



IMRC (International Maheshwari Rajasthani Convention)

Official Guidelines

1. Introduction

The Maheshwari Mahasabha of North America (MMNA) is a 501(c)(3) organization dedicated to preserving and celebrating Maheshwari–Rajasthani heritage while promoting sustainability, responsibility, inclusivity, and collective well-being.

IMRC serves as a platform to:

- Strengthen intergenerational bonds
- Encourage mindful use of resources
- Promote community growth and philanthropy
- Foster youth leadership and engagement

These guidelines should be followed by all host chapters, committees, vendors, and volunteers to ensure a **smooth, efficient, and values-aligned convention**. IMRC should be within means and purpose driven rather than competing with past events. These Guidelines supplement and detail the Convention Guidelines in the MMNA Bylaws.

2. Key Objectives

1. Encourage sustainable and responsible practices
2. Promote mindfulness and respect for shared resources
3. Partner with local organizations for waste management and community service

4. Foster intergenerational connection and collective growth
5. Celebrate Maheshwari–Rajasthani heritage
6. Enhance attendee experience and operational efficiency
7. Support philanthropy and social initiatives (e.g., education)
8. Actively engage youth in planning and execution
9. To raise funds for MMNA initiatives and causes

3. IMRC Kick-Off & Host Chapter Selection

Invitation Process

- A formal invitation will be sent by the **NEC President and BOT Chair** to all chapters to assess interest in hosting IMRC as per MMNA Bylaws.

Points to be considered while assessing Host Chapter Interest

- Number of listed life & general members in a chapter
- Availability of active volunteers
- Suitable venue capacity (approx. 600–1000 attendees)
- Availability of vendors (catering, décor, AV, etc.)
- Sponsorship potential with details
- How many members have attended previous conventions
- If chapter have organized any overnight events in past
- Possible timeline (of IMRC), Possible Cities, Possibilities/Options of travel

Selection Process

- Final decision rests with the **NEC and BOT**
- Chapters with smaller membership may **co-host with neighboring chapters**

4. Governance & Committee Structure

Governance Committee (Mandatory)

Members

- Headed by NEC President
- 2 members nominated by BOT chair
- Host Chapter President
- Host Chapter NEC representative (as relevant)
- Convenor
- 1-2 more members from BOT, NEC can be included as a part of governance committee (as needed by the Committee)

Responsibilities

- Ensure compliance with IMRC guidelines
- Provide overall guidance and oversight
- Ensure event alignment with organizational goals
- Offer expert advice on logistics and operations
- Review and approve event plans and budgets
- Identify and mitigate potential risks
- Support venue selection and management
- May assign advisors to specific teams or events to guide, support, advise as needed

Convenor & Co-Convenor (Suggest - max 2 Co Convenors)

Eligibility

Convenor should preferably have attended at least **two IMRC conventions**

- Must have served actively in an MMNA committee
- Should not hold any position in MMNA (BOT, NEC or Chapter) during the IMRC planning and host period

Selection

- Proposed by host chapter in consultation with governance Committee
- Final decision by governance Committee, if multiple options exist

5. Financial Governance & Miscellaneous (Mandatory)

- This tiered structure ensures proportional contribution to the MMNA General Fund based on total sponsorship secured, the following contribution structure will apply to all sponsorship revenue:
- First \$100,000: (0% contribution to MMNA Fund)
- Next \$100,000: (10% contribution to MMNA Fund)
- Next \$100,000): (20% contribution to MMNA Fund)
- Any amount above \$300,000: (30% contribution to MMNA Fund)
- All expenses above \$ 15,000 (cumulative for the expense category such as decoration, AV, etc) and any expenses which exceed over 10% of the budget should be approved by the Governance committee.
- Budgets must include contingency buffers
- Sponsorship commitments should be informally and partially secured during the application process
- IMRC must remain a collective community event, not a platform for individual promotion /showmanship
- In Sponsorship, it is CRITICAL that we seek larger sums (\$ 10,000 and more) mostly/preferably from settled families/patrons who are only giving for the benefit of Samaj, and not expect any payback. Above \$ 10,000 donors to be reviewed by the Governance team.
- The convention team should provide financial status updates to the Governance committee - on a monthly basis and every two weeks, starting six months prior to the convention.

