



# **Conference Management Handbook**

*Revised 2015*

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# 1. FUNCTIONS OF THE NAE4-HA CONFERENCE

The NAE4-HA Conference serves the association membership by performing several key functions.

## ***Primary Functions***

The Primary Functions of the conference are Professional Development and Improving the Profession.

- a. Professional Development includes those activities that enhance and increase the individual members' professional competency, capability and scope in his/her dual discipline of youth development and Extension education.
- b. Improving the Profession includes those activities that enhance the profession, its image, standards, ethics and support.

## ***Secondary Functions***

Secondary Functions of the conference are to conduct the business of NAE4-HA and to facilitate the personal and social development of the membership.

- a. Conducting the Business of the Association includes those activities that facilitate thoughtful deliberation, debate and decision making processes and the recognition of professional contributions of the Association's leaders and members.
- b. Personal and Social Interaction include those activities that enhance and increase the individual member's confidence, pride, sense of personal worth, sense of belonging and commitment by providing activities and opportunities for professional recognition, networking, and collaborative effort.

The NAE4-HA Board of Trustees and the Annual Conference Host (ACH) Committee are jointly responsible to assure that activities proposed for the conference contribute to maximizing the primary and secondary functions. It is recognized that all activities will not necessarily contribute to each function; however, any activity that could detract from any of the functions must be seriously questioned.

## **2. ANNUAL CONFERENCE HOST COMMITTEE RELATIONSHIP TO NAE4-HA BOARD**

Although the final authority for the Conference rests with the NAE4-HA Board of Trustees, the Board delegates and shares with the Annual Conference Host (ACH) Committee the responsibility of conducting an NAE4-HA Annual Conference which meets the needs of the NAE4-HA Membership. The ACH Committee is comprised of the Annual Conference Chair, and members of the host state(s) in leadership roles for Conference Operations, Programs and Finance.

### ***Annual Conference Chairs***

The Conference Chairs are members of the NAE4-HA Board. If more than one chair is accepted for appointment, NAE4-HA will cover the expenses of one, with the expenses of the other(s) being the responsibility of the ACH Committee. The Conference Chairs will receive similar recognition as other members of the NAE4-HA Board of Trustees.

The Conference Chairs begin to attend NAE4-HA Board of Trustees meetings three years prior to the date of the conference they represent. Three Conference Chairs serve concurrently representing three consecutive conference host committee state(s). The Conference Chairs two-years out, assume the responsibility for chairing the Conference Management Committee (Defined following.), and serves as a voting member of the NAE4-HA Board representing the Conference Chairs combined vote.

### ***NAE4-HA Conference Management Committee***

The Conference Management Committee, a NAE4-HA Board Standing Committee, is composed of the Conference Chairs, the NAE4-HA Vice Presidents of (1) Professional Development, (2) Finance and Operations (3) Programs, and the NAE4-HA committee chairs of Professional Development, Research and Evaluation, Member Recognition and others as appointed by the President. The NAE4-HA President and President-Elect serve as advisors.

The purpose of this committee is to insure the continued quality and commitment of the Annual Conference to the ideals of NAE4-HA. The Conference Chair two-years out, assumes the responsibility for chairing this committee. The NAE4-HA contracted conference management company is ex-officio to the conference management committee and is responsible to the immediate past president who supervises any staff or independent contractors of NAE4-HA.

### ***Operating Agreement***

The NAE4-HA Annual Conference guidelines and policies in effect at the time of the acceptance of the bid will be considered the operating agreement between NAE4-HA and the ACH Committee. As other guidelines and policies are changed, the ACH Committee is strongly encouraged, but not required to adopt these changes.

Resources available to the ACH Committee include: evaluations from former Annual Conferences; final reports, members of the NAE4HA Conference Management Committee, Presentation Proposal Guidelines and Review Criteria (Appendix F), Peer Reviewed Proposal software program, and service of contracted conference management company. These will be maintained by the Company or Individual contracted by NAE4-HA for executive management and conference consulting. They will be updated in consultation with the NAE4-HA Conference Management committee.

