

I. POLICIES GOVERNING NACURH NATIONAL CONFERNCES**A. Conference Bid Requirements and Procedures**

1. Schools interested in bidding for a National Conference should contact the Conference Resource Consultant (CRC).
2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services s/he has available to assist in bidding for the conference.
3. The CRC will then contact the Regional Director of the region in which the school is located informing that Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
4. Schools shall have the opportunity to send 30 preliminary copies of their NACURH Conference bid to the CRC by December 1 in order for the bid to be critiques/reviewed by the NBD at the Semi-annual Meeting. By January 31, the CRC will provide written feedback to those schools who submitted written bids by December 1. (1996, 1997)
5. Letters of intent should be received by the CRC by April 15th. On April 15th, the CRC will notify all members of the NBD of those schools who will be bidding for the National Conference.
6. The following statement should be published throughout the year advertising the National Conference bid process:
 - a. Conference bids for the next NACURH National Conference will be presented to the National Board of Directors at this year's National Conference. For example, any school wishing to submit a bid for the _____ Conference must contact the Conference Resource Consultant prior to April 15, _____. Information on bidding for the conference will be sent to those schools. It is extremely important that your school does contact the CRC by April 15 in order for the National Board of Directors to consider your school's bid.
7. The following publications should be used in publicizing this process: Regional Newsletter, NIC Newsletter, Conference Newsletter, NRHH Newsletters, Regional Conference, National Publications, other communications with member schools. Thirty (30) copies of the written conference bid must be submitted to the National Conference site office no later than ten (10) days prior to the first day of the National Conference. The NBD will review the written conference bids during the annual NBD meeting prior to the conference. All bids submitted for should include one unbound master copy on standard 8 ½" x 11" white paper for the purpose of being entered into the Resource Files. (1996, 1/01)
8. In addition to the written bid, the Conference Bid Teams shall present a bid presentation to the NBD on the first day of the National Conference. The entire bid presentation will be thirty (30) minutes in length, followed by fifteen (15) minutes of question and answer. The thirty (30) minute presentation should include a video tour of campus, highlighting the facilities that would be used for the conference. (1996)
9. The NBD will hear all bids and make decisions regarding the conference site. In doing so, the NBD will utilize two formats, in addition to general discussion in

determining the site. These shall be the Conference Bid Evaluation Worksheet and a bid section discussion, with specific NBD members held accountable for leading discussion and/or comparison of specific sections of the bids (i.e. food, housing, programming, etc.). The winner will be announced at the awards banquet during the conference. (1985, 5/01)

B. Waiver of Conference Bid Requirements

In order for the NBD to select a National Conference site, requirements for written bids may be waived by a two-thirds vote of the NBD. (1997)

II. CONFERENCE STAFF

A. Responsibility of the National Conference Chairperson in Reporting the Status of the National Conference

1. The National Conference Chairperson will primarily communicate on a regular basis with the CRC to discuss problems, concerns, questions and progress of the National Conference planning.
2. The National Conference Chairperson, with the assistance of the conference staff, will present a report to the NBD at the Semi-annual meeting and Pre-conference meeting regarding progress towards the planning of the National Conference.
3. The National Conference Chairperson will be responsible for maintaining a planning log regarding specific information, strategies, and organizational aspects utilized in planning the National Conference. In addition, all financial records and other statistical information regarding the National Conference will be included in this log. A final report of the National Conference will be written and published by the National Conference Staff within ninety (90) days after completion of the National Conference. All of these materials will be submitted to the CRC when completed for use in assisting future National Conference Staffs in planning of their conference. If the National Conference Staff fails to submit these materials within the allotted time, their school will be removed from good standing with NACURH and lose all voting rights and privileges. (1996)

B. Responsibility of the NBD Liaison

Each National Conference staff will include the position NBD Liaison whose sole responsibility is to communicate with the NBD throughout the year and during the conference. This individual is required to attend all Board meetings during the conference, to allow the Conference Chairperson the freedom to handle conference matters, while maintaining Conference Staff representation at the Board Meeting.

