

Conference Planning Tip Sheet

The following guidelines have been established to help the Region in charge of planning the Annual NASC Conference.

- 1) In January, at the bi-annual meeting, the NASC Treasurer will write a check for \$1,000 to the Region in charge of planning the conference for that year. These funds can be used to help pay for a variety of things that need to be paid for prior to the conference: which include, but not limited to, supplies, decorations, door prizes, deposits if needed etc. Any unused funds will be reimbursed by the host region to the NASC organization to go into the organization's Treasurer's fund. All receipts of what funds were spent on and how much will be turned in to the NASC Treasurer at the fall conference to be kept on file for accounting purposes.

**This money is to help relieve any financial burden on the Region or individual persons involved with planning.

In addition, the Region planning the conference will be allotted an additional \$1,000 earmarked for speakers/entertainment. All speakers and entertainment are paid for by the NASC Treasurer at the fall conference so this money is not directly given to the region to spend. It is your budget of what you potentially could spend on speakers/entertainment. The planning committee is encouraged to try and "negotiate" costs with speakers when they can. If the committee thinks they will go over the \$1,000, they must contact the executive Board (which are the officers) for approval prior to confirming speakers beyond that amount.

- 2) The conference registrations will be turned into the Region President/Representative. A copy of registrations and the money will then be sent on to the NASC Treasurer. The Region in charge of planning is not to keep the registration money. Copies of registrations help the Treasurer verify who she has received payment from that will be attending the conference.

- 3) The registration costs will be set at \$95.00 for future conferences. This amount can only be changed by the NASC Association at one of our bi-annual meetings.
- 4) Paid members of NASC who are 1st time conference attendees are eligible to have one night of their hotel stay paid for by the NASC Association. This will be for one NEW attendee from each Region. If a Region does not have any NEW attendees from their area, this benefit will be forfeited for that region for the current conference. If there is more than one NEW attendee by any region, one name will be drawn from those eligible. This information needs to be included on the Conference Registration when it is mailed out.
- 5) Conference planners are asked to make sure what types of things will cost extra i.e.) microphones, screens, Wi-Fi, projector and any other AV equipment needed. What things will the facility provide in the cost of the rent and what things will be additional costs to use.
- 6) Conference planners will have to work with location of the hospitality room or decide if they even want to have one. This will vary from year to year depending on the location of the conference and how the host region wants to manage.
- 7) Planning regions will put on the registration form that any cancellations will not be honored for reimbursement if it is less than 2 weeks prior to the conference. This has to be a firm deadline as counts for meals need to be finalized. Early Bird registration cost will be \$95. Any late registrations will be charged \$145. Planning region will set the deadline for registrations and this will be noted on the Registration form. As long as the registration is postmarked the date registrations are due, it will be accepted. Any postmarked after the deadline date will pay the higher fee. Registration forms must be out no later than July 1st to give attendees ample

time to get their registration approved/paid by their boards, supervisors etc.

- 8) There is a blue NASC tote that has supplies for annual conference such as name tag badges, extra cups, plates or other supplies. This should go to the region planning the next year's conference so these items can be used/reused and not have to continually purchase new items.

*****This document is a working document and will be updated as new things arise. It is meant to be a helpful tool when planning the conference. If any members planning a conference ever have questions not addressed in this document, please contact the Executive Board which includes all the officers and Membership Coordinator.**

Created: 1/19/2018

Reviewed: 9/20/2018