

May 2004

Dear Conference Host School and/or Prospective Bidding School:

Preparing to bid for a conference or host a conference, whether it is a state/sub regional, regional or national conference, is not an easy event. You will be putting many hours into this. You will learn how to work closely on a team. Brainstorming will become a natural past time! While you attempt to make this conference “yours”- it isn’t necessary to reinvent the wheel. It is important to use the resources of NACURH. These resources are numerous, starting with the National Information Center, the NACURH policy book at www.nacurh.org, the Conference Resource Consultant, and past conference staffs—just to name a few!

As you begin to work on your bid, or plan your conference, you are going to have numerous opportunities to develop long lasting friendships and make memories that will last a lifetime.

NACURH is an organization that values many issues. As you work on your bid and/or conference you must be committed to these issues. Some of these include commitment to diversity, organizing a conference that is substance free, accountability, the utilization of inclusive language, and a demonstration that yours is truly a student run organization.

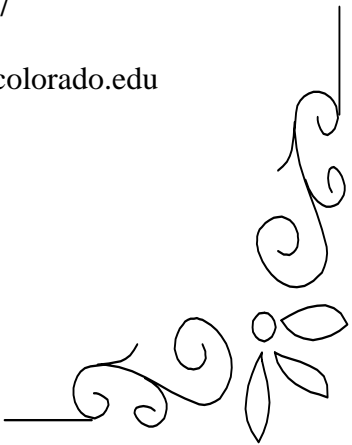
In this packet we have attempted to share with you some information that will assist you in this process. As you begin your work—please remember there is no “right way” to host a conference, but there are many elements on which you will be judged.

Best of luck in your conference plans, and PLEASE feel free to contact us if you have any questions or need additional information. Paula will take over this position as of the close of this conference. Please send any conference host acknowledgement forms and wrap-up reports to her at the address below. Remember, have fun with this!

Best Wishes,

Kathleen M. Neville
NACURH CRC-outgoing
Office of Residence Life
352 Lafayette Street
Salem, Massachusetts 01970
Phone: (978) 542-6510
Fax: (978) 542-6356
E-mail: Kathleen.Neville@salemstate.edu

Paula K. Bland
NACURH CRC-incoming
57 Hallett Hall
Boulder, CO 80310
Phone: (303) 735-6027
Fax: (303) 492-4646
Email: Paula.Bland@colorado.edu



Things to Consider In Hosting A Conference

Facilities

What are the requirements/needs?

What facilities are available at small schools?

Signing of contracts—be sure all facility arrangements are in writing

Contingency plans if the facilities become unavailable?

Are facilities large enough for mass gatherings?

Are there regulations about food? Serving costs?

Accessibility for those with disabilities or special needs?

What does your Office of Disability Services consider reasonable accommodations?

Plan for “signers” at large gatherings for hearing impaired

Hidden costs: tech support, set-up charges, charges for tables, chairs, security, etc.

Programming

Requirements and needs for programming rooms/facilities

Contracts for speakers—be sure all speakers have a signed contract or agreement

How will you recruit programs?

How will you select programs?

What will the programming “tracks” be?

What are the AV needs—what AV equipment do you have access to? What are the costs?

Do you need “tech support” for any programs? Is there cost involved?

Budget

What are the national or regional breakdowns of budget?

Add on costs

How detailed does the budget need to be?

Taxes

Staff/RBD/NBD costs

Conference insurance—do you need to purchase additional insurance?

Contracts

Banking costs or administrative fees

How do you plan to keep people accountable to the budget?

What is the break even point? (See your AD

Finance/Administration for this information.)



Insurance

Will the host school be able to obtain liability insurance to cover the conference?

What will the cost of the insurance be?

Hotel (for regional conferences)

Parking and fees—think about vans and buses

Keys: How many per room? Who will distribute? Lost key cost?

How will you handle or coordinate check-out?

Reserving blocks of rooms—be sure all rooms have 2 double/queen beds or can hold 4 delegates/2 advisers, etc.

Will delegates make reservations directly with hotel? How will the hotel do billings?

Are any deposits required up-front?

Who signs contracts?

Hotel policies—do they understand your conference?

Security

Cutting off or blocking phones, movie channels, room service, etc.

Hospitality rooms, meeting rooms, complimentary rooms for each specified room that you book—make sure these are appropriately noted in your budget.

Can food be brought in or do you need to work with hotel catering?

Transportation

What type/needs?

Accessibility for those delegates with special needs

Charge by mile, hour, day?