C. Conference Chairperson and NBD Liaison Regarding the NCC Position

The NACURH Conference Chair and the NBD Liaison may not hold any other NACURH Position (RBD, RCC, or NCC) while serving in their conference position. (1994)

D. Conference Delegation Limits

1. A maximum conference size will be determined by the NDB and the Host school at the Semi-annual business meeting.
2. The Conference staff will determine the number of delegates that a school can bring.
3. If the host school has spaces left after all schools have received their initial delegates, the conference staff will determine a fair way to allow those schools requesting additional delegates to bring more of them to the conference. (1996)

E. Trading Spaces

Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed. Schools determined to be in violation of this policy will meet with the CRC and Conference Chair to determine appropriate action, including possible expulsion from the conference. (1996)

F. Non-Conference Persons at NACURH Conference

Only officially registered and officially invited guests (defined as conference staff and to be function specific), and NACURH conference delegates shall be given permission to attend official functions of the National Conference. The National Conference host school shall be required to enforce this policy at all National Conference functions by providing adequate safety and security. (1985, 1997)

G. Liability of NACURH and Disclaimer Statement

Each individual attending a National and Regional Conference will be required to read and sign a disclaimer statement prior to officially being recognized as a delegate to the National and Regional Conferences.

H. Delegate Disclaimer Statement

I, _____(Name) in consideration of the National Association of College and University Residence Halls, Inc. (NACURH) and the _____(National Conference Host School) allowing me to participate in the NACURH _____(Year) Conference hereby agree to the following: I release NACURH, Inc. and _____(National Conference Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the NACURH Conference. I agree to protect, hold harmless, and indemnify _____(National Conference Host School) and their officers, agents, and employees against all claims, suits, liabilities, of demands for injuries to any person and/or property growing out of my participation in the NACURH _____(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference

activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by _____ (National Conference Host School) or NACURH, Inc., their officers and agents, including acts of omission constituting negligence.

The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the Disclaimer statement by a National Conference host school must be approved by the CRC prior to sending out registration packets.

This statement must be signed by each person attending the National Conference to be recognized as an officially registered delegate of the conference.

I. Conference Drug and Alcohol Policy

1. Alcohol and illicit drugs are nationally recognized as substances that may have a negative effect on the lives of college students. As a leadership organization that works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events in which NACURH funds are used will be designated “alcohol and drug free.” The method of enforcement will be at the discretion of the Conference Staff, in consultation with the CRC, National Advisor, the National Chair, the Regional Advisor, and Regional Director from the region the student represents. (1/98)
2. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy. In addition, the above policy shall be published in the National Conference Notebook.

J. Conference Fair Housing Policy

Physically challenged, hearing impaired, and visually impaired students will be housed on floors other than the traditionally accessible floors (first floor) at Regional and National Conferences. If however, the host school does not have the facilities, the host school will work together with the student to discuss the student’s housing options. (1992, 1997)

K. Corporate Partners

Only those companies holding a corporate contract with NACURH, Inc., may claim themselves a “Corporate Partner.” All other companies providing services and/or funding shall be referred to as “Conference Sponsors.” Paid or unpaid advertising by any company not holding a corporate contract with NACURH, Inc., found in conference related publications cannot contain the phrase “Corporate Partner” nor claim endorsement of NACURH, Inc. (1997)

L. Advertisements

Paid or unpaid advertising by a company, not holding a corporate contract with NACURH, Inc. found in any Regional or National publications should contain

the following caption: "This advertisements does not necessarily carry the endorsement of NACURH, Inc.".

M. National Conference Banner

The NACURH, Inc. National Conference Banner will be displayed at each NACURH Conference. It is the responsibility of the host school to transition the banner to the new conference host school.

III. CONFERENCE FINANCES

A. Host School Acknowledgment Form

This form will be completed and signed by appropriate individuals from any school bidding for the National Conference. The completed form must be submitted to the Conference Resource Consultant with the written bid for the Conference.

