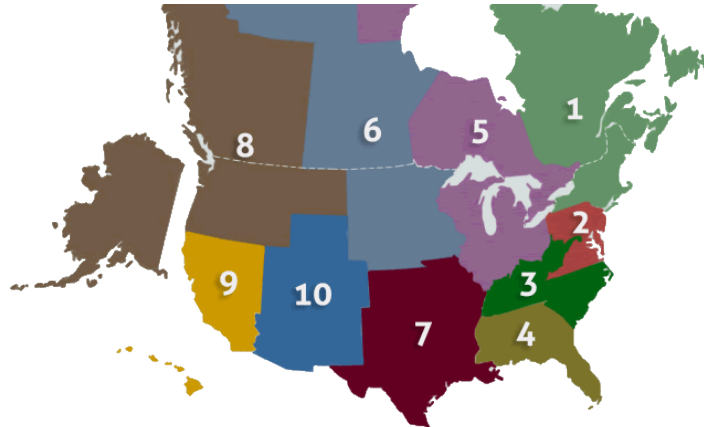




Region Conference Chair Handbook – 2015



NACADA Executive Office
Kansas State University
2323 Anderson Avenue, Suite 225
Manhattan, KS 66502-2912
Phone: (785) 532-5717 Fax: (785) 532-7732
e-mail: nacada@ksu.edu
©1990-2013 National Academic Advising Association
All rights reserved

Table of Contents - 2015

<i>Introduction & Purpose</i> -----	4
<i>General Timeline</i> -----	5
<i>Establishing Goals and Objectives</i> -----	6
<i>Conference Steering Committee</i> -----	7
<i>Program Planning – (theme, required sessions, keynote speakers)</i> -----	9
<i>Keynote Speaker</i> -----	12
<i>Verification form</i> -----	15
<i>Site Selection</i> -----	16
<i>Budget</i> -----	21
<i>Call for Presentation Proposals</i> -----	28
<i>Promotions/Publicity</i> -----	35
<i>Website Development and Updating</i> -----	36
<i>Exhibitors</i> -----	37
<i>Registration</i> -----	40
<i>Working with the Hotel</i> -----	43
<i>Audio-Visual</i> -----	46
<i>Food & Beverage</i> -----	47
<i>Meeting Rooms</i> -----	49
<i>Transportation</i> -----	53
<i>Feedback/Evaluations</i> -----	54
<i>Best of Region</i> -----	57
<i>During the Conference (authority, registration, publications display, etc.)</i> ----	58
<i>Volunteer Opportunities</i> -----	59
<i>Final Reports</i> -----	64
	p

Appendix A

Various Forms

This document may be searched by pressing
Ctrl + F on a PC or **Command + F** on a Mac

Using this Guide will assist Region Chairs, Conference Chairs and Conference Committee members in planning, organizing and conducting a quality NACADA Region Conference.

Introduction

NACADA's Purpose for Region Conferences is to provide academic advisors, academic advising administrators and faculty advisors throughout the region opportunity for networking, discussion of issues and professional development

The Region Conferences are a major part of NACADA's service to its members and to the profession. Your leadership for your Region Conference is greatly appreciated! Approximately 3000 advisors, administrators and faculty advisors attend the 10 Region conferences. Statistics show that for 35-40% of the attendees, this is their first NACADA conference. As the gateway to our association for so many, maintaining high standards is important to the participants, presenters and to the profession as a whole.

Region members usually attend because they are looking for answers to questions and solutions from fellow colleagues who have experienced and solved similar problems, as well as new ideas for improving the academic advising process.

Each section of this handbook addresses a specific component of the planning process. Looking at the past history of your region will help you to determine what you will build on to ensure a successful meeting. Your work will be rewarded through increased networking through your committees and knowing that you have contributed, both to the profession and to student success!

General Timeline

NOTE: The Region Conference webpage is updated whenever decisions are made.

NOTE: The Conference chair composes a message to the members, sends it to the Executive Office and these messages are sent by the Executive Office to Region members when

- Dates and location are set.
- Call for proposals is announced
- Registration is opened & Preconferences are determined
- Schedule and abstracts are posted to web
- Registration early date is approaching
- Other times as determined by committee
- Final confirmation information is sent to registered attendees

In the beginning

PLEASE ADAPT TO YOUR SITUATION

- General location of Conference is determined
- Region Chair selects Conference Chair
- Possible dates are determined
- Hotel or meeting space is selected and contracts are signed by the Executive Office
- Conference Chair selects Steering Committee
- Budget is prepared and approved by Region Chair & Exec Office (by June 30)
- Tentative schedule outline is posted on web
- Theme is determined
- Call for Presentation Proposals is announced
- Keynote speaker is selected
- Number of presentations and time slots is determined

During Annual conference: Promote presentation submissions, gather volunteers, publicize conference

- Pre-conferences are determined
- Registration form is posted on web when pre-conferences are set
- Registrations are accepted by Executive Office
- Selection committee chooses presentations
- Presenters are notified and confirm their participation
- Exhibitors, donations and sponsorships are determined or solicited

Winter Holiday

- Program committee schedules sessions
- Schedule and abstracts are posted to website
- AV requirements are determined and arranged
- Meeting rooms are assigned to specific presentations
- Food and meeting functions are confirmed with the hotel
- Contact is made with Board Member who will attend
- Printed program is produced
- Registration committee is trained
- Nametags, evaluation forms, instructions, publication displays, are sent from Exec Office
- Conference happens!

Goals and Objectives

Begin with the end in mind! How do you want to leave the conference? Most members want to go away feeling like their needs have been met; that issues which are top priority to them were addressed at the conference.

Understanding the Region members' needs and interests and NACADA's overall strategic plan. The effects of recognizing the priority issues and true concerns of prospective attendees will lead to increased attendance and interest at present and future conferences.

There are several methods of determining the audience's needs and interests, including:

- Surveys
- Previous conference evaluations
- Previous conference session attendance
- Attendance at national conference sessions on certain topics
- Examining current Region-wide issues

Convert gathered information into 3 or more specific goals and objectives for your Region Conference. The establishment of these elements is a step in developing the outline of the event. They indicate what is expected from those involved and supply a basis for measurement and evaluation of what is achieved.

Conference Goals and Objective Sample

Purpose of Conference	To enhance the professional development of persons interested in Academic Advising in Higher Education
Objectives	To provide for discussion of current issues in academic advising To enhance networking among Region professionals interested in academic advising To permit skill development for provision of enhanced advising. To examine new methods for effectively administering advising. To review technological aides available for advising.
Orientation Session	Each Region Conference should include an orientation session for potential or new NACADA members. The Region Chair or Board of Directors or Executive Office Representative can provide this overview which focuses on information on how to get the most out of the Region Conference and NACADA.
Region Business Meeting	Plan for a time to conduct business of the Region

Conference Steering Committee

The Region Chair, the Conference Chair, the Steering Committee and the Executive Office Liaison all play a part in planning and executing a conference that is of the most possible benefit to attendees. All members of the Region Conference Steering Committee must be NACADA members.

Region Chair's Role: The Region Chair is ultimately responsible for the activities of the Region, so involvement in planning the Region Conference is necessary. The degree of involvement may vary from region to region, but usually involves the following duties:

1. Selection of the Conference Chair and location of conference
2. Assist in Conference Steering Committee appointments in cooperation with the Conference Chair.
3. Review and approve the proposed conference budget before sending it to the Executive Office and Division Representative for approval.
4. Assist Conference and Region Steering committees in the selection of the keynote speaker.
5. Review of all activity contracts before they are signed by the Executive Office. This includes: hotel, meeting sites, entertainment, speakers, transportation, meal functions off site, etc.

Conference Chairperson's Role: The Conference Chair coordinates a majority of the details and elements involved in planning the conference. Responsibilities usually include:

1. Selection and direction of committee and sub-committee chairs
2. Final site selection of the facility -(in cooperation with the Region Chair). The Executive Office must handle negotiations and sign all contracts.
3. Program development and promotion
4. Conduct of the conference
5. Final conference reports

Conference Committee Member's Roles: Most regions use the Conference Steering Committee as a group to make major decisions regarding the conference and then divide various responsibilities between the committee members to ensure a quality conference. Experience has shown that the scope of the work necessitates a group effort in order to complete all the tasks involved.

Steering Committee members typically are responsible for sections of the conference. Some may have more than one responsibility.

1. Program Planning, Proposals and Selection
2. Site Selection
3. Budget preparation and monitoring
4. Promotions & Website Development
5. Exhibits & Donations
6. Registration On-site
7. Audio-Visual & Meeting Rooms
8. Food and Beverage
9. Transportation
10. Feedback/Evaluations
11. Best of Region
12. Volunteer Coordination & Hospitality

Executive Office Staff Roles: The Executive Office staff is experienced in meeting planning and is available to consult with Region Conference planners. Specifically, the Executive Office Liaison will provide assistance in:

1. Finalizing and approving standardized contracts for Executive Director signature (Board mandate, 1998), after the Region Conference Chair investigates facilities for the site of the conference, transportation, entertainment, and keynote speakers, etc. These contracts will include important safeguards for NACADA (such as ADA requirements, reasonable cancellation clauses, etc.).
2. Distributing promotional announcements via e-mail to NACADA members, as directed by the Conference Chair.
3. Updating region and region conference websites at the direction of the region chair/conf. chair.
4. Maintaining conference history and financial updates.

5. In addition, the Executive Office is responsible for the following:
 - Conference pre-registration
 - Collecting conference fees
 - Making nametags and lists of attendees,
 - Ordering ribbons and evaluation forms.
 - Paying all invoices & all accounting services
 - Leading a planning/training Session at the National Conference for Region Chairs and Conference Chairs.

The Host Institution (s): The Region Chair & the Region Steering Committee reviews institutions interested in hosting a NACADA Region Conference and selects the most appropriate institution(s)/ locations. Usually the “host” institution is the conference chairs, but some regions have several institutions which support the conference in various ways. A host institution may (but is not required to):

1. Provide access to lodging and meeting space on a campus.
2. Provide additional professional and clerical help.
3. Contribute reasonable telephone and postal needs to the Conference Chair.
4. Contribute campus facilities and audio-visual equipment to the conference.
5. Pay expenses for a general session speaker.
6. Use the conference as a forum to publicize the importance of academic advising on its campus.

As you plan every aspect of the conference, please keep the following in mind:

- **Diversity Charge**
 - The Region Conferences are a great avenue for promoting the many types of diversity that our President has asked that we consider throughout the organization.
 - Please keep this in mind as you select committee members and proposal readers and also an appropriate balance of quality proposals for your programs.
- **Special Assistance and Non-discrimination**
 - NACADA wishes to comply with not only the letter of the law, but the spirit of the Americans with Disabilities Act of 1990, which prohibits discrimination against any individual on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations. For meeting planners, there are several steps to take:
 - On the registration form, include a method for participants to contact a conference chairperson with regards to accessibility and dietary needs.
 - Make sure all meeting facilities, any entertainment or other activities directly sponsored by the conference are accessible in every way.
 - Research area resources for professionals to help with visually or hearing impaired individuals
- **Use of Logo Policy**
 - The proper use of the NACADA logo by Regions is a responsibility of the Region Chair. See approved uses at the NACADA web site at <http://www.nacada.ksu.edu/PolicyProc/AssoPolicies.htm>

Program Planning

The program is the nucleus of the conference and all other activities exist to support this part of the event. The sessions chosen and presented are the central focus of the conference.

Program Development Checklist

- Determine group's needs and interests.
- Establish specific goals and learning objectives for the program.
- Select conference theme reflecting purpose of Region Conference.
- Review past Region Conference schedules and programs.
- Set number of general and concurrent sessions (check meeting room availability).
- Consider number and length of sessions and activities to offer.
- Balance sessions according to topics, variety, and Region appeal, and diversity as it relates to the NACADA Diversity Statement
- Be sure sessions represent a diversity of presenters and topics in regard to ethnicity, gender, gender identity, and sexual orientation as well as diversity in regard to institutional type, size, and employment position.
- Select and confirm speakers and/or issue Call for Papers (Presentations) to set program content.
- Schedule sessions and consider set-up, break-down, and audio-visual requirements for each session.
- Consider special ADA needs/requests when determining room assignments.
- Evaluate traffic patterns and timing for moving crowds.
- Schedule social events and entertainment to complement rather than compete with educational sessions.
- Consider budget implications for all program decisions.

Select a Theme

The determination of the theme of the conference will influence the content of the program and reflect the goals and objectives of the organization. Items to consider when selecting a theme are:

- Past themes
- Current “hot topics” in academic advising
- Ideas from past evaluations
- Ideas from Region members

Selecting a theme focuses primarily on the concerns of the NACADA Region members. Remember to make sure the theme selected is broad, yet focused enough to spark the interests of those involved in advising.

Determine Content and Format

The content (the subjects and topics) and format (type of sessions and their scheduling) of the Region Conference program will make a great deal of difference in the overall effectiveness. Though the content is of the ultimate importance, a proper format will help determine the ease at which information is presented and retained. It is the balancing of these two areas that forms the backbone or core of the program using the absorbed. Use the conference's purpose, goals and objectives as guides to develop the agenda that best meets and achieves these elements.

NACADA conferences generally use keynote speakers, workshops, concurrent sessions, roundtable discussion sessions, panels, poster sessions, or a combination of some or all of these session types. Review models used in the past, making adjustments noted in the evaluation of previous meeting(s), and adjusting for location or dates to help establish an overall format.

In addition, preconference workshops provide timely and intensive skill building or awareness enhancing opportunities in conjunction with the travel already invested for the conference. There is usually a small charge to cover audio-visual or other expenses. They may also function as income enhancers.

The presentations must represent a variety of formats in order to maintain the interest of the attendees. Along with balancing a variety of presentation formats, remember to consider:

- Sequence of presentations according to topic
- Optimal length and time block for each session
- Breaks between sessions
- Social and other informal networking opportunities
- Layout of meeting space

Plan for Required Sessions at Region Conferences

- Each year, there are standard sessions or events that need to be scheduled at the Region Conferences.
- This information should be provided to the Program Committee BEFORE they start planning their at-a-glance and as they determine the scheduling of the sessions.
- The 5 required sessions are:
 1. NACADA Orientation for First-Time Conference Attendees
 2. Welcome and Highlights from Board/Executive Office Representative
 3. A Conversation with NACADA Leadership and Executive Office Representative
 4. Writing for NACADA
 5. Region Business Meeting

NOTE: "**Conducting Research**" may be submitted on-line by members of the Research Committee and these will be offered as concurrent sessions, not necessarily preconference workshops. Please accept these sessions if they are submitted.

1. NACADA ORIENTATION - Usually on preconference day after the last preconference and before evening activities. It may also be first thing the first morning.

- Title in Printed Program: "NACADA Orientation for First-Time Conference Attendees"
- Led by Executive Office Rep and NACADA Board Members
- 1 hour, no charge
- AFTER preconference workshops & BEFORE other activities (generally)
- Needs to be only event happening at this time.
- **ABSTRACT: On your campus, you know the value of orientation for new students is to be involved early with each other and begin to build lasting connections to the campus. If this is your first time at this Region conference, attending our NACADA Orientation is REQUIRED! Come meet new members, as well as members of the NACADA leadership, and learn about the exciting association of which you are now a part.**

2. WELCOME AND HIGHLIGHTS - At First General Session

- Title in Printed Program: "Welcome & Highlights from _____"
- Board member and/or Executive Office Rep welcomes all to NACADA, helps participants connect with the Association
 - May recognized national award winners & national leaders from the region
 - Brief overview of major initiatives of Association
 - **NOTE: NACADA will send list of Association award winners and the NACADA leaders to print in your program. You will probably want to add a list of your Region award and scholarship winners and your Region leaders to the program as well.**

3. A CONVERSATION WITH NACADA LEADERSHIP AND EXECUTIVE OFFICE REPRESENTATIVE as a Concurrent Session

- Title in Printed Program: "A Conversation with NACADA Leadership & Executive Office Representative"
- Led by Executive Office Representative, Region and other NACADA leaders
- Offered as a 1 hour concurrent session. Can be at same time other concurrent sessions are offered.
- Opportunity for members and leaders to discuss NACADA initiatives of current interest. All welcome.
- **ABSTRACT: This informal discussion is to provide a forum for attendees to visit with NACADA Leaders regarding the Association's many initiatives and programs, leadership opportunities, and to give participants an opportunity to provide feedback and ask questions.**

4. WRITING FOR NACADA will be offered at each Region Conference and will be submitted through the regular proposal process. Usually these will be chaired by someone on the Research Committee. Please let your proposal chair know they need to accept this proposal.

