



REGION V LEADERSHIP CONFERENCE PLANNING GUIDE

This Planning Guide provides states with information needed to plan the Region V Leadership Conference.

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GENERAL INFORMATION

This ACTE Region V Leadership Conference Planning Guide provides you with information you will need to plan your conference. Planning committees should view this document as a supplementary resource and NOT as a comprehensive guide to conference planning. Please read this manual cover to cover.

Conference Purpose

The Region V Leadership Conference serves three purposes:

1. It provides a service to its members through professional growth opportunities, peer-to-peer networking opportunities, and leadership development.
2. It generates operating funds for the Region V. Region V relies on your conference to generate operating funds for the coming year. To that end, your conference should earn excess revenue over conference expenses.
3. It attracts new members to Region V and to the host state association. The dues collected from these new members complement the conference excess revenue.

Conference Excess Revenue Goal

The Region V Policy Committee expects each conference to generate excess revenue equal to or better than the average excess revenue of the last several years. To achieve this goal, the following recommendations are given:

1. Control expenses; be prudent with the funds you spend to generate revenue.
2. Aggressively sell exhibit space and avoid paying the hotel for tables, decorations, security guards, electrical outlets, and floor space for the exhibits.
3. Add \$1 or \$2 to the price of meal tickets to cover any complimentary meals, hospitality treats, and refreshment breaks not sponsored by others.
4. Limit the amount of honoraria and reduce travel costs whenever possible.
5. Complimentary registrations will be given to the following:
 - a. ACTE Executive Director;
 - b. ACTE President;
 - c. Region V Vice President;
 - d. Others at the discretion of the host state.
6. Explore creative sources of revenue. (Corporate contributions, outside professional associations, grants, etc.)
7. Negotiate with the conference site all aspects of the conference: number and cost of meals, number of breakout rooms, number of guest rooms needed to reserve, number of complimentary rooms, exhibit space, A/V equipment cost (bring these in from a nearby

school to save money), pre- and post-conference rooms, beverage service, board meeting rooms, etc. Be informed before you start negotiations, get everything in writing, and begin early.

8. Get help from previous conference chairpersons!

Conference Format

Establish goals for the conference programming that align with the purpose of the conference and address the appropriate audiences. Meetings that are standard for all Region conferences:

- Opening Session (featuring address by opening speaker and an ACTE representative);
- Breakout Sessions (should appeal to the broad base of members);
- Awards recognition ceremony;
- Region V Policy Committee Meeting;
- Region V Business Meeting;
- Leadership Strand;
- Hall of Fame presentation conducted during the opening session or during the first day

OPTIONAL:

- Roundtables- do you have more session proposals than you have session space? Consider roundtables!
- Workshops-more in-depth handling of professional development topics;
- Pre-conferences - a good alternative for vendor-led sessions;
- Tours - get attendees engaged in local industry tours;
- State meetings - if requested by state leaders;
- Dedicated exhibitor time-recommended to give exhibitors the exposure they want;
- Auction or raffle for the CTE Support Fund;
- Networking Social.

Conference Chair

The Conference Chair will act as official host and the person ultimately responsible for the planning of the annual regional conference.

Key to Success

1. Start early—begin as soon as you know that your state has been selected to host the Region V Conference. (See the tentative timelines recommended later in this manual.)
2. Take good notes and keep good records and keep an audit trail of correspondence. Follow up each visit with the conference site Sales Manager with a letter summarizing your previous discussion and agreements.
3. Expect a change in the conference site's Sales Manager (a good reason to get everything in writing from the start—take good notes.)
4. Require that ALL negotiations, contacts and dealings with the conference site come through one person (either you or your state president/Executive Director). That person **MUST** be the only person who can make commitments to the conference site.
5. Secure as much A/V equipment or possible from local area schools.
6. Remember everything is negotiable with the conference site (hotel). You may want to take a second person with you for support, backup and reinforcement.
7. Some items that may be able to be negotiated for free rooms or items:
 - a. Region V Policy Committee and Board meeting rooms before the actual conference.
 - b. Hospitality room to greet speakers and guests.
 - c. Equipment storage room that can be locked to house A/V equipment.
 - d. Exhibit room/space that can be locked or otherwise secured at night
 - e. Registration space in a main traffic flow area.
 - f. President's Suite and as many additional complimentary rooms as you can get. Complimentary rooms are usually based on the number of guest rooms occupied. A good guest to comp room ratio is one complimentary room to 50 guest rooms including exhibitors and speakers' rooms used. Make sure you know the release date for reservations.
 - g. Breakout session rooms – Common practice is to include as many meals in the registration as possible. This includes breakfast and lunch each day with at least one dinner meal/function.
8. Work with the Food/Beverage/Catering Manager for meal selection and cost.
9. Visit the conference site with ALL your committee chairpersons at least once, preferably twice.
10. Ask about exhibit area security. You may need a bonded security guard. If not, ask someone to sleep in the exhibits area for security. In any case, be sure the room can be locked.
11. EXAMINE the conference site contract carefully! And, have at least three other people

read it too. Make sure it matches your oral agreements and previous correspondence. Look for extra charges besides A/V equipment such as listed below. **NOTE:** *If you find such charges, negotiate to get them free, at a lower cost, or be allowed to bring them in yourself.*

- a. extension cords;
- b. screens;
- c. podiums/lecterns;
- d. tables/chairs;
- e. beverage service, other than water;
- f. additional electrical outlets/boxes (especially important with computer rooms);
- g. copying costs.

12. Plan to pay all bills at the end of the conference or within 30 days of its conclusion.

13. Send thank you notes to:

- a. all the vendors who provided equipment or software for any hands-on sessions.
- b. all speakers AND their supervisors.
- c. all exhibitors.
- d. publishers for sponsoring speakers.
- e. your committee members and chairpersons.

14. Get the conference operating funds advance (\$1,500) and deposit in a checking account.

15. Prepare financial statements of the Conference and submit it to the Policy Committee within 30 days.

17. Don't take NO for an answer when you negotiate.

18. Use the Chairperson of the previous Region V Conference as a resource person.

19. Utilize ACTE services if you are a unified state.

Organizational Suggestions

1. Decide on a conference theme early; it helps give the conference continuity and a professional aura.
2. Establish your committees early; get experienced, reliable, creative, and enthusiastic committee chairpersons. (*See the sample committee structure provided later in this manual.*)
3. Set the budget early and get it approved by the Region V Policy Committee. (*See Appendix for Sample Budget*)
4. Outline the basic conference schedule: (*See Appendix for Design Schedule Sheet*)
 - a. General Sessions (how many, when, what type of topic);
 - b. Breakout Sessions (how, many, what mix of topics);
 - c. Meal Functions (how many, when);

- d. Refreshment Breaks (how many, what time);
 - e. Policy Committee and Board meetings;
 - f. Exhibits (allot ample time between breakout sessions for attendees to visit the exhibits);
 - g. Special Features (cruises, tours, hands-on workshops, pre- and post-conference events).
5. Design and produce your conference registration form 9-10 months in advance.
 6. Plan your conference promotion one year in advance. Publish promotional material in the Region V state association newsletters.
 7. Consider publishing maximum number of attendees for the conference, if any, as well as a final registration date (or whether there will be on-site registration).

Site Selection

Usually determined a minimum of 36 months prior to conference. The following is a list of items to be considered with quite a few of these items being negotiated with the facility selected. (See *Appendix for Checklist for Meeting Room Inspection*.)