6. IMRC Host Committees

Each Program committee should include **at least one RAYS representative** (Life or General Member) from the host chapter.

Mandatory Committees - Some can be combined, as logical. More can be added.

- Main host committee (convener, co-conveners and heads of sub-committees)
- Project Timeline
- Site Selection
- Contract Review
- Fundraising
- Finance
- Registration

- Technology Support
- Cultural
- Opening and Closing Ceremony
- Food & Beverages
- Logistics & Project Management
- Breakout Sessions
- Audio-Video & Photography
- Decoration
- Souvenir / Directory (May not be needed)
- Award Committee

7. Mandatory Contract Review

All major contracts must be reviewed by **at least three reviewers**, approved by the governance committee. This could include external experts also.

Contracts Requiring Review

- Hotel
 - Rooms
 - Catering (both from Venue and if any outside caterer)
 - Audio-Visual
- Decoration
- Photography & Videography
- Entertainment

8. Suggestive Event-Wise Guidelines (IMRC)

Day 1– Opening Ceremony (Host Chapter Night)

- Lamp lighting
- Welcome address (Convenor / Co-Convenor / Host Chapter President)
- Overview of convention theme and purpose
- Registration package & breakout session explanation
- Guest of Honor address
- Limited host chapter cultural performances

Day 2 Morning – MMNA Updates (10:00–11:30 AM)

- BOT Chair message
- NEC President message & initiative updates
- Recognitions and awards
- Introduction of BOT, NEC, and initiative leads (group-wise)

Day 2 Evening – Chapter Nite

- Formal recognition of Chapter Presidents
- Chapter cultural performances

Day 3 – Philanthropy Focus

- Minimum **4 hours of community service**
- Local or international causes (e.g., food banks, disaster relief)
- **Sightseeing tours/ outside venue activities are strongly discouraged**, as it is a big drain on time, resources, added liability risk ; reduces free mingle time for attendees ; makes the other full Day very tight with multiple events.

Day 3 – Evening

- Gala night

Day 4- Morning

- Volunteer recognition session

9. Suggestive Gala Nite Guidelines

- **Talent Priority:** North America–based performers; India-based artists should be discouraged unless they are already in N America and cost is manageable.
- **Theme:** Must align with MMNA values (education, philanthropy, community)
- **Entertainment:** Inclusive of all age groups
- **Emcees:** Assigned based on segment suitability

10. Decoration Guidelines

- Try to maintain elegant theme rather than extravagant expense (preferably only one decoration theme throughout rather than changing every day)
- Preferably, Less number of photo booth open for at least 2 hours every day with pre assigned time by last name
- **Theme:** Must align with MMNA values (education, philanthropy, community)

11. Breakout Sessions

Purpose

All breakout sessions must align with **MMNA Values & Objectives** to promote cultural, entrepreneurship, educational, and social development while fostering unity across generations.

Core Principles

1) Intergenerational Connection

Breakout sessions must encourage meaningful interaction across age groups, fostering mentorship, preserving cultural wisdom, and enabling shared learning that reinforces community ties.

- Suggested Breakout sessions by attendees last name or by geography in india etc.

Alignment with MMNA Vision

Session themes should directly support MMNA's mission, including:

- Safeguarding Maheshwari and Rajasthani traditions
- Advancing education, leadership development, and economic opportunity
- Contributing to community well-being and philanthropic efforts
- Strengthening cooperation across generations and regions

2) Inclusive Participation

Each breakout should reflect broad representation by thoughtfully involving participants from different age groups, genders, and geographic backgrounds in speaking, facilitation, or active engagement roles.

3) Outcome-Focused Design

Sessions should culminate in clear, actionable outcomes—such as mentorship initiatives, community service plans, business and entrepreneur promotion, professional collaboration opportunities—that extend beyond the convention.