- Title: "Writing for NACADA: The Journal, Academic Advising Today, the Clearinghouse and Monographs"
- Led by the Executive Officer Visitor and/or Board Member in regions where there is not a Research Committee Member to lead this.

- There are many opportunities to write for NACADA. Articles authored from the ranks of advising practitioners, faculty advisors, researchers, and theorists appear in NACADA publications. While NACADA publishes books, video-dvd-cds, and brochures, the primary focus in this session will be to describe the purpose, content, writing guidelines, and acceptance process for the NACADA Journal, Academic Advising Today, the Clearinghouse and Monographs. Whatever your interests in professional writing, this session will help you understand the various writing opportunities within NACADA.

5. REGION BUSINESS MEETING/STATE OR PROVINCE MEETINGS - Timing is at the discretion of the Region Chair.

Purpose is to conduct the business of the region.

Let by Region Chair and Region Steering Committee.

- Review region projects, progress
- Financial reports
- Discussion of new and old business
- Voting on any bylaws changes
- Etc.

Select a Keynote Speaker - A Shared Responsibility

The selection of the keynote speaker should be a shared responsibility. Final decisions about inclusion and final selection of keynote speakers should be made in cooperation with the Region Conference Committee and Region Steering Committee. The Region Chair should approve the Keynote Speaker Contract before it is sent to the invited keynote speaker.

The inclusion of a keynote speaker (either paid or unpaid) at Region Conferences is desirable because:

- It may be the best way to reach the whole audience about an important topic.
- The speaker and topic may attract a larger or target audience.
- The speaker has appropriate skills and expertise about an advising issue.
 - Serious consideration should be given to utilizing **campus administrators** as keynoters. This raises visibility and importance of advising with these administrators which garners greater tangible support for advising in the long run.

An appropriate keynote speaker will demonstrate:

- Appropriate expertise (experience in higher education, advising programs on various levels). This person must understand and value the role of academic advising.
- Experience and effective speaking abilities in addressing LARGE Groups
- Willingness to interact with the group in a friendly and appropriate manner.
- Willingness to participate in a follow up breakout session or other events as requested by the Conference Steering Committee.
- ***And does not stand to profit from the presentation by promoting a particular product or service.*** Effective and timely communication between the program committee and the keynote speaker is necessary to ensure the speaker knows the desired focus of the session, the audience and important NACADA standards.

Forms available:

- Keynote Guidelines doc
- Keynote contract doc
- W-9 Tax Form

Entertainment

Regions often have music at receptions or once in a while have an opportunity to have an event off-site. Any entertainment groups or individuals will need to sign a NACADA Professional Services Agreement – Entertainment/Transportation form. Send any contracts they give you to the Executive Office Liaison for review and signature, however, we prefer to either use only our form or both.

Professional Services Agreement – KEYNOTE SPEAKER

NACADA

The Global Community for Academic Advising

National Academic Advising Association

2323 Anderson Ave, Suite 225
Manhattan, KS 66502-2912

Phone: (785) 532-5717

FAX: (785) 532-7732
nacada@ksu.edu

This agreement is between the National Academic Advising Association, Region _____ and

Name: _____ **Firm:** _____

Address: _____

City/ State/Postal Code: _____

Day Phone: _____ E-mail: _____

To deliver the following services for our Region ____ Conference

1. Keynote speech for _____ minutes on the topic of _____ Time _____ a.m./p.m
2. Follow up session of _____ minutes on the topic of _____ Time _____ a.m./p.m
3. Other: _____

NACADA will provide a podium with a microphone, & if requested, a _____.

If video projector is requested, speaker will provide computer and presentation materials

Payment of the \$ _____ Honoraria & Expenses will be made by mail following the presentation and submission of expense receipts.

Original receipts must be submitted to the Executive Office for the following: **(IF any or none of the below items will be reimbursed, take the appropriate items out.**

- **Meal allowance** up to \$40 per day (if not provided at the conference)
- **Coach Air transportation, purchased at least 2 weeks in advance with cost not** to exceed \$ _____
- **Mileage** not to exceed \$ _____. Mileage reimbursement (at \$.51 per mile) cannot exceed coach airfare.
- **Hotel** stay for the night(s) of _____ (date)
NOTE: Generally, NACADA reserves and arranges payment for the room and tax at the conference hotel, so speaker will only need to guarantee payment for incidentals.

- I have read and agree to the arrangements above and the attached Expectations of Keynote Speakers, and NACADA Overview.
- I will not promote any product or service for which I may receive personal gain.
- I will only use material in my presentation that is in compliance with current copyright or intellectual property laws. NACADA will not be responsible for my misuse of materials or information.
- I have attached a completed and signed W-9 form .

Signed: _____ Date: _____

NACADA will make payment to:

____ Name and address as above
____ Firm and address listed above
____ Other: _____

If payable to an **individual**, include
Social Security #: _____

If payable to an **institution**, include
FEIN #: _____

Mail, fax or e-mail to: NACADA, 2323 Anderson Avenue, Suite 225 Manhattan KS, 66502 to the attention of Diane Matteson, matteson@ksu.edu
Phone: 785-532-5717 or FAX 785-532-7732.

____ Date: _____

Signed: Charlie L. Nutt, representing NACADA

Expectations of NACADA – KEYNOTE SPEAKER

As a Keynote speaker to a professional conference or meeting of NACADA, you are asked to follow these guidelines to ensure that your address will be well received by all attendees.

1. Specifically, we request that your remarks
 - incorporate the conference theme of _____
 - fit into the overall goals of NACADA
 - Use humor judiciously. We appreciate **humor** as a way to enliven the speech, however, we ask that you demonstrate sensitivity to the diversity of our members in the areas of :
 - o race, ethnicity, gender, creed, sexual orientation, disabilities,
 - o types of advisors (faculty, full time advisors, & administrators),
 - o institutional types - small, large, private, 2 year & 4 year institutions of higher education

Please consult with the Region chair if you have any questions or concerns.

2. **Commercial promotions.** Presenters at all NACADA events are required as part of the presenter confirmation process to sign an agreement NOT to promote products or services other than official NACADA products or services. This policy is not intended to prevent product USERS receiving no monetary gain from referring to specific commercial products nor prevent the conduct of “user” roundtable discussions regarding specific products. **It is intended to restrict product and service promotion by presenters.** “Commercial” refers to any entity/person/product/service outside non-profit, higher education institutions and any product/service for sale by a non-profit higher education institution. “Promotion” includes verbal or written reference in any manner (names, logos, description, etc.). “NACADA events” includes conferences, institutes, workshops, seminars, teleconferences, consultations, etc.
3. **Promptness** in returning correspondence and in making travel arrangements is expected and appreciated.

NACADA Overview

The **National Academic Advising Association (NACADA)** is an association of approximately 11,000 professional advisors, faculty advisors, administrators, and students working to enhance the educational development of students in institutions of higher education. NACADA serves individuals from a variety of institutional types (two and four year programs, both public and private settings) and strives to meet the needs of a diverse constituency.

NACADA's mission is to...

1. Champion the educational role of academic advisors to enhance student learning and development in a diverse world
2. Affirm the role of academic advising in student success and persistence, thereby supporting institutional mission and vitality
3. Anticipate the academic advising needs of twenty-first century students, advisors and institutions
4. Advance the body of knowledge on academic advising
5. Foster the talents and contributions of all members and promote the involvement of diverse population.

To learn more about NACADA, visit the NACADA Website at
<http://www.nacada.ksu.edu/>

Keynote Speaker Invitation Letter

NACADA

The Global Community for Academic Advising

NOTE TO REGION CONFERENCE CHAIR:

A letter or e-mail from you or your designee should be sent with a Professional Services Agreement. Include as much detail in the contract as possible, including where, when, what is expected of them, what you will provide and how they will be paid. Send them three copies to sign, one for them to keep and two to send to the Exec. Office.

We will send a completed signed copy back to them and to you.

Following are some suggestions of what should be included.

- Region ____ Conference, date, place of speech. (hotel, specific meeting room, etc.)
- The topic for the meeting is _____
- Issues the speaker has agreed to address: _____
- Please arrive at _____ and meet _____ at the _____
- Describe how the person should get from airport to hotel (shuttle or taxi and approx.. cost and instructions on how/where to board) so they can be prepared.
- If someone is meeting them, list where, when and how they will recognize them, and the person's name and cell phone number. Perhaps provide a map.
- List the name, address and phone number of the hotel and a **room confirmation** number
- If they are coming in the night before, tell them **if** someone will take them to dinner
- Where and when to meet you for their presentation and if they need to set up AV, how and where to do this.
- If they won't arrive until the last minute, arrange to visit with them by phone an hour or so before, so you will be assured they are on target as far as being on time and knowing where to meet you.
- If you expect them to attend a meal, let them know.

Also, include the following information, of course, customized to what you need them to do:

- The session will begin at _____ o'clock.
- There will be approximately _____ minutes of announcements, etc. before you are introduced, so your presentation will start at approximately _____ o'clock and should end at _____.
- Please be sure to leave approximately _____ minutes for question and answers at the end of your presentation.
- The follow up session will be (time, topic, how many people you might expect, what kind of format you need (lecture, roundtable discussion, workshop, etc.) (If there is one.)
- Date by which the contract should be returned to the Executive Office (address is above.)

Include other suggestions:

- You may wish to be aware that this issue is important to our region because
- Participants will be especially interested in _____
- There will be approximately _____ participants.

Sincerely, (your contact info {particularly your cell phone if appropriate})

Verify Sessions Attended



NACADA Region _____

Date of Conference: _____ **Place of Conference:** _____

SESSION ATTENDANCE VERIFICATION FORM

Attendee Name _____

Institution _____

City/State/Zip _____

List each session in which you participated in order of attendance:

Date	Beginning/Ending Time	Program Title	Speaker	Session Length (hrs)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL SESSION HOURS Attended _____

I certify that the information presented on this form is complete and accurate.

Participant signature: _____ Date _____

NACADA Staff Signature _____ Date _____

This form verifies your participation in content sessions presented at the NACADA Annual Conference, which are offered as a professional development opportunity in the field of academic advising. Only list a session which you attend in its entirety. Business/governance meetings, breaks, or social activities including meal functions, except the actual time of a NACADA speaker, should not be included in sessions listed above.

**** NOTE:** This form is NOT an NBCC Monitoring form. Please check with your institution or licensure agency for acceptance of the information contained herein. NACADA cannot guarantee acceptance of the information contained in this document by any agency. NACADA does not keep a record of this document.

Site Selection

NACADA makes every attempt to secure very competitive rates for attendees.

Negotiating Power

- If at all possible, obtain bids from 3 or more hotels.
- It is best not to let the property think they are your only or even favorite option.
- Know your history. The Executive Office will have history available of sleeping rooms and meeting rooms used. E-mail matteson@ksu.edu to obtain the current Region Conference History database for your region.

Prepare & Send a Bid Request to several appropriate properties

What you will use:

1. *Region Conference History* contact Executive Office Liaison at matteson@ksu.edu
2. *Hotel Bid Cover Letter* which will include:
 - a. Your contact information
 - b. Anticipated attendance
 - c. Your timeline for receiving bids
 - d. Number of sleeping rooms are needed each night *with Executive Office Liaison's input!*
 - e. Your approximate decision timeframe
3. *Contractual Requirements & Tentative Meeting Space Request* which you may customize
 - a. Outlines specific and usual requests for services
 - b. Presents an overall schedule of the meeting
 - c. Size & number of meeting rooms needed
 - d. Food functions you anticipate
4. *Hotel Site Inspection List*
 - a. **Lists items to discuss before and during your visit to the site.**

When the bids are returned to you

1. Select the Best Bids
 - a. Hotels will send bids to your chair person, who can distribute to the committee as needed.
 - b. Choose the best 2 or 3, and then send that information to the Executive Office Liaison.
2. **Work with the Executive Office Liaison who will**
 - a. Contact the hotels to negotiate the best results and will then prepare contract(s).
 - b. Use our standard contract so we know that the needs and protections for the Association are covered.
 - c. The conference chair/region chair has important input into the contracting process and to the final selection.

Details

Dates & Times

- Select dates that are convenient for your participants and at a time when the hotel needs your business. Always give the hotels more than one option to glean the best rate.
- Some hotels give better rates on different days of the week or times of the month.
- Avoid holidays, religious celebrations & other major local and area events.
- Consider starting and ending times that correspond with the travel needs/times of most attendees.

Guest Room Block

- The number of rooms blocked for NACADA's use each night depends on several factors.
- **Start time of the conference:** An 8 a.m. start will influence people to come the night before, but noon start may reduce the need for rooms the night before and allow time for people to drive in that morning.
- **The days of the week:** Some may want to stay the weekend or return to work quickly.
- **Distance** most people travel to get to the site.
- **The location** influences whether people want to add a day or two for sight-seeing.
- Hotels will often impose penalties if you do not use the entire room block, or if you reduce food functions.
- Consult with NACADA Executive Office Region Liaison before promising a certain number of rooms. Previous year's statistics can help in this estimation process.

Meeting Space

- NACADA does not expect to pay for meeting space and any exceptions would have to be approved by the Executive Office.
- The for the number and size for meeting rooms should be general enough to allow flexibility for the program committee, yet specific enough to allow the hotel to determine if it is possible to meet your needs.
- A tentative schedule with times and rooms needed will help the hotel know if they can accommodate needs.

Food and Beverage

- Be very conservative in what food functions you schedule.
- Examine menus, but, remember, hotels may deviate from those printed menus if you give them a budget figure and ask them what they can provide for a certain amount of money.
- It is better to add on food functions, than to promise a lot at the beginning. Hotels may impose penalties for cancelled food functions.

Contract Enhancements

Most of the contract requirements are listed on the Contractual Requirements & Tentative Meeting Space **Request**; however, you may also ask for or confirm the following:

- Free parking
- Free health club access
- VIP amenities for those you list
- No access charges for phones
- Free phone at registration desk
- Door prize gifts, such as a free weekend stay

Inspecting Possible Sites

- Inspecting the sites is necessary to judge the current conditions and suitability of the properties.
- If possible, schedule the site inspection visit at approximately the same time of year the group will be meeting so you can note other activities occurring in the area and weather.
- During this visit, be the fact finder and keep a check list handy to remind you of items to look for (see forms/sample section).
- Do not make promises. Make it clear that it is a committee/Executive Office decision and you are here to determine if the property is suitable.
- Tell the hotel rep that the Executive Office will send a contract if your committee chooses to negotiate further.

Final Selection

- The Conference Chair/Committee and the Region Chair should rank the best properties and narrow it down to two or three.
- Then a request goes to the Executive Office to send contracts to those 2 or 3 properties to see which can give them the best deal.

When this information is completed, the Region then determines which contract they want signed and the Executive Office will send copies of the final contract to the Hotel and the Conference Chair.

NACADA Region Meetings Site Selection Contractual Requirements & Tentative Meeting Space Request

NACADA The Global Community for Academic Advising

Local committees will tour hotels to see if the meeting space, meal options, sleeping room rates, etc. meet the needs of their particular conference. They will recommend to the Region Liaison (Diane Matteson) the top 2 or 3 hotels for her further negotiation with your sales representatives.

The following items are routinely included in our contracts.

Sleeping rooms

- 1 comp 2 bedroom suite for 1 day prior through 1 day post conference (or a 1 bedroom suite and a regular room, both comp – to cover the conference co-chairs)
- 5 upgrades to concierge or 1 bedroom suites at 50% of conference rate for VIP's
- 1/40 comp nights
- Late check out for 5 VIP's
- Lowest offered rate over the conference dates
- Comp internet in sleeping rooms and public spaces
- Comp fitness center for guests
- Luggage storage at no charge for early arrivals or departures

Planning meeting

- Planning meeting in summer or fall prior to conference – 6-8 sleeping rooms for 1 night comp (a few may stay 2 nights) and a meeting room to hold 15 comp for an afternoon and next morning (Hotel can give some date options to fit into their schedule to the committee.)