## ***Use of the NAE4-HA Logo and 4-H Emblem***

Conferences should use the NAE4HA logo as the conference logo with the year of the conference added. Any conference specific logo created for use by the conference using the 4-H clover, must be approved by United States Department of Agriculture (USDA)/National Institute fo Food and Agriculture (NIFA) Director, Division Youth & 4-H. The Conference chair should would work with the NAE4-HA Executive Director to facilitate this approval process. 4-H Name and Emblem approval must be received for the conference logo before any conference merchandise or collateral is created. This should be done in the first year of conference planning.

The 4-H Name and Emblem are protected under federal statute (Title 18, U.S.C. 707) which states:

The official 4-H Emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image. The 4-H Emblem is not a plain four-leaf clover. The 4-H Emblem should appear in specific colors and in its entirety. The 4-H Name & Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission to use it ahead of time.

If you are a commercial vendor, private organization or any other entity, you need to contact either the local Cooperative Extension Service office or the State 4-H Office to determine what steps you need to take for your use of the 4-H Name & Emblem. Anyone wishing to use the 4-H Name & Emblem in a way that does not specific a local or state program, should seek authorization to use the 4-H Name and Emblem from 4-H National Headquarters at USDA.

In all private and commercial use of the 4-H Emblem, the statement “18 USC 707” must legibly appear either to the right of the base of the stem or below the lower right leaf of the clover. In use internal to the Cooperative Extension System (all 4-H Youth Development programs and clubs duly given authorization to use the 4-H Name & Emblem) use of the statement is at the discretion of the State 4-H Program Leader, or for those uses that are multi-state, regional, or national in scope, at the discretion of 4-H National Headquarters. Whoever uses such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words “4-H Club” or “4-H Clubs” or any combination of these or other words or characters in colorable imitation thereof, without being duly authorized, shall be fined not more than \$5,000 for individuals and \$10,000 for groups, or imprisoned not more than six months, or both.

Web site address for reference: [http://www.nifa.usda.gov/nea/family/res/pdfs/using\\_the\\_4h\\_name.pdf](http://www.nifa.usda.gov/nea/family/res/pdfs/using_the_4h_name.pdf)

### 3. CONFERENCE COMMITTEE TIME-LINE

(Annual Conference marks the beginning of each year.)

**CONFERENCE CITY SELECTION**-Determining sites for the conference will be cooperative effort among the Regional Directors, Conference Management Company and VP for Professional Development. Location will be determined by size, ability to host, and number of years since last served as host city (special effort will be made to seek out locations that have not been used before). **Board will take into consideration a regional rotation as part of the bidding process, but any state in any region may submit a letter of intent.**

#### **BID INTENT (Three Years Out)**

Spring Board -A letter of "intent" to bid to the NAE4-HA President and VP for Professional Development, and Conference Management Company indicating interest in considering submitting a bid.

#### **YEAR OF BID (Three Years Out)**

Interested states utilize the Conference Management Company under contract to help prepare the bid, to ensure consistency, to ensure that conference requirements are being met, and that best deals are June 30 Electronic Bid packet is submitted to VP for Professional Development. All states interested In submitting a bid must submit by this date.

A copy of the Bid to each NAE4-HA Board Member will be submitted prior to the Fall board meeting. Bids will be discussed on the Fall board meeting call using an evaluation form for each proposal received, the board will reach a consensus and a motion will be made to select one proposal to present the official bid at the Annual Conference Board meeting.

Post Fall Board            Conference Call            President notifies all bid states of the results in writing.