Insurance, license requirements

Shuttle schedules

Contract for vehicles and drivers

If bringing delegates to off-campus events, does your campus have a policy concerning schools driving themselves?

Sponsorship

Conference sponsors

Corporate partners/Corporate sponsors—have you reviewed the agreement with Student Advantage Campus Services or USA Today?

Money, items in kind

Advertising/recognition

Deadlines

Contract—be sure all agreements are in writing

Security

Needs

Costs

Communication—radios, pagers, cell phones

How will they be identified?

Student vs. Professional

Hotel & conference events

Training

Summits/Semi-Annual/Pre-Conference

Housing—hotel or on campus—cost?

Food

Schedule

Availability of conference staff

Meeting room space

AV needs

Registration

Time frame

What will be included in the packet?

Mailing and postage costs in the budget

Set-up and check-in process

Confirmation/notifications

Receipts

Budget report

Conference Cap- how to deal with alternates, cancellations, etc.

Have you reviewed national policy that defines conference (i.e. no pay/ no key policy)?

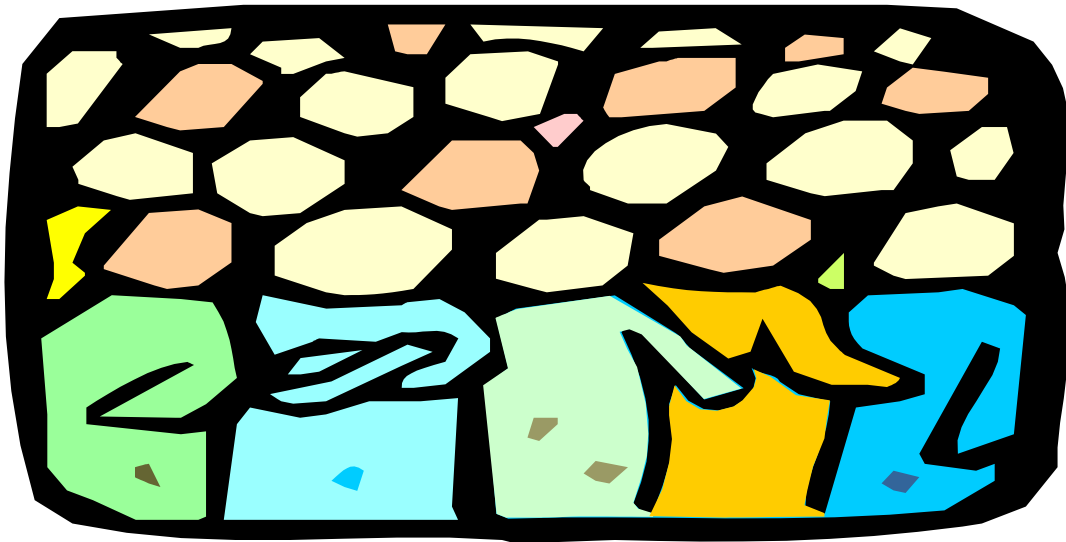
Volunteer/Person Power

Needs for volunteers

How many will you need for various areas of conferences?

Recruiting volunteers, training and recognition of volunteers

Scheduling and assignment of volunteers to meet needs of committees and tasks



SAMPLE BUDGET ITEMS

Add on Fee *(varies from region to region—National Conference is \$8 per person)*

Hotel (regional conferences note: No frills will vary some)

Delegates (4 per room) x number of nights (usually 2)
Advisors (2 per room) x number of nights (usually 2)
RBD (2 per room) x number of nights (usually 3)
RBD Summit (2 per room) x number of nights (usually 2)
Corporate Partners (1 per room) x number of nights (usually 2)
Corporate Sponsors
(# of nights may vary by region and conference)

On-Campus Housing

Per person cost x number of nights
Single room cost for advisors/corporate partners or sponsors/guests

Hospitality

Food
Drinks
Staffing
Paper products
Advisor Social (typically sponsored—at least in part— by OCM)
NRHH Social
President's Social
NCC Social
Games, movies, etc.

