

Conference Planning Manual

- I. Introduction
- II. Co-Chair Responsibilities
 - A. Division of Labor Between Co-Chairs
 - B. Developing the Conference Committee
 - C. Projecting numbers of participants
 - D. Budget Preparations
 - E. Developing a Conference Plan
 - F. Conference Theme
 - G. Working with Board Liaison(s)
 - H. Fundraising Activities
 - I. What has worked in the past?
 - J. Maintaining ICA's professional name
- III. Developing a Conference Committee
 - A. Getting Volunteers
 - B. The first committee meeting
 - 1. Meeting Minutes
 - 2. Identify sub-committees
 - a. Pick sub-committee leaders
 - 1. Prior Leadership
 - 2. Prior conference experience
 - b. Assign volunteers to one or more sub-committee
 - c. Important Key Committees
 - 1. Program Committee
 - 2. Advertising
 - C. Establishing schedules
 - 1. Meeting Schedules
 - a. Full committee meetings
 - b. Sub-committee meetings
 - 2. Schedules of tasks to be completed
 - D. Develop conference sub-committee' schedule of duties and time lines
 - 1. Identifying a Conference Site
 - 2. Finding a Suitable Location
 - 3. Working with Hotel Location
 - A. Establishing a working relationship
 - B. Getting it in writing
 - 1. Contracts
 - 2. Limitations on who can authorize expenditures and make changes
 - 3. Frequency of meetings between conference manager and Co-Chairs
 - 4. Get meeting space for some conference committee meetings

- E. Conference Planning meetings
 - 1. Include conference committee
 - 2. Include hotel key staff
 - A. Conference Manager
 - B. Kitchen Manager
- F. Conference Rooms
 - 1. Sufficient Break-Out Rooms
 - A. Size to accommodate audiences
 - B. Configuration (classroom, theatre, rounds, etc.)
 - C. Special equipment needs
 - 2. Large Rooms
 - A. General Sessions
 - B. Luncheons
 - C. Banquets
- G. Registration area
 - 1. Number of tables needed
 - 2. Electrical Outlets
 - 3. Central Location
- H. Head Table (Optional)
 - 1. General or Opening Session, Luncheon, Banquet
 - 2. List of persons
 - 3. Equipment needs
 - 4. Program Order
- I. Lodging
 - 1. Number of guests accommodated
 - 2. Costs
 - A. Single
 - B. Double
 - C. More than two
 - D. Roll-away
 - 3. Reservations Process
 - A. Reserving a block of rooms
 - B. Reservation cut off date
 - C. Purchase orders for multiple rooms
 - 4. Comp Rooms
 - A. Ratio of comp rooms for number of rooms rented
 - B. Comp rooms used for speakers
 - C. Making reservations for speakers or special guests
- J. Meals
 - 1. Luncheon and Banquet
 - A. Estimating numbers of participants
 - B. Selecting menu options
 - C. Costs per person

- D. Hidden costs
 - Tax & Gratuity
 - Table setup
 - Table service or buffet line
 - Drink selection
 - Extra guests

K. Special Events

- 1. Awards Ceremonies – Spring
- 2. Memorial Ceremony – Spring
- 3. AFSCME Reception
- 4. Vendor Reception
- 5. Scholarship Awards – Spring
- 6. ICA Elections – Spring
- 7. Tours

L. Social Events

- 1. Dance
- 2. Contests
 - A. Game shows
 - B. Golf outings
 - C. Sports activities
 - D. Get acquainted mixers

M. Special Meetings

- 1. District Director's Meetings
- 2. Warden's Meetings
- 3. ICA Executive Committee Meetings
- 4. ICA Committee Meetings

N. Costs

- 1. Break-out rooms
- 2. General Session Rooms
- 3. Luncheon/Banquet Room

O. Hospitality Room

- 1. Size and Location

IV. Negotiating Conference Site Contract(s)

- A. What to expect from the hotel
- B. Who is involved in negotiations
- C. What should the contract include
- D. Reporting to the ICA Executive Board
- E. When to sign contract(s)
- F. Getting help from others in ICA

V. Key Committees

A. Program and Speakers

- 1. Initial Negotiations

- 2. Speaker Contracts
- 3. Lodging
- 4. Transportation
- 5. Special Equipment Needs
- 6. Hosting Speakers – Introductions
- B. Advertising
 - 1. Contact all agency vendors
- C. Door Prizes
- D. Equipment
- E. Conference Flyer and Program

VI. Cooperation with other ICA Committees

- A. Registration Committee
- B. Membership Committee
- C. ICA Executive Board/Treasurer
- D. Legislative Committee
- E. Women's Issues Committee
- F. Minority Issues Committee
- G. Vendor Committee
- H. Website Committee
- I. T-Shirt Committee
- J. CEU Committee
- K. Awards Committee – Spring
- L. Election Committee – Spring
- M. Rapsheet Committee

VII Signs Committee

- A. Signs for:
 - 1. Identifying each conference session
 - 2. Signs for directions to locations
 - 3. Signs for Advertising events
 - 4. Signs promoting sales
- B. Hotel rules (tape, thumb tacks, easels, etc.)
- C. Develop sign schedule – staff assignments

VIII. Equipment Committee

- A. Determine equipment needs for:
 - 1. each speaker
 - 2. Each special activity
- B. Hotel Equipment and costs
- C. Agency Equipment available
- D. Develop equipment scheduled – staff assignments

- IX. Hospitality Room
 - A. Location
 - B. Costs, if any
 - C. Refrigeration – storage
 - D. Seating for participation
 - E. Food/Drink donations
 - F. Restrictions

- X. Conference Program/Nametags
 - A. Design Committee
 - B. Printing Costs and issues
 - C. Due date

- XI. Conference Aids
 - A. Develop Separate Conference Guides
 - 1. Each Co-Chair
 - 2. Each Sub-Committee leader
 - a. Equipment committee
 - b. Transportation Committee
 - c. Sign Committee

- XII. Advertising the Conference
 - A. Conference Flyers
 - 1. Networking for maximum coverage
 - 2. When to begin distribution
 - 3. Frequency of distribution
 - 4. Creating A Professional Image
 - a. Stress Speakers and Training
 - b. Make social events secondary
 - c. Avoid controversial activities