Oct/Nov            Bid presentation at Annual Conference.  
NAE4-HA Board selects conference site and host state(s).  
NAE4-HA President notifies selected Conference Host Committee (ACH) in writing of acceptance of bid; includes NAE4-HA Conference Handbook which includes the contract/agreement between the ACH Committee and NAE4-HA.  
Upon request and approval of the VP Finance & Operations, NAE4-HA issues loan to ACH Committee to assist with conference planning.  
The ACH Committee is responsible for designating the Conference Chair(s).  
Include Conference Management Company in planning committee structure and utilize services of Conference Management Company within allowances of contract.  
-Conference Chair(s) are installed at Annual Conference and attend the Conference Board  
-The VP of Finance & Operations develops a working relationship with the ACH Committee.  
-The NAE4-HA Vice-President of Professional Development begins working with ACH Committee in developing plans for Annual Conference.

Spring            -Conference Chair(s) provides report to NAE4-HA and attends Board Meeting as needed.

Fall            -Conference Chair(s) provides report to NAE4-HA and attends Board Meeting as needed.

#### **TWO YEARS OUT FROM CONFERENCE**

-Conference Chair(s), serves as chair of the NAE4HA Conference Management Committee.

- Oct/Nov -Conference Chair(s) provides report to NAE4-HA and attends Pre and Conference Board Meetings as needed.
- Spring -Conference Chair(s) provides report to NAE4-HA and attends Board Meeting as needed.  
-Present NAE4-HA Board with final operation budget.  
18 Months Out - Letter of intent for Seminar on Wheels due to VP Programs
- Fall -Conference Chair(s) provides report to NAE4-HA and attends Board Meeting as needed.

### **ONE YEAR OUT FROM CONFERENCE**

- Oct/Nov -Conference Chair(s) present report and attend Pre-and Conference Board Meetings as needed.  
-Presents educational thrust/theme of conference  
-Presents invitation to the conference at a business meeting of the membership.  
-Exhibit promoting conference.  
-NAE4-HA issues final loan to ACH Committee to assist with conference planning.  
-Conference Chair(s) provides report to NAE4-HA and attends Pre and Conference Board Meetings as needed.  
-Poster Session promoting conference or purchase booth space at the nonprofit rate.
- Spring -Conference Chair(s) provides report to NAE4-HA and attends Board Meeting as needed.
- Fall -Present NAE4-HA Board with recommended exhibitor fees.
- Dec. 1-31 -Seminar, Research Reports, and other educational methods proposals are submitted to ACH Conference Programs Sub-committee. Confirmation of proposal's status (accepted or declined) should be made as soon as possible after the peer review process.  
-Dec. 1 deadline for board supported seminars

### **CONFERENCE YEAR**

- Spring -NAE4-HA Board approves Registration Fee range with recommendation from ACH Committee  
-NAE4-HA Board meets at conference site at the President's discretion.  
- Host Conference Committee makes presentation to the Board about plans for the conference.  
-NAE4-HA Board reviews conference budget.  
-NAE4-HA board approves final Registration Fee with recommendation from ACH Committee.  
-NAE4-HA President/Board communicates final program information to ACH Committee.  
This would include business meeting agendas, candidate caucuses, and others.
- Fall -Conference Chair(s) attends Board Meeting
- Oct/Nov -Conference

### **POST-CONFERENCE YEAR**

- Spring -Final report due to NAE4-HA Board of Trustees and upcoming conference hosts.
- Summer -Conference account is dissolved with monies divided as designated. Tax forms are completed with records being kept for a minimum of five years.
- Oct/Nov -Pre-conference Board Meeting; Final statement income and expenses due to NAE4-HA

## 4. NAE4-HA ANNUAL CONFERENCE BID DETAIL

### CONFERENCE MANAGEMENT SERVICES

The NAE4-HA Board of Trustees determines the acceptance or rejection of any bid. Committees making bids shall use professionalism and sound ethics in their total presentations. Bidding Committee shall utilize the service of contracted conference management company as outlined in contracts. Refer to current contract for the conference management company available from the Executive Director.