Conference Insurance

Dining

Location
Decorations
Meal, gratuity

Regional Conferences

Friday dinner
Saturday breakfast
Saturday lunch
Banquet- will delegates be served or will you have a buffet?
Sunday breakfast
RBD Summit
Server costs
(# of meals vary by # of days for conference)

National Conference

Semi Annual Meeting
Pre-Conference Meeting
Volunteers/Staff—outlined in policy book
Breakfast, lunch and dinner each day of conference
Banquet meal
Grab and Go breakfast day of check-out (optional)

Transportation

Airport shuttles
Shuttles during conference, semi business meeting & pre-conference meetings
Gas & mileage
Golf carts (optional—very good idea for National Conference)

Facilities

Charge for use?
Banquet—can you seat the number you need in one area?
Tech services/support
Charge for floor coverings (particularly in areas for roll call and banquets)
Restrictions on decorations
Charges associated with set-up, clean-up, maintenance and custodial
Accessibility for those with special needs

Entertainment

Do you have a variety of options?
Will you have entertainment each night?
Insurance on those acts, bands, etc. that you contract with—do they have any?
Are travel arrangements included in fee?
Get everything in writing with signed contract

Printing & Mailing

Bid costs
Newsletters
Envelopes/labels
Conference notebooks
Programming signs
Confirmation packets
Door decorations
Registration packets
Signage for directions
PR info for conference
Program evaluations
Conference evaluations
Misc. Postage
Printer needs

Communication

Phone
Fax
E-mail
Cell Phones
Pagers

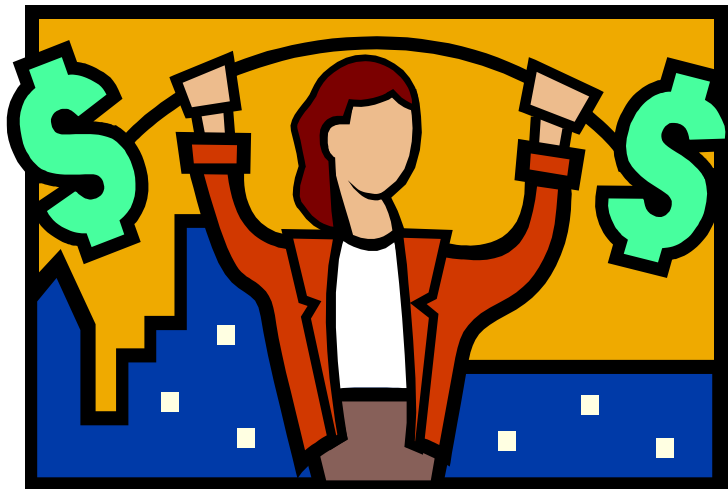
Delegate Supplies

Nametags
Notebooks
Printing
Giveaways
T-shirts

Awards

Top programs
Staff recognition (refer to conference policy for amounts allowed)
Video/slide show
Award plaques
Misc.

This list is not all-inclusive—each conference staff finds things that make their conference “individualized”. This is intended to be a solid foundation from which to build.



The following was taken from “The SAACURH Guide to Writing Conference Closing Reports for SAACURH and No Frills Conferences”. Chris Moody and Kim Englehardt from SAACURH created this document. This information is intended to give regional conference hosts an outline of what needs to be included in the closing report from a regional conference. I would advise checking with your current Board of Directors for any “region specific” information that may be required.

The closing report from a conference is vital information to the region and to NACURH, Inc. It is important that you take time to complete this—just as you took time to prepare your bid and host the conference. The closing report is due 60 days after the close of your conference.

Guide to Writing CONFERENCE CLOSING REPORTS

Please note the following general guidelines, which should be adhered to when writing your conference closing report:

- Due to the Regional Director within 60 business days after the close of conference.
- All financial matters concerning the conference should be concluded before the submission of the report.
- All financial information should be included. Any debts that are held or received after the accounts are closed will be the responsibility of the host.
- A copy of all checks, deposits, and statements for conference expenditures should be included in the financial report.
- All copies of the closing report must be on white, double-sided paper that is bound in some fashion (plastic binders, book binders, etc. are acceptable).
- Table of Contents
- All pages of the conference closing report should be numbered.

Cover Page

- Should include: Conference theme, dates, host institution and city, and logo.

Introduction

- General comments about the conference hosting experience overall from the Conference Chair(s) and/or Advisor(s)
- Overview of Conference Highs and Lows
- Introduction to the format of closing report
- Contact information for host site if any questions arise
- Signatures of Conference Chair(s) and/or Advisor(s)

Conference Schedule

- A copy of the conference schedule as printed in the conference binder including the following items:
 - Check-in and Check-out times and locations
 - Display and Banner set-up and take-down times and locations
 - Times and locations of all NCC, NRHH, SAT, and State Association meetings
 - Meal times and locations
 - Roll Call and Roll Call Practice times and locations
 - Program Session Time Blocks
 - Entertainment event description, time, and location
 - Conference Bid Teams presentation practice times and locations
 - Shuttle times
 - Top Programs Time Block
 - Banquet times and locations (including seating)
 - Any pertinent reception times and locations
- Any problems with schedule times or locations during the actual conference
- Advice from the conference staff about creating and sticking to the schedule

- Facility concerns, issues, or suggestions

Attendance Summary

- Total number of conference attendees
- Breakdown of attendees by delegates and advisors, corporate partners, SAACURH Executive Committee Members, representatives from NACURH, Inc., and individual schools.