Parking

- IF there is a charge for parking, then day passes for in-town attendees at 50% discount (approx. 10)
- If there is a charge for parking, then 5 parking passes comp for VIP's

Group food

- We will provide group food totals from last few years rather than guarantee a minimum.
- Opening reception – choice of free hors d'oeuvres or 1 free drink ticket per person. Waive bartender fees for cash bar.
- Meal prices to fit within the NACADA budget – Continental Breakfast to include fruit \$12 inclusive, Full breakfast \$15 inclusive, Lunch buffet \$25 inclusive

AV

- Comp microphone in the general session room
- Option to have outside AV brought in by nearby university or presenters without hook up charges.
- 20% discount off published prices

Meeting space/Attrition

- **Either** meeting rental scale if 75% of sleeping rooms are not used **or**
- Attrition charges on rooms at profit rate if we don't meet 75% sleeping room usage.
- But not both of the above.
- Hotel provides podium/lectern in each meeting room.

Tie breakers

- 2 meeting rooms with Internet comp
- \$5-8 dollar rebate on sleeping rooms to be used for food
- Complimentary opening reception

Contact Diane Matteson at 785-532-7816 or matteson@ksu.edu if you have questions regarding the items above.

Tentative Meeting Space Requirements

NACADA Region Meetings

MEETING AGENDA – TENTATIVE

Day	Time	Event	Set up	Guests	Room Name
Staff arrival	noon - 24 hour hold	Office	Tables around perimeter of room		
Day 1 (precon)	24-hour hold	Office			
	8:00 am - 24-hour hold	Registration Area	2 tables plus 2 display tables across the hall		
	1:00 p.m. – 5:30 p.m.	Pre-conference Workshops	classroom	50	1. 2. 3. 4.
	4:30 pm - 6:30 pm	Welcome Reception	Cocktail rounds	250	
Day 2 (full day)	24-hour hold	Office & Registration Areas			
	7:30 am - 9:00 pm	Tentative Continental Breakfast w/Key note Speaker	Rounds	250	
	9:00 am - 12:00 pm	6-7 Concurrent Sessions	Classroom for at least 3 rooms, Theater for the rest is ok.	50	1. 2. 3. 4. 5. 6. 7.
	12:15 pm - 2:00 pm	Business Meeting Luncheon w/Keynote Speaker	Rounds	250	
	2:00 - 5:00 pm	6-7 Concurrent Session	Classroom for at least 3 rooms, Theater for the rest is ok.	50	1. 2. 3. 4. 5. 6. 7.
Day 3 (half day)	7:00 am - 2:00 pm	Office & Reg areas			
	7:30 am - 9:00 am	Tentative Continental Breakfast	Rounds	250	
	9:00 am - 12:00 pm	6-7 Concurrent Sessions	Classroom for at least 3 rooms, Theater for the rest is ok.	50	1. 2. 3. 4. 5. 6. 7.
		Closing Luncheon???			
	12:00 pm - 4:00pm	Planning meeting	tbd		

Bid Request



National Academic Advising Association Name of HOTEL: _____

Region _____ Conference

Estimated attendance: _____

Food functions tentative: 2 breakfasts & 1 lunch

Proposed dates:	Hotel availability:	Hotel suggested rates:
X		
X		
X		

GUEST ROOM BLOCK Site Chair: *Get history and consult with Diane Matteson regarding these numbers!*

Room Type	Staff arrive	Day 1	Day 2	Day 3	Total
Single/Double	X	X	X		
2 Bedroom comp meeting planners suite	1	1	1	1	
Concierge Level Upgrades	1	5	5	0	

Group: National Academic Advising Association Region _____
 2323 Anderson Avenue, Suite 225
 Manhattan, KS 66502-2912 785-532-5717 www.nacada.ksu.edu

Local Group Contact: _____
Site Selection Chair name and Institution
 Email: _____
 Telephone: _____
 Fax: _____

Hotel: _____
 Address: _____

 PH _____ FAX _____
 Web page: _____

Hotel Contact: _____
 Email _____
 Phone _____
 FAX: _____

Site Selection committee will visit appropriate hotels and make recommendations to Region Chair and Conference Chair. Diane Matteson at the Executive Office will handle final contract arrangements. Her e-mail is matteson@ksu.edu and phone is 785-532-5717.

Region Conference Budget

A well planned budget and financial control system sets up an operating framework that will guide all elements and details of a conference. Developing a realistic budget is vital to the success of the Region Conference. Working with your region committee and seeking advice from your region chair will help you consider several ideas. Remember, begin with the end in mind – what do you want them to gain from their conference experience and what will those items cost?

Forms available

- Region Conference Budget form
- Region Conference Budget SAMPLE FORM
- Region historical statistics – contact the Executive Office Liaison

Financial Goals of the Region

Region Conferences are not required to make a profit, but are expected to cover expenses. Region Conferences are intended to provide quality programs and information at an affordable cost. Budget conservatively, estimating expenses high and attendance low, while focusing on keeping the event affordable for members. As a general guideline, it is expected the registration fee be under \$140 and the hotel accommodations be \$100-129 or less.

Examine Conference History & Past Financial Reports

Review how much was spent on certain categories, what the attendance was in different cities, how many hotel rooms were blocked and then actually used. Information is available from the Executive Office. Contact Diane Matteson at matteson@ksu.edu

A Joint Effort

The conference planning committee, in conjunction with the Region Chair and the Executive Office staff, must determine the budget for the conference. This budget is used to set the appropriate registration fees and serve as a guide for payments from the Region Conference account set up at the executive office. Payments cannot be made for items for a Region Conference until the budgets have been approved by the Region Chair and the Executive Office.

Payment of Invoices Before the Conference

The Executive Office will set up a Region CONFERENCE account and will pay up-front costs associated with announcing the program before any money has come in for registrations. Invoices can be sent directly to the Executive Office or the Executive Office can call the vendor (at your direction) and provide a credit card number. We do not recommend that you pay large expenses on your own. Let us pay them for you and then if you have smaller expenses, send us the receipts immediately and we will write a check (usually on Thursdays).

Region Accounts

Excess funds from a conference will be deposited into the region account at the Executive Office after the conference. The Region has the discretion to use these funds per the guidelines outlined in the Region account expenditures.

Care must be taken not to include items in the region account that more appropriately belong in the Region Conference budget. The Region Chair and the Region Conference Chair must work closely with the Executive Office in designing the Region Conference budget.

To be consistent with the guidelines used by Board of Directors members traveling to the annual national conference, the region budget should **not** include the Region Chair's travel expenses to the Region Conference.

Preparing the Budget

ON the WEB: Use the Official Budget Excel form which is posted on the web. It makes automatic calculations based on estimated number of people, fixed costs and variable costs.

General Guidelines

- Never budget for more people than attended last year.
- Location will influence attendance, so check back to when you were last in that state or province.
- Remember that prices and priorities change.
- Remember to calculate and add service charges (gratuities) and taxes to room costs and meal prices.
- Round expense estimates upward.
- Round income estimates downward.
- If you exceed your estimated number of participants, keep in mind that those registration fees are not all profit – the variable costs will still be spent.

VARIABLE COSTS

1. **Include expenses** that DO CHANGE according to the number of attendees and sessions.
2. **Most commonly**, these are meals, name badges.
3. **Bags or other giveaways** might fit under this category, but remember that if you have to order bags before you have a good estimate of final attendance, it is best to estimate a little high in this category to cover for this possibility. If you had a \$4 item, you might want to put \$6 in your budget.

FIXED COSTS

1. **Include expenses** that do NOT change regardless of how many people attend. Categories include: Planning meetings (if necessary), Keynote speaker, Printing, Postage, Conference materials, Rentals, Supplies, Telephone/FAX, Complimentary registrations as outlined below.
2. **The conference budget must include expenses** of the Conference planning committee for activities related to planning the conference, for example site visit expenses and meetings.
3. **Complimentary registration** is assigned to the Conference Chair(s).
4. **The Region Conference budget may cover** the complimentary conference registration for the Region Chair, however, lodging can only be covered if there are complimentary rooms offered by the hotel, and travel reimbursement is not allowed.
5. **The Executive Office Representatives** does not pay a registration fee
6. **If the Region does not have a Board of Directors member**, then the visiting Board of Director will receive complimentary registration.

Examples of cost-saving in various categories

- **Communication** between planning committee members can be enhanced by utilizing an e-mail list. Regular teleconferencing can also be utilized through the Executive Office to reduce costs and to enhance conference planning. Judicious use of money for planning meetings is highly encouraged.
- **Keynote speaker fees** are not to exceed \$500 plus reasonable expenses (usually approximately \$500 if airfare is required).
- **Appropriate e-mails** can be sent to all members of your region by the Executive Office, at your request. Plan ahead to use this service to save printing and mailing costs and to send information to NACADA members in your regions quickly. In addition, monthly "HIGHLIGHTS" are sent by the Executive Office to all members of NACADA, which can include a link to your region's web page.
- **Food costs** must be balanced with overall enhancement of the program. Plated meals are most often less expensive than buffets; some meals can be "on your own". For example, if convenient services are available in the hotel, most regions are having coffee breaks "on your own".
- **Conference materials** can be donated by institutions (folders, notepads, etc.)
- **AV equipment** may be supplied by local institutions at reduced or no cost. Check hotel contract.

Region CONFERENCE Budget (YEAR _____) Region _____

Official budget of the National Academic Advising Association - Aug 2004

NACADA

The Global Community for Academic Advising

<i>Step 1: Estimated attendees - estimate LOW</i>	200	<Attendees
Step 2: Calculate Per Person Costs for meals and materials	<i>Per person>></i>	\$ 5.93
1. Namebadge and holder (.33 if purchased from Exec. Office)	\$ 0.33	
2. Meal or reception #1 (describe) <i>RECEPTION FOOD/Entertain/Rental</i>		
3. Meal #2 (describe)		
4. Meal #3 (describe)		
5. Meal #3 (describe)		
6. Break(s)		
7. Folders/Bags/Portfolios - BINDERS, BAGS		
8. Handouts at conference		
9. Session evaluations (approx 12 per person x 5 cents = 60 cents)	\$ 0.60	
10. Bank Charges for Credit Cards averages out to \$3 per person	\$ 5.00	
11. Other		
Step 3: Calculate FIXED Costs (Costs incurred regardless of how many people attend – estimate high)		
Conference Committee Expenses	Total Comitt.>	\$ -
Teleconferences		
Conference Committee Appreciation Dinner		
Transportation, Lodging, Meals for face to face meeting(only with approval of Region Chair		
Small tokens of appreciation		
Other _____		
Keynote Speaker		\$ -
Honoraria (cannot exceed \$500)		
Lodging/Airfare/mileage/meals		
Publicity	Total Publicity>	\$ -
Promotional items or flyers to hand out at national conference		
Other _____		
Rentals:	Total Rentals>	\$ -
Audio-visual Rental		
Facility/Meeting room Rental - Check hotel contract		
Other: _____		
Entertainment:	Total Entertain>	\$ -
Band/Tour		
Other _____		
Supplies:	Total Supplies>	\$ -
Office Supplies		
Signs		
Other _____		
Complimentary Registrations	Comp Registr>	\$ -
Region Conference Chair(s)		
Keynote Speaker (only if staying for the conference)		
Executive Office Rep and Out-of-Region Board Rep		
<i>No other individuals qualify for complimentary registration.....</i>		
Other Costs:	Total Other >	\$ 730.00
Small tokens of appreciation		
BEST of REGION AWARD	\$730	
Pre-Conference Workshops		
Other _____		
These are the TOTAL Fixed Costs		\$ 730.00
Step 4: This is the cost for early member rate (Per person + share of fixed costs)		
If you had this number of people attend, your early member rate could be	125	\$ 11.77
If you had this number of people attend, your early member rate could be	150	\$ 10.80
If you had this number of people attend, your early member rate could be	200	\$ 9.58
The Executive Office will Calculate late fees and non-member fees.		
Grad Student/Retiree fees will be based on Per person costs above.		

Submitting the budget for approval

The official budget form will calculate the registration fees necessary to cover the costs of the conference. List the anticipated number of attendees, expenses and income from sources other than registration fees and by changing any of these figures, the Excel based budget form will calculate the early member discount fee.

The Board of Directors requires the Region Chair and the Executive Office to approve the final budgets. These budgets are due by **June 30** of each year. Do not publish any registration rates before the budget is approved.

- Submit your budget to your Region Chair and the Executive Office Liaison for review and approval.
- If fees exceed \$130, you may need to delete items from your budget.
- An early member discount fee is set by adding the cost of meals, etc. per person and their share of the fixed costs . In cooperation with the Executive Office Liaison, the final fee will be determined.
- This early member discounted fee expires approximately 3 weeks before the conference.
- Generally, we try to keep the early member registration fee the same date as the hotel cut off date (when the conference fee is no longer offered.)
- You may have to delete items from your budget if the calculated registration fees are too high.

Set the Early Member Discount Fee

Setting an early discount fee:

- Encourages participants to register early
- Allows conference chairs to order meals, supplies, etc. based on a solid estimate of final attendance.
- Gives an incentive for presenters to register early so program chairs can plan effectively.

Other fee category rates will be calculated **by the Executive Office** for “early” fees and “regular” fees. We don’t use the term late! The formula that the Executive Office uses gives enough of a discount to encourage early registrations and going ahead and joining NACADA instead of registering as a non-member.

Categories are:

- Current NACADA Member (early and regular)
- New or Renewing NACADA Member (early and regular, includes membership)
- Student/Retiree (generally based on the variable cost per person)
- Non-member (early and regular)

Only in rare circumstances would we offer one-day fees, and we do not publish those fees with the regular registration information. Full participation should always be encouraged.

Plan for Complimentary Registrations

The general NACADA guideline is that all participants pay a registration fee, including planning committee members and the Region Chair. The Region Conference Chair(s) qualify for a complimentary registration. Also, the NACADA Executive Office Representative will receive complimentary registration, but travel and lodging will be paid for these individuals by the Executive Office. If a Board of Representative is from your region, that person will pay for his/her own registration fee. If your region does not have a Board of Directors Representative and one is invited from another region, you will waive that registration fee. Lodging and travel for Executive Office and Board Reps are not the responsibility of the Region.

Consider Donations/Sponsorships

Most of the time, conference costs should be covered by the registration fees, thus the people who benefit from the conference are the ones who pay the costs. However, the registration fee can be reduced if the budget is partially met by donations or sponsorships. It is very important that the parameters for donations be articulated in writing. Request support for specific activities or items as much as possible, rather than blanket donations. Donations cannot be returned even if the conference breaks even or better.

Some resources are:

- Chamber of Commerce for giveaways including conference folders and door prizes.
- Copy companies for discounted rates or for conference folders that advertise their business.
- Convention and Visitors Bureau may sponsor refreshment break or a meeting of the program committee in their city.
- Sponsoring institution may donate the cost of general session speaker. You may open the general speaker session to those on the local campus who would not normally come to the entire conference in return for the institution’s help with payment for the speaker. Also, refer to the list under "Host Institutions" previously in this document.

- Door prizes are often donated by area businesses.

Procedure for accepting donations (optional and not necessary in most cases)

Forms available: Donation/Sponsorship form & Acknowledgement letter sample.

NOTE: The conference fees should be calculated so that the participant's registration fees cover the expenses. Careful budgeting can always accomplish this. Sometimes merchants will give door prizes, or institutions may desire to support the conference in various ways. Excessively large donations are not generally recommended. If your region will be accepting donations, follow these steps.

- Region committee member responsible for obtaining donations communicates with institutions, businesses and organizations who may want to contribute.
- Region committee member gives a Donation/Sponsorship Form(which includes our tax id #) to those who wish to contribute. Follow up to make sure it was sent to the Executive Office.
- Executive Office will notify the conference chair when the donation has been received. Donation is deposited in Region Conference account.
- Region committee member sends donor an acknowledgement letter for their donation and so the department or company can keep this for their records.

NOTE: If a business is donating articles instead of funds, you may use the acknowledgement letter and modify it to name the item and value to give to them.