B. National Conference Budget Framework

The budgets for the National Conference must be based on estimated attendance projections as established by the NBD. Each conference bid shall have budgets based on 1700, 1900, 2200, and 2500 delegates. The break-even point for a National Conference should be set at 1900 delegates. (1996, 2003)

C. Conference Add-on Fee

The National Conference will have a minimum \$8/delegate fee to be included as a line item in the National Conference Budget. This shall be paid to the national organization prior to the last day of the National Conference. (1993, 1997)

D. Monitoring of the National Conference Budget

The NAF of NACURH will be responsible for monitoring the National Conference Budget and working with National Conference Staff in budget management and planning. (1997)

E. National Conference Loan

Each National Conference Host School can request a loan of up to a total of five thousand dollars (\$5,000) from the NBD to cover start-up expenses for the conference. The National Associate for Finance has the authority to make this loan without NBD approval if they determine that funds are available for such. This loan amount must not be included in the financial statement as conference profit. The total amount loaned is due on the first day of the National Conference. A host school has up to 90 days after receiving the bid to request the conference loan. (1993, 1996, 1997)

F. Delegate Fees for National Conference

Fees will be established by the host school after consulting with the National Board of Directors with final approval by the NBD at the Semi-Annual Meeting. (1981, 1996)

- G. Non-Member School Delegate Fee Surcharge**
Non-affiliated schools and NACURH schools not in good standing shall pay a \$5.00 per delegate surcharge on delegate fees at the National Conference. (1996)
- H. Distribution of Conference Registration**
National Conference Registration materials are to be mailed by first class priority. This includes registration packets, confirmation packets, and programming confirmations. (1997)
- I. Conference Registration Late Fee Charge**
Conference late registration fees will be established by the National Conference Staff, to be approved by the NBD at the Semi-Annual business meeting. (1997)
- J. Walk-in Conference Fees**
The National Conference shall charge all delegates who register as walk-in's an additional fee of ten (\$10) dollars. (1981)
- K. No Pay-No Key Policy**
NACURH Annual Conferences will provide housing (keys) only to those delegations whose conference fees are paid, in addition to the established late registration fees. (1996, 1997)
- L. Conference Fee Refunds**
Variable Costs in each delegate fee will be refunded if the conference does not have a deficit. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.
- M. Responsibility of the National Budget for Semi-Annual Meeting of the NBD**
1. The Following people shall have their Semi-annual registration costs paid for by the National Associate for Finance out of the NACURH Budget:
 - a. National Chair
 - b. National Associate for Administration
 - c. National Associate for Finance
 - d. National Advisor
 - e. Conference Resource Consultant
 - f. The Eight Regional Directors
 - g. One Associate Director from each of the Eight Regions
 - h. The NRHH Director and one Associate Director from that office
 - i. The NIC Director and one Associate Director from that office
 2. Additional expenses such as meeting room rental, equipment, etc. shall be paid for by the NAF. (1992)

3. The CRC shall give the host school a list of NACURH Corporate Partners and any other guests of the NBD that will be in attendance. The CRC will inform the NAF of any fee waivers for these individuals, including contractual obligations. (1996.)

N. Responsibility of the National Conference Host School for Annual Meetings of the NBD

1. The Following people shall have their Pre-Conference fees and Conference fees paid for by the National Conference Budget:
 - a. National Chair
 - b. National Associate for Administration
 - c. National Associate for Finance
 - d. National Advisor
 - e. Conference Resource Consultant
 - f. The Eight Regional Directors
 - g. One Associate Director from each of the Eight Regions
 - h. The NRHH Director and one Associate Director from that office
 - i. The NIC Director and one Associate Director from that office
2. The CRC shall give the host school a list of NACURH Corporate Partners and any other guests of the NBD that will be in attendance. The CRC will inform the conference staff of any fee waivers for these individuals, including contractual obligations. (1996.)

O. Waiver of Regional Conference Fees for NBD Members

The Regional Director and Conference Chairperson responsible for the Regional Conference will be the individuals responsible for granting fee waivers.

P. National Conference Staff Expenditures

1. The National Conference may budget up to, but not exceed one dollar (\$1) per delegate up to the break even point (1700 delegates) for conference staff development and recognition. This money may be budgeted by the conference staff to allow for staff retreats, workshops and awards. (1993)
2. No moneys may be spent for the purpose of travel by the national conference staff unless approved in advance by the National Board of Director. (1996)

Q. Conference Staff Costs

Actual costs for staff members during the Semi-annual business meeting, Pre-conference, actual conference, and post conference wrap up can be built into the conference delegates fees as a line item. Listed below are the breakdowns of the actual costs allotted that a conference staff can utilize.