Awards Presented at the Conference

- Conference Staff definition of what constitutes a small school vs. a large school.
- Conference Spirit Award Winners (small and large schools)
- Best Display Award Winners (small and large school)
- Best Roll Call Winners
- Top Program Winners selected during business meetings during the conference (include names, schools, awards/positions)
- Any Special Recognition Awards (SEC silver and eagle pins, SAACURH Service Awards, etc.)

Financial Summary

- Copy of the conference budget, based on SAACURH's break-even point. Include Grand Total, Per Delegate, and Per Advisor Cost.
- Copy of the conference budget, based on the actual paid number of attendees. Include Grand Total, Per Delegate, and Per Advisor Cost.
- Explanation of the Actual Conference Budget
- Actual Conference Budget, with allocations, expenditures, and surplus/deficit by primary category (headings) and sub-category (items)

- Conference Excess/Deficit Report
- Suggested Primary Categories (headings) and Sub Categories (items)

<u>Primary Category</u>	<u>Sub-Category</u>
Conference Fees	\$10.00 SAACURH Add on
Accommodations	Delegate Lodging Advisor Lodging SEC Lodging NACURH Rep Lodging Corporate Partner Lodging Conference Staff Lodging Summer/Winter Summit Lodging Parking Costs at Hotel
Guest Services	Hospitality Room Costs Refreshments Cost Advisor and NRHH Social Costs Conference Insurance
Dining Services and Meals	Friday Dinner Saturday Breakfast Saturday Lunch Saturday Dinner/Banquet Conference Staff and Invited Guest Meals SEC, Corporate Partners Meals Summer/Winter Summit Meals Meal Card Costs
Transportation	Bus/Van Rentals Gas Costs Directional Signs Summer Summit Transportation
Facilities	Roll Call and/or Banquet Site Program Classrooms Hotel Registration and other rooms

Entertainment DJ/Band Costs, Movies, etc.
Decorations
Refreshments

Communications Long Distance and Internet Costs
Cellular Phone and Radio Rental
Update Newsletter costs
Registration Packet
Confirmation Packet
Mailing/Postage
Miscellaneous Printing
Envelopes and Labels
Office Supplies and Equipment

Delegate Supplies Welcome gifts/bags
Nametags & Doortags
Notebooks
Printing
Awards and Certificates
Program Evaluation Forms

Miscellaneous Conference Staff Recognition
Bank Fees
Slide Film and Developing

- Database financial summary including Primary and Sub-Categories, Per Person Cost, Total Allocated, Subtotal Spent per Primary Category, and Total Remaining
- Summary of how income and expenditures were handled (bank account, how often processed accounting program used)
- Listing of sources of financial surplus or deficit

Conference Planning

- Summary of bid process strategy
- Assembling the bid team (guidelines and selection process)
- Meeting timeline throughout year prior to conference
- Office space and access
- Phases of planning after receiving the bid up until the conference
- Hosting summer or winter summit
- Communication and organization strategies used

Committee Chair Reports

- Primary responsibilities of positions, committee membership and duties, planning strategies and timelines, Highs and Lows of the committee experiences, suggestions for future committee chairs from each of the following committees (if appropriate for the conference):

Conference Chair(s)

- Strategies used for making the conference staff a unified team
- Motivation and recognition strategies for conference staff
- Balancing personal and academic time with this responsibility
- Typical meeting agenda and format
- Working with a co-chair
- Working with a conference advisor
- Serving as a conference liaison to SAACURH Executive Committee
- Relations with Housing/Residence life and other university offices
- Level of autonomy given to conference committee chairs
- Your role during the actual conference weekend
- Problems encountered with staff
- Aspects of hosting the conference which makes your school unique
- Lessons learned from chairing this conference

Conference Advisor(s)

