

# Conferences...

From bidding to hosting to  
closing

*Almost everything you needed  
to know!*

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# INTRODUCTION

This guide was developed to give you guidance/assistance in bidding for and hosting a regional conference. It is not the "be all" but a compilation of resources for you. The information was taken from a variety of sources, including regional and national policy books. An outstanding resource for you is Paula Bland, the NACURH Conference Resource Consultant (CRC). Her main goal is to assist you in hosting a successful conference. You can reach her at:

Paula Bland  
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Boulder, CO 80310  
303-735-6027  
Paula.Bland@colorado.edu

I wish you the best of luck. If I can be of any assistance, please feel free to contact me

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# NATIONAL POLICIES GOVERNING REGIONAL CONFERENCES

## CONFERENCE BID REQUIREMENTS AND PROCEDURES

- Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC)
- The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services he/she has available to assist in bidding for the conference. The CRC will also send the HOST ACKNOWLEDGEMENT FORM. This is to be signed and returned with the bid.
- 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.
- Letters of intent to the Regional Director prior to the conference at which the bid will be presented and according to the timeline established by that region (1997).

### **Content of the bid shall include, but not be limited to the following:**

A signed Regional Host Acknowledgment Form shall be included in the bid. This can be obtained from the Regional Director or CRC.

1. 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.
2. A brief introduction and overview of the school. This would include such things as RHA, NRHH, SAT, regional and national activities, awards and involvement.
3. Profile of the conference staff, including advisor(s).
4. Conference timeline, including, but not limited to, mailing, registration deadline, late registration and conference confirmation.
5. Tentative Conference schedule.
6. Description of special events and keynote speakers.
7. 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.
8. Description of conference accommodations; including hotel rooms, program rooms/facilities, NCC, NRHH, SAT and sub-regional meeting rooms, social gathering room.
9. Dining and banquet options
10. Safety and security plans and/or staffing pattern
11. Additional letters of support (conference sponsors, hotel support, city support, RHA/NRHH/SAT, Conference advisor)

12. Appendix: should include registration forms, program proposal forms, estimates of travel/shuttle costs from various airports, map of campus or facilities being used (1997).

### **Trading spaces**

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

### **Non Conference Persons at a Regional 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).

### **Liability of NACURH and Disclaimer Statement**

Each individual attending the 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).

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 Regional Conference Host School must be approved by the CRC prior to sending out the registration packet.

### **Conference Drug and Alcohol Policy**

Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time to promote positive growth. Illicit drugs can be lethal. Therefore, all events will be designated "alcohol and drug free." (note: "all events" includes any regional or national gathering at which NACURH funds are spent on travel and/or registration.) The method of enforcement will be at the discretion of the Conference Staff, in consultation with the Regional Advisor, the Regional Director and the Advisor from which the student represents (1997, 1/98).

Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conference Drug and Alcohol Policy. In addition, the above policy shall be published in the Regional Conference notebook.

### **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).

**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 a company not holding a corporate contract with NACURH, Inc. found in conference related publications cannot contain the phrase "corporate partner" nor claim the endorsement of NACURH, Inc. (1997).

One corporate sponsor registration fee is comped and included in the conference budget.

**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)

# **FINANCES AND BUDGET**

## Monitoring of the Regional Conference Budget

Conference Advisor and Regional Advisor will work in conjunction with the Regional Associate Director Business Administration and the conference financial chair, and together will be responsible for monitoring the conference budget.

IT IS AN EXPECTATION THAT THE REGIONAL ADVISOR, REGIONAL DIRECTOR AND ADBA RECEIVE MONTHLY BUDGET REPORTS. Any changes in the conference budget must be approved by them.

### **No Pay, No Key Policy**

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

### **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).

Refunds are decided by the SEC. The Regional Director will make refund request forms available at registration..

### **Waiver of Regional Conference Fees for NBD Members**

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

### **Regional Conference Deficit**

Should a conference incurred, the host schools 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 SAACURH. For NoFills, the host school will pay the first \$250 of the deficit. The remaining amount of the deficit shall be paid accordingly; 50% by the host school and 50% by the SAACURH.

### **Conference Excess**

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

### **Conference Add on Fee**

There will be a minimum fee of \$10 (determined by the SEC) that is charged per delegate to be included as a line item of the budget. This must be paid to the SEC prior to the close of the SAACURH conference.

For NoFrills, there is a \$5 add-on fee. This is paid to the SEC prior to the close of NoFrills.

### **Conference Wrap up**

A complete wrap up, including a written report (outlined in the Writing Conference Closing Reports), 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 SEC. 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 SAACURH or until the wrap-up is complete. (1997).

If the conference final report is completed/turned in on time, the institution's NACURH affiliation for that year will be paid for from the SA budget (budget permitting).

## **THINGS TO CONSIDER IN HOSTING A CONFERENCE**

### **Facilities**

What are the requirements/needs?

What facilities are available at small schools?

Signing of contracts

Contingency plans if the facilities become available?

Are there any regulations about food? Serving costs?

Are facilities large enough for mass gatherings?

Accessibility for those with disabilities?

Do you need "signers" at large gatherings for hearing impaired?

Hidden costs: tech support, security, etc.

### **Programming**

Requirements and needs

Speakers

Contracts

Banquet

How will you recruit programs?

Program selection

Program notification

Track programming

AV equipment: needs, cost

### **Budget**

Requirements

Add-on costs

How large & how detailed  
Contracts  
Cutting costs  
Unexpected costs  
Taxes  
Keeping people accountable to the budget  
Conference insurance

### **Hotel**

Parking & fees  
Keys: how many, who gives them out  
What if hotel gets overbooked  
Contracts/Deadlines  
Management changes  
Hospitality rooms/Charge for food brought in?  
Security  
Cutting off phones, movies, etc.