1. Research the site facilities, including guest rooms, function space, recreation, etc.
2. Check site's accessibility. Research all forms of transportation.
3. Check to see if conference needs and the hotel's facilities match.
 - a. Compare your budget with the property's price range.
 - b. Find out now about any conflicts or overlap in dates.
4. Check the facility for the following:
 - a. Function space related to your needs (staging, head table, A/V, etc.).
 - b. Determine if an adequate number of guest/meeting rooms are available.
 - c. A written contract for the price of guest/meeting rooms.
 - d. Determine what complimentary guest/meeting rooms are available. How many? Do you have a written contract on this? With whom does the hotel correspond regarding the complimentary suite?
 - f. Negotiate any charges for the use of meeting rooms.
5. Establish firm dates and times for each session. Allow plenty of time between events to be held in the same room. (This allows for removal and set up of presenter's A/V requirements.)
6. Establish the size of the meeting room – number of people to be seated and style of seating arrangement.
7. Check out the location of light switches and electrical outlets. Are extension cords required? If music is piped in from an outside source, can you control the sound in the room?
8. Determine if risers are required. Check capability of rooms for projection. Is a screen provided? Where? Projectors? Where? Spare lamps for projectors?

9. Check the public address system. Have you tried it? Can you tie into it with your media player/computer?
10. Ask if water pitchers and glasses are available complimentary.
11. Obtain a floor plan of exhibit space from the hotel.
12. Determine the maximum number of exhibitor tables available, the setup date and time, the hours of the exhibits, the dismantle date and time, and the cost of exhibit space.

Contract Items to Negotiate

1. What is the rate structure? Group rate is what meeting planners generally work on.
2. How many comp guest rooms are provided? The general rule is one comp room for every 50 rooms and one suite for every 100 rooms. Most hotels will give you one comp suite just for having the conference at their site.
3. What is the late check-out/early check-in policy? If scheduling problems arise or if guests are due to arrive early, what allowances can be made in the usual hotel policy?
4. What is the deposit policy? Will the hotel place the money in escrow? Bonds? Will it accept a letter of credit instead of deposits?
5. How much in gratuities and service charges are you required to pay? Ask to see the union contract and find out what percentage actually is stipulated by the union.
6. Will your group have special table decor? Hotels often have props and different colored linens just lying around. Find out about these before making the deal.
7. What is the policy on meal guarantees? The standard policy is 48-hour guarantees with the allowance of a certain percentage over and under. You can get five percent over and 10 percent under, but you should talk about the percentage before you make the deal. Sometimes you can pay only the cost of the meals for those not showing up.

Points To Include In Contract

Check these points to make sure the contract covers every important aspect of your meeting.

1. Major in/out dates plus any days of early arrival or stay over. Be sure to mention day of week as well as date, with long lead times.
2. Block of rooms and mix of occupancy and types of rooms. Also mention rates and applicable taxes. Will the rooms be singles, doubles, or triples? Double/doubles or twin/doubles? **NOTE:** *Historically, about 70 percent of the meeting rooms will be double occupancy. (See Appendix for Checklist for Site Negotiations)*

3. Cutoff date for pickup and release of rooms. Note sliding scale of room block as it relates to date from performance.
4. Any space committed, plus other hotel amenities, to your group free of charge and how it relates to your use of guest rooms and meal functions.
5. Schedule of meeting room charges (if any) for all space you will use. If you are using meeting space free of charge based on guest rooms and/or meal functions, determine how an increase or decrease in room use or meal function will affect charges.
6. Schedule of meeting-related charges, such as audio-visual, easels, pads, pencils, etc. At the end of this list add: "No Additional charges."
7. Food costs by individual menu. Also note how entree or surcharge costs will change if the number of attendees increases or decreases.
8. Payment clause. What must be paid up front, what portion of bill is payable on departure and what time schedule is set for payment for disputed charges.
9. Cancellation clause. Check the hotel's cancellation policy.
10. A statement identifying authorized agents for both property and client.
11. Conference Insurance (cost and coverage)
12. Comp shuttle service from the airport to the hotel.

Controlling Cost

Review past budgets, assess present needs, and then make budgetary projections. The following list suggests some ways to reduce costs.

1. Take advantage of local talent. Employees of your organization are potential resource people. Using them can reduce or eliminate fees and travel expenses.
2. Free access to equipment, services, or personnel may be available from the Conference bureau or from volunteers within your organization.
3. Bargain with the host facility. Get them to provide free meeting rooms if you'll guarantee a minimum number of participants. Work out deals in which they'll pick up the tab for refreshment breaks. They may agree to provide complimentary sleeping rooms for a set number of registrants.
4. Exhibit fees can be the difference between financial success and failure. Encourage exhibitors to participate in your event.
5. Allied businesses, exhibitors, and participants' organizations may furnish promotional items, registration gifts, or exhibit door prizes.

Fiscal Procedures

1. Authorize budget amount for committee chairpersons and any amount must be approved by the conference coordinator/conference chair with an expense voucher with receipts attached. (*See Appendix for Sample Region V Payment Requisition Form.*)
2. Submit proposed changes in budget in advance to the conference coordinator.
3. Identify costs in writing prior to ordering any supplies or equipment.
4. Instruct committees to immediately turn over all receipts (including packing slips) and expense voucher to the fiscal chairperson.
5. Establish charge systems with the hotel, audiovisual suppliers, etc. Provide them with a list of those people authorized to charge items against the master account.
6. Set up a clear-cut policy about credit or check-cashing for registrants.
7. Review all bills before leaving the site. (May want to review bills daily.)
8. Utilize a card reader if possible for handling transactions with a debit or credit card.

Conference Time Line

| Guideline | | Item | Person Responsible | Done |
|-----------|--------|--|--------------------|------|
| 48 | Months | Conference Chair and Conference hotel selected | | |
| 24 | Months | Conference Chair begins forming committees (especially important to name a Site Coordinator who is located near the conference site. | | |
| 16 | Months | Tentative plan budget from all committees should be submitted to Conference Chair – Establish a separate account to handle conference expenses | | |
| 16 | Months | Conference Chair and Budget Committee should meet and prepare a tentative budget | | |
| 13 | Months | Conference Chair and Budget Committee should meet and prepare a final budget | | |
| 12-13 | Months | Exhibits Chair formulate letter and forms for first mailing to exhibitors | | |
| 12 | Months | Tentative outline of conference program | | |
| 12 | Months | Design and produce conference promotional materials | | |
| 10-11 | Months | Meet with chairpersons of various committees to review their area of responsibility. See that each has a copy of their responsibilities. | | |
| 10-11 | Months | Create and publish "Call for Presentation" on Region V & conference web page | | |
| 9-10 | Months | Conference Chair and committees meet at the conference site. <ul style="list-style-type: none"> • Special room requirements (size) needed for conference meeting • Special requirements for meals • Tentative arrangements of rooms for the conference (registration space, exhibit space, general meeting rooms, breakout sessional meeting rooms, etc.) • Charges to be made for registration, meals, hotel housing accommodations, and exhibitors • Publicity – number and kinds of general mailing and/or publicity | | |
| 9-10 | Months | Design and produce conference registration form | | |
| 9 | Months | Details about tours should be publicized on the Web pages | | |
| 8-9 | Months | Conference Chair should : <ul style="list-style-type: none"> • Check with committee chairs monthly to determine progress • Make special effort to determine the Exhibit, Program and Publicity chairs are making satisfactory progress with their respective responsibilities • Check with menus for various meal functions, contract and determine meal costs • Check that a second mailing to exhibitors is ready to be sent | | |
| 6 | Months | Conference Chair should: <ul style="list-style-type: none"> • Check with committee chairs monthly to determine progress • Make sure special sponsored activities and functions are taking shape • Receive from the Program Chair a list of all keynote speakers and general breakout speakers | | |
| 6 | Months | Prepare camera-ready copy for preliminary publicity. Submit copy for Region V web page. | | |
| 5 | Months | Conference Chair should: <ul style="list-style-type: none"> • Receive final draft of program from committee • Check with Region V Vice President about reservations for visiting | | |