Semi-annuals

100 Beds
 100 Breakfasts
 100 Lunches
 120 Dinners

NOTE: If these are not used they cannot be carried into other areas of the conference without the approval of the Conference Resource Consultant (1/01)

<u>Pre/Post Conference</u>		<u>Conference</u>		<u>TOTAL</u>
440 Breakfasts	+	300 Breakfasts	=	740 Breakfasts
340 Lunches	+	300 Lunches	=	640 Lunches
340 Dinners	+	300 Dinners	=	640 Dinners
440 Beds	+	300 Beds	=	740 Beds
		100 Banquets	=	100 Banquets

NOTE: These costs can be utilized however need. Staff has the total number of costs to work with at Pre-conference, Conference, and any Post-conference time necessary. (1996)

R. Payment For Awards

1. The cost of plaques for the following awards is incorporated into the National Conference Budget: Large and Small School Display/Banner, Regional Display/Banner, Spirit Awards, Roll Call, Hallenbeck Service Award, First Year Experience, School of the Year, Building RHA of the Year, Program of the Year, Student Award for Leadership Training, NRHH Chapter of the Year, NRHH Building Block Chapter of the Year, Student of the Year, and Commitment to Diversity.
2. The host school coordinating with the NAA and CRC, is responsible for ordering and engraving the plaques and engraving the traveling plaques for School of the Year and Regional Roll Call.

S. Financial Transaction Wrap-up

The National Conference Host School must assume responsibility for concluding all financial transactions associated with the conference no later than 120 days following the end of the conference using funds generated by the conference. After this time, the host school will assume responsibility for any additional expenses incurred by the conference. (1994)

T. National Conference Deficit

The host school shall pay the first \$500 of the conference deficit. The remainder of the deficit shall be paid 50% by the host school and 50% by the National Contingency Fund. The host school shall be thorough and responsible in preparing a sound budget. They must work closely with Housing and or Residential Services, Food Services and any other services to ensure they have accurate and realistic figures. (1993, 1996)

U. National Conference Excess

Any conference excess is property of NACURH, Inc. and shall be forwarded to the NAF no later than 120 days following the end of the conference. In the event that there is a National Conference excess of more than \$5,000 or more, NACURH, Inc. will award a gift of \$5,000 to the National Conference Host School's RHA contingent upon the host school fully complying with NACURH policies including the submission of an acceptable wrap-up report as defined by

the CRC and the NACURH Executive Committee. This \$5,000 gift is intended to be used as a principle amount in either starting or adding to an RHA leadership scholarship fund. (1996 5/00)

V. Conference Wrap-Up

A complete wrap-up of each National Conference is required within 120 days of the close of the conference. All bills should be paid, accounts closed out and the conference excess turned over to the NAF. Any bills that are discovered after this period must be paid by the host school. A written wrap-up report, as specified in the NACURH Policy Book, should be communicated to the CRC and the next host school. NACURH, Inc. conference host schools who do not comply with the 90 day policy shall be declared “not in good standing” with NACURH, Inc. and the relevant regional affiliate until the wrap-up is complete.(1996, 1997,2000)

W. Wrap-Up Report

A final report of the National Conference will be written and published by the National Conference staff no later than 120 days following the end of the conference. Fifteen (15) copies of the final conference report should contain the following information in order:

- a. Introductory letter of the report by the Chairperson(s);
- b. Table of Contents, with page numbers;
- c. Conference Schedule;
- d. School attendance list, with delegate totals by school, with a conference total;
- e. List of all members of the NDB, RBD, and National Offices. This will include individual names, position(s) held, and their host school;
- f. Awards given out at the conference;
- g. Financial statement, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances;
- h. Conference Chairperson’s report, including an overview of each committee, a Semi-annual overview, the channel of authority, staff policies, etc.;
- i. Conference Staff schedule, day-to-day by committee and responsibilities given. Specifically, this should address the Pre-conference areas of work with a timeline of what staff members were doing.
- j. Conference Staff information, including Semi-Annual arrival and departure expectations, work by details, office procedures, and a Pre-conference Points to Remember by Committee.
- k. Committee Chairperson’s Job Reports with the following format:
 - 1) General statement of committee responsibilities
 - 2) Description of committee activities
 - i) Number of people on the committee or in positions;