Determine Sales Tax Exemption Status

NACADA is classified by the IRS as a 501(c)3 Non-Profit Educational Organization. This means that we are exempt from paying INCOME tax. Because of this designation, we MAY also be exempt from paying SALES tax in SOME states. Since sales taxes are state and local taxes, our federal income tax exemption does not automatically exempt us from sales taxes. Each state and local government sets the rules governing their sales tax exemptions.

NACADA is tax exempt in the following states:

- Alaska, Colorado, Florida, Hawaii, Indiana, Michigan, Missouri, Montana, New Hampshire, New Jersey, New Mexico, New York, Ohio, Oregon, Rhode Island, Tennessee, Texas, Utah, Vermont & Wisconsin.

In most cases, you will need a **certificate** to give to each vendor for whom you would like to be exempt. These will be supplied by the Executive Office at your request.

Our Federal Identification number is (48-1114759) and we are a non-profit organization incorporated in Kansas.

Donation or Sponsorship Thank You Letter

NACADA

The Global Community for Academic Advising

Date:

Name of Company
Address of Company

Dear _____

Thank you for your donation of _____ for the NACADA Region _____ Annual Conference. We expect approximately _____ attendees at this meeting which will be held _____ date, _____ hotel, _____ City/State.

Your institution or company name will be posted on our web page at _____ as a donor, as well as in our printed program that will be given to the participants.

The **National Academic Advising Association (NACADA)** is an association of professional advisors, counselors, faculty, administrators and students working to enhance the educational development of students. NACADA Region Conference are held each year to provide a quality professional development opportunity for these individuals. **NACADA's mission is to...**

- Champion the educational role of academic advisors to enhance student learning and development in a diverse world
- Affirm the role of academic advising in student success and persistence, thereby supporting institutional mission and vitality
- Anticipate the academic advising needs of twenty-first century students, advisors and institutions
- Advance the body of knowledge on academic advising
- Foster the talents and contributions of all members and promote the involvement of diverse population

NACADA's tax id is 48-1114759.

Again, we thank you for your donation and appreciate your support for academic advising to enhance student success!

Sincerely,

Region Chair or Region Conference Chair

Call for Presentation Proposals

Regions issue a "Call for Presentations" and individual members/speakers can submit abstracts of program sessions for to build your program early in the fall. Quality presentations are the foundation of a successful conference.

NACADA has an on-line submission system

Your program committee will designate "readers" to receive the proposals that are submitted through the official Region Conference web pages. When you have the theme and topics determined, we will post that information on your Region Conference page, along with a link to the on-line submission form. You will also have 2 or more "Chairs" who have the responsibility of summarizing the readers comments and scores and making the final selections.

<https://apps.nacada.ksu.edu/apps/index.php/proposals/main/1>

Announcing the Call for Presentations (and the conference):

- E-mail will be sent from the Exec. Office to all region members.
- The Monthly NACADA Highlights will announce your Call.
- You prepare flyers to be distributed at the National Conference, in the Region Business Meetings and/or the NACADA display area. These simple flyers should include simple what, where, when and how information about the conference.

Information to be posted to the web

The Conference Chair sends the following information by e-mail to the Executive Office where it is posted to the Region Conference Web page:

- Name of Conference
- Dates & tentative schedule (start time, end time)
- Place
- Host institution (if there is one)
- Greetings from Conference Chair which introduces theme, list of conference committee (if there is room) with committee titles, names, institutions, phone and e-mail
- Theme
- Deadline for the return of the call for proposals
- Anticipated date of selection and notification of presenters.
- Suggested topics of interest or concern to the region/profession

The following additions are standard and will be added automatically by the Executive Office. Call if you have questions.

- Criteria for selection of paper/presentation
- Eligibility for submission.

Selecting readers

- You may send an e-mail (via the Executive Office) to the region to ask for volunteers
- Or, you may ask the Executive office for a list of region members and ask specific people to be readers. (Please select from each state/province in your region and consider roles and institutional types as well)
- Send a list of readers and their e-mails to Matteson@ksu.edu and they will be **assigned passwords and sent instructions** by the Executive Office on the proposal evaluation process.

On-line Proposal System Information

NOTE: The following will be posted on the on-line proposal system itself. Here is a link to the proposal system portal:

<http://www.nacada.ksu.edu/apps/index.php/proposals/main/1>

- Requirements of the paper/presentation (i.e. title, objectives, etc.)
- Specifications and request for abstract to print in conference program (130 word limit)
- Notification date for accepted/rejected presentations
- Descriptions of options for presentations (Panel Discussion, Poster Session, Roundtable Discussion, Workshop, Preconference workshops, etc. and the anticipated length of each type of session)

- Include statement "Due to budgetary considerations, the conference is unable to offer complimentary registration or lodging for paper presenters."
- Notice of non-discrimination ("NACADA does not discriminate on the basis of race, creed, gender, sexual orientation, national origin, age, disability, or marital status.")
- Commercial presenter policy (see below)
The following information will be submitted from the applicants via the on-line proposal system to the program chair (and/or committee) with the on-line proposal system in place. The Executive Office will receive a back up copy of the proposal as well.
- Title of Presentation
- Presenter Information (name, institution, address, phone/fax/e-mail)
- Names of co-presenters and contact information for them
- Requested program format
- Audio-Visual requests
- Program track choices
- Presentation proposal description
- 130 word abstract to be posted in the printed program

The on-line submission process generates a "submission received" e-mail message to the applicant.

Selecting the Presentations

1. Set and communicate the timeline for readers and committee chairs to finish the evaluations.
2. Calculate how many presentations can be given, taking into account the number of breakout rooms available, the number of time periods, and the number of required sessions.
3. The program committee selects quality presentations and assigns times. You may want to select alternates in case of cancellations.
4. The program committee or conference chair mails or e-mail letters of acceptance/non-acceptance simultaneously. (Some tentative acceptance sessions should be held in case some "accepted" presenters are unable to attend.) Acceptance letters or e-mails should include:
 - Date and time of the program.
 - Date presenter must confirm their participation and audio-visual arrangements by e-mail and to whom.
 - Session length (i.e. reconfirm the expectations of the type of presentation the person will be giving).
 - A presenter's confirmation form. Presenters sign and return to the program committee. They must confirm their ability to participate, final AV needs and a complete list of co-presenters. This form should have a place for their signatures with the statement: "By signing below you affirm: *"The above information is correct. I will register in a timely manner, pay the appropriate registration fee, and give my presentation at the 201__ Region _ Conference. I understand that attendees' evaluations of my presentation will be shared the Program Committee."*
 - If possible, the time and date the presenter is scheduled to present.

Presenters who ask to have the fee waived

Occasionally a presenter asks to have their fee waived, or their co-presenter's fee waived. The NACADA guideline is as follows:

NACADA Region Conferences are designed for full participation by both presenters and attendees. As we promote quality advising to advisors and administrators, educational, networking and leadership development options are accomplished by providing a variety of sessions and activities. We can keep registration fees low because costs are spread across all participants, as are the benefits of both attending and presenting. For presenters, benefits include a having a vehicle for disseminating knowledge and sharing expertise, representing their institution in a positive way, and gleaning feedback from participants, all of which increase personal growth and development.

Though we understand that from time to time, schedules do not allow for full participation, we still require payment of registration fees and publish up front, both on our call for proposal site and the region registration site, that "due to budgetary considerations, the conference is unable to offer complimentary registration or lodging for presenters."

Commercial Presenter Policy:

How does this affect the Region Conferences?

As NACADA has grown, it has begun to attract the attention of more commercial entities who are seeing the business value of reaching NACADA members. NACADA has provided a means for commercial entities to reach the participants at

conferences through exhibit options and attendant "Exhibitor presentations" whereby exhibitors may demonstrate or explain their products to a group of participants at one time. Yet, some persons representing commercial entities are submitting presentation proposals through the regular channels, being accepted, and then touting their products to unknowing conference participants who have paid to attend these sessions that they presumed were free from commercials. These situations have initiated a policy regarding such proposals.

- A statement regarding "commercial products" is to be added to the Call for Proposals. For example: "Commercial products are not to be promoted in NACADA sessions."
- All proposals NOT from representatives of higher education institutions are to be compiled and reviewed separately by the National Program Committee (or Region program committee).
- All proposals obviously focusing on a commercial product be rejected and encouraged to become an exhibitor.
- All remaining proposals be carefully examined and the presenter contacted concerning the exact nature of the proposal and then required to sign an agreement NOT to promote any products during the presentation.
- Presenter confirmation forms contain this policy and ask for signature for acceptance.
- All presenters identified on their evaluations as having promoted their commercial item be banned from future presentations and this penalty be explicit in the acceptance letter.
- All presenters/companies not qualifying to present under the above regulations be encouraged to exhibit and provide an Exhibitor Presentation.

This policy is not intended to prevent product USERS from referring to specific commercial products nor prevent the conduct of "user" roundtable discussions regarding specific products.

Proposals Reader ID & Password E-Mail

NACADA

The Global Community for Academic Advising

To: Region Proposal Readers
From: Diane Matteson & Bailey Elliott, Executive Office
RE: ID's and Passwords for Presentation Proposal Evaluations

Hello!

We have been asked to add your name to the Region ____ 2013 Conference program proposal reader's list. In order to access the proposals which are submitted for your region, you will need an ID and a password. Please make note of this for future reference!

Your ID is ____ and your password is _____. Your access level is ____.

The proposal system can be accessed using your id and password at
<http://www.nacada.ksu.edu/2009Regions/main.htm>

READER access: You will be able to read the presentation proposal and abstracts. You will then be able to rate and make comments on each proposal. These rankings and comments will be combined for the Level 1 readers whom the program chair has appointed. Since readers are generally selected from each state and institutional types in the region, this is an excellent way to help the local committee have input from the varying perspectives that you will bring.

CHAIR access: Your responsibility will be to review the combined scores and comments for each session. You will have access to presentation proposals, the abstract and to all contact information for the presenter(s). Generally, Level 1 readers will make the final selections of presentations to be given at the conference. NOTE: Your id and password will be the same for both levels of access.

You may access the site at any time, thus choosing to evaluate the proposals as you go along or at the end of the submission time in one group. However, you may only rank and make comments about a proposal one time. When you submit the evaluation, you may not go back and change sections. If there is a conflict of interest that prohibits you from objectively evaluating a proposal (i.e. it is YOUR proposal, or your boss's), then please put a note to that effect in the comments section, so the committee does not think you just skipped that proposal.

Your region conference chair will be contacting you about exact due dates for the proposal process in your region.

Thank you for your participation in the Region conference in this way. Regions strive to select the highest quality presentations for the meetings to further the professional development of both the attendees and the presenters. Your thoughtful comments will aid greatly in this endeavor.

If you have any questions about the use of this proposal system, feel free to e-mail Diane Matteson in the Executive Office at matteson@ksu.edu or call her direct line at 785-532-7816.

Presenter ACCEPT Letter Sample

NACADA

The Global Community for Academic Advising

Region _____ 20__ Conference
Date of Conference
City, State

Name
Address
City/State/Postal Code

Dear _____

Congratulations! I am pleased to inform you of the acceptance of your conference presentation proposal for our region conference.

Name of presentation: _____
Presenters:

You requested the following AV: _____

Our program committee selected your proposal because of its high quality in relation to:

Timeliness	Relevance to the conference theme
Interest/benefit to the membership	Creativity
Clarity	Adaptability of ideas to a variety of settings

Your responsibilities as lead presenter are:

1. **Notify** your co-presenters of the acceptance of this session and inform them that **all co-presenters must register and pay for the conference.**
2. **Review** the information and confirm or correct the title, audio-visual request or list of co-presenters and the abstract.
3. **Notify** ____ (name) __ at ____ e-mail ____ by ____ date ____ to confirm your participation and acceptance of the presentation type and list any corrections or changes at this time.
4. **Register** for the conference by ____ date ____.

Enclosed is a tentative schedule of the times for all the presentations. Please plan to stay for the entire conference.

We look forward to hearing from you soon. Your expertise and valued contribution will help make our Region Conference a success!

Sincerely,

Program Chair & contact information

Add: Print out of Title, Abstract & AV request follows.

Presenter ALTERNATES Accept Letter

NACADA

The Global Community for Academic Advising

Thank you again for submitting a presentation proposal for the NACADA Region ____ Conference in (LOCATION). Due to changes in schedule availability, we are pleased to invite you to present your program at the conference. Please respond by (DATE) to let us know if you will be able to present at the conference.

Title:

Lead Presenter:

Co-Presenter(s):

Recommended Presentation Format: Concurrent

The dates of the conference are _____ and we would like you to present your session at

Day/Date/Time:

In the meantime, here are some details for your consideration:

- Information about conference registration and lodging will be posted very soon on the NACADA Region ____ conference web site. Please visit <http://www.nacada.ksu.edu/Events/Conferences/Region/upcoming.htm> to complete your conference registration and get information about lodging.
- Due to budgetary concerns, we are unable to offer complimentary registration and/or lodging to presenters. We will have a discounted early registration fee, and we intend to set this fee at \$____.
- Due to high rental costs, we are asking presenters interested in using laptops and LCD projectors to please provide their own. We will provide screens and electrical connections.
- The conference program committee will begin putting together the conference bulletin with presentation titles and abstracts as soon as the program is finalized in (MONTH).

We are so pleased at your interest in the conference and are looking forward to having you as part of the program. **Please respond to me on or before (DATE) with confirmation of your intention to present at the conference.** If you have any questions or concerns, don't hesitate to e-mail me at (EMAIL ADDRESS) or call me at (PHONE #).

(NAME)

Proposal Committee Chair

Enclose a copy of their abstract and AV requests.

Sample for “Not This Time” Letter

NACADA

The Global Community for Academic Advising

Region ____ 20__ Conference
Dates
City/State

Name
Address
City/State/Postal Code

Date

Dear

Thank you for submitting a proposal for the 20__ Region __ Conference. I regret to inform you that we were unable to include your proposed presentation (name of presentation), on the schedule for our conference in (name of City).

Many proposals were submitted for consideration to fill a limited number of presentation times. Each proposal was evaluated by the program committee on the basis of the criteria listed in the Call for Proposals. Proposals were selected to represent a variety of topics and types of institutions in an attempt to provide for a stimulating and comprehensive conference.

Several excellent proposals could not be included in the schedule because of the number of proposals that were received. I hope that you will submit a proposal for next year’s conference.

If your proposal involved co-presenters, please inform them of its status. We will not be corresponding directly with co-presenters.

Thank you for your interest in NACADA. We look forward to seeing you at the conference!

Sincerely,

Promotions/Publicity

Promotion notices are electronically delivered for the most part to NACADA members and usually include:

- Monthly Executive Office Highlights sent to all members which contain links to Region Conference web pages.
- E-mail through the Executive Office to all members of Region (initiated by the Conference Chair and Committee - E-mail samples are included in the FORMS section.
 - Save this date announcement
 - Call for Proposals on-line system announcement to allow professionals in your region to submit proposals for concurrent sessions, roundtables, workshops, etc. This information can be sent by e-mail to all members of your region. If you mail a postcard, it can also serve as an announcement of the conference dates and place and point readers to the web page for the on-line submission process.
 - Upcoming deadlines approaching
 - Special announcements as needed leading up to the conference.
- News releases on a local level.

NOTE: At the request of the Conference chair, E-mail notices are sent by the Executive Office to Region members when

- When dates and location are set. (Save the date!)
- Call for proposals is announced
- Registration is opened & Preconferences are determined
- Schedule and abstracts are posted to web
- Registration early date is approaching
- Other times as determined by committee
- Final confirmation information is sent to registered attendees

Timing of these messages is important. Too few messages lead to poor communication and lots of questions. If the frequency is too often, it may lead to people ignoring *just another* NACADA E-mail.

Blogs, Twitter, Facebook, etc.

- Regions who want to use and create blogs, Facebook accounts, twitter or other social media may connect these to the NACADA website. You should have a committee member to approve submissions and manage the sites. The Executive Office does not monitor these sites; however, your committee is responsible to make sure they have factual information. Also, remember that since all region members will not necessarily join, you still need to make major announcements to all members by using the mass e-mailing system at the Executive Office.

The Region Conference Web Page includes information regarding the conference to give people an idea of what the conference will offer. The Executive Office will work with you to create a Region Conference Web page on the NACADA web site.