| | | | | |
|-----|-------------|---|--|--|
| | | national officers and regional officers at conference | | |
| 5 | Months | Reconfirm dates and time for all speakers. | | |
| 4-5 | Months | Conference Chair should: <ul style="list-style-type: none"> • Check with committee chairs semi-monthly to determine progress • Send Conference Registration mailing • Send information for Region V Web page • Arrange for program printing • Create Conference Evaluation Form (See Appendix for example) | | |
| 3 | Months | Conference Chair should: <ul style="list-style-type: none"> • Check to see that the Exhibit Chair is progressing • Meet with Program Chair to go over the conference | | |
| 2 | Months | Conference Chair should: <ul style="list-style-type: none"> • Get a copy of draft printed program from Program Chair. Check for accuracy of room assignments for meeting, special equipment needed, etc. • Go over final plans with Site Chair • Check with AV Chair for equipment needed and special seating arrangements • Make arrangement for special equipment needed at meal functions • Have Registration Chair report to Conference Chair periodically (perhaps weekly) on status of reservations received | | |
| 1 | Month | Submit program to the printer | | |
| 2 | Weeks | Bring all committee chairs together and review the responsibilities of each committee throughout the conference | | |
| 2 | Weeks | Confirmation of tour assignments sent to registrants | | |
| 2 | Weeks After | Send thank you notes to committee members, chairs, exhibitors, speakers, etc. | | |
| 30 | Days After | Make sure all bills from the conference have been paid and final receipts received | | |
| 30 | Days After | Final financial statement submitted to Region V Policy Committee | | |
| 30 | Days After | Distribute conference proceeds to Region V Policy Committee | | |
| 30 | Days After | Distribute \$1,500 to next year's conference site | | |
| | | | | |
| | | *Monthly meetings on the committee | | |
| | | | | |

POTENTIAL COMMITTEE STRUCTURE

The committee structure described in this section is a suggestion. Committee framework will depend on how elaborate and detailed the Conference Chair wishes to break up the workload. An advantage to more committees is that there are more people to do the work. Spreading the responsibilities to many people makes it easier on the individual(s) assigned to each task. A disadvantage to this is that there is a greater chance for things to slip through the cracks. To counter this, regular communication is a necessity. How this is accomplished is up to the state association president and conference chair. Requiring frequent written reports is one possibility. Having face-to-face meetings is another option, although it is more expensive and time-consuming option. Using email, web meetings and phone calls is the most efficient method of communication.

The following are suggestions for committees. Each committee will need a chair and can appoint as many committee members as needed. Each subcommittee should appoint a secretary and minutes of each meeting should be kept.

1. Conference Chair and/or Site Coordinator;
2. Registration Committee;
3. Exhibits Committee;
4. Program Committee;
5. Professional Growth/Tour/Special Event Committee;
6. Publicity Committee;
7. Finance Committee;
8. Hospitality Committee;
9. Speaker Gifts Committee;
10. Door Prize Committee;
11. Silent Auction/Raffle Committee;
12. A/V Committee;
13. University Credit Committee;
14. Hotel Meal Committee;
15. Facilitator Committee.

CONFERENCE CHAIRPERSON

This person will serve as chairperson of the conference and its committees. This person will work and confer regularly with committee chairs. The Conference Chairperson is the key negotiation official for the conference.

1. Organization:
 - a. Appoint committee chairpersons;
 - b. Call planning sessions;
 - c. See that conference plans proceed on schedule;
 - d. Create script for general sessions;
2. Preparation of the Conference Budget:
 - a. Establish expense policies in advance;
 - b. Sign expense vouchers;
 - c. Give creditors a deadline for submitting bills and work with the committee chairs in seeing that proceeds and bills are submitted in a timely manner;
 - d. Oversee that budget is being followed;
 - e. Submit final report to the Region V Policy Committee within 30 days of conclusion.
3. Reports:
 - a. Report to the Region V Policy Committee frequently (at least?) prior to conference on progress of conference plans.
 - b. Submit financial report of the conference to the Region V Policy Committee after the conference is concluded.
 - c. Submit report of conference numbers and breakdowns, sleeping rooms, meal costs, and contracts.
 - d. Prepare conference evaluation form (paper or electronic). This form should be placed in participant's registration packet or be made available electronically and computed after the conference.
 - e. Prepare conference evaluation summary.
4. Printed Program
 - a. A tentative budget and ad pricing scheme must be submitted to the conference chairperson 16 months before the conference. Final plans and budget must be submitted 13 months before the conference.
 - b. Responsibilities:
 - i. Design and layout printed programs.
 - ii. Include in the printed program the Region V Policy Committee, welcomes, Region V Committees, future conference sites, award recipients, exhibitors, etc. (See previous programs.)
 - iii. Include in the program the hospitality functions.
 - c. Recommendations regarding printed programs – include all printed information on conference including short vitae (keynote and/or luncheon speakers). A good recommendation is that no separate printing should be done. If it cannot go into the general program, skip it. This procedure saves money and work. If you are a unified state, consult with ACTE for the printing of the program.
6. Last, But Most Important!
 - a. Have only one person authorized to approve hotel expenditures.
 - b. Imperative that only authorized person(s) signs checks.

- c. Plan your budget. Charge enough to control costs, cover expenses, and make a profit.

It may be more efficient for the conference chair and site coordinator to be the same person

SITE COORDINATOR

The site coordinator will work directly with the conference site facility on matters pertaining to the facility, room scheduling, banquets, audio visual equipment, food, conference headquarters, other equipment, etc. It is suggested that this person live near the site. The program committee chairperson should take requests for A/V equipment and communicate them directly to the A/V Committee Chair. A tentative plan and budget must be submitted to the conference chairperson 16 months before the conference. Final plans and budget must be submitted 13 months before the conference. Once the conference has started, the Site Coordinator is the “go to” person for any issues during the conference. It may be more efficient for the conference chair and site coordinator to be the same person

1. Equipment and Supplies:
 - a. Location and costs of available power outlets;
 - b. Controls for speakers, lights, etc.;
 - c. Adequate direction signs;
 - d. Pencils and pads provided;
 - e. Determine any extra cost for equipment;
 - f. Available A/V Equipment;
 - i. Determine union regulations regarding operation of A/V equipment;
 - ii. What visual equipment is available? Screens (sizes)?
 - iii. Extension cords;
 - iv. Spare lamps;
 - v. Extension speakers;
 - vi. Sources and charges for outside equipment;
 - vii. Tech Support.
2. Public Address System:
 - a. Podium;
 - b. Portable vs. fixed microphone;
 - c. Lighting;
 - d. Projection facilities.
3. Food:
 - a. Menu variety;
 - b. Food charges including tax, tip, and gratuity;
 - c. Final guarantee schedule;
 - d. Final event count deadline;
 - e. Determine responsible hotel staff person.

PROGRAM COMMITTEE

The planning of an interesting and informative program for the entire membership of Region V is the responsibility of the Program Committee. The Program Committee must coordinate with all other committees and vice-versa in order to insure a smooth running conference.