- ii) Timeline of activities, month by month, as accomplished;
- iii) Problems with timeline;
- iv) Communications problems that hindered the committee's purpose;
- v) An outline of successful procedures in organizing the committee and the activity;
- 3) Description of Conference Responsibilities;
 - i) What happened to the conference;
 - ii) What activities the committee planned that occurred;
 - iii) A listing of critical reminders for the future planners;
- 4) Recommendation for the future;
 - i) Suggested solutions to timeline problems;
 - ii) Suggested solutions to conference responsibility problems;
 - iii) Evaluate your own participation level, with suggestions for better time utilization;
 - iv) An outline of ideas considered but not utilized;
- 5) Forms or form letters used.
 - l. A blank Conference Evaluation and final conference evaluation results tabulated.
 - m. The fifteen (15) copies of the wrap-up report should be distributed by the conference staff in the following manner; 13 copies to the NIC, 1 copy to the CRC, and a final copy to the NAF.

X. Host School Benefit

Upon receipt of an acceptable wrap-up report, the NIC shall waive the host school's dues and their NIC report requirement for the upcoming academic year.

Y. Forwarding Unpaid Bills (2003)

With the conference wrap up report, the National Conference staff shall submit to the NAF a copy of all outstanding invoices and supporting documentation organized by school.

IV. MEETINGS AT CONFERENCES

A. NBD Semi-Annual meeting (Semi's)

- 1. The NBD Semi-annual meeting, held usually in January, will be at the upcoming National Conference site. (1996)
- 2. Arrangements should be made with the Chair of the NBD regarding accommodations, food, use of equipment, etc.

B. NBD Annual Meeting (Pre-conference)

- 1. The NBD will begin meeting several days prior to and during the National Conference.

2. Arrangements should be made with the Chair of the NBD regarding accommodations, food, use of equipment, etc.

C. NCC Informational Meeting

1. This is held the day (at least 24 hours) before the Corporate Business Meeting. It will be an informational meeting held for those NCCs who wish to know more about what business the NBD has conducted since the last corporate meeting.
2. This meeting will be chaired by the National Chair and will include all significant decisions of the NBD. During this meeting, all agenda items for the Corporate Business Meeting will be reviewed.
3. The purpose of this meeting shall be for discussion only, with the channels for initiating change in NBD decisions stressed. This channel is through their Regional Director to be brought up at the next NBD meeting.
4. At this meeting, NCCs will be given a chance to express any concerns they have. These concerns must be discussed at the next NBD meeting, with the NCC expressing the concern being given the opportunity to prepare a proposal correcting the compliant.
5. The NIC will distribute placards that distinguish between voting and non-voting schools. (1996)
6. Arrangements should be made with the Chair of the NBD regarding use of equipment, set up, etc. (1981)

D. Corporate Business Meeting

1. An annual Corporate Business Meeting will be held during the National Conference each year.
2. The Following items must be placed on the agenda for the Corporate Business Meeting:
 - a. Presentation of last year's financial statements
 - b. Presentation of next year's budget
 - c. Any changes in the Bylaws
 - d. Any other items the NBD feels necessary
3. The Chair shall develop the agenda for the Corporate Business Meeting. The Chair has the right to limit debate on any discussion item.
4. Arrangements should be made with the Chair of the NBD regarding this meeting. (1981)
5. During the Corporate Business Meeting each Regional Director will be allowed a discretionary one minute to address each issue on the agenda to provide any relevant Regional concerns. (1993)

E. NRHH Business Meeting

1. The NRHH will conduct its annual business meeting sometime during the National Conference each year.
2. Arrangements should be made with the NRHH National Office Director for this meeting.

F. Presidents' Informational Session/Roundtable

An informational session will be offered at the National Conference specifically designed to address the needs of RHA Presidents. The purpose will be to expand RHA Presidents' knowledge of NACURH as well as to provide some training for their pending positions.

G. Reserved Program Time Slots

1. Two program time slots will be reserved during the National Conference for presentation by NACURH/ACUHO-I Program of the Year Finalists.
2. One program time slot will be reserved for the SALT winner.
3. One time slot will be reserved for the ACUHO-I Careers in Housing Luncheon or Dinner. The National Advisor shall work with the conference staff to plan speakers and be the primary NBD contact.
4. The CRC will work with the Conference Chairperson to arrange the number of time slots he or she shall need to conduct training sessions, bid presentations, and roundtable's.
5. One programming time slot will be reserved for the NRHH Business meeting.
6. One programming time slot will be reserved for each corporate sponsor scheduled in separate programming sessions. The conference staff should work with each corporate sponsor to schedule their session. (1996, 1997)
7. One programming time slot will be reserved for the RCC Training program, to be facilitated by the National Associate for Administration in consultation with the national conference staff.
8. Programming time slots for NCC shall be reserved for immediately following that NCC informational meeting. These reservations will be made by the NAA in consultation with the conference staff.