- Your role in assembling the conference staff and committee members
- Your guidelines and expectations set for the conference staff
- Interactions and role with the SAACURH Executive Committee and Advisor
- Relationship with university legal department and other administrative offices
- Financial Advising
- Time commitments and balancing professional job, personal time, and advising the conference
- Contracts

- Difficulties experienced with hospitality
- Lessons learned from being hospitality guru
- Lessons learned from working with hotels, dining services, schools, etc.
- Problems encountered from advisor(s) standpoint
- Dining and Meals
- Experience working with campus dining services and hotel services/policies
- Process for getting food (meal cards, taking up tickets, etc.)
- Deciding on a menu
- How did you arrange for vegetarian options? How were vegetarians identified at the conference?
- Timeline for arranging food services (contracts, final numbers, etc.)
- Deciding on the location of the meals
- Paying for dining services (before, after, based on how much each person ate, etc.)
- Lessons learned from working with hotels and dining services
- How your role is influenced by cooperation of other conference staff members

Hospitality

- Hours of hospitality room
- Locations of hospitality rooms
- Staffing of rooms
- Difficulties experienced with hospitality
- Lessons learned from being a hospitality guru

Entertainment

- How were the entertainment options decided?
- Contracts
- Any potential liabilities with the entertainment options
- Facilities used for entertainment
- Selecting helpers (your committee)
- Timeline for getting entertainment lined up
- Decorations and refreshments?
- Listing of all entertainment options and how they were acquired
- Props and equipment needed
- Lessons learned from hosting entertainment
- Spirit, etc.
- Criteria used for judging
- Process of getting judges for the competitions
- Location and logistics of banner and display set-up, etc.
- Communication with other chairs, especially facilities
- Lessons learned from being the Guru of Fun!

Facilities

- Room and facility reservation and timelines
- Summer and Winter Summit arrangements
- Rain Sites
- Any last minute changes
- Working with other conference staff members
- Room arrangements and formats
- Handicap accessibility
- Parking issues
- Directional Signs
- Lessons learned from coordinating facilities

Finance

- Budget timeline
- Communication with committee chairs, especially housing and registration
- Accounting program used
- System used for tracking and processing money, checks, etc.
- Finalizing the conference costs
- Handling late fees and delegate swaps
- Confirmation packets with registration chair
- Relationship with SEC
- Information about conference philanthropy success
- Lessons learned from handling the money

Programming

- Method of program solicitation
- Method of program selection
- Process of placing programs into programming slots
- Criteria for selecting top programs
- Program evaluation distribution and collection process
- Programming schedule
- Program confirmations
- Communications with Facilities Chair
- Compiling a committee of helpers
- Announcing top programs and placing them in rooms
- Lessons learned from doing the programs

- Registration process timeline
- Working with other committee chairs to make the registration packets
- Confirmation packets
- Check-in and check-out process
- Communication packets
- Method of handling delegate changes
- Lessons learned as registration chair

Special Events (Roll Call, Closing, Banquet)

- Events responsible for
- Timeline for planning events
- Session agendas and suggestions
- Problems encountered within each responsibility
- Lessons learned from being in charge of special events

Sponsorship

- Method of acquiring sponsorship
- University administration role in finding outside sponsorship
- Sponsorship within the university
- Timeline for soliciting sponsors
- Collecting sponsor donations
- Working with NACURH Corporate Partners
- Lessons learned from sponsorship

Transportation

- Airport shuttle arrangements
- Transportation to and from hotel and conference site
- Finding and contracting with van or bus companies
- Problems encountered in transporting delegates
- Lessons learned from being transportation chair

Security

- Process of finding volunteers to monitor
- Locations and times where and when security staff were utilized
- Concerns encountered with security
- Working with hotel staff and security
- Lessons learned from being security chair

Housing

- Problems encountered with hotel
- Dealing with amenities of the hotel (phone, TV, pool, exercise room, etc.)
- Method of assigning rooms
- Doortags
- Communication with registration and finance chairs
- Method of key distribution and collection
- Negotiating the hotel contract
- Number of rooms used for the conference (broken down by delegates and advisors)
- Hotel rates and taxes
- Communication with hotel—how often were meetings held? Who attended?
- Relationship with Hotel Conference Services Director
- Check-in system (if at hotel)
- Working with computer spreadsheets and databases
- Lessons learned from being housing chair

SUPPLEMENTARY MATERIALS

- Conference registration Packet
- Conference Confirmation Packet
- Conference Evaluation Form and Results
- Registration Processing Status Form
- Program Evaluation Forms
- Sample List of Programs
- Logos and Designs
- Banquet Program Agenda