1. Create the "Call for Presentation" document and post to the Region V and conference web page.
2. Select speakers for all general sessions
3. Inform all program speakers of their particular function and responsibilities prior to and during the conference.
4. Inform speakers of any equipment furnished other than a projector and screen for each presentation.
5. Determine breakout session topics, number of breakout session meetings, location, and hours of breakout session meetings.
(Keep in mind the exhibits.) A tentative outline is to be suggested one year in advance of the conference.
6. Determine with the Conference Chair the number of conference General Sessions, banquets/meal functions, and the hours for each.
7. Prepare and forward a tentative program sketch to the Publicity Chair by twelve months in advance of the conference.
8. Determine with the Exhibits Chair and the General Conference Chair the hours for exhibits.
9. Determine with the Special Events Chair and the General Conference Chair the hours for Special Events (Professional Growth Day, Tours, etc.)
10. Determine final program with speaker names and topics by five months prior to the conference. Furnish copies of final program to Conference Chair, Web Master, Facilitator Chair, Publicity Chair, Exhibit Chair, and Registration Chair
11. Reconfirm dates and times for all speakers five months prior to the conference.
12. Arrange for the printing of the final program for conference registrants. (Check with convention bureaus on availability of covers.)
13. Submit the printed programs to the Registration Committee. The Exhibits Chair will also require programs for exhibitors.
14. Forward all updates to the Web Master on a regular basis (monthly).
15. Forward a list of special properties needed by speakers at all general and breakout session meetings (whiteboard, pens, easel, pointers, projectors, screens, etc.)
16. Arrange proper introduction of speakers at breakout session meetings.
17. Coordinate with the Conference Chair and the Facilitator Chair the introduction of speakers at the general sessions.
18. Make provisions for any necessary changes to the program during the conference.
(Have back-up speakers lined up.)
19. Keep Conference Chair informed of any problems or successful achievements throughout the planning time.

20. Submit bills and receipts promptly (within 10 business days) on the required voucher forms to the Finance Chair/State Treasurer for payment.
21. Write thank you letters to program participants after the conference.
22. Prepare a final report on the program, with suggestions and recommendations for future conference committees. Submit to the Conference Chair within 20 days of the end of the conference.

SUGGESTED TIMETABLE FOR PREPARING PROGRAM

Eleven Months preceding the conference date

Select members of the Program Committee who are from the different levels of teaching institutions. A person from business/industry should be considered.

Ten Months preceding the conference date

Determine with the General Conference Chair and the State President the general program format- number of general sessions, number of meal time speakers. A tentative time schedule for the entire convention program should be outlined allowing at least one hour of "prime time," solely for visiting exhibits.

Nine Months preceding the conference date

Begin efforts to secure a keynote speaker. Issue invitations to any breakout sessional meeting speakers who may tend to have their time committed far in advance.

Eight Months preceding the conference date

Drawing upon Committee's experience and suggestions, compile list of areas to be covered in breakout sessions.

Seven Months preceding the conference date

Tentative program due **seven months prior to the conference** for early publicity-include as many topic offerings and confirmed speakers as possible.

Assign responsibility for securing breakout session speakers and/or panelists to committee members, along with a list of prospects, such assignments to be completed prior to December 1.

Six Months preceding the conference date

Check with committee members for progress reports on their activities. Assign responsibility for securing host and hostesses for breakout session meetings.

Five Months preceding the conference date

Secure complete information from conference site the seating capacity of rooms to be used, permanent AV equipment, and black-out possibilities for all rooms that will be used for conference meetings, including general sessions.

Finalize arrangements for major speakers {keynote speaker, etc.}. Rough copy of program prepared, with names of presenters and rooms assigned.

Four Months preceding the conference date

Send final copy of program by December 1 to Publicity and Registration for January.

Three Months preceding the conference date

Remind Exhibit Committee, Registration Committee, Hospitality Committee, and Special Events Committee that any information regarding their particular responsibilities that needs to go in the program should be in your hands at least 10 weeks prior to convention date.

Ask State President to prepare information regarding general sessions that should go in the program, as well as the President's Welcome for printing in the program.

Assign rooms for all meetings, keeping in mind estimated seating capacity needed and any AV needs for each meeting.

Begin preparing final program manuscript. Send copy to Publicity for use in final publicity mailing to members.

Two Months preceding the conference date

Finalize arrangements for all program participants. Reconfirm dates and time.

Submit program manuscript to at least two reputable printers for competitive bids. Ask successful bidder on program printing to begin work. (ACTE)

Assign responsibility of signs to committee member.

Arrange for properties needed by speakers.

Three Weeks Prior to Conference

Pick up printed program from printers. Send copies of program to Conference Chair, the Region V Vice President, and to out-of-state speakers. The Exhibits Chair will need a supply for exhibitors. The balance are to go to the Registration Chair.

Submit room utilization chart, incorporating AV needs for each meeting to AV Chair.

After Conference

- Write "thank you" letters to all program participants.
- Prepare final report on Program for Conference Chair. Include evaluations, suggestions, and recommendations.
- Update Conference Program Committee Chair's notebook with year's materials and activities.

PUBLICITY COMMITTEE

The Publicity Committee has the responsibility to publicize the annual conference in order to gain maximum attendance at the conference. The Committee is responsible for timely publicity to be included with mailings about the conference. The Publicity Committee will coordinate mailings with all other state conference committees.

1. The committee (or chair of the committee) is responsible for the creation the logo and/or theme for the conference.
2. Prepare camera-ready copy for "Call for Presentation" flyer and forward to the Conference Chair. Conference Chair will print. Flyer will be distributed during the previous conference. Ideally to be ready for distribution at the business meeting at ACTE CareerTech VISION.
3. Prepare camera-ready copy for preliminary publicity. Submit copy to Region V Vice President and the Region V Web person. Recommendation to be ready for distribution at the prior year's Region V conference.
4. Promote conference at Region V state conferences – mailing the brochures to those with a summer conference. (Annual)
5. Prepare camera-ready copy for the official registration publicity six months prior to the conference. Print the publicity for mailing and make the mailings. Submit copy to Web Master.
6. Coordinate advance information to the press, statewide as well as local media.
7. Whenever possible, obtain speeches, pictures, and autobiographies of speakers for press.
8. Arrange with Conference Chair for a conference photographer to cover conference publicity and history of conference.
9. Provide and mail all publicity information to Exhibit Chair, Program Chair, Conference Chair, and Web Master.
10. Continuously provide information to the Region V Web Master to update the web page.
11. Keep conference chair informed of any problems or successful achievements throughout the planning time.
12. Following the conference, prepare a final report on the results of the committee's work with suggestions and recommendations for future conference committees. Statistics on quantities printed, mailings, and costs should be included. Submit report to the conference general chair.

HOSPITALITY COMMITTEE

The Hospitality Committee will be responsible for making the arrangements for providing the reception and hospitality to be extended at the conference. Activities are to be coordinated with the Registration Chair, the Program Chair and the Conference Chair.

1. Insure that the hotel space has been arranged.
2. Arrange for refreshments in hospitality room.
3. Determine what hospitality is to be extended-to whom, what, how, and when.
4. Obtain hospitality gifts for speakers and board members, as determined. Have the gifts approved by the conference committee before purchase.
5. Secure ribbons for speakers, board members, committee members, etc.
6. Receive from the Program Chair a list of all speakers six months prior to the conference.
7. Receive from the Program Chair a list of all keynote speakers nine to twelve months prior to the conference.
8. Appoint a committee to assist the chair during the conference hours.
9. Obtain hospitality items for registration packets and for the hospitality table.
10. Assist with assembly of registration packets.
11. Assist at Registration with information and hospitality/speaker table during the conference.
12. Keep accurate records of distribution of speaker gifts during the conference. Facilitators should be instructed to pick up the speaker gift from the Hospitality Table.
13. Hang the session signs on the doors at the beginning of each day.
14. Keep accurate records of speakers who have checked in for their presentations on a daily basis during the conference.
15. Keep Conference Chair informed of any problems or successful achievements.
16. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair within 20 days of conference conclusion.

REGISTRATION COMMITTEE

The Registration Committee will be responsible for setting up the registrant database and necessary facilities for registering those attending the conference.

