

ANNUAL CONFERENCE POLICIES & PROCEDURES

- I. Date is established, three years in advance per OrSEA Policies & Procedures.
- II. Appoint Committee Chair(s)
- III. General Location is established.
- IV. Time Lines:
 - a. 2 ½ years prior to event:
 - i. Get Committee members.
 - ii. Estimate the number of potential attendees.
 - iii. Visit possible venues and get quotes for meeting room, hotel rooms, menus, technology requirements, directional sign boards, etc., etc., etc. Pricing is a key object for projecting the cost for attendees.
 - iv. Submit written report at quarterly Board meeting.
 - b. 18 months prior to event:
 - i. Make recommendation to Board and get approval.
 - ii. Make preliminary Agreement with facility "BEO" Banquet Event Order.
 - iii. Possibly renegotiate with facility & meet with event coordinator at site.
 - iv. President to sign preliminary BEO within 10 days of Board approval.
 - v. Treasurer to pay required deposit.
 - vi. Submit written report at quarterly Board meeting.
 - c. 11 months prior to event (July-August):
 - i. Meet with site representative to make meal choices (See item #2 in Other Considerations and Notes).
 - ii. Establish a "theme". Meet with committee to co-ordinate tasks lists.
 - iii. Submit written report at quarterly Board meeting.
 - d. 9 months prior to event (early September):
 - i. Begin advertising event through newsletter and e-mail notifications. Send out a save the date notice and other known information.
 - ii. Notify the Education Coordinator at NAEA to get the date on their website calendar of events.
 - iii. Submit written report at quarterly Board meeting.
 - e. 6 months prior to event (December):
 - i. Send Info e-blast to members and other tax organization members.
 - ii. Submit written report at quarterly Board meeting.
 - f. 5 months prior to event (January):
 - i. Send e-blast with speakers and registration information.
 - ii. Submit written report at quarterly Board meeting.

- g. 1 month prior to event (April):
 - i. Communicate with the venue as to the number of attendees and perhaps renegotiate the terms if more or less sign up as were anticipated. Also, communicate with the venue any special meals or needs.
 - ii. Confirm with volunteers and specifics.
 - iii. Write final committee report to submit at Board meeting and the Annual General Membership meeting.
 - iv. Name Tags and Meal Tickets for use at the conference need to be created. That task is handled by the Conference Chair and usually has been delegated to the person handling the registration list and fees (the Treasurer or Communications Committee Chair).
 - v. Conference reference materials provided by the speakers need to be printed, notebooks acquired, and materials inserted into notebooks. Coordinate this task with the Education Committee Chair.
 - vi. Sign-in Sheets need to be available for each day and each different session. Coordinate with Education Committee Chair.
 - vii. Send conference information to local CPA's, Tax Loop, & other organizations inviting more attendees.
- h. Monday before event during and after Board meeting:
 - i. Stuff Notebooks with speaker materials unless Education Chair has already handled that.
 - ii. Stuff OrSEA bags with promo items & highlighters. These items should be in the possession of the current Conference Committee Chair.
 - iii. Put nametags in lanyards; insert meal cards; get them to registration volunteers.
 - iv. Make sure sign-in table is set up for early morning registration volunteers.
 - v. Gather donated Silent Auction and Raffle items and coordinate with volunteers handling them. Get with Awards/Scholarship Committee Chair to get supplies (raffle tickets & Lou Scafidi Silent Auction sheets and supplies).

OTHER CONSIDERATIONS & NOTES:

1. Speakers and topics are lined up by the Education Chairperson. Budget is approximately \$9000 total for speaker costs – spanning 3 days – 22 hours cpe. Speaker lodging, travel, and meal choice arrangements are handled by the Education Committee Chair since that person will know the dates and other needs of the speakers.
2. In July, select a menu, table coverings, room set up, technology, etc. Menu choices were based the cost per meal comparing the price to recent past charges and numbers. The 2015 board preferred a plated meal during the banquet rather than buffet style. Special diets must be considered and provided. Include request on registration form.
3. Registration form is coordinated with the Communications Chairperson, preferably prior to the January Board meeting and the beginning of tax season. The Board does not need to approve before publishing. Final speaker and topic info needs to be confirmed before it can be published. Include a late registration fee charge if postmarked 10 days or later, prior to the event.

4. The registration monies are taken by the Communication Chairperson and given to the Treasurer for deposit. Many are now registering on-line and using debit or credit cards, also handled by the Communications Chair.
5. Take an inventory of items on hand and turn over to the next year Conference Chair.
6. No one knows how many more items will be needed until we have a count of attendees signing up with the Registration in April or May. Items needed are bags, lanyards, nametags, highlighters, special meal cards, and binders. All of the nametag supplies were given to Communications Chair who in the recent past has created nametags for those who registered. They were put together with the lanyards after the Board Meeting on Monday prior to the event. Banquet special meal cards were also inserted.
7. Send out requests to members to bring silent auction items. Refer to the Conference Committee Chair for direction and supplies (the fundraisers support the Lou Scafidi Scholarship Fund).
8. Send out requests to members to bring raffle items and find a willing Raffle for the breaks. Refer to Conference Committee Chair for direction and supplies.
9. Purchase speaker gifts – maximum \$75 per speaker. Refer to Education Committee Chair to coordinate the acquisition. Try to get gifts from the geographic area or that commemorate the location that the conference is being held.
10. Purchase or otherwise obtain bag stuffers. We had Florence flyers from the Chamber and taffy. We supply the highlighters.
11. Line up who will volunteer for the sign in registration table (and hug them).
12. Who is going to be the emcee?
13. Try to get those expensive lanyards back and take a closing inventory after the last session. Supplies should go to the next Conference Committee Chairperson/s. At the next Board meeting report the supplies held and get with the Treasurer to order supplies that are low, so we have them for the next conference.
14. Refunds of registration fees; as passed by the Board - see Minutes dated May 20, 2019: "Given emergency situation within a week before conference we keep one-third and balance to following year's conference. If don't attend then forfeit that amount."

....On N Drive