V. CONFERENCE PUBLIC RELATIONS AND PUBLICATIONS

A. Conference Public Relations and Promotional Plan

The National Conference Chairperson assisted by their staff is responsible for developing and implementing a promotional plan to market a National Conference to member and non-member schools. This would include designing ads for Regional and National newsletters.

B. National Conference Notebook

A Conference Notebook will be published, to be handed out to delegates at the beginning of the conference. It must contain the following information in this recommended order:

- a. Front cover – year, theme, school, dates, etc.;
- b. Inside front cover – easy access conference schedule by day, time, location, etc.
- c. Introductory letters by the Conference Chairperson, and the National Chair including a welcome, key programming and entertainment ideas overview, and some sort of positive experimental statement;
- d. A table of contents;
- e. A listing of conference information, titled as information, potpourri, things to know, etc. to include a paragraph of information on:

- 1) Parking;
 - 2) Information desk capabilities, hours;
 - 3) Telephone service information;
 - 4) Name tag information;
 - 5) Emergency numbers;
 - 6) T-shirt and photograph information (if applicable);
 - 7) Alcohol, quiet floor, and visitation information;
 - 8) Check-out responsibilities and procedures;
 - 9) Hospitality Information;
 - 10) Any other pertinent categories , such as snack bar, location of ATM, first aid services, etc.;
- f. An entertainment and food description page by event time, location, date, etc.;
- g. The Conference Staff listing of Chairpersons, with titles;
- h. The NBD listing, with titles and NACURH alphabet soup section (including corporate partner and conference sponsor);
- i. An NCC information page with location of Regional meetings (or Blanks to write in) and a special meeting agenda of the Corporate Business Meeting and the NRHH Business Meeting with locations, times, dates, and brief statement of purpose;
- j. A NACURH history page with a map of NACURH;
- k. The programs listing by session time. This should include programs by whatever defined category, with size limits, session presenter, location title, etc.;
- l. Any other pertinent programming information such as how small groups work, delegate responsibilities, etc.;
- m. Any acknowledgement to companies or people responsible for funding;
- n. Back cover – A university map. This should be on the very back, so delegates may very easily turn the notebook over to see the map.

VI. NATIONAL POLICIES GOVERNING REGIONAL CONFERENCES

A. Conference Bid Requirements and Procedures

1. Schools interested in bidding for a National Conference should contact the Conference Resource Consultant (CRC).
2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services s/he has available to assist in bidding for the conference.
3. The CRC will then contact the Regional Director of the region in which the school is located informing that Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
4. Letters of Intent should be sent to the Regional Director prior to the conference at which the bid will be presented according to the timeline established by the region. (1997)

5. At least 90 days prior to the conference, the Conference Finance Chair must provide a Delegation Bracket Budget to the Regional Associate Director for Finance and the CRC. A Delegation Bracket Budget will include five versions of the conference budget with line item amounts reflecting the cost of the conference using the specified break-even point, and the costs of the conference using 50 and 100 delegates below the break-even point, and the costs of the conference using 50 and 100 delegates above the breakeven point.
6. All bids submitted for conferences should include one unbound master copy on standard 8 ½" x 11" white paper for the purpose of being entered into the Resource Files. (1996, 1/01)