### **Transportation**

What types/needs  
Accessibility  
Charge by mile, hour, day?  
Shuttle schedules

### **Sponsorship**

From corporate partners  
From others  
Kinds  
Needs  
Advertising/recognition  
Deadlines

### **Security**

Needs  
Cost  
Students vs. professional  
At hotel & conference events

### **Summits**

Cost for hotel  
Location  
Schedule  
Availability of conference staff

### **Registration**

Needs

Time frame  
Packets  
Deadlines  
Set-up  
Room for SEC at check-in  
Notification  
Receipts  
Budget reports

**Person power**

Needs for volunteers  
Numbers  
Recruiting  
Recognition

# SAACURH CONFERENCE BUDGETS

**Budget:** school should include, but not limited to, the following

Conference add-on fee  
Housing & food for summer or winter summits for SEC

Housing costs  
Dining/food  
Banquet (food, awards, decorations)  
SEC/corporate partners/National guests costs (they do not pay registration or hotel)  
Corporate partner costs  
Transportation  
Programming (meeting room, AV rental, supplies, etc.)  
Entertainment  
Hospitality  
Speakers  
Awards  
T-shirts/souvenirs  
Insurance  
Administrative costs (postage, phone, fax, office supplies, reports, printing)  
Communication/publicity costs

**The ADBA has the format for the budget. Contact the ADBA for this!!!!**

**THE BREAK EVEN POINT OF THE BUDGET IS 80% OF THE AVERAGE NUMBER OF DELEGATES AT THE 3 PREVIOUS SAACURH CONFERENCES**

SAACURH Regional Conferences break even point is based upon 80% of the average of the past 3 SAACURH conferences.

The budget must also cover the following:

- Registration/hotel for the SEC for 3 nights (2 SEC members per room)
- Registration for one corporate partner
- Lodging costs for the SEC for Summit  
Add on fee \$10 (this is non-refundable)

## **Hotel**

Delegates (4 per room) x 2 nights  
Advisors (2 per room) x 2 nights  
SEC (2 per room) x 3 nights  
SEC Summit (2 per room) x 2 nights  
Corporate partners (2 per room) x 2 nights

## **Hospitality**

Food  
Drinks  
Staffing  
Advisor Social (typically sponsored by OCM)  
NRHH Social

## **Conference insurance**

### **Dining**

Friday dinner  
Saturday breakfast  
Saturday lunch  
Banquet  
Sunday breakfast

### **Transportation**

Airport shuttles  
Shuttles (include # of buses & how charged)  
Gas

### **Facilities**

Charges for use  
Banquet  
Tech services/support

### **Entertainment**

Friday night  
Saturday night

### **Communications**

Phone

Fax  
Cell phones

### **Printing**

Registration packets (on-line registration)  
Newsletters  
Envelopes/labels  
Conference notebooks  
Printer needs  
Confirmation packets (consider doing this on-line)

### **Misc.**

\$1 per delegate for staff recognition

### **Delegate supplies**

Nametags  
Notebooks  
Printing  
Give aways  
T-shirts

### **Awards**

Top 15  
Slide fil

# **SAMPLE NO FRILLS BUDGET**

Break even point is based upon 80% of the average of the past 3 No Frills

## **ITEM AMOUNT PER PERSON**

\$5 add-n fee (non-refundabel)

### **Hotel**

Delegates (4 per room) x 2 nights  
Advisors (2 per room) x 2 nights  
SEC (2 per room) x 3 nights  
SEC Summit (2 per room) x 2 nights  
Corporate partners (2 per room) x 2 nights

### **Hospitality (this is not a requirement)**

Food  
Drinks

### **Conference insurance**

#### **Dining**

Friday dinner  
Saturday breakfast  
Saturday lunch  
Saturday dinner  
Sunday breakfast  
SEC Summit

#### **Transportation**

Airport shuttles  
Shuttles (include # of buses & how charged)  
Gas

#### **Facilities**

Charges for use

#### **Misc.**

### **Communications**

Phone  
Fax  
Cell phones

### **Printing**

Registration packets (consider doing this on-line)  
Newsletters  
Envelopes/labels  
Confirmation packets(consider doing this on-line)  
Misc.

### **Delegate supplies**

Nametags  
Notebooks  
Printing

# SAACURH PROMISSORY NOTE

SAACURH \_\_\_\_

NCC Name\_Phone

Advisor Name Phone

Institution Name

As of \_\_\_\_\_, our institution agrees to mail payment to \_\_\_\_\_

to cover the cost associated with our delegation attending the \_\_\_\_ SAACURH conference at \_\_\_\_\_. The total payment owed will be \_\_\_\_\_.

We understand that should payment not be retrieved by the conference staff by \_\_\_\_\_, our institution will not be in good standing with our region and NACURH, Inc.

Should you have a reason to question the amount listed above, you may appeal. All appeals must be in writing and submitted to \_\_\_\_\_ by \_\_\_\_\_. All appeal letters should include any information your institution may have to support the appeal. Please send any appeal letters to:

ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

NCC Signature \_\_\_\_\_ Date \_\_\_\_\_

Institution Advisor \_\_\_\_\_ Date \_\_\_\_\_

Conference Advisor \_\_\_\_\_ Date \_\_\_\_\_

Current Mailing Address for Advisor:

\_\_\_\_\_  
\_\_\_\_\_