



# SO YOU WANT TO HOST A NATIONAL CONFERENCE



# **OBJECTIVES**

- **DISCUSS THE PURPOSE OF NATIONAL CONFERENCES**
- **DISCUSS THE BENEFITS OF HOSTING NATIONAL CONFERENCES**
- **UNDERSTANDING THE ELEMENTS OF SITE SELECTION**
- **UNDERSTANDING THE COMPONENTS OF CONTRACT NEGOTIATIONS**
- **DISCUSS SUBMITTING A PROPOSAL TO HOST & SITE SELECTION**
- **DISCUSS CONFERENCE FINANCE AND THE IMPORTANCE OF THE BUDGET**
- **DEFINE THE RESPONSIBILITIES OF THE CONFERENCE PLANNING COMMITTEE**
- **IDENTIFY THE RESPONSIBILITIES OF THE CONFERENCE SUB-COMMITTEES**
- **UNDERSTANDING THE IMPORTANCE OF CONFERENCE MEETINGS**

# **THE PURPOSE OF A CEA NATIONAL CONFERENCE IS TO PROVIDE OPPORTUNITIES FOR :**

- 1. SHARING OF INNOVATIONS & IDEAS**
- 2. TRAINING FOR MEMBERSHIP**
- 3. NETWORKING OPPORTUNITIES**
- 4. BENEFIT FOR CORRECTIONAL EDUCATION PROVIDERS**
- 4. PROFITS FOR THE REGION /CHAPTER**
- 5. PROFITS FOR THE NATIONAL ORGANIZATION**

# **BENEFITS OF HOSTING A NATIONAL CEA CONFERENCE**

- **OPPORTUNITY TO SHOWCASE YOUR STATE / PROGRAMS**
- **ATTRACT EXPERTS FROM AROUND THE COUNTRY AND BEYOND**
- **QUALITY TRAINING OPPORTUNITIES**
- **EXCELLENT NETWORKING OPPORTUNITIES FOR YOUR STAFF**

# **SITE SELECTION**

## **1. SELECTION OF STATE / CITY**

- **EASY AIR ACCESS**
- **TRANSPORTATION: AIRPORT TO HOTEL**
- **STATE SUPPORT**
- **PARTNERING WITH REGION/CHAPTER**
- **ACTIVITIES IN AREA**

# **SITE SELECTION**

## **SELECTING A HOTEL**

- NUMBER OF AVAILABLE ROOMS
- GOVERNMENT ROOM RATE?
- POTENTIAL DATES (AVOID HOLIDAYS)
- BREAKOUT ROOMS
- VENDOR TABLES
- MEALS (MENUS)
- FREE ROOMS
- ROOM RATES DAYS BEFORE AND AFTER CONFERENCE
- EXTEND ROOM BLOCK (?)
- OVERFLOW NEARBY

# CONTRACT NEGOTIATIONS

- GOVERNMENT ROOM RATE?
- POTENTIAL DATES (AVOID HOLIDAYS)
- BREAKOUT ROOMS
- VENDOR TABLES
- MEALS (MENUS)
- FREE ROOMS
- ROOM RATES DAYS BEFORE AND AFTER CONFERENCE
- EXTEND ROOM BLOCK (?)

# **PROPOSAL TO HOST CONFERENCE & SELECTION PROCESS**

- **PROPOSAL MUST BE SUBMITTED TO THE SITE SELECTION COMMITTEE**
- **A GOOD AVENUE IS THROUGH THE REGIONAL DIRECTOR**
- **UPON REVIEW SITE SELECTION COMMITTEE MAKES RECOMMENDATIONS TO NATIONAL BOARD FOR FINAL APPROVALS**





**ALL CONTRACTS MUST BE SIGNED**  
**BY THE EXECUTIVE DIRECTOR**

# **FINANCE**

- **MEMORANDUM OF AGREEMENT**
- **CONFERENCE TREASURER**
- **CONFERENCE BUDGET**
- **CONFERENCE BANK ACCOUNT**
- **PROFIT SPLIT**