1. Receive, copy, and record all registration applications. Record daily on a database the information on registration forms received from registrants. Number each registration form as received. The report form should include amount of registration paid, information for each meal paid, membership dues, and fees paid for special events.
2. Deposit the receipts daily to Finance bank account after recording information in the database.
3. Submit original forms to the Finance Chair/State Treasurer with bank deposit receipts on a daily/weekly basis.
4. Print name badges and meal tickets for the conference. Print envelopes for pre-registrants' tickets and receipts.
5. Determine the material to go in the registration packets. Obtain the material. Coordinate with Hospitality and Door Prize Committees for materials to be included.
6. Responsible for stuffing registration packets the night before the conference.
7. Determine the hours of registration during the conference. Coordinate with Program Committee and Exhibits Committee.
8. Appoint committee members to work in shifts during the conference.
9. Prepare printed instructions for registration procedures for guests, dignitaries, and exhibitors, registering prior to and during the conference.
10. Prepare printed registration procedures, instructions and diagram of stations to be followed by all registration workers during conference registration. Stations to be included - pre-registrants, new registrants, meals, cashier (Finance).
11. Distribute printed registration procedures prior to the conference for study by each worker.
12. Determine work schedule to be followed by individuals working at the registration stations during the conference.
13. Responsible with the Finance Chair/State Treasurer the sale and accounting of meal and reception tickets at registration during the conference.
14. Obtain equipment and materials necessary for registration at conference-tables, chairs, pencils, forms, stamp pads, ribbons, etc.
15. Keep Conference Chair informed of any problems or successful achievements throughout the planning time.
16. Prepare a final report on results of the committee's work with suggestions and recommendations to future conference committees. Submit to the Conference Chair within 20 day of the conclusion of the conference.
17. Consider publishing maximum number of attendees for the conference, if any, as well as a final registration date (or whether there will be on-site registration).
18. Create/publicize cancellation policy on registration documents.

REGISTRATION COMMITTEE – SUGGESTED REGISTRATION POLICIES

GENERAL (KEYNOTE) SESSION SPEAKERS: no registration fee charged. If the General Session is a meal function, meal costs are a charge against Program Committee budget.

WORKSHOP SPEAKERS/PRESENTERS/COORDINATORS: are required to register for the conference and pay the required registration fees. Correspondence to the speakers from the Program Chair should encourage early registration so speaker ribbons, instructions, etc., can be included in their registration packets prior to the conference. One month before the conference, the Program Chair will send a list of speakers to the Registration Chair and Conference Chair for verification of registration and the insertion of speaker ribbons in their registration packets.

EXHIBITORS: Exhibitor/Vendor fees will be determined by the host state.

For statistical purposes, the registration form should provide appropriate blanks for participants to indicate number of years attending a Region V Conference.

It is also appropriate to include a box to be checked by those attending their first Region V Conference. This different colored nametag provides an opportunity for special recognition.

PROFESSIONAL GROWTH/TOUR COMMITTEE

The Professional Tour Committee is responsible for planning educational tours to business, educational institutions, and industry during the conference.

1. The committee is responsible for making arrangements with business firms/schools for the tours. (Approximately 6 companies and/or educational institutions.)
2. Each tour must have an assigned tour leader. The committee chair appoints tour guides for each tour.
3. The committee will make arrangements for transportation to and from the tour site. It is recommended that two bids for transportation be obtained for consideration.
4. Details about each tour and tour registration forms are prepared and forwarded to the Publicity Chair five months prior to the conference for publicity mailings.
5. Information about each tour should be publicized on the Region V or conference web site six to nine months prior to the conference. (Contact the webmaster with details.)
6. All participants in the Professional Tour day tours must pay the registration fees, plus the additional registration fees required for the tours unless included in the registration fee.
7. Tours are assigned to registrants on a first registered basis.
8. Confirmation of tour assignments is sent to registrants two weeks prior to the conference.
9. Lists of participants for each tour are provided by the Registration Chair and the Conference Chair three weeks prior to the conference.
10. Make arrangements for participant check-in and on-site registration for any cancellation space available prior to tour departures with the Registration Chair.
11. Keep conference chair informed of any problems or successful achievements throughout the planning time.
12. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair within 20 day after the conclusion of the conference.

UNIVERSITY CREDIT COMMITTEE

The University Committee is responsible for providing or arranging CEU credits for conference attendees.

1. Contact a university or state college to inquire about providing CEU credits for the conference registrants.
2. Finalize the credit acceptance from the university or State College by one month after the end of the conference.
3. Send full details of the credit procedure to the Conference Chair, Publicity Chair, Registration Chair and Web Master by the opening of the conference registration.
4. Provide the proper applications at the first conference meeting, on the first day of the annual conference.
5. Keep Conference Chair informed of any problems or successful achievements throughout the planning time.
6. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair no later than 20 days after the conclusion of the conference.

AUDIO VISUAL COMMITTEE

The Audio Visual Committee is responsible for providing or arranging equipment for the conference.

1. Set up a working committee of three or four people to assist with AV.
2. Visit the hotel site to verify the existence of telephone lines for Internet connections and built in white boards and screens.
3. Review the hotel policy/price list for all equipment. Any excessively priced equipment may not be ordered without the consent of the Conference Chair and the State Treasurer Finance Chair.
4. Secure as much AV equipment from local area schools or other outside sources as possible to help reduce costs.
5. Work closely with the Program Chair for speaker equipment needs.
6. Order equipment for all general sessions including microphones and special equipment for keynote speakers. Get this information from Keynote Speaker Chair.
7. Be on site for the conference by the evening before the conference, at 4:00 p.m.
8. Keep conference chair informed of any problems or successful achievements throughout the planning time.
9. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair no later than 20 days after the conclusion of the conference.

SPEAKER GIFT COMMITTEE

This committee will be responsible for acquiring the gifts to be given to presenters.
Responsibilities/tasks include:

1. Obtain a list or number of speakers/presenters who will be presenting at the conference.
2. Obtain a list of keynote/general session speakers who will be presenting at the conference.
3. Check with Conference Chair on budget for gifts.
4. Wrap & tag gifts for presentation at conference.
5. Coordinate with session facilitators to present gifts to speakers.

SILENT AUCTION/RAFFLE COMMITTEE

The purpose of this committee is to raise money! Setting and reaching a goal will contribute a significant amount of money to our association. This money is earmarked for the host state and Region V (split evenly). Activities may include a raffle or art auction.

1. Send letters to State Presidents, asking them to bring something representative of their state to the conference for the auction. Ask them to write a description of the contents if they choose to bring a basket.
2. Collect the items from the states at the registration table.
3. Set up a place in the hotel, secured if possible, where the items may be displayed.
4. Publicize the “beginning” and “ending” time for the auction or raffle.
5. Display each item with a bid sheet listing the item and contents.
6. After the auction or raffle, determine the winner of each item.
7. Collect money and distribute the items.
8. Turn over money raised to the conference treasurer.
9. Write thank you letters to donors for the auction.
10. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair no later than 20 days after the conclusion of the conference.

HOTEL MEAL COMMITTEE

The Hotel Meal committee is responsible for choosing and pricing all meals consumed by the registrants of the conference.

1. Set approximate meal prices in accordance with the conference budget
2. Review the hotel price list of meals.
3. Establish a time and place for meal tasting (preferably four months prior to the conference).
4. Keep a balance of foods in mind when choosing meals as well as dietary needs.
5. List all meals to be served during the conference.
6. Verify meal and event ticket counts with the Finance Chair.
7. Provide the hotel with the number of participants per hotel policy before each meal function.
8. Provide place cards at the head table for the general session meals. Names of participants will be provided by the general chair. Prepare any reserved signs necessary.
9. Keep conference chair informed of any problems or successful achievements throughout the planning time.
10. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair 20 days after the conclusion of the conference.