Web Page Development

Keeping the Region Conference web page updated is of vital importance. The Region Conference Chair or a designated committee member, sends updates to the NACADA Liaison (matteson@ksu.edu) for posting to the website.

Please do not have several people sending updates to avoid confusion.

Send documents via e-mail in Word. The web site requires specific formatting, so do not use a lot of different sized fonts, etc. Do not send documents in Publisher.

Building the Web Page

The Region Conference Web page should include:

- Dates and place of the meeting
- Simple graphic artwork that highlights the theme or location of the conference
- Host institution's name (if there is one)
- Theme
- Call for Proposals directions and program topics suggestion list
- Tentative agenda
 - At-A-Glance (begin and end times, session time slots and meals, etc.)
 - Full agenda is built as info becomes available – adding presentation names in time slots, adding abstracts, etc.
- Program highlights/activities
- NBCC- Nat'l board Certified Counselor credit explanation
 - "NACADA is recognized by the National Board of Certified Counselors to offer continuing education units for National Certified Counselors. Information will be available at the conference registration desk."
- Hotel registration phone and fax and information regarding date reserved room block is released
- Local area attractions
- Transportation information
- Information about planned special events (including extra costs)

Registration Section:

Registration instructions and a link to the on-line registration and a copy of the printed registration form, along with instructions, dates, etc.

The Executive Office will post the following for each meeting:

- Refund policy
 - Paid registrations can be transferred to another person from that institution at any time.
 - "A refund of conference fees (less a \$25 handling fee) will be made only if a written or e-mail request is received by _____ (the "early" registration date). After that date, refunds of 50% of the registration fees will be issued. Within 3 days of the conference no refunds can be issued. Membership fees will be retained.
 - Paid registrations may be transferred to another individual at your institution if you notify NACADA in writing. If the substitute is not a member, the member fees will need to be paid for that individual to obtain the member rate."
- Accepted methods of payment
- Deadlines for conference registration and hotel reservations
- Statement of non-discrimination
 - "NACADA does not discriminate on the basis of race, creed, gender, sexual orientation, national origin, age, disability, or marital status."
- Statement of what happens if conference is cancelled
 - "NACADA cannot be responsible for any expenses incurred by the participants (other than registration fees) in the case of cancellation of the conference. Registration fees will be refunded.
- Standardized registration form (*provided by the Executive Office*) contains appropriate requests for the following information:
 - special needs request procedures (physical accessibility and dietary needs)
 - statement to exclude individual from published list of participants
 - statement for individuals to choose to keep directory information private
 - workshop registrations customized to your region.

Exhibitor Information

Region Conferences may give participants an opportunity to see how products or services can help academic advising view by visiting with exhibitors/vendors. The planning committee needs to decide if having exhibitors will enhance their program, if there is physical space at the hotel for exhibit tables, a schedule for exhibits (for example, it might be best to have exhibits open for only part of the conference. Past history indicates that Region Conferences generally have one or two exhibitors.

General Guidelines for the Exhibits

1. **Exhibit Table with one or two company representatives** (includes draped display table with 2 chairs). If electrical connections are needed, there may be an extra charge. Generally there is not space for any type of projection, but if an LCD projector or computer is needed, the exhibitor would bring their own.
2. **Exhibit Table/company reps/Ad package.**
3. **Exhibit Table/company reps/Ad package/Co-sponsor of conference activity or materials.**
4. **Unstaffed exhibit table** - if an exhibitor wants to send information to lay out on a table, the conference committee would need to tell the exhibitor where to send it, by what date, and would need to set this up at the conference. In general, materials would not be returned to the exhibitor.
5. **Link** on region conference web page would be included in 1,2,3
6. **Optional Conference Co-Sponsorships**
 - o Contact Executive office to see about tailoring these options to meet your needs. These donations are in addition to either options # 1, 2 or 3 above. Some examples might be donating towards the tote bags, name badges, receptions, breakfasts, internet access in meeting rooms, etc. These donations should be listed in the program or if appropriate, signage at the event should thank them for their donation.

Exhibitor Presentations/Giveaways

Rarely regions offer presentation spots to exhibitors and these should not take space/time away from regular advising presenters. They should definitely be labeled so that attendees will know they will be shown a commercial product.

Caution about prizes and giveaways: Although it is acceptable for exhibitors to donate prizes and giveaways, these should be either given out at the vendors table or incorporated into your regular system of dissemination (if you even have prizes or giveaways). If a vendor wants to hand their prizes directly to the winners, they need to do that at their exhibit table without interfering with other concurrent or general sessions. Simply put, the vendors should not detract from attendees time in general or concurrent sessions.

Notifying Exhibitors:

In the fall, the Executive Office sends out a notice to the exhibitors at the past annual conference which lists the dates and places of all the region conferences. This generates contacts from the exhibitors if they are interested in coming or sponsoring an event.

Also, if you have exhibitors in your area, or someone contacts you directly, you can also send them information about your conference and the exhibit opportunities.

In the forms section of the Region Conference Chair Handbook, check out the introductory letter to describe the exhibit process followed by an actual contract/registration form that exhibitors can fill out and send to the executive office. The title of this form is **Exhibit and Advertising info and contract sample**. Please consult with Diane Matteson regarding modifying the standard options.

NOTE: There is a standard registration form and rates for exhibitors provided and designed by the Executive Office. Please do not create variations. If an exhibitor wants to donate or sponsor other items, contact matteson@ksu.edu for more information.

Exhibit &/or Program Advertising Opportunity

NACADA

The Global Community for Academic Advising

On behalf of the National Academic Advising Association (NACADA), we would like you to consider the benefits of having your organization exhibit at our **Region conferences**.

Attendees at NACADA's ten Region conferences are advisors/counselors, faculty, and academic and student affairs administrators representing two-year, four-year, and graduate level higher education institutions. They work in advising, testing, registration, student support services, assessment, special needs, and career planning and placement offices. More information on our professional association is available at our web site: www.nacada.ksu.edu.

This is an excellent opportunity for you to introduce and display your services or products to conference delegates who are instrumental in implementing change and using new products and services on campus. Our membership is involved in all areas influencing student success at institutions of higher education throughout the country. We provide an excellent opportunity for you to meet face-to-face with the decision-makers in such areas as integrated software, study abroad programs, career planning and placement, distance learning, enhancing student retention, textbooks, student record and tracking systems and all other areas influencing student success.

For additional exposure, NACADA also offers exhibitors the opportunity to co-sponsor conference events, meal functions, or registration materials. Unable to staff an exhibit booth but would be interested in having your information displayed? You may want to send flyers for our information table or provide an ad in the program booklet.

This is a wonderful opportunity to reach academic advisors and administrators at colleges and universities across the nation. Complete the contract below to reserve your booth and/or ad space. Please do not hesitate to call if you need additional information. We hope that you will join us as an exhibitor at our Region Conferences!

Region	Date	City/State	Exhibit Coordinator & email
Northeast Reg 1			
Mid-Atlantic Reg 2			
Mid-South Reg 3			
Southeast Reg 4			
Great Lakes Reg 5			
North Central Reg 6			
South Central Reg 7			
Northwest Reg 8			
Pacific Region 9			
Rocky Mtns Reg 10			

NACADA REGION EXHIBITOR CONTRACT _____

Region _____ Date: _____ Location: _____

Name of Firm _____

Name of contact person _____ email _____

Address _____ City/State/Zip _____

Phone _____ FAX _____ Firm web site _____

Name of booth rep. 1 _____ email _____

Name of booth rep. 2 _____ email _____

- \$200.00 Ad only:** Ad must be proofed, in pdf format, black and white. **1/2 page ad** in program. Portrait orientation – 3.5” x 9”. Contact region for due dates.
- \$500.00 Exhibit Table:** Payment due with contract. Includes \$200.00 non-refundable deposit. Includes table, access to conference sessions and meals for up to 2 booth reps
- \$600.00 Exhibit Table/Ad package:**
Includes table, access to conference sessions and meals for up to 2 booth reps and in program booklet and **¼ page ad** in program Portrait orientation – 3.5” x 4.5”
NOTE: If you are submitting an ad – it must be proofed, in pdf format, black and white.
- \$1100.00 Exhibit Table/Ad package/Co-sponsor of conference activity or materials**
Includes table, access to conference sessions and meals for up to 2 booth reps and in program booklet and **1/2 page ad** in program Portrait orientation – 3.5” x 9”
NOTE: If you are submitting an ad – it must be proofed, in pdf format, black and white.

Check co-sponsorship option.

- Refreshment Break** **Namebadge holders** **Other:** _____
- If you want to give a presentation, please check here. **Not all regions offer this option.** A/V equipment may be at an additional charge. You will need to abide by the NACADA Commercial Presenters Policy located at <http://www.nacada.ksu.edu/PolicyProc/AssoPolicies.htm>

1. **Attach a 50-word maximum description** to be printed in the program.
2. **Attach a link sentence**, if you want us to link NACADA’s web site to your firm’s web site
3. Exhibitors must carry insurance. *Neither NACADA nor the Hotel maintains insurance to cover Exhibitors’ property or liability claims. Exhibitor agrees to hold harmless NACADA, the Hotel, and any employees or officers of same against any liability arising from and all damage or personal injury caused by the Exhibitor or agents thereof.*
4. Request for cancellation of space must be directed in writing to NACADA. E-mail Diane Matteson at matteson@ksu.edu. No refunds within 2 weeks of the conference.

Method of Payment:

Check Checks payable to NACADA, in US dollars on US bank.

Send check to:

Region _____ Exhibit, NACADA, 2323 Anderson Ave, Ste 225, Manhattan, KS 66502

Credit Card ---Visa, MC, American Express or Discover also accepted. (You must mail, FAX or phone credit card information – **NACADA cannot accept credit card information via e-mail.**)

Authorized Signature _____ Print Name _____ Title _____

Credit Card _____
Number _____ Exp. Date _____

Registration

A warm greeting by a knowledgeable, friendly, helpful local colleague is a great way to start the Region Conference experience!

Registration on-site

- Designate a person (or 2) to supervise and guide the check-in and registration process.
- Volunteers will be needed who are friendly, competent and enthusiastic.
- Assignments will include:
 - Greeting participants and giving them their name badges & programs.
 - Taking new registrations for “on-site registrants”
 - Accepting checks that may be brought to the conference.
 - Making sure that replacement volunteers know the proper procedures.
- Once the main registration check-in has occurred, 1 or 2 people should be sufficient at the table to answer directional questions, etc.

Preregistration

Most participants will have registered before the conference. They may register by mail or fax or use the new on-line registration system. Pre-registration (particularly on-line) is encouraged because it:

- Starts the revenue coming in sooner to offset conference expenses
 - Saves time and congestion on site
 - Relieves the registration personnel on site of dealing with large sums of money
 - Helps determine numbers for duplicating handouts and programs for the registration packets, as well as name badges, meal counts, room set ups, etc.
 - Allows participants to get information about the conference ahead of time
- Early registration is encouraged by giving a discount to those who register early. **NOTE: Your Registration form cannot be placed on the web until an approved Conference Budget is submitted.**

Executive Office staff duties

1. Accepts registrations and payments
2. Enters the member's information and payments into the master database with a special code for your conference. Purchase orders and checks, Visa, MasterCard, and American Express are accepted.
3. Sends an e-mail receipt and a confirmation notice.
4. Generates and will send overnight to you a few days before the conference.
 - the printed name tags
 - lists of participants
 - financial reports
 - sends receipt books for you to use on site if necessary
 - NOTE: One of the lists the E. O. sends is a list of those who still owe money. Credit cards can no longer be accepted on-site.
 - name badge holders, but you will need to either hand them to the people or insert the name tags yourselves
5. Pays all bills for you - just send us the invoices and the bill will be paid and charged to your Region Conference account. The Executive Office can also call in a credit card authorization if that is necessary. Region Chairs should not put large amounts of charges on their personal credit cards. If you need to pay for small items on your cards, please send receipts (there's a form in the forms list) for reimbursement as you go along, not all just at the last minute.

Refund Policy

The following policy has been developed by the Executive Office.

Between registering and 3 weeks (or early registration date) before the conference, if you need to cancel, you may:

- Transfer your paid conference registration to another individual from your institution. (If this person is not a current NACADA member, they will either be asked to pay the membership fee OR pay the non-member fee.)
- Apply your paid registration to another NACADA event.
- Request, in writing, a refund of paid registration fees (less \$25). E-mail NACADA@ksu.edu

Between 3 weeks prior (or early registration date) to and the beginning of the conference, you may

- Transfer your paid conference registration to another individual from your institution (see above).
- Apply your paid registration to another NACADA event.
- Request, in writing, a refund of 50% of paid registration fees .

Two days before the beginning of the conference, no refunds can be issued due to facility obligations, but substitutions will be allowed.

Membership fees will always be retained.

Confirmation Letter

This letter is sent by e-mail to participants to confirm that their registration has been received. It is composed by the Region Conference chair or committee and sent out by the Executive Office. It should include:

- Reiteration of dates, place and abbreviated schedule of conference
- Highlights of special events
- Directions (driving and flying)
- Exact location and time of registration
- Hotel/emergency numbers to leave for home and office
- Information about local attractions and events for after hours
- Information about preconference workshops, etc.
- Instructions if you want them to bring anything (handouts, school spirit items, etc.)
- Indication of the type of dress and weather expectations

Confirmation E-Mail for Registered Participants

NACADA

The Global Community for Academic Advising

Dear Region IV Conference Attendees:

I hope you are as excited as I am about the upcoming conference in Atlanta. Wow - only a few days and we will be gathering for this event. First, I want to wish everyone safe travels to Atlanta. This email is being sent to give you final details about the conference.

1. **Shuttles** – we have put the shuttles and Marta bus system up on the website for you to view prior to your visit to Atlanta. Also you will get a handy tour visitation guide thanks to our hospitality coordinator (Brian Buckwald).
2. **Registration-** the registration desk opens on Sunday at 11:30am.
3. **First Time Attendees** – Please come to the First Time Attendees/Introduction to NACADA Session on Sunday, March 21 at 5:00pm. Location: Klaus building 2447. Free session included with the registration.
4. **Reception** - Reminder that everyone is welcome and encouraged to attend the welcome reception on Sunday evening from 6PM – 8PM. This will be a mix and mingle. Great food and music in the Klaus Atrium.
5. **Weather** – looks like there is a slight chance of rain on Sunday, then nice Monday and Tuesday. Temps of mid 50's during the day with lows in 30's.
6. **Dress** – the dress attire for the conference is causal. Also dress comfortably as you will be walking from Klaus building to the Student Center on Monday. You can drive but it is not that far of a walk. For those who prefer a shuttle there will be shuttle service but that will take additional time waiting for shuttle.

Monday will be Spirit Day-Wear something that represent your school.

7. **Website** Please visit the Region IV website (http://www.nacada.ksu.edu/Region_Divisions/region4/confindex.htm) as we have updated the material in the past week. Also, if you have not booked your hotel room it is not too late as the Hampton Inn on the west side of campus has been added as our 3rd hotel location. Look at the tab on the left for hotel and city information. Under Hotel and City Information there are maps that will help you navigate around Atlanta.
8. **ING Marathon-** Sunday will be challenge to get around to Tech. Bring your patience! There is a marathon downtown that will affect getting to and from the hotels and Georgia Tech during the morning and early afternoon hours. There is detailed information on the ING Marathon and maps to help navigate - http://www.nacada.ksu.edu/Region_Divisions/region4/confindex.htm
9. **If you could bring something to donate for door prizes from you school please do so and drop off at the information table on Monday.** Thanks.

For a detailed outline of the times and events, please see the At-A-Glance or at this webpage: http://www.nacada.ksu.edu/Region_Divisions/region4/ata glance.htm.

Again, I hope you have a safe trip and a wonderful time during the conference. Please contact me if I can be of assistance. Kathy Earwood, Conference Chair.

Working with the Hotel

Developing a strong working relationship and open communication with your hotel or facility contact will help assure that all details are completed for a smooth running meeting. Most hotels have one point of contact, sometimes called the Convention Services Coordinator. Others may run your requests through the Catering Manager.

You will work with them on meeting room set up, ordering food and beverage, audio-visual arrangements and reservations. You will tell them what you need and then they will develop BEO's (Banquet Event Orders). It is very important for you to review these to refine and correct any errors or omissions.