B. Content of Bid shall include, but not be limited to the following:

1. A Signed Regional Host Acknowledgement shall be included in the bid. (This can be obtained from the Regional Director or the NACURH CRC.)
2. A letter of support from a housing official, at the Assistant Director level or above, that acknowledges the school's commitment and responsibility for hosting a conference.
3. A brief introduction and overview of the school. This would include such things as RHA, NRHH, regional and national activities, awards and involvement.
4. Profile of the conference staff, including advisor(s).
5. Conference timeline, including but not limited to, mailing, registration deadline, late registration, and conference information.
6. Conference schedule.
7. Description of special events and keynote speakers.
8. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers. If you have a conference cap, this must be included.
9. Description of conference accommodations:
 - a. Sleeping rooms
 - b. Program rooms/facilities
 - c. NCC, NRHH, Sub-regional meeting rooms
 - d. Social gathering rooms
10. Dining and Banquet options
11. Safety and security plans and/or staffing pattern
12. Budget should include, but no be limited to, the following:
 - a. Conference add-on fee
 - b. Housing costs
 - c. Dining/food
 - d. Banquet – food, awards, decorations
 - e. Regional Board compensation
 - f. Corporate Partner compensation
 - g. VIP/NBD Compensation (optional)
 - h. Transportation (airport, train, bus, and necessary shuttle info.)
 - i. Programming – meeting rooms, A/V rental, supplies, etc.
 - j. Entertainment
 - k. Hospitality
 - l. Speakers

- m. Awards
 - n. T-shirt/Souvenirs
 - o. Insurance
 - p. Administrative costs – phone, copies, postage, office supplies, reports (including wrap-up report)
 - q. Communication/publicity costs.
13. Additional letters of support – i.e. conference sponsors, hotel support, city support, RHA/NRHH, Conference Advisor.
14. Appendix – could include registration forms, program proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used. (1997)

C. Trading Spaces

Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed. Schools determined to be in violation of this policy will meet with the Regional Advisor, Regional Director, and Conference Chair to determine appropriate action, including possible expulsion from the conference. (1997)

D. Non-Conference Persons at NACURH Conference

Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of the conference. The conference host school shall be required to enforce this policy at all conference functions by providing adequate safety and security. (1997)

E. Liability of NACURH and Disclaimer Statement

Each individual attending a Regional Conference will be required to read and sign a disclaimer statement prior to officially being recognized as a delegate to the Regional Conferences. (1997)

F. Delegate Disclaimer Statement

I, _____(Name) in consideration of the _____ Affiliate of College and University Residence Halls, Inc. and the _____(Conference Host School) allowing me to participate in the ___ACURH ___(Year) Conference hereby agree to the following: I release ___ACURH and _____(Conference Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the ___ACURH Conference. I agree to protect, hold harmless, and indemnify _____(Conference Host School) and their officers, agents, and employees against all claims, suits, liabilities, of demands for injuries to any person and/or property growing out of my participation in the ___ACURH ___(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence

caused by _____ (Conference Host School) or ___ACURH, their officers and agents, including acts of omission constituting negligence.

The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the Disclaimer statement by a National Conference host school must be approved by the CRC prior to sending out registration packets.

This statement must be signed by each person attending the National Conference to be recognized as an officially registered delegate of the conference.

G. Conference Drug and Alcohol Policy

1. Alcohol and illicit drugs are nationally recognized as substances that may have a negative effect on the lives of college students. As a leadership organization that works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events in which NACURH funds are used will be designated “alcohol and drug free.” The method of enforcement will be at the discretion of the Conference Staff, in consultation with the Regional Advisor, Regional Director, and the Advisor from the school the student represents. (1997)
2. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy. In addition, the above policy shall be published in the Regional Conference Notebook.(1997)

H. Conference Fair Housing Policy

Physically challenged, hearing impaired, and visually impaired students will be housed on floors other than the traditionally accessible floors (first floor) at Regional and National Conferences. If however, the host school does not have the facilities, the host school will work together with the student to discuss the student’s housing options. (1997)

I. Corporate Partners

Only those companies holding a corporate contract with NACURH, Inc., may claim themselves a “Corporate Partner.” All other companies providing services and/or funding shall be referred to as “Conference Sponsors.” Paid or unpaid advertising by any company not holding a corporate contract with NACURH, Inc., found in conference related publications cannot contain the phrase “Corporate Partner” nor claim endorsement of NACURH, Inc. (1997)

J. Reserved Program Time Slots

One programming time slot will be reserved for each corporate partner scheduled in separate programming sessions. The conference staff should work with each corporate partner to schedule their session. (1997)

VII. FINANCES**A. Monitoring of the Regional Conference Budget**

1. Conference Advisor and Regional Advisor will work in conjunction with Regional Associate Director for Finance and the Conference Financial Chair, and together will be responsible for monitoring the Conference Budget. (1997)
2. Any increase or decrease in the conference budget of \$250 or more must be reported to the Regional Associate Director for Finance for approval.
3. The Conference Chair shall be required to submit to the Regional Associate Director for Finance, Regional Director, and Regional Advisor, a fully updated conference budget each month through the conference closing.