FACILITATOR COMMITTEE

The Facilitator Committee will provide introducers and facilitators for each breakout session during the conference. This committee must work very closely with the Program Committee.

RESPONSIBILITIES OF THE COMMITTEE

1. Select facilitators for each session of the conference.
2. Provide a printed list of facilitators' names and session number to the Conference Chair and Hospitality Chair three weeks prior to the conference.
3. Contact all speakers (list from Program Chair) and ask for a biographical sketch.
4. Provide printed biographical sketches of speaker to each facilitator.
5. Facilitators are required to report to the Hospitality Booth 15 minutes prior to each assigned breakout session to pick up the speaker gift.
6. Facilitators are required to pick up evaluation forms for each breakout session.
7. Facilitators should remind all participants to complete conference evaluations.
8. Facilitators are required to double-check the equipment in the breakout session.
9. Facilitators are required to greet the speaker and introduce the speaker as directed.
10. Keep conference chair informed of any problems or successful achievements throughout the planning time.
11. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair within 20 days after the conclusion of the conference.

VENDOR & EXHIBIT COMMITTEE

The exhibits and the exhibitors are a very important part of the ACTE Region V Leadership Conference. A wide variety of exhibits oriented to CTE is important. The Exhibit Committee has the responsibility for fostering a beneficial relationship between the exhibitors and the ACTE members.

Responsibilities include:

1. Approach and invite exhibitors at the current Region V Leadership Conference.
2. Identify possible exhibitors by obtaining a list of names from:
 - a. Previous exhibits committee chairperson
 - b. Committee members of conferences held by related organizations
 - c. Trade publications
 - d. Past exhibitors
 - e. Members of the association
 - f. ACTE
3. Plan the floor layout for the exhibit area at the hotel for exhibitors. (Most hotels have samples available of previous layouts used.
4. Publish the floor layout with space numbers assigned for each space.
5. Determine the hours of the exhibits, the setup date and time and the dismantle date and time.
6. Determine with the Conference Chair and the Finance Chair a price for each exhibit table and a price for each additional exhibit table.
7. Send letter and contract form to potential exhibitors two months after the previous Region V Leadership Conference.
8. Send copies of executed contracts to the Conference Chair and the Finance Chair/ State Treasurer within ???
9. Send invoices to exhibitors immediately upon receipt of completed contract for space. Final payments should be made at least one month prior to the conference.
10. Forward all exhibitors' checks immediately to Finance Chair/State Treasurer, showing exhibitor's address and space number(s) payment covers.
11. Plan incentives for registrants to visit the exhibit area during conference.
12. Notify exhibitors of hotel accommodations, schedule of conference events, and registration procedures.
13. Provide Registration Committee Chair with listing of names of exhibitors and company name for name badges at least one month prior to the conference.
14. Provide an updated list of exhibitors to Registration Committee Chair upon arrival of exhibitors at the conference.
15. Supervise (be on site one hour prior to arrival of exhibitors) the setting up of exhibits and maintain all relationships with exhibitors during the conference. See that they are taken care of-answer all their questions and concerns.
16. Send thank you letters to all exhibitors after the conference with a notice of the date

- and place of the next ACTE Region V Leadership Conference.
17. Keep Conference Chair informed of any problems or successful achievements through the planning for the conference.
 18. Prepare a final report of results of the committee's work with suggestions and recommendations for future conference committees. Indicate specific problems, number of exhibits, time schedule and forms used. Submit to the conference Chair within 20 days after the conclusion of the conference.

EXHIBIT RULES AND INFORMATION:

1. **Eligible Exhibits:** The Exhibits Committee reserves the right to determine the eligibility of any company or product for inclusion in the conference. And, it reserves the right to reject, eject, or prohibit any exhibit or exhibitor.
2. **Liability:** The exhibitor agrees to make no claim, for any reason, whatsoever, against Region V, the conference sponsors, or other contractors for loss, theft, damage, or destruction of goods, or for any injury to himself or employees. Nor will claim be made for any damage of any nature or character, including damage by reason of the failure to provide space for the exhibit or for removal of the exhibit or for failure to hold the conference as scheduled.
3. **Damage to Property:** Exhibitors are liable for any damage caused to building floors, walls, and columns, to standard equipment, or to other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive, or any other coating to building columns and floors or to standard table/booth equipment.
4. **Unoccupied Space:** The Exhibits Committee reserves the right, should any rented exhibitor's space remain unoccupied on the opening day, or should any space be forfeited due to failure to make payment in full one month prior to the conference date to rent space to any other exhibitor or to use that space for such purposes as it may see fit without liability on its part. This clause shall not affect the obligation of the exhibitor to pay the full amount specified in the space rental invoice should the Exhibits Committee not resell the space.
5. **Fire, Safety, and Health:** The exhibitor agrees to accept full responsibility for compliance with local, city, and state fire, safety, and health ordinances regarding the installation and operation of equipment. This responsibility includes use of safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials should be used in displays. The necessary fire precautions will be a responsibility of the exhibitor.
6. **Exhibitor Responsibility:** Each exhibitor must keep at least one attendant in the table/booth during all scheduled conference hours.

APPENDIX

REGION V Leadership Conference Planning Guide

Sample Conference Budget

Projected Participants 200

| | | |
|-------------------------|----|-----------|
| Estimated Income | | |
| Registration (\$400) | \$ | 80,000.00 |
| Exhibitors (15 @ \$400) | \$ | 6,000.00 |
| Corporate Sponsorship | \$ | |
| Auctions/Raffles | \$ | 1,200.00 |
| Program Advertising | \$ | |
| Region V Advance | \$ | 1,500.00 |
| Tours | \$ | |
| Total Estimated Revenue | \$ | 87,200.00 |

| | | |
|--|----|-----------|
| Estimated Expenses | | |
| Program Committee | \$ | 1,000.00 |
| Printing | \$ | 1,500.00 |
| General Session Speakers | \$ | 2,000.00 |
| Gifts & Decorations | \$ | 1,500.00 |
| Entertainment | \$ | 500.00 |
| Registration Materials (including postage) | \$ | 1,000.00 |
| Audio Visual Equipment | \$ | |
| Hospitality | \$ | 500.00 |
| Exhibits (security?) | \$ | |
| Publicity | \$ | 2,000.00 |
| Hotel Meals | \$ | 37,000.00 |
| Hotel Meeting Rooms | \$ | 2,000.00 |
| Transportation | \$ | |
| Region V Advance | \$ | 1,500.00 |
| Total Estimated Expenses | \$ | 50,500.00 |

Estimated Profit \$ 36,700.00

DESIGN SCHEDULE SHEET

| | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|----------|-----------|----------|--------|----------|
| 8:00 am | | | | |
| 8:30 | | | | |
| 9:00 | | | | |
| 9:30 | | | | |
| 10:00 | | | | |
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| 8:30 | | | | |
| 9:00 | | | | |
| 9:30 | | | | |
| 10:00 | | | | |

CHECKLIST FOR MEETING ROOM INSPECTION

To inspect a meeting room properly, you should have a 50-ft. steel tape measure, a transistor radio, room layouts, and a pencil. Your job is to decide if the room will meet your requirements.

The transistor radio will warn you of acoustics problems. Place it outside your meeting room with the volume turned up. Then go back into the meeting rooms, closing the door. How clearly can you hear the radio? Check movable walls the same way. How clearly can you hear through "soundproof" walls?