See the Audio-visual and Food and Beverage Sections of this document.

Also, you will be responsible for sending a VIP instruction list to let the hotel know how you will assign any complimentary rooms from your room block pick up, any upgrades outlined in your contract, etc. (see next page)

These definitions may be helpful as you learn to communicate with the conference services coordinator to learn some of the hotel jargon!

Definitions:

Comp = complimentary or free

Reduced rate: Hotels sometimes offer a suite at the regular room rate – this will be spelled out in the contract, i.e. “1 upgraded room at the conference rate of \$109” This is a savings to the person who is staying there, however, the \$109 per night still needs to be paid for by the individual.

Master account – the hotel compiles food, meeting room rental and designated sleeping rooms to one account. The Executive Office pays this bill, and charges are made to the region account. In the case of the Executive Office and Board Visitor, the room charges will be billed to the national account. The conference chair should work with the hotel catering rep to sign off on meal prices as they are added to the account.

Incidentals – charges to a room other than tax and room charge, i.e. phone, room service, dry cleaning, internet hook up, etc. NACADA never pays for incidentals, only room and tax.

VIP – very important person. In general, the conference chair, the Region Chair, the Keynote speaker, the Executive Office visitor and the Board visitor, as well as conference committee members would be on this list.

Amenity – varies from hotel to hotel. May consist of turn down service, chocolates on pillow, fruit basket, wine and cheese left in room, etc.

1/40 or 1/50: Hotels often offer a complimentary room night for every 40 or 50 rooms that are reserved by paying participants. These can be all assigned to one person, or assigned 1 room for each of several individuals.

Sample VIP instructions to the Hotel

- Designate room assignments and how charges are to be paid.
- Check your hotel contract to see what complimentary rooms or upgrades you have available at the 1/40 or 1/50 rate.
- Ask about late checkout – especially if you end at noon, you might want to ask for late check out (perhaps 2 p.m.?) for the VIP list. Early check IN can also be requested if you know someone is coming an hour or two early.

To: HOTEL and contact name and number: _____ ---

From: NACADA Region ___ Conference Chair: _____

Phone: _____ e-mail _____

The following individuals are to be issued complimentary rooms or other amenities as outlined below. All incidentals are paid by the individuals. Rooms are paid by the individual unless otherwise noted.

RE: VIP list for Region _____ Conference

DATES of Meeting: _____ __ VIP's name	Arrival Date & Time	Departure Date & Time	Room Type	Late checkout?	Instructions
Region Conference Chair Name _____			Comp 2 bedrooms suite to share with _____		
Region Conference Committee #1 Name: _____			Comp if 1/40 allows		
Region Conference Committee #2 Name: _____			Upgrade at conference rate		
Region Conference Committee #2: Name _____			Upgrade at conference rate		
Region Chair: Name: _____					
Keynote speaker Name: _____					Will be arriving late, do not release room
Board member visitor from out of region. Name _____					
Exec. Office visitor Name: _____					Please put lots of M&M's in room.

Etc.

Sample VIP List and Instructions for Conference Chair to Give Hotel

NACADA

The Global Community for Academic Advising

- Designate room assignments and how charges are to be paid.
- Check your hotel contract to see what complimentary rooms or upgrades you have available at the 1/40 or 1/50 rate.
- Ask about late checkout – especially if you end at noon, you might want to ask for late check out (perhaps 2 p.m.?) for the VIP list. Early check IN can also be requested if you know someone is coming an hour or two early.

Definitions:

Comp = complimentary or free

Reduced rate: Hotels sometimes offer a suite at the regular room rate – this will be spelled out in the contract, i.e. “1 suite at the conference rate of \$109” This is a savings to the person who is staying there, however, the \$109 per night still needs to be paid for by the individual.

Master account – the hotel compiles food, meeting room rental and designated sleeping rooms to one account. The Executive Office pays this bill, and charges are made to the region account. In the case of the Executive Office and Board Visitor, the room charges will be billed to the national account. The conference chair should work with the hotel catering rep to sign off on meal prices as they are added to the account.

Incidentals – charges to a room other than tax and room charge, i.e. phone, room service, dry cleaning, internet hook up, etc. NACADA never pays for incidentals, only room and tax.

VIP – very important person. In general, the conference chair, the Region Chair, the Keynote speaker, the Executive Office visitor and the Board visitor, as well as conference committee members would be on this list.

Amenity – varies from hotel to hotel. May consist of turn down service, chocolates on pillow, fruit basket, wine and cheese left in room, etc.

1/40 or 1/50: Hotels often offer a complimentary room night for every 40 or 50 rooms that are reserved by paying participants. These can be all assigned to one person, or assigned 1 room for each of several individuals.

Audio-Visual

Audiovisual equipment and labor costs can be a real budget breaker. Judicious use of audio-visual equipment can provide variety and interest to presentations to help with information retention - but should do so at a reasonable cost.

Planning for ECONOMICAL use of AV equipment

Obtain an **accurate list** of which presenters need specific equipment. Ask on the call for presentations or in a follow-up letter immediately after the session is chosen. Make it clear to presenters that audiovisual equipment cannot be added at the last minute.

Assign specific rooms to have specific AV equipment and then schedule presentations that require that equipment accordingly. This helps reduce # of items borrowed or rented and reduce movement of equipment. If possible, keep the same AV in the same rooms over the course of the conference.

Always get at least 1 or 2 bids from outside AV companies and then ask the hotel AV company to match them. Never take the first bid or the full "price list" fees. Rental is usually "by the day".

NACADA does not rent computers for presentations. With the increase in the availability of video projection units at individual institutions, it is recommended, as much as possible, to have presenters use their own equipment. Costs for a single projection unit can exceed \$400, which can be prohibitive for Region Conference budgets. Generally, Region committees should plan for screens, overhead projectors, slide projectors and VCR's.

Resources

Host institution: Depending on availability, this may be an economical source of audio-visual equipment and/or technical assistance.

You will need to consider transportation and setting up functions and who would do these, as well as who would be responsible for damage or theft.

Hotel resources may:

- Have some equipment (like built in screens) that come with the meeting room, and/or
- Have an "in-house" AV company. Ask the company for a bid for the equipment you need. It is helpful if you have the schedule, so they can know how much labor will be involved. Try to schedule presentations that use the same equipment after one another.

Private audio-visual company:

- Get bids from at least two local suppliers. The variation in cost will be amazing!
- If you prefer the higher cost company (i.e. they have a reputation of doing a much better job), tell them you have a lower cost bid and would like them to match it.

Remember that all contracts must be reviewed and signed by the Executive Office

Food and Beverage

Food and beverage functions are a major part of the conference program and are usually the most expensive budget item. Therefore, thoughtful decisions need to be made to balance the food costs with the total cost for the event.

Planning

The conference committee should consider:

- How many meals will be "on your own" and how many will be included in the registration fee?
- What will be the total cost of food and how much it will add to the registration fee?
- How much will coffee breaks add to the food cost per person? (Some have eliminated these when nearby sources are available for purchase by individuals.)
- How much will tax and service charge add to the cost? It is usually up to about 30%, but could be higher in specific locations.
- Are there any other reasonably priced sources for meals? For example there may be many reasonably priced restaurants in walking distance vs. none at a resort!
- What will be the time frame for meals/breaks?
- How many meals were included last year and were they well attended?
- Will this meal/break enhance the overall conference?
- Meals at the end of a conference are often lightly attended. This should be considered in the planning of the conference schedule.

Meal Costs

Hotel Contract: When possible, our hotel contracts attempt to set a limit on the costs of meals. PLEASE review your contract before you begin to choose menus for the conference.

Conference Budget: Determine the total amount you have per person budgeted for meals AND coffee breaks. Keep this figure firmly in mind when you are visiting with the hotel.

Hotels have predetermined menus, but are usually willing to take your budgeted amount and custom fit a menu for your group. Tip: **NEVER LOOK AT THE MENUS FIRST**- just tell them: "We have budgeted \$17 (or \$20) for lunch INCLUSIVE of TAX and SERVICE CHARGE. What would two or three options be that would fit into this price? Please work with us to achieve this goal."

Generally:

1. Sit down meals generally cost less than buffets.
2. If you want a buffet, tell them you are willing to cut down the number of choices to help contain the costs (i.e. 1 meat and 1 veg entree, as opposed to 3 choices, same with salads. Let the chef choose the dessert or choose not to have dessert.)
3. Check out the cost of the hotel's restaurant lunch buffet and ask for that rate. They will usually charge a little more because it is a catered event, but it gives you a good basis to indicate you would be willing to take the same menu as the restaurant to help cut costs.
4. **Plus-plus** (++) costs. Most menus list a cost for the meal, but then they add at the bottom in small type that tax and service charge will be added. Standard service charge is around 22% and tax is often in the 6-10% range, so this adds substantially to the cost of the meal.

○ Cost of meal	\$25.00
○ Service charge 22%	5.50
○ Tax 8%	<u>2.44</u>
○ Total	\$32.94
5. Refreshment Breaks add substantially to the total food bill. Here are some ideas.
 - Iced Water
 - Ask that there be a water station or water on the tables in all the breakouts.
 - At the break table - usually they don't charge for iced water. They DO charge for bottles of water so opt for the pitchers of iced water.
 - If you do a coffee break, remember Coffee & Iced Tea often range from \$50-\$75 a gallon PLUS tax & .
 - Figure 20 servings per gallon (hotel will tell you 16)
 - Order regular and decaf (let hotel decide ratio)
 - Soft drinks and juices and tea bags for hot tea are often in the \$2.50-4.00 range ++
 - Order BY CONSUMPTION - this means that the bottles, cans and bags are counted before and after and you only pay for the ones you use. YOU may need to do the counting!

Meal Guarantees

The hotel will ask you to predict how many people you think will attend the meal functions; generally, this number will be listed in the contract. Consider these items:

- The Hotel will usually set enough places and prepare enough food for 3-5% more than you guarantee. (Check your contract).
- If the 5% overset is protected in your contract, you can ALWAYS subtract at least 5% from the number you guarantee.
 - Sample: 100 participants minus 5% means a *guarantee* of 95.
 - If 97 people come, you pay for only 97 meals and the hotel does not charge for 3.
 - But if 93 people come, you pay for 95 meals (but at least you are not paying for 100 meals).
- Rarely does everybody at the conference eat the meals. Therefore, though you can always lower the guarantee by at least 5%, you may want to lower it a little more, if you have reason to believe that everyone won't come.
- It will also say in the contract that a **final** guarantee must be given 72 hours in advance of the event. Check your contract carefully! If you have had less enrollment than you thought when you made the contract, you may lower the guarantee at this time. After the 72 hours, you will have to pay at least for the number you guarantee. Don't estimate for late registrants. The hotel may let you raise the guarantee within the 72 hours but not lower it.

At the Event

Have conference committee members serve as greeters to help people find places when the seating gets tight. They can check nametags *if necessary* to assure entrance only by registrants.

Food & Beverage Function Planning Checklist

- What is the estimated attendance? (Properties usually set for 3-5% above the number you guarantee, so you may reduce your guarantee accordingly and save money on "no shows".)
- What is the cost for each meal INCLUDING tax and service charge? Does this fit into budgeted amount?
- What is the cost of coffee breaks? Order by the gallon? - Budget is not usually sufficient to include food at breaks.
- Will there be a head table and will guests be seated or eat at head table? Is the head table to be placed on a platform?
- Will the head table need a lectern and microphone? (Check cost of microphones - wireless are usually about 4 times as much as podium mikes. - Check contract, sometimes mikes are complimentary.)
- Are separate reserved tables needed for other VIPs?
- Are meal tickets distributed and collected? (not recommended –nametags usually suffice)
- How are those arriving without a ticket (nametag) handled?
- Are extra tables needed behind the head table for awards?
- Are handouts placed on tables, chairs or distributed at the door?
- Are there attendees that have dietary restrictions and need special meals?
- Are dishes to be removed before speaker begins? Or salads or desserts preset?
- Is there an audio-visual presentation with projection?
- Is background music or dance music planned? (Know licensing rules)
- Will there be a show or entertainment?
- Are all platforms and stages skirted?
- When are the doors opened for guests?
- What is the timing of all aspects of the event?
- Where are the restrooms?

Meeting Rooms

You will need to tell the hotel how to set the rooms to fit the types of presentations you have scheduled in each room. Remember to schedule similar type sessions in the same rooms, because there will not be time to reset the room between sessions. Careful planning will save a lot of last minute changes and rearranging, which invariably causes delays and confusion.

Anticipated attendance and seating style preferred will determine which meeting rooms are most appropriate for each session. You should be familiar with the following room set-ups:

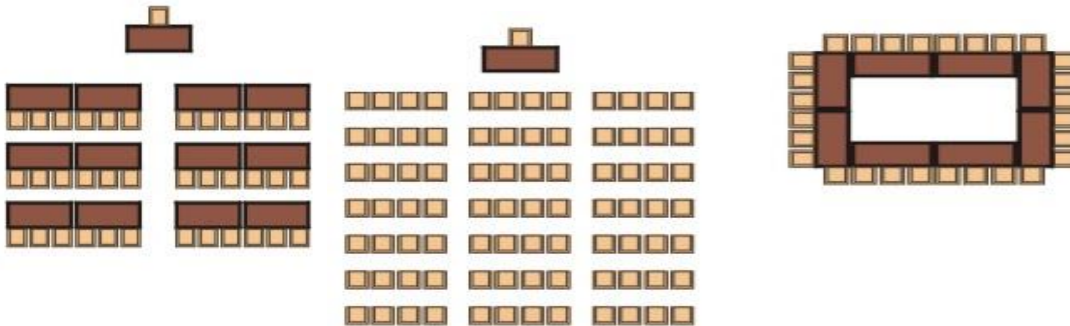
- **Theater or Auditorium** - Rows of chairs which face the speaker.
- **Schoolroom or Classroom** - Tables and chairs that face the speaker.
- **Conference** - Tables and chairs set around a table, no speaker's area.
- **Rounds** - Round tables with 8 or 10 chairs set around them, used for group discussions and food functions.
- **U-Shaped** - Tables are placed in the shape of a square-cornered U. Seating is on one side of the short side and on one or both sides of the long arms.
- **Hollow Square** - Tables are placed in a square with no entrance to the inside. Seats are placed on the outside only. Your hotel contact will have a capacity chart for the meeting rooms. Request this with a map of the meeting space from your convention services manager. Remember to calculate for AV equipment – it may reduce the number of seats available.

Workshop or Classroom is most comfortable if there is space. Theater allow for maximum # of seats.

Workshop or Classroom

Theater (chairs only)

Conference or Hollow square



In rooms that hold 90 people or more, a microphone is generally recommended.

At least 30 minutes before each session begins someone should be responsible for checking each room to be sure it is properly set and that audio visual equipment is appropriate and operable.