### TIME OF CONFERENCE

The conference should run for five consecutive days in late October or early November. In addition to this time, days for Pre-conference Board and Post-conference Board may also be needed. Those developing a bid for Annual Conference should be aware of other professional meetings scheduled each year. Though scheduling conflicts will occur, effort should be made to insure that those eligible for membership have the opportunity to participate in the Annual Conference. Every effort should be made to avoid conference falling on Halloween to continue the commitment of balancing work and family life.

### SITE REQUIREMENTS

The following are suggested guidelines in working with possible conference sites for NAE4-HA Annual Conference. Realizing the diversity within the regional make-up of NAE4-HA membership, these are only suggestions. Updated site requirements (specs) are maintained by and available through Conference Management Company.

General guidelines are:

- Dates  
5 consecutive day conference (late October or early November, not over Halloween if possible)
- Hotel Rooms  
500-600 (approximately 70% double)  
900-1,100  
Arrival Pattern: 50% prior to conference, balance on opening day of conference  
Departure Pattern: 25% on closing day, balance on day after conference
- Facilities  
Banquet facilities for 1200 to 1500 persons  
Separate meeting room for general session for 1000 - 1500  
35 to 40 break-out rooms in varying sizes  
Internet access available at no or nominal charge in 2 or more break out rooms
- Exhibit Space Requirements  
Seventy- five 8 X 10 Booths  
9 foot ceiling (minimum)

### BID CONTENT

1. Invitational letter from Host State/Region Association(s).
2. Letter of support from Extension/University Administration and Professional Extension Associations.
3. Promotion of Bid a maximum of six pages to include the general ideas of the host state/area association concerning NAE4-HA Conference and possibilities available. This might include:
  - Conference theme/ format
  - Conference Schedule
  - Special Programs
  - Summary of area attractions/services
  - Financial Budget reflecting intent to make a profit, guided by the NAE4-HA Executive Director and VP of Finance & Operations

- Other information that would make this bid the best possible choice.
- 4. Completed Summary Form (See Appendix A at end of conference management section of handbook for copy of form for bid presentation)
- 5. Layout of Facilities - Hotel/Convention Center Brochure

## **5. RESPONSIBILITIES OF ANNUAL CONFERENCE HOST COMMITTEE AND ACH SUB-COMMITTEES**

### ***ANNUAL CONFERENCE HOST (ACH) COMMITTEE***

- In consultation with the NAE4-HA Conference Management Committee, provides a planning report at the NAE4-HA Spring Board Meeting following acceptance of the bid. The planning report is to include nomination of the Conference Chair(s), site selection, preliminary budget, possible conference donors, proposed dates and all other details which can be confirmed at that time.
- Plans the program schedule.
- . All contracts finalized by the Conference Management Company and signed by the NAE4-HA President.
- Members serve as chair of the various sub-committee
- Selects official carrier (airline, car rental, etc) if it chooses to do so
- Works with NAE4-HA Board to insure that the business of the association is completed in a professional manner
- Sub-committee chairs present a review of upcoming conference to NAE4-HA Board of Trustees at the Fall Board Meeting one year out.

### ***CONFERENCE CHAIR(S)***

- NAE4-HA Board representation: The Host Association is to recommend "Conference Chair(s)" to the NAE4-HA Board of Trustees for appointment. This individual will be expected to attend Board meetings as directed by the NAE4HA President.
- As a member of the NAE4-HA Board of Trustees, serves to communicate the plans for Annual Conference. Expenses of one Conference Chair to attend Board Meetings will be that of NAE4-HA. Expenses of other chair(s) will be that of the Conference Committee
- Is a member of the Conference Management Committee
- Is a member of the Finance Committee
- In conjunction with the Host State/Region Association President, obtains support and commitment from Extension Administration for overall operation of committees, finances, equipment, etc.
- Appoints all ACH Committee members, including the Conference Treasurer
- Keeps in constant communication with the conference site for changes that may affect the conference.
- Works with Conference Consultant as liaison with Board of Trustees relative to the conference.
- Coordinates the planning of the Annual Conference through the sub-committees. Develops a detailed timeline for accomplishing the conference planning.
- Coordinates all contact with potential sponsors in consultation with the Finance Committee and the Vice President for Marketing and Outreach.
- Provides preliminary financial reports of Conference Treasurer of conference finances at Spring Board Meeting following the Conference.
- Provides financial summary of conference