Check these other factors, which can affect your meeting:

| ROOM LAYOUT AND CAPACITY | TEMPERATURE |
|--|---|
| — What is the capacity of the room for different types of room setups? | — Is the room air conditioned? |
| — Are there pillars or other obstructions? | — Are there individual controls for cooling and heating? |
| — Will doors be in the rear of your meeting setup? | |
| — Is there a foyer? | FURNITURE AND EQUIPMENT |
| | — Is there a permanent stage? If not, can the facility create a speakers' platform? |
| LIGHTING AND ELECTRICAL HOOK-UPS | — Are the seats permanent or movable? |
| — Will light interfere with movie or slide projections? | — Is there a PA system? |
| — Do window curtains darken the room sufficiently? | — How many extra temporary seats are available? |
| — Will chandeliers reflect light into people's eyes? | |
| — What is the capacity of electrical outlets? | OTHER FACTORS |
| | — Can beverages be served in a room nearby area or in the same room? |
| | — Can food be served in the meeting room? |

CHECKLIST FOR SITE NEGOTIATIONS

Once you have selected your preferred site, go over the following details with the facility's management.

| FUNCTION ROOMS | FOOD AND BEVERAGES |
|--|--|
| – How many will be needed? When? | – What dining rooms are available? |
| – Are they in one area? On several floors? | – What is the price range for meals? |
| – What is the charge for room use? | – Are there state or local liquor regulations? |
| – Are any rooms free of charge? | – What is the policy or procedure on tipping? |
| – Is a meeting headquarters available? Is there a pressroom? | – What are special charges for bartenders and table flowers? |
| – Is there a locked supply or storage room available? | – Who will arrange for meals, breaks, and parties? |
| – How much of the facility will be occupied by other groups? Will site notify you as to additional bookings made? | |
| | |
| SLEEPING ROOMS | PERSONNEL |
| – How many will be needed? | – Who is assigned to handle all arrangements: before the event? during the event? in the evenings? |
| – Will the site print reservation cards? When available? Who will mail them? | – Are there union regulations to consider? |
| – How long will block of rooms be held? | |
| – What is checkout time? | SAFETY AND SECURITY |
| – Is there a late checkout policy? | – What security arrangements are available? |
| – Will there be complimentary sleeping rooms or suites? | – What are the fire regulations? |
| | |
| EQUIPMENT | FINANCIAL ARRANGEMENTS |
| – Is there closed circuit TV? | – Does the site require an advance? |
| – What equipment is available free? | – What arrangements will be made for receipt and payment of bills? |
| – What equipment is available for a fee? What is the charge? | – What credit cards will be accepted? |
| | |
| SIGNS | OTHER SERVICES |
| – Regulations or restrictions on posting signs? | – Is a photocopy service available? |
| – What directional signs are provided? | – Is there limousine or bus service to airports and other terminals? |
| | – Is free parking readily available, or is there a fee? Is valet parking available? |
| | – Accessibility/accommodations |

ACTE Region V Conference

Request for Payment

Date: _____

Name: _____

Phone: _____

Check to be made out to: _____

Address to mail the check: _____

Signature or Requestor: _____

| Quantity | Description | Unit Price | Amount |
|----------|-------------|------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | \$ |

**Payment will not be processed without proper documentation. Attach a receipt or invoice that indicates the name of the vendor, date and amount.*

Please send form to:

Name: _____

Address: _____

City, ST ZIP: _____

Email: _____

Phone: _____

Sample Form – Exhibitor Form

20XX Region V Leadership Conference
City, State ~ Motel
Exhibitor's Form

Thursday, April xx, 20XX–Saturday, April xx, 20XX

**HOTEL RESERVATIONS SHOULD BE MADE AT THE HOTEL. CALL
1-800-555-5555 AND ASK FOR THE REGION V SPECIAL CONFERENCE RATE! MAKE YOUR
RESERVATIONS TODAY. SEE YOU IN APRIL OF DON'T 20XX.**

| | |
|-------------------|--|
| Exhibitor Name | |
| Exhibitor Company | |
| Address | |
| City, State Zip | |
| Daytime Phone | |
| Email Address | |
| | |

Please fill in the appropriate donation amounts

| | |
|--------|--|
| \$ XXX | Exhibitor Fee per table/booth |
| | Sponsor - No-Host Exhibitor Reception Wednesday, April xx from 3:30 - 6:00 pm. |
| | Sponsor - Continental Breakfast Thursday, April xx from 7:00 - 8:15 am. |
| | Sponsor - Continental Lunch Thursday, April xx from 7:00 - 8:30 am. |
| | Sponsor a Speaker |
| | Sponsor - Continental Breakfast Friday, April xx from 7:00 - 8:15 am. |
| | Sponsor - Continental Lunch Friday, April xx from 7:00 - 8:30 am. |
| | Donation - President's Reception Sunday, April xx from 5:00 - 6:30 pm. |
| | Total Cost |
| | |
| | Door Prize |
| | Raffle item(s) |
| | Indicate the number of machine(s) that will need electrical power. |

- √ Set up begins at 2:00 pm Wednesday, April xx.
- √ Tear down should occur after 6:00 pm on Friday, April xx.
- √ Extension cords and adapters are your responsibility. Exhibitors will be responsible for setting up and dismantling their own exhibit spaces.

Please send your check, payable to **Region V**, with this completed Exhibitor Form by
March xx, 20XX to: Name
Region V Exhibitor Chair
Address

Phone
E-MAIL Address

Address City,
ST ZIP Date

Name
Company
Address City,
ST ZIP

Dear Name

My name is XX and I am currently serving as the Exhibitor Chair for the 20xx Region V Leadership Conference to be held Thursday, April xx, 20xx to Saturday, April xx, 20xx at the Anyplace Hotel in City, ST. The theme for this Region V Conference is "*Conference Theme*".

I would like to invite you to participate as an exhibitor at the Region V Conference. The Exhibit Fee will be \$XXX.00. If you would like to attend please complete the enclosed Exhibitor Form and return the Form with your payment by March 1, 20xx. Some of you may also want to be a speaker or sponsor a speaker. If that is the case you will need to contact _____ at school address or by phone xxx.555.xxxx or xxx.555.xxx. If you plan to stay at the Anyplace Hotel (1.800.555.5555) you should make your room reservation early.

The Region V Conference Exhibits committee would like to give exhibitors an opportunity to reach conference attendees in a variety of ways. If you are willing to sponsor in any of the opportunities listed below please contact me ASAP.

1. A Speaker
3. No-Host Exhibitor Reception Wednesday, April xx from 3:30–6:00 pm
4. Continental Breakfast Thursday, April xx from 7:00–8:15 am
5. Continental Breakfast Friday, April xx from 7:00–8:30 am
6. Luncheon Friday, April xx from 12:00–1:30 pm

If you would like to donate a door prize or a raffle item please indicate your interest on the Exhibitor Form. If you are unable to attend the Region V Conference I would like to invite you send product information and/or samples for our conference attendees. I estimate 200 CTE Educators will attend the conference from the all of the Western United States. I look forward to hearing from you soon. If you have any questions please feel free to contact me at xxx.555.xxxx or

Sincerely

Name
Region V Exhibitor Chair

Enclosure

Sample Letter – Exhibitor Confirmation Letter

Address City, ST ZIP
December 6, 20xx

Name
Company
Address City,
ST ZIP

Dear Name

Thank you for agreeing to be an Exhibitor at the annual ACTE Region V Leadership Conference to be held in City, on April xx – xx at the Anyplace Hotel. Below is information for Exhibitors.

Exhibit Information:

Setup Begins Wednesday, April xx @ 4:00 pm

| | | |
|------------------------|------------------|--------|
| Thursday Exhibit hours | 8:30 am–4:30 pm | Friday |
| Friday Exhibit hours | 7:30 am–3:00 pm | |
| Saturday Exhibit hours | 7:30 am –3:30 pm | |

Tear down begins Saturday, April xx 18 @ 3:30 pm

Your exhibit space will be located in the lobby outside of the _____ and _____ Rooms.