Sample Production Schedule

NACADA

The Global Community for Academic Advising

Adapted from Region 5 Conference, 2012

Committee Members	Phone #'s	Text/Smart	
Conference Chair	xxx-xxx-xxxx	Text	
Program Chair	xxx-xxx-xxxx	Smart	
Etc.			
Keynoter	xxx-xxx-xxxx	Smart	
Convention Services	xxx-xxx-xxxx	Text	
Executive Office Rep	xxx-xxx-xxxx	Smart	
Board Visitor	xxx-xxx-xxxx	Text	

George & Peg arriving Wednesday by car xxx-xxx-xxxx Smart

Tuesday, April 9, 2012

Time	Event	Location	Designated Individuals
9:00 a.m.	Assemble bags	Rose Room #7	Marci, Ginny, Bernadette, Ruth
11:00 a.m.	Pick up Brody-airport	CAK Flight 42 Delta	Scott
3:00 p.m.	Meeting with advisor from Canada	AAC conference rooms SI 201	Steven, John and Bill

Wednesday, April 10, 2012

8:00 a.m.	Unload cars	Quaker Square	Marci, Ginny, Bernadette, Jeanine, Katie
8:15 a.m.	Hang directional signs	Quaker Square	Marci
8:15 a.m.	Train Janine and Katie for registration to back up Bernadette & Ruth between 2-5 pm during preconference	Quaker Square	Ruth & Bernadette
9:00 a.m.	Planning Team Meeting	Ballroom A, Quaker Sq	All planning team
10:00 a.m.	6 Volunteers arrive – 4 for registration and 2 for misc	Quaker Square	Marci-Volunteer Table
10:20 a.m.	Pick up Keynoter from airport	CAK Flight 23 USAir	Charlie Nutt
11:00 a.m.	Registration begins	Quaker Square	Ruth, Bernadette, Marci, Jeanine, and Katie
11:00 a.m.	Walk through rooms. (Set up water, equipment working) Put up easels and signs outside conference rooms	Quaker Square	Marci's volunteers
12:00 p.m.	Lunch-Rotate	Ballroom A	
12:00 – 3:00 p.m.	Presenters arriving. Help with set up and locating rooms. Marci, Ginny, Kelly	Quaker Square	Marci, Ginny, Kelly
1:00 – 5:00 p.m.	Back to Ruth and Bernadette for Registration	Quaker Square	Jeanine and Katie
1:00 – 5:15 p.m.	Preconference workshops		
2:45 – 3:15 p.m.	Snack Break	Prefunction bar area	Marci
4:00 p.m.	Leftover snacks placed in Ballroom A	Ballroom A	Volunteers
5:00 p.m.	Meet caterers for cookie and cupcake delivery	Art Museum	Steven & Jeanette
5:00 – 6:30 p.m.	Dinner on your own		

5:30 – 6:30 p.m.	NACADA Orientation for First Time Attendees	Station B	Brody, Charlie & Jennifer
6:00 p.m.	Registration ends. Put materials/items away in prep room.	Registration table	Ruth & Bernadette
6:00 p.m.	Answer questions	Hospitality/Volunteer Table	Marci
6:00 p.m.	Gather supplies, easels, and items.	Prep room	Marci & Volunteer
6:00 p.m.	Arrival of Jazz Ensemble	Akron Art Museum	Christy & Steven
6:00 p.m.	Meet Jennifer Joslin	Grand Station Hall	Nancy & Jen
6:30 – 7:15 p.m.	Open Plenary	Grand Station Hall	Everyone
7:00 p.m.	Roller Derby Girls arrive	Grand Station Hall	Steven & Christy
7:30 p.m.	Procession to reception	From Grand Station Hall Akron Art Museum	Everyone
7:30 – 10:30 p.m.	Reception	Akron Art Museum	Everyone
10:30 p.m.	Collect leftover desserts from reception	Drop off in Ballroom A Thursday am	All available committee members

Thursday, April 11, 2012

Time	Event	Location	Designated Individual(s)
7:00 – 8:00 a.m.	Region V Steering Committee Meeting	Grand Station	Brody Broshears
7:00 a.m.	Set up signs and easels	Quaker Square	Marci & volunteer
7:00 a.m.	Exhibitors arrive	Quaker Square, Prefunction area	Marci & Jennifer
7:30 a.m.	Silent Auction	Quaker Square, Prefunction area	Steven
7:30 a.m.	Registration begins – Marci, Ruth, Bernadette	Quaker Square, Registration area	Marci, Bernadette & Ruth
7:30 – 8:30 a.m.	Breakfast in Grand Station Hall	Registration & Volunteer Areas	Bernadette, Ruth & Nancy
7:00 a.m.	Registration begins	Quaker Square	Ruth, Bernadette, Marci, Jeanine & Katie
8:20 a.m. Tell attendees to go to Grand Station at 8:15 for welcome	Speakers and VIP's arriving: President Luis Proenza, VP Jim Tressel, Associate Provost and Dean Stan Silverman, Region Chair Brody Broshears, Charlie Nutt & Jennifer Joslin	Grand Streation Hall	Nancy & Jen
8:30 – 9:15 a.m.	Welcome and Speakers	Grand Station Hall	Nancy, Jen & Brody
9:30 a.m.–5:00 p.m.	Distribution of Session evaluations ONGOING THROUGHOUT DAY	Hospitality	Marci, Ginny, Kelly & Volunteers
9:30 – 10:30 a.m.	Flight for Brody departs	CAK	Nancy
10:45 – 11:45 a.m.	Concurrent Session II	Grand Station Hall	Ginny, Kelly & Volunteers
12:00 – 12:30 p.m.	Lunch Nancy introduces Provost Mike Sherman, Jen gives info	Grand Station Hall	Marci Nancy & Jen
1:15 – 2:15 p.m.	State/Province Business meetings Ohio	Ballroom C	Nancy, Jen, Bernadette & Jeanette
2:30 – 3:30 p.m.	Concurrent Sessions III	Quaker Square	Ginny, Kelly & Volunteers
3:45 – 4:45 p.m.	Concurrent Session IV	Quaker Square	Ginny, Kelly & Volunteers
3:30 – 4:45 p.m.	Snack Break	Quaker Square, Prefunction area	Marci
4:30 p.m.	Gather leftover snacks and place in Ballroom A	Ballroom A	Marci, Ruth, Bernadette & Volunteers

5:00 p.m.	Gather supplies/easels and put in prep room	Prep room	Marci & volunteer
5:00 – 6:00 p.m.	Common Reading	Ballroom C	Ginny
6:00 – 8:00 p.m.	Dine – A – Round	Where to meet?	Steven & Christy
8:00 p.m.	Tweet – up at Paolo’s	Paolo’s	Steven, Christy, Jeanette & Brody
8:00 p.m.	Double Secret Party in Ramada Plaza	Presidential Suite room 1610	Scott Roberts, Coordinator Nancy & Jen Host By invitation only (steering and conference planning committees)

Friday, April 10, 2012

Time	Event	Location	Designated Individual(s)
7:00 a.m.	Volunteer/Check-in	Quaker Square	Marci & 3 poster session Volunteers
7:00 a.m.	Set up poster sessions	Grand Station Hall	Ginny, Kelly, Marci & Volunteers
7:00 a.m.	Follow up on set up to buffet	Grand Station Hall	Marci
7:30 – 8:30 a.m.	Poster sessions & breakfast	Grand Station Hall	Marci
8:30 – 9:00 a.m.	8:20 – Jen makes announcements. Winner of Silent Auction announced. Nancy draws names for NACADA give aways and introduces Brody –Region Business meeting Brody conducts business meeting and introduces officers of NACADA in attendance. Brody introduces next year’s conference chairs MI for a brief announcement.	Grand Station Hall	Brody, Nancy, Jen, Steven Nancy Brody Amanda Idema & ??
9:00 a.m.	Help with tear down of posters in Grand Station hall	Grand Station Hall	Marci, Ginny, Kelly & Volunteers
9:15 – 10:15 a.m.	Concurrent Session V	Quaker Square	Marci, Ginny, Kelly & Volunteers
10:30 – 11:30 a.m.	Concurrent Session VI	Quaker Square	Marci, Ginny, Kelly & Volunteers
11:45 a.m-12:30p.m.	Closing Session Nancy introduces George Steele Nancy and Jen thank everyone & close conference	Grand Station Hall	Nancy & Jen George Steele Nancy & Jen
12:30 – 12:45 p.m.	Move all materials into Ballroom A Vacate all spaces except Ballroom A	Ballroom A	All hands on deck
12:45 – 2:00 p.m.	Debriefing Meeting	Ballroom A	Everyone
2:00 p.m.	Drop Body Broshears & Jennifer Joslin off at airport	CAK	Nancy
4:11 p.m.	Flight for Jennifer Joslin departs	CAK -- Flight F9494	Nancy
5:15 p.m.	Flight for Brody Broshears departs	CAK -- Flight 4072	Nancy

Transportation

Airline Travel

- If many of your participants will be traveling by air you may want to ask the Executive Office to negotiate rates on convenient airlines.
- Give participants correct driving or shuttle/taxi directions to get from the airport to the hotel easily. Post on website.
- Ask the hotel to provide complimentary transportation to/from the airport

For Automobile Travel

- Provide clear and accurate driving directions, you may put these in the confirmation e-mail letter to those who pre-register.
- Make sure parking is sufficient and convenient. Ask the hotel for free parking. If that is not possible, be sure to inform participants (via confirmation letter) of the amount of the charges and the directions to the parking facilities.

Transportation to Entertainment

- Consider handicapped accessibility if needed.
- When planning off-site events, consider cost and availability of transportation.
- Ideally, the host institution may be able to provide this at a low cost.
- Get bids from several companies.
- Do not plan off site events that include alcohol without providing transportation – do not depend on designated drivers of private vehicles.
- Contracts must be signed by the Executive Office.

Duplicate, Distribute, Tabulate Feedback Forms

An overall on-line feedback form will be sent to all participants following the conference by the Executive Office. This will be used to help future conference committees see trends, needs, have helpful suggestions, etc.

Individual Session Feedback forms are used let the presenters know the value of their presentations to those in attendance, in order to help them make revisions if necessary for future presentations. Some use the copies for portfolio or tenure records.

Individual Session Feedback Forms Duplication:

- The template can be found on the “forms” section of Regional Division Leadership page at:
 - <http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Regional-Division/Region-Leader-Resources/Region-Forms.aspx>
 - A word document is also included below, so you can add your Region #, Date, etc. if you want.
- Formula for calculating number of forms needed:
 - # of Sessions 1 person could attend X # of participants = total # of half sheet feedback forms.
 - For example: 8 sessions x 350 people = 2800 at 2 per page = 1400 sheets of 2 to a sheet.

It is best to have these duplicated at a place that can cut the sheets in half for you.

On-site distribution and collection of forms and scores

1. Prepare large envelopes for distribution and collection of forms for each session. Label each with the Day, Time, Room, Session #, Title & Presenters Name(s)
2. Prepare a chart of the sessions (see example below) on which to record the scores.

At the Conference: 2 or 3 people to tabulate, calculators, a box for presenter pickup of tabulated forms.

3. Tabulate only the averages of the ratings on the **5th question ONLY**
 - Record the tabulations on a spread sheet to send to the EO.
 - Recording attendance is good, but remember, you only count the # of feedback forms actually submitted for the calculation of the score.
 - If the room monitors bring the envelopes of feedback forms right back after the meeting, your crew should be able to do the calculations in approx. an hour to hour and a half & have the originals available for pick up by the presenters.
4. For those who do not stop, you will need to decide whether or not to scan them and e-mail them.

Duplicate, Distribute, Tabulate Feedback Forms



Individual Session Feedback Form **Sample Calculations**

Session Title _____ Session # _____

Presenter's Name & Institution _____

Only Tabulate Question #5

In this sample: **21 people submitted an evaluation**

- 12 gave a score of 5**
- 7 gave a score of 4**
- 1 gave a score of 3**
- 1 gave a score of 2**
- 0 gave a score of 1**

	Excellent	Good	Adequate	Fair	Poor
1. The presenter was well-informed on the topic.	5	4	3	2	1
2. The presenter communicated effectively	5	4	3	2	1
3. The program described the session accurately.	5	4	3	2	1
4. The support materials were helpful.	5	4	3	2	1
5. The overall quality of this session was.	5	4	3	2	1

N = Number of evaluations per ranking

$$\begin{array}{cccccc}
 \text{N=12} & & \text{N=7} & & \text{N=1} & & \text{N=1} & & \text{N=0} \\
 \frac{x5}{60} & + & \frac{x4}{28} & + & \frac{x3}{3} & + & \frac{x2}{2} & + & \frac{x1}{0}
 \end{array}$$

- 6. What was the most meaningful part of the presentation?
- 7. What suggestions do you have for this presenter?

21 people submitted for a total of 93Points

8. Additional Comments:

93/21 = 4.43 score

Make a SPREADSHEET with sessions listed (see below) and send this to matteson@ksu.edu

Session #	Session Title	Presenter	Institution	# of Attendees	# of Evals	Average of Question #5
P1	We Love Advising	Joe Smith	Kansas Univ.	27	21	4.43
P2	Technology in Advising	Jane Doe	Purdue Univ.	10	7	4.4
C1	Advising: Making Progress	Larry King	Walsh Univ.	5	1	4.1
	Etc....					

Send this to matteson@ksu.edu by email please. Or include with returned items after the conference.



Feedback Form Meeting and date: _____

Session Title _____ Session # _____

Presenter's Name & Institution _____

Please circle the response that most closely approximates your opinion.

	Excellent	Good	Adequate	Fair	Poor
1. The presenter was well-informed on the topic.	5	4	3	2	1
2. The presenter communicated effectively	5	4	3	2	1
3. The program described the session accurately.	5	4	3	2	1
4. The support materials were helpful.	5	4	3	2	1
5. The overall quality of this session was..	5	4	3	2	1
6. What was the most meaningful part of the presentation?					
7. What suggestions do you have for this presenter?					
8. Additional Comments:					



Feedback Form Meeting and date: _____

Session Title _____ Session # _____

Presenter's Name & Institution _____

Please circle the response that most closely approximates your opinion.

	Excellent	Good	Adequate	Fair	Poor
1. The presenter was well-informed on the topic.	5	4	3	2	1
2. The presenter communicated effectively	5	4	3	2	1
3. The program described the session accurately.	5	4	3	2	1
4. The support materials were helpful.	5	4	3	2	1
5. The overall quality of this session was..	5	4	3	2	1
6. What was the most meaningful part of the presentation?					
7. What suggestions do you have for this presenter?					
8. Additional Comments:					

Best of Region

National Academic Advising Association Best of Region Conference Presentations Guidelines

[Link to Past Winners](#)

NACADA has chosen to recognize outstanding presentations at the Region conferences by guaranteeing presentation slots for the selected sessions at the national conference. This recognition benefits the regions by encouraging strong presentations at the Region conference. It benefits the Association by assuring that ten proven sessions will be delivered at the national conference. And, it benefits the presenters by providing recognition for their work, visibility on their campus, and encouragement for involvement at the national level.

Winners are required to be

- Current members of NACADA at the time of the Region Conference and the Annual Conference.
- Registered and paid for the Region Conference where they present and win the designation.
- Register for the Annual Conference.
- Most regions require the winners be from their region. Establish what your region desires.

Selection Process

- Though the selection process may vary a bit from region to region, it must combine the results of the presentation evaluations with the conference attendees' top three presentations ranked.
- **SUGGESTION:** Make a list (on colored paper) of all sessions that are eligible. Order them as they appear on the program, with session numbers, titles and presenters. Then handout these ballots with the printed program when they register.
- Review the feedback scores and comments for the top 3 or 4.
- Final selection of the winner(s) in each region will be made by the Region conference committee in conjunction with the Region Chair. Relevance to a national audience, number of participants who rank the session first, strength of positive comments, etc. can be taken into account.

Financial Support

- **Funding comes from the Region** to assist in participation in the Annual Conference in the fall.
- If there is one presenter, the total award is \$500. After the Annual Conference Fee is deducted at the Executive Office from the \$500, the remainder can be used for other per diem expenses. Receipts must be submitted to the Executive Office after the conference.
- If there are two presenters, the total award is 2 Annual Conference early member fees.
- If there are three presenters, the total award is 2 x the Annual Conference early member fee and can be divided or applied to the three presenters as requested.
- The financial support is non-transferable and non-refundable. In the case where the presenter(s) declines the financial support, it would remain in the region's account.

After Selection

- Region Chair informs winners. If they are not able to attend Annual Conference, then the region chair will decide if a runner up will receive the monetary award to attend and present at the Annual Conference.
- When presenters have told the region chair that they accept (hopefully immediately!) then the Region Chair e-mails the name of the presenter(s) and the name of the presentation to matteson@ksu.edu (Diane Matteson). **This needs to happen within one week of the conference!**
- The winners will receive instructions and a request for their abstract, etc. from the Annual Conference Director (Rhonda Baker)
- Meeting rooms with AV are limited, so make it as easy as possible for the Annual Conference people to accommodate these late arriving sessions.
- Presentation times and equipment are allocated on a first come-first serve basis, so information must be returned to the Executive Office **as quickly as possible**, ESPECIALLY the ones in April and May.

Certificates

- Certificates of recognition are prepared by the Executive Office and taken to the Annual Conference.
- The Region Chair presents the certificates either at the Region meeting OR at the Best of Region Presentation
- The certificate will be signed by the Region Chair and the Executive Director.