## **CONFERENCE SUB-COMMITTEES**

Each ACH Committee will develop sub-committees to meet the needs of the area, the Extension professionals within the committee, and direction from Extension Administration. The following sub-committees have proven adequate for most situations. Additional sub-committees may also be needed.

Major divisions in Committee Structure could be developed in this manner:

- Operations: Awards and Recognition; Technology, AV, Facilities; Evening Programs and Entertainment; Volunteers; Transportation; Decorations; Registration; Hospitality; Publicity
- Programs: Seminars on Wheels; Retirees/Life Members; Seminars and Research Reports; Evaluation; Poster Sessions; Speakers; Spouse and Family Programs.
- Finances: Treasurer; Partner Member Program

*Updated October 29, 2013*

## **OPERATIONS TEAM**

### **Awards and Recognition**

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#### **Goal:**

To plan the NAE4-HA Annual Awards Banquet and Award/Donor Reception.

#### **Working with the NAE4-HA National Office/Conference Planner, the Awards and Recognition Committee:**

- Collaborates with Conference Planner, Meals Committee, and Operations Committee on space needs, set-up, audio visual needs, and food/beverage for the reception and banquet.
- Sets timeline for the evening, including timing of award winner photos, rehearsal, and lineups with the NAE4-HA Member Recognition Chair.
- Designs and prints the Awards Banquet program. Content to be provided to the committee by the NAE4-HA Member Recognition Chair.
- Works with Membership Recognition Chair and National Office on Reserved Seating needs, including award recipients, board members, special guests, donors, spouses, etc.
- Collaborates with the Publicity Committee to coordinate award winner and banquet photography.
- Ensures that session content is accurately reflected in the conference program.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

### **Technology/AV/ Facilities**

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#### **Goal:**

To ensure that each conference function has the appropriate meeting space, room set-up, audio visual, and signage.

#### **Working with the NAE4-HA National Office/Conference Planner, the Operations and Facilities Committee:**

- Reviews the contracted meeting space with the Conference Planner to make sure that the meeting space matches the needs outlined in the conference schedule.

- Updates the **Conference Order Form** (housed with the National Office). This form is to be used by committees to request meeting space or by other parties for any special space needs.
- Makes sure that the NAE4-HA Board and its committees/task forces are aware of the **Conference Order Form**.
- Consults with the Conference Planner on daily logistics such as room set-ups, turnaround of rooms, etc.
- Reviews room set-up, room size, and audio visual equipment needs with the Conference Planner to ensure that room re-set is kept to a minimum.
- Coordinates with all other conference committees to make sure they complete the **Conference Order Form** for all of their meeting space, room set-up, and audio visual needs.
- Walks the meeting space (either in person or virtually) with the Conference Planner to determine signage needed for the conference. Then, coordinate signage with the Print Material Committee.
- Arranges for all equipment and supplies to be used in the Command Center.
- Compiles a list of cell phone numbers for committees to use.
- Ensures that program content is accurately reflected in the conference program.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

## Evening Programs and Entertainment

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### **Goal:**

To plan and conduct entertainment-type programs.

### **Working with the NAE4-HA National Office/Conference Planner, the Evening Programs and Entertainment Committee:**

- Identifies evening entertainment-type programs and budget for such programs.
- Requests that the National Office coordinate the entertainment contracting.
- Coordinates all evening programs with other committee chairs.
- Prepares a list of nearby restaurants that can be used as States Night Out options. Distribute lists to State Association Presidents by June 1. This can be done directly or through the NAE4-HA Regional Directors or National Office.
- Ensures that program content is accurately reflected in the conference program.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

## Volunteers

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### **Goal:**

To recruit and organize on-site volunteers for the conference.