B. No Pay- No Key Policy

Regional Conferences will provide housing (keys) only to those delegations whose conference fees are paid in full. (1997)

C. Conference Fee Refunds

Variable Costs in each delegate fee will be refunded if the conference does not have a deficit. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend. (1997)

D. Waiver of Regional Conference Fees for NBD Members

The Regional Director and Conference Chairperson responsible for the Regional Conference will be the individuals responsible for granting fee waivers. (1997)

E. Regional Conference Deficit

Should a conference deficit be incurred, the host school shall pay the first \$500 of the deficit. The remaining amount of the deficit shall be paid accordingly; 50% by the host school and 50% by the Regional Affiliate. In the event that the host school does not follow Regional Conference Budget Monitoring policies, as defined in Section VII, sub section VII, the host school will be responsible for 100% of any debt incurred by the conference (1997 5/00)

F. Conference Excess

Any financial excess generated by the conference is the property of the Regional Affiliate and must be paid to the Regional Affiliate no later than sixty (60) days after the end of the Regional Conference. (1997)

G. Regional Conference Break-even Point (1/01)

1. The break-even point for the conference budget shall be determined by averaging the last three conference attendance levels, and multiplying this average by no more than 80%.
2. The break-even point shall be used to set the registration costs for the conference.

H. Conference Add-on Fee

The Regional Conference will have a minimum fee (established by the region) that is charged per delegate to be included as a line item of the Regional Conference budget. This must be paid to the Regional Affiliate prior to the last day of the Regional Conference. (1997)

I. Conference Wrap-up

A complete wrap-up, including a written report outlined below, of each regional conference is required within sixty (60) days of the close of the conference. All bills should be paid, accounts closed out, and the conference excess turned over to the RBD. Any bills that are discovered after this period must be paid by the host school. Conference host schools who do not comply with the 60 day policy shall be declared “not in good standing” with NACURH, Inc. and the relevant regional affiliate or until the wrap-up is complete. (1997)

J. Wrap-up Report

A final report of the Regional Conference will be written and published by the Regional Conference staff no later than sixty (60) days following the end of the conference. Six (6) copies of the final conference report should contain the following information in order:

- a. Introductory letter of the report by the Chairperson(s);
- b. Table of Contents, with page numbers;
- c. Conference Schedule;
- d. Total number of delegates in attendance, further broken down by number of delegates per school;
- e. List of all elected and/or appointed regional officers. This will include individual names, position(s) held, and their host school.
- f. Awards presented at the conference;
- g. Financial statement, including income, expenses, and final balance. Actual dollar amounts should be used in all reporting of finances;
- h. Conference Chairperson’s report, including an overview of each committee, the channel of authority, staff policies, etc.;
- i. Conference Staff planning schedule, broken down day-to-day by committee, with their tasks and responsibilities;
- j. Committee Chairperson’s Job Reports with the following format:
 - 1) General statement of committee responsibilities
 - 2) Description of committee activities
 - i) Number of people on the committee or in positions;
 - ii) Timeline of activities, month by month, as accomplished;
 - iii) Problems with timeline;
 - iv) Communications problems that hindered the committee’s purpose;
 - v) An outline of successful procedures in organizing the committee and the activity;

- 3) Description of Conference Responsibilities;
 - i) What happened to the conference;
 - ii) What activities the committee planned that occurred;
 - iii) A listing of critical reminders for the future planners;
 - 4) Recommendation for the future;
 - i) Suggested solutions to timeline problems;
 - ii) Suggested solutions to conference responsibility problems;
 - iii) Evaluate your own participation level, with suggestions for better time utilization;
 - iv) An outline of ideas considered but not utilized;
 - 5) Forms or form letters used.
 - i) A blank Conference Evaluation and final conference evaluation results tabulated.
- k. The six (6) copies of the wrap-up report should be distributed by the conference staff in the following manner: 1 copy to the NIC, 1 copy to the CRC, 1 copy to the Regional Associate Director for Finance, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to the Regional Advisor.(1997)