Registering for the Annual Conference:

- Before the early discount date, submit the completed Annual Conference Registration form to NACADA.
- Across the top of the form, write: "BEST of REGION # _____ Comp Fee"
- Winners must pay for any preconference workshops or other fees associated with your registration.
- Winners must be members at the time of the Annual Conference.

If there is a need for a presenter to send in reimbursement requests and receipts, use a form provided by the executive office.

During the Conference

Areas of critical importance are:

- **Authority**
 - Clearly define which person or persons have authority to make changes in set-ups, audio-visual arrangements or approve charges to the master account. The hotel will want to have only 1 or 2 people directing any changes.
- **Registration Desk**
 - Have at least two tables and 3-4 clerks: three for pre-registered attendees and one for on-site registrants.
 - Stock the pre-registered tables with registration packets, printed name tags/badges, badge holders, meal tickets, ribbons, etc.
 - Stock the on-site registrants table with a cash box, change fund, blank registration forms, receipts, blank name tags, and registration packets.
- **NACADA Materials Display**
 - Reserve a table for a display of NACADA materials, which will be sent by the Executive Office in late February or early March. You may give the publications away as door prizes at the end.
 - Staff the table with someone who is familiar with the organization and can answer questions about NACADA resources (during breaks and between meetings).
- **Information Table/Hospitality**
 - Be sure to staff this table with someone who is familiar with the site and the general area. This will be the place where attendees can come for answers throughout the conference. It will only need to be staffed during breaks.
 - Last minute supply needs may be taken care of here.
- **Message Board**
 - Have one person responsible for keeping the message board updated.
This can be used to post:
 - a copy of the day's agenda
 - changes to the agenda
 - sign up sheets for various activities
 - recognition of award winners
 - preconference workshop rosters
 - messages to and from participants
- **Banner**
 - The NACADA Banner should be hung and then returned to the Region Chair.
- **Announcements at the General Sessions**
 - Have one person responsible for compiling and getting this information to the proper authority (Region Chair, Program Chair, or whoever makes the announcements).
- **On-site Equipment Storage**
 - Make sure at least one person has access to on-site equipment and knowledge of how it works. Make sure that it is secured.
- **Meal Tickets**
 - If meal tickets are required for a function, make sure several persons are available to collect them at the proper time. You may choose to check name badges instead.
- **VIP Guests and Speakers**
 - Have one person responsible to host each guest or speaker. This person should:
 - inspect the assigned accommodations before the person arrives on-site
 - double check ground transportation from the airport
 - make sure any special requirements (dietary restrictions, early departure, etc.) are met
 - greet speaker and ask if there are tasks they can complete
- **Checking Meeting Rooms and Food Functions**
 - Have someone assigned to check for proper set-ups, audio-visual equipment, lighting and heat at least 30 minutes prior to each session.

Volunteer Opportunities at Region Conferences – Overview

Volunteering at the conference is a great way for attendees to get to know one another, help the conference run smoothly and become interested in taking a more active part in the Region leadership.

When people register, they can indicate if they would like to be a volunteer. The Executive Office will be able to send you a list with email addresses, so that your volunteer chair can communicate before the conference to let them know where and when to report and what will be expected.

While you may have other areas in which you need help, here is a suggested list with some potential tasks. You may customize this list to your specific needs. You will probably have more detailed information for the volunteers the closer the conference comes. Volunteers do best when instructions are clear and timely!

Hospitality volunteers

- Welcome people to city
- Distribute information about locations/events in city
- Give directions as needed
- Lead dinner groups or tours

Registration desk volunteers

- Help people check in and distribute materials
- Register people who are not on the participant list from EO (walk-ons)
- Take preconference workshop additions / payments
- Give directions and general information as needed
- Set up and monitor publication table

Meeting Monitors

- Make sure feedback forms are distributed and collected
- Check to make sure speaker has what they need
- Take session counts 15 minutes into session
- Report any technical difficulties
- Return feedback forms and counts to the Evaluation desk

Evaluation Desk volunteers

- Gather session feedback forms from monitors
- Tabulate scores and records on spread sheet
- Give speakers their copies in labeled envelopes
- Return completed spread sheet to Conference Chair

Keynote Speaker Volunteer

- Pick keynoter up from airport? (optional depending on circumstance)
- Greet keynoter at hotel and take to meeting space.
- Confirm speaker has what he/she needs
- Check room set up & AV

AV set up or checking or technical assistance

If using hotel AV provider:

- Review room set ups and times for placement of equipment
- Check set ups every morning
- Function as point person to communicate any authorized additions

If using hotel screens and electrical connections and university LCD's

- Review schedule for AV needed in each meeting room
- Coordinate with conference chair about what times these should be set up. NOTE: presenters often like to come in before breakfast or their session to load up their powerpoints or check them. See what works for the hotel and your people.
- Secure equipment at the end of the day.

Registration Table Staffing

NACADA

The Global Community for Academic Advising

Day/Time	Table Leader	Volunteer 1	Volunteer 2	Volunteer 3
Wednesday, May 2				
11:00 – 1:00	Katie Koopmeiners	Tarah Bjorklund	Claire Hilgeman	Bavi Weston
1:00 – 3:00	Drew Puroway	Katie Lewis	Mark Shimota	Cynthia Olson
3:00 – 4:30	Darcy Brommer	Chirayu Dongre	Liz Dussol	Kelly Schulze
4:30 – 5:30	Diane Matteson	n/a	n/a	n/a
5:30 – 7:00	Tag team – Darcy & Drew	n/a	n/a	n/a
Thursday, May 3				
7:30 – 9:00	Katie Koopmeiners	Nina Exley	Cynthia Olson	Renee Rerko
9:00 – 10:00	Darcy Brommer	Trevor Gohner	Angie Rivera-Sturtevant	Susan Anderson
10:00 – 11:30	Jen Endres	Diane Matteson	n/a	n/a
1:00 – 3:00	Nikki Letawsky Shultz	n/a	n/a	n/a
3:00 – 4:30	Colleen Stephens	n/a	n/a	n/a
Friday, May 4				
8:30 – 10:00	Susan Anderson	n/a	n/a	n/a
10:00 – 11:30	Meaghan Thul	n/a	n/a	n/a

SET UP for On-Site Registration – Region

NACADA

The Global Community for Academic Advising

Staffing numbers

- 3-4 volunteers to help hand out materials at peak registration times.
- One person should be designated to take payment checks & po's for on-site registrants.
- After everyone is checked in, staffing can go down to one person with perhaps a couple who are assigned to pop in during breaks to help answer questions and give directions.

Set up

- For check in – a minimum of (2) 6 or 8 foot tables may handle your conference bags/handouts
- Ask hotel for a waste basket for this area.
- Tables for NACADA Publications display and your exhibitors – Should be in close proximity to your registration table set up. The Executive Office will send a set of NACADA monographs and books, as well as brochures regarding several NACADA events, services, etc. There is a stand up sign regarding NACADA publications and a table tent that says “take one” for the brochures.
 - The monographs and books are to be “raffled” off at the end of the conference.
 - Distribute extra brochures to the conference committee to take home to their campus, do not send these back to NACADA.

Sent from Executive Office to keep at the registration table

- Vinyl name badge holders
- Ribbons - presenter, volunteer, committee (if your region ordered these)
- Blank Nametags (for on-site registrants or misspelled names)
- Receipt book
- Registration Forms for on-site registrants
- Form titled “On-site registrants” for people who come and there is no record of their registration
- Form titled “No-shows” to list those who do not come (and the reasons if you know them).
- Form titled “Spelling changes, address updates, questions for Executive Office”
- Balance Due Sheet to record any on-site payments
- NBCC forms and explanation sheet
- Copy of on-site registration procedures
- The following will be sent overnight to be available at the registration desk
 - List of participants to check off as they arrive (you may check or highlight their names).
 - Nametags in alphabetical order
 - Balance due cards (attached to nametags) Generally you will not take payment on-site unless they bring a firm check or a purchase order. In that case, clip those to the balance due cards, give them a receipt (if they bring a check).
 - Workshop lists – you may keep these to add and designate people who register on-site and how much they owe – They can pay by check or cash or Exec. Office will bill them.
 - No-show, On-site Registrants, Spelling changes forms

You supply

- Paper clips
- Staple and stapler
- Ink pens
- Highlighter
- Sharpie markers to make nametags for on-site registrants or correcting wrong spelling (be sure to add corrections to the “Spelling changes, address updates..” form)
- White out (for nametag changes)
- Instruction sheet and schedule for volunteers:
 - Who to call in medical emergencies (hotel? 911? – ask chair)
 - How to contact conference chairs – cell phone? When he or she will return to reg area?

Checking Participants in to the Conference

Registration Procedures

NOTE: ribbons should be given out directly to presenters & volunteers

1. Welcome them and ask their **last name**.
2. Check them off the participants list (or highlight) [Give this to the **“person who is designated to handle on-site registrants and payments on-site”* at the end of each day.**]
3. Give them their nametag and tell them:
 - a. Your nametag is your ticket to all events so please wear it at all times
 - b. You may pick up your vinyl nametag holder (point to where!)
4. **IF THEY HAVE A COLORED BALANCE DUE CARD** or bring a check from their institution with them.
 - a. Hand them the card and mention that they have a balance due and ask them to take this home to their accountant as a reminder.
 - b. Payment on-site is not required.
 - c. If they have a check from their institution, they may leave it with the **“person who is designated to handle on-site registrants and payments on-site”***
5. Give them their program materials & point out any maps for quick schedules
6. Tell them what/where the next event/session is to get them on their way
7. NOTE: ribbons should be given out directly to presenters & volunteers

If You Can't Locate their Nametag

1. Ask if they have 2 last names by any chance.
2. Look forward and back to check for mis-alphabetizing
3. **If their name is not on the participants list and there is not a nametag**
 - It actually may be in the mail – **reassure** them they can get registered today.
 - Refer them to the **“person who is designated to handle on-site registrants and payments on-site”***

To the **“person who is designated to handle on-site registrants and payments on-site”** –

You may call **785-532-5717** if you have questions from 8-5 central time on workdays.

1. **Reassure** them they can get registered today & have them complete the on-site registration form.
2. **Make sure they add the contact name, phone and e-mail of person at their institution who will be taking care of payment.**
3. **Record their names/institutions/e-mails** on the “on-site registrants” list.
4. **Do not take credit card numbers on-site.**
5. **If they do bring a check or a purchase order**, take the check, record the information (amount, who it is for, etc.) on the On-site/On-site Registrants List and give them a receipt.
 - a. **If they are already registered and are just paying, write them a receipt and attach the check or PO to your copy of the receipt.**
 - b. **If we did not have their nametag, etc. then attach any check or PO to their on-site registration form.**
6. **Make them a nametag.**
7. **Give them materials.**

Adding Preconference Workshops: Keep a record on each workshop sheet of who attends who hasn't paid. It is perfect if they can leave checks or cash. (give them a receipt and attach their payment to our copy of the receipt) If not, we will bill them, but **THIS IS NOT A GOOD OPTION!** Don't take credit card numbers!

NACADA Publications/Information Display Table(s) at Region Conferences

NACADA

The Global Community for Academic Advising

Tables for NACADA Publications display and your exhibitors – Should be in close proximity to your registration table set up.

Enclosed in this box:

NACADA Publications – Monographs and Books –

- For display and then raffled off at the end of the conference
- Set up table SIGN by these books (included)

NACADA Conference Publications Discount Order Forms

- Set up table tent (included)

NACADA Brochures –

- Free for the taking
- NOTE: Regarding the ELP program brochure – an ELP rep may ask you for these brochures and may stay near table at breaks to talk to people about the program
- Set up table tent
 - AFTER THE CONFERENCE: Please distribute extra brochures to the conference committee to take home to their campuses or for other advising meetings in their area, do not send these back to NACADA.

Any questions: call the Executive Office at **785-532-5717** and ask for Diane.

Final Report

Planning for the Future!

Congratulations! You made it! Now a final task to help all conference chairs for the next decade!

The final report will definitely influence many factors for future conferences.

1. Hotels give a better rate if they know approximately how many will come, which nights they will stay and how many rooms will be used.
2. The Conference planning committee will use these numbers to estimate budgets and plan workload.
3. Location choices may be influenced by statistics on report.
4. Evaluations/feedback can confirm topics to be continued and new topics/activities to be considered
5. Tasks can be done more efficiently

Conference Reporting

Phone or e-mail the Executive Office **the second day of the conference to report**. This will allow the Executive Office to adjust the list for sending out the on-line feedback/evaluation to the correct people!

1. Names and e-mails of people were **NEW** registrants
 2. A list of people who were **NO SHOWS** (did not come to the conference) must be submitted.
 3. Names and e-mails of people who **SUBSTITUTED** for someone else.
-
1. A final written **report should** be submitted within 30 days. Your reports should be sent to your Region Chair, the Executive Office and next year's Region Conference Chair. Please include a copy of the
 - printed program with NBCC sessions clearly marked
 - A brief summary of the individual session feedback forms, including the tabulated scores and summary of comments.
 - Ideas or suggestions for next year's committee – what worked, what didn't, good advice!
 2. NOTE: The Executive Office will have on file a financial statistics and a complete roster of attendees with phone, and e-mail. A few weeks after the conference (when we have had time to gather payments, etc.) you may ask for a final financial report of the amounts spent and balances in the accounts.

Use of Logo Policy:

The proper use of the NACADA logo by Regions is a responsibility of the Region Chair. A description of approved uses is located at the NACADA web site – Policy OP-07.

NACADA Diversity Statement

NACADA values diversity within our leadership in regard to institutional type, size, and employment position, as well as diversity in regard to ethnicity, gender identity, age, culture, and sexual orientation.

If you have questions about this, or any other NACADA policy, do not hesitate to contact the Executive office at nacada@ksu.edu.

Special Assistance and Non-discrimination

NACADA wishes to comply with not only the letter of the law, but the spirit of the Americans with Disabilities Act of 1990, which prohibits discrimination against any individual on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations. For meeting planners, there are several steps to take:

- On the registration form, include a method for participants to contact a conference chairperson with regards to accessibility and dietary needs.
- Make sure all meeting facilities, any entertainment or other activities directly sponsored by the conference are accessible in every way.
- Research area resources for professionals to help with visually or hearing impaired individuals.

Thank You!

The value of your service to those in your region cannot be measured! Influencing those who influence thousands of students is a great opportunity and responsibility. Be assured that your sacrifice of time and talents will be rewarded, you just may not know exactly how or where!

NACADA Reimbursement Form



Best of Region # _____ 2013

Region _____ Account 2013

Name of person to whom award was presented _____

E-mail: _____ Phone: _____

Total Amount of scholarship or award:

1 Presenter: \$500 total with \$365 (or whatever the Annual Conference early member registration fee is!) for registration to Annual conference (transferred internally)

\$135 for travel expense (or less if the Annual fee increases.)

2 Presenters: \$365 each (or 2 Annual Conference fees) for registrations to Annual conference (transferred internally)

3 Presenters: \$730 total (or 2 Annual Conference fees), preferably assigned to 2 of the presenters (transferred internally), but if necessary, can divide the \$730 by 3 and pay for other expenses with submission of this reimbursement form. Contact matteson@ksu.edu

For 1 presenter: Travel expenses can be reimbursed after the event with the submission of this form with receipts attached. Mileage does not require receipts

- Airline, taxi, shuttle (with receipts) \$_____
Mileage reimbursed at the current NACADA rate. As of 6/1/11 = \$.51 per mile OR lowest cost airfare will be substituted if mileage is higher than airfare.
o From _____ to _____ miles x _____ = \$_____
Hotel (with receipt) \$_____
Meals: Up to \$40 per day (with receipts) \$_____
Total: \$_____

Please be specific about reimbursement check - if we need to divide it between you and your institution, please specify these charges on this form. Payments should be made to the institution or person who incurred the expense.

Reimbursement Check to be made out to: _____

Mail reimbursement to: _____

Mail this form and attached receipts to
NACADA, Attn: Diane Matteson,
2323 Anderson Ave, Ste 225,
Manhattan, KS 66502-2912 matteson@ksu.edu



Kansas State University, 2323 Anderson Avenue, Suite 225, Manhattan, KS 66502-2912
Phone (785) 532-5717 Fax (785) 532-7732 E-mail nacada@ksu.edu www.nacada.ksu.edu