### **Working with the NAE4-HA National Office/Conference Planner, the Volunteers Committee:**

- Updates the **Committee Volunteer Request Form**, housed with the National Office.
- Updates the **Volunteer Sign-up Form**, housed with the National Office.
- Works with Finance Committee to establish a policy for volunteer registration.
- Organizes and prioritizes needs of various committees to ensure that the appropriate number of volunteers were available Recruit volunteers to assist with various conference responsibilities.
- Coordinates the supervision of the volunteer hospitality suite.
- Greets and orients all volunteers.
- Provides ongoing checks with all committee chairs to ensure that volunteers are performing assigned duties.
- Ensures that program content is accurately reflected in the conference program.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can pushed out to the membership through appropriate channels.

## **Transportation**

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### **Goal:**

To coordinate transportation needs for conference events and functions.

### **Working with the NAE4-HA National Office/Conference Planner, the Transportation Committee:**

- Outlines the transportation needs for conference events and functions. These may include, but are not limited to, Welcome Event (or other offsite evening event) and Seminars-on-Wheels. Based on this information, the National Office will secure transportation company bids and submit them to the committee for review and approval.
- Ensures that transportation information is accurately reflected in the conference program, if applicable.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can pushed out to the membership through appropriate channels.

## **Decorations Committee**

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### **Goal:**

To provide decorations as needed for the conference.

### **Working with the NAE4-HA National Office/Conference Planner, the Decorations Committee:**

- Coordinates the decoration of Opening Event, State & National Staff Luncheon, Life Member/Retiree Luncheon, Past National Presidents Breakfast, Global Citizenship Breakfast, Regional Breakfasts, and Awards Banquet.
- Establishes setup times (work with Conference Planner) and place the decorations in the rooms and then returning to dismantle them.
- Organizes and finishes any last minute assembly of the decorations once on-site.
- Approximates and works within budget.

- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

## Registration

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### Goal:

To establish procedures for conference registration and coordinate onsite registration support.

### Working with the NAE4-HA National Office/Conference Planner, the Registration Committee:

- Collaborates with all committee to get pricing for all registration options (ex., seminars-on-wheels, banquet tickets, special event tickets, etc.).
- Works with the Conference Executive Team to establish registration policy for on-site volunteers (i.e., one-day registration, free registration, etc.).
- Collaborates with the NAE4-HA Executive Director to design the registration form, hard copy and online. The Executive Director will design the online form using the members' web site and database.
- Prepares materials to be forwarded by June 1 to Host State/Region Association President for use with invitations to state dignitaries
- Prepares materials to be forwarded by June 1 to NAE4-HA President for use with invitations to national dignitaries
- Collaborates with the Volunteer Committee to create a registration desk schedule for volunteers and provides for continuous registration throughout the conference.
- Ensures that program content is accurately reflected in the conference program.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

## Hospitality

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### Goal:

To put systems/programs in place that will lead to a comfortable, satisfying, and memorable conference.

### Working with the NAE4-HA National Office/Conference Planner, the Hospitality Committee:

- Serves as the welcoming committee to the conference and at each event.
- Serves as the "lead" for planning the Opening Day Welcome.
- Serves as the "lead" to provide hospitality to guests, speakers, VIPs, etc.
- Plans for hospitality breaks during the conference.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.
- Ensures that program content is accurately reflected in the conference program, if applicable.
- Approximates and works within budget.

- Submits all program information to the Publicity Committee and National Office so that it can pushed out to the membership through appropriate channels.

## Publicity

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### Goal:

To promote the conference to prospective registrants.

### Working with the NAE4-HA National Office/Conference Planner, the Publicity Committee:

- Creates a marketing