# **MEMORANDUM OF AGREEMENT**

- **CONTRACT BETWEEN NATIONAL ORGANIZATION AND REGION / STATE**
- **OUTLINES NATIONAL AND REGIONAL / STATE RESPONSIBILITIES AND BENEFITS**

# **CONFERENCE TREASURER**

- **RESPONSIBLE FOR HANDLING OF ALL FUNDS**
- **OPENS AND MAINTAINS BANK ACCOUNT**
- **SUBMITS INVOICES IN A TIMELY MANNER**
- **WORKS CLOSELY WITH NATIONAL TREASURER (FISCAL OVERSIGHT)**

# BUDGET

- **BUDGET DRIVES EVERYTHING**
- **BOILER PLATE SPREAD SHEET**
- **DEVELOPED BY CONFERENCE PLANNING COMMITTEE**
- **APPROVED BY OVERSIGHT AND FISCAL CHAIRS**

# **BANK ACCOUNT**

- **SEPARATE ACCOUNT**
- **CREDIT CARD CAPABILITY**
- **ALL FINANCES HANDLED LOCAL**
- **FISCAL OVERSIGHT WILL HAVE ACCESS**
- **CLOSED AFTER ALL FUNDS ARE RECEIVED, EXPENSES ARE PAID AND CONFERENCE PROFITS ARE SPLIT**
- **RECORDS MUST BE SENT TO NATIONAL OFFICE FOR ARCHIVES**

# CONFERENCE PROFIT SPLIT

- **PROFIT SPLIT 50% / 50% - AFTER ALL EXPENSES ARE PAID**

# **CONFERENCE PLANNING COMMITTEE MEMBERS**

- **CONFERENCE CHAIR**
- **CONFERENCE OVERSIGHT CHAIR**
- **CONFERENCE TREASURER**
- **NATIONAL TREASURER (FISCAL CHAIR)**
- **NATIONAL PRESIDENT**
- **NATIONAL EXECUTIVE DIRECTOR**
- **SUB-COMMITTEE CHAIRS**



# **CONFERENCE PLANNING COMMITTEE RESPONSIBILITIES**

- **PARTICIPATE IN PLANNING MEETINGS**
- **COORDINATES THE SELECTION OF THE CONFERENCE SITE**
- **SUBMITS CONFERENCE BUDGET**
- **REVIEW & APPROVE ALL CONFERENCE EXTERNAL DOCUMENTS**
- **ASSURES ACTIVITIES ARE PROCEEDING IN THE TIMEFRAME EXPECTED**

# **CONFERENCE SUB-COMMITTEES**

- **THESE ARE THE FOLKS IN THE TRENCHES FOR THE CONFERENCE**
- **UNIQUE RESPONSIBILITIES**
- **MUST PAY CLOSE ATTENTION TO TIMELINE FOR ACTIVITIES**
- **TECHNOLOGY ALLOWS SUB-COMMITTEE MEMBERS TO BE FROM ANYWHERE**
- **SUB-COMMITTEE CHAIR REPORTS OF ACTIVITIES AT PLANNING COMMITTEE MEETINGS**

# **CONFERENCE MEETINGS**

- **CRITICAL PART OF CONFERENCE PLANNING AND ACTIVITIES RELATED TO THE CONFERENCE TIME-LINE**
- **LOCAL MEETINGS (HOTEL VISIT, SUB-COMMITTEE UPDATES)**
- **PLANNING COMMITTEE MEETINGS (BY CONFERENCE CALL) FOR SUB-COMMITTEE UPDATES RELATED TO TIME-LINE**
- **MONTHLY MEETINGS UP TO FINAL 2-3 MONTHS PRIOR TO CONFERENCE**
- **BI-WEEKLY MEETINGS(MORE FREQUENT IF NEEDED) FOR FINAL 2-3 MONTHS PRIOR TO CONFERENCE**

# **SO YOU WANT TO HOST A NATIONAL CONFERENCE**

**QUESTIONS????**

**NORRIS WILLIAMS, CHAIRMAN SITE SELECTION COMMITTEE**

**DENISE JUSTICE, NATIONAL TREASURER**