

CONFERENCE & EVENT PLANNING GUIDELINES

The formula for a successful conference:

- Clear objectives
- A good overall plan
- Organized manpower to implement the plan
- Sound financial administration

Organizing committee membership can include:

- Chair - Responsible for the easy and coordinated action of the entire committee structure.
- Treasurer - Is custodian of all moneys and maintains all financial records and pays all bills after proper certification.
- Secretary - Maintains all files and records of the organization, issues calls for and keeps minutes of Executive Committee and General Committee meetings and handles all general correspondence.
- Functional Committees - Each functional committee should be given clear and specific instruction concerning the duties with which it is charged. Several committees can be formed or individuals on a larger committee can be responsible for each part of the conference including: finance and budget, accommodations, public relations, welcome and hospitality, exhibits, registration, entertainment, program, field trips.

ACTION	DETAILS	WHEN
Seek Permission from the University	Contact the Dean of the College and the President's Executive Council (PEC). PEC is the only body on campus that can waive or sponsor room rental fees, A/V equipment	One Year
Contact Conference and Event Services	Identify level of service required to manage the conference	One Year
Set a Date	Confirm meeting room and guest accommodations availability (if applicable)	One Year
	Check for conflicts with other conferences on campus and in the city	
	Check for conflicts with other campus activities (i.e. classes, convocation, etc.)	
Accommodation	Block rooms at hotel(s) and/or UNBC Residence	One Year
Organize a Committee	Set budget for catering, rooms, speakers, transportation, A/V and all other expenses	Eight Months
	Secure sponsorship	
	Confirm registration fee	
Program Development	General topics/theme	Eight Months
	Call for presentations	
	Arrange keynote speakers	
	Poster sessions, exhibitions	



ACTION	DETAILS	WHEN
Promotion	Delegate members on committee (promotions chair) Create website with draft conference outline Design brochure, posters, etc. for mail out Initial mail out to potential delegates Initial email/listser to potential delegates – “save the date”	Six Months
Transportation	Arrange for any additional transportation required (i.e. shuttle bus to airport/hotels)	Four Months
Registration	Available on website and by fax	Four Months
	Mail out/email potential delegates	
	Begin collection of registrations and fees	
	Determine what to include with confirmation letter/receipt	
Catering	Select menus, times, locations for meals	Two Months
A/V Equipment	Determine equipment	Two Months
Conference Packages, and Name Tags	Finalize what needs to be included and/or purchased	One Month
Final Details	Guarantee number of guests for catering	Within One Month
	Finalize set up details for event space(s)	
	Confirm itinerary/event agenda	
	Finalize event budget	
	Design signage to direct guests	
	Designate volunteer/staff to event duties (i.e. registration table, emcee, host, etc...)	