Meal Information:

| | | |
|-----------|---------------------|-----------------------------|
| Wednesday | Exhibitor Reception | Cost: None 7:00–8:00 pm |
| Thursday | Breakfast | Cost: \$10.50 7:00–8:15 am |
| Thursday | Lunch | Cost: \$18.00 3:30–10:30 pm |
| Friday | Breakfast | Cost: \$10.50 7:00–8:30 am |
| Friday | Lunch | Cost: \$18.00 6:00–7:00 pm |
| Friday | Dinner | Cost: \$40.00 7:00–10:30 pm |
| Saturday | Breakfast* | Cost: \$20.00 7:00–8:30 am |

If you have any questions please let me know. You can contact me at XXX.555.XXXX or e-mail@whatever.com.

Sincerely

Name
Region V Exhibitor Chair

Enclosure Hotel Map
Conference Registration Form

REGION V CONFERENCE EXHIBITOR CONTRACT

In accordance with the terms of contract, the organization below contracts for exhibit space and services offered by the Region V ACTE at the conference to be held February, 20XX.

Name of Organization _____

Participant Name _____

Address of Organization _____

City _____ State _____ ZIP Code _____

Name of organization, as it is to appear on identification sign. _____

Number of tables/booths preferred _____

List number of chairs needed in the booth/table _____

Equipment, supplies, processes, or services to be exhibited _____

Will your exhibit feature sound and/or film presentation? _____

If yes, explain _____

Complimentary meals for the conference should be made for (limit one per booth) _____

Official exhibitor badges should be prepared for the following personnel _____

EXHIBITOR ACCEPTANCE: I, the duly authorized representative of the undersigned company, on behalf of that company, subscribe and agree to all the terms and conditions contained in exhibit rules.

Name, Exhibits Chair Date
Address
xxx.555.xxxx email@wherver.com

Organization Contact Date

Sample Letter – Speaker Confirmation

Date _____

Name _____
Company _____
Address City, _____
ST ZIP _____

Dear Name _____

We are pleased that you have agreed to serve as a speaker for the _____ (title of event)
to be held on (date) from (time) to (time) in (city) .

We are certain that your participation in this workshop/conference will add immensely to its success.

We are enclosing the following items to facilitate our planning:

1. Region V Speaker Form: This form gives you the opportunity to tell us what equipment and supplies you need, how you want the room set up, and what printing and audiovisual materials will be used. We also ask you to send us some information about yourself.
2. Background Information: {List here any items you are including that will help the resource person prepare for your audience.}

We ask that you return the requested form, materials, and biographical information no later than _____.

If you have questions or need further information, please feel free to contact _____
at _____.

Thank you again for agreeing to participate with us in this exciting and worthwhile venture.

Sincerely _____

Name, Chair
REGION V Program Committee

Sample Letter—Speaker Confirmation

Address
City, ST ZIP
January xx, 20xx

Name
Company
Address City,
ST ZIP

Dear Name

The REGION V 20xx Leadership Conference is fast approaching. I am delighted to confirm that you will be presenting on **Thursday, April xx, 20xx from 1:15–2:15 p.m.** The topic is “Fast Track to Careers: CTE” and you will be presenting in the Monterey II room. Each room accommodates approximately 50 people and I suggest that you bring handouts for that number or provide your presentation electronically for attendees. Please plan to be our guest for lunch.

A copy of the “tentative” conference schedule is enclosed for your convenience and your sessions are highlighted. I look forward to seeing you again. Please feel free to contact me at home should you have questions. The phone number is xxx.555.xxxx. In addition, I need to have you send me a brief biography for introduction purposes.

Sincerely

Name, Region V Conference Chair

Sample Speaker Form

REGION V SPEAKER FORM

Thank you for agreeing to speak at the 20XX Region V ACTE Leadership Conference at the Anyplace Hotel, April xx-xx. Please complete all the information requested below and e-mail to Name, name@email.com no later than **March 1**.

Contact Information:

Presenter's Name: _____
Organization: _____
Title: _____
Telephone: _____
E-mail: _____
Website: _____

Presentation Information:

Date & Time: _____
Title/Topic: _____
Location: _____
Room: _____

100-200 Word Session Description: *To be used in the conference program.*

Handouts:

Please provide materials for **50 participants**. My materials and handouts will include:

Will you be providing copies of a PowerPoint presentation as a handout? ____Yes____ No

If you are using a PowerPoint presentation, we ask that you send our office an electronic version (suggested that it be a pdf with compressed photos) before or after the Institute so that we may post it on our website.

Shipping Information:

Will you be shipping materials in advance? ____ Yes ____ No

If you are shipping materials in advance, please send no later than **April 1**. Indicate the number of boxes shipped on the outside label and send to:

A/V Requirements:

Will you be providing your own laptop? ____ Yes ____ No

All presentation rooms are equipped with a drop-down screen. Please check off the equipment you will need:

| ✓ | A/V Equipment | ✓ | A/V Equipment |
|---|----------------------|---|-------------------------|
| | LCD projector | | ELMO overhead projector |
| | Laptop with USB port | | DVD player |
| | Internet connection | | VHS player |
| | Flip chart | | Other: |

Travel Arrangements:

I will be traveling by: ____ car ____ train ____ airplane to the Institute

I will arrive: ____ day of presentation ____ day/evening before presentation

My travel itinerary is:

I will need information on hotel accommodations: ____ Yes ____ No

Other:

Please indicate here what other needs you have or need additional information.

Sample Conference Evaluation Form

REGION V: THEME

Evaluation of REGION V Leadership Conference April xx-xx, 20XX

Please help make our next Conference meaningful by completing this form.

Please place a check mark in the appropriate category and feel free to make additional comments.

| | Excellent | | Good | Average | Poor | Comments |
|---|-----------|--|------|---------|------|----------|
| 1. Overall Conference | () | | () | () | () | _____ |
| 2. Registration | () | | () | () | () | _____ |
| 3. Physical Facilities (location, rooms) | () | | () | () | () | _____ |
| 4. Conference Schedule (length, hours) | () | | () | () | () | _____ |
| 5. Exhibits | () | | () | () | () | _____ |
| 6. Meal functions | () | | () | () | () | _____ |
| 7. Opening General Session | () | | () | () | () | _____ |
| 8. Breakout sessionals | () | | () | () | () | _____ |
| 9. Optional Special Events | () | | () | () | () | _____ |
| 10. Closing General Session | () | | () | () | () | _____ |

Strengths of this Conference: _____

Weaknesses of this Conference: _____

Suggestions for future Conferences: (speakers, topics, etc.) _____

Other Comments: _____

CONFERENCE SUMMARY DATA SHEET

Fill in the following data as soon as possible after your conference. It will help those who do future conferences do their budget, set fees, anticipate attendees, and schedule.

| Item | 2014 | 2015 | 2016 |
|------------------------------|------|------|------|
| Location/Hotel | | | |
| Chairperson | | | |
| Total Attendance | | | |
| Members | | | |
| Non-Members | | | |
| Guests/Spouse/Retired | | | |
| Students | | | |
| | | | |
| Number of Late Registrations | | | |
| | | | |
| Registration Fees | | | |
| Members | | | |
| Non-Members | | | |
| Guests/Spouse/Retired | | | |
| Students | | | |
| Late Registrations | | | |
| | | | |
| Total Revenue | | | |
| Total Expenses | | | |
| Number of Exhibitors | | | |
| Total Revenue from Exhibits | | | |