

NACURH WEBINAR SERIES 2018-2019

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# CONFERENCE HOSTING



# RECRUITING A TEAM

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## Consider the Following

- Conference experience
- Skill strengths
- Leadership roles (past and current)
- Time commitments (current and future)
- Communication style and frequency
- Ethical decision-making ability
- Work ethic and follow-through
- Ability to work independently and as part of a team
- Look to leadership organizations, but also beyond

## Accountability

- Conference staff contracts



# CONFERENCE TEAM MEMBERS

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- Conference Chair
- Advisor
- Finance Chair
- Transportation Chair
- Housing Chair
- Registration Chair
- Programming Chair
- Dining Chair
- Security Chair
- Hospitality Chair
- Sponsorship Chair
- Volunteer Chair
- Entertainment Chair
- Mass Gatherings Chair
- Sustainability Chair
- Inclusivity Chair
- Technology Chair
- Facilities Chair
- Philanthropy Chair
- Spirit Chair



# CONFERENCE CHAIR

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- Sits on their Regional Board of Directors (RBD) for the entire conference term



# TIMING

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## **Establish a Timeline**

- Work backwards
- Pace your tasks as evenly as possible
- Set attainable due dates
- Include many details
- Wrap-Up Report



# SEEK SUPPORT

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## Present Your Plan

- At a minimum, you need to have your team assembled and a timeline prepared before requesting support to host from your institution
- Request the Host School Acknowledgement Form from the Conference Resource Consultant (CRC)



# CONFERENCE FINANCES

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- Utilize the regional conference budget template or Annual Conference budget template
  - To request this template, please email [crc@nacurh.org](mailto:crc@nacurh.org) or your Regional Associate Director for Administration and Finance
- Be prepared to look into policy regarding hosting conferences & ask your RBD for any clarification
- Add-on fee
- Variable Cost -> any cost where the total cost may vary while the unit cost remains constant
- Fixed Cost -> any cost where the total cost remains constant while the unit cost varies
- Fixed costs and variable costs may not be combined



# CONFERENCE FINANCES

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## Sponsorship

- Begin seeking sponsorship early
- Don't forget smaller, campus-based initiatives when considering fundraising; every little bit makes a difference

## Delegate Cap

- This is used to determine the delegate cost and total number of students your campus can support
- Individual delegation caps
  - Review number of schools affiliated each year





# INSURANCE

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## From the Host Acknowledgement Form

- Housing Office Responsibility
- Conference host institutions are required to purchase a special event liability policy covering the cost of their affiliated conference or provide proof that the purchase is being processed within the next 30 days of being selected. Coverage includes but is not limited to: Facilities Damage, States of Emergencies, Weather Related Incidents, etc.
- In the event that an institution already has a liability policy that meets NACURH requirements as determined by NACURH, host institutions may be exempt from purchasing an additional special event liability policy, as approved by the CRC and other members of the Executive Committee.
  - In the event that a special event liability policy is not purchased for the affiliated conference or proof of purchase being in progress within 30 days after selection, the conference in question is subject to removal.



# WRAP UP REPORT

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## Getting Ahead

- Utilize the wrap-up report checklist
- Create your wrap-up report as you are planning your conference



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