4) Sakhi / Sakha Breakout

- Two recommended sessions:
 - One interactive/fun bonding session
 - One cultural, educational, or guest-speaker session
- Chapter Sakhi/Sakha leads must be involved in planning

5) RAYS Breakout

Group Segmentation

- Junior RAYS (16–21)
- RAYS (21–28)
- Senior RAYS (28–35)

6) Free Networking time

- To ensure that IMRC attendees have exclusive time to mingle and do social network

Formats

- Joint panels Interactive workshops
- Roundtables
- Legacy & innovation talks

Scheduling

- Must not conflict with Opening Ceremony, Gala Night, or Closing Ceremony
- Encourage pre-registration of breakout sessions so they can be planned properly.

Facilities

- AV equipment, stationery, and technical support provided by IMRC

Coordination

- Topics, duration, and resources must be approved in advance by IMRC Committee

12. Food & Beverage Guidelines

Enforce a strict no food wastage policy through clear announcements, visible signage, and attendee awareness throughout the convention.

Promote responsible consumption and sustainability by guiding portions and discouraging excess food disposal.

Ensure dietary restrictions (example: no onion / garlic) are adhered

Suggestive meal spreads could be as follows, with logical variations.

Breakfast

- Continental + 1–2 hot Indian items + 1 Indian dessert

Lunch/Dinner

Max 3 veg curries + 1 Daal or Kadhi, 2 to 3 appetizers, 2–4 desserts

High Tea

- 3–5 snacks including fruits and healthy options

Midnight Snacks

- Tea/milk + max 2 snack items

Mandatory Policies

- Food allergy labels required
- No plastic bottles (water stations + reusable bottles)
- No take-out boxes on the final day
- Excess food must be donated or composted

13. Registration Guidelines

- Registration form should be tied to MMNA database through MMNA website, preferably using MMNA Digital ID
- If possible provide daycare facilities upto age 2 to 5 free of cost.
- Set realistic capacity limits
- Registration Pricing should reduce dependency on sponsorships. If few deserving but economic challenged families, Team can look for registration sponsors for them
- Registration phases:
 1. Local volunteers
 2. Life members
 3. Registered members

Governance Committee reserves right to review/reject registrations

14. Souvenirs & Gifts

- **No IMRC return/memento gifts ; waste of money, tough to carry back**
- Instead of printed souvenir books, sponsors should be showcased digitally during IMRC and promote them on our website and other digital channels. Printed Souvenir takes huge resources and time, efforts to compile, publish, distribute.

15. Technology Team

- Conduct pre-event Zoom sessions for recognitions and introductions
- Utilize venue TV systems for additional content
- Governance team review of Chapter and Host Night programs 30–60 days prior
- All presentations must be reviewed by Governance Committee
- Final presentations due 4 weeks prior to the convention

16. Seating & Protocol Suggestions

- Priority seating for:
 - Guests of Honor
 - Sponsors
 - Seniors (75+)
 - Current BOT Members
 - Past BOT Chairs
 - Current NEC members
 - Past NEC Presidents
 - Current Chapter Presidents
 - Current Initiative Leads
 - Reserved

17. Guests of Honor – Eligibility

Guests of Honor from India or anywhere else, to be preferably invited if they :

- Hold a key office in a Maheshwari organization, and/or
- Commit to sponsorship/donation, and/or
- Serve in a public role aligned with MMNA causes
- Strongly encourage local guests of honor

18. Suggestive Closing Ceremony

Duration: 30–40 minutes

Recommended Presenters: Convenors, NEC President, BOT Chair, IMRC Committee members

Agenda

1. Welcome & recap
2. Convention highlights
3. Volunteer recognitions
4. Special acknowledgments
5. Closing remarks
6. Group photo & farewell

19. Feedback & Retrospective

- Host team should send a feedback form to all IMRC attendees
- Host team should also record any lesson learned and and share it with governance committee

20. Conclusion

By adhering to these guidelines, IMRC will:

- Uphold MMNA's values
- Enhance participant experience
- Reduce waste and inefficiencies
- Strengthen unity across generations

IMRC is one family, one vision, and one shared responsibility.