registered participants. A waiting list is currently being maintained in the event that the capacity limits increase or if there are registration cancellations. Waitlist registration pricing: \$225 per registrant if added to the waitlist by October 9, the cost will be \$250 per registrant if added after October 9.
- The registration desk will be located at the Waco Hilton. V.G. Young staff will manage this area in order to stay in compliance with local distancing guidelines. **Pre-registration is required.** There will be no onsite registration and no payments accepted onsite. It is your responsibility to confirm that you have registered for the conference before arriving. If you are not pre-registered, you will not be allowed to attend.
- Everyone must wear a mask at all times inside the buildings. MVBA is providing masks for everyone. They will be available when attendees pick up their registration packets. Each attendee will be given (1) mask.
- As sessions adjourn, V.G. Young will release attendees by rows to prevent mass gatherings in any area.
- Gatherings outside of the meeting rooms must be avoided and each attendee is asked to police themselves.

- Break food and beverages will be set inside the meeting rooms and in the exhibit hall. These breaks will consist of pre-packaged items along with canned drinks and bottled water. Attendees will be allowed to bring in coffee/drinks from outside the Convention Center.
- No more than 30 conference attendees are allowed in the exhibit hall at one time. V.G. Young staff will manage this area in order to stay in compliance with distancing guidelines.
- The exhibit hall will be limited to 2 vendors per booth. If vendors have more than 2 representatives, they must be outside of the exhibit hall.
- The Vendor Reception will be held at the Waco Hilton courtyard/pre-function area and Three Rivers Ballroom. There will be a bar set up and hors d'oeuvres during this event.
- Bingo will be held at the Convention Center. We can seat 2-3 people per round table. There will be no bar in the Convention Center for this event.
- Currently, the restaurants at the Waco Hilton and Courtyard Marriot are not open. To accommodate attendees V.G. Young secured a food truck for breakfast on Tuesday, Wednesday, and Thursday. We also reserved a food truck for lunch on Tuesday. The trucks will be in the parking lot of the Convention Center/Hilton.
- Hand sanitizing stations will be set up throughout the Convention Center.

These restrictions could change as we get closer to actual conference time, but we are planning this as if the conference will operate under the current restrictions and guidelines. Important changes to these restrictions, guidelines and protocols will be communicated by V.G. Young as necessary.

Failure to comply with required health measures could result in the immediate cancellation of this event by the local health authority and/or the convention center.

Thank you for your patience and understanding as we work through these challenging circumstances. Please contact the V.G. Young Institute with any questions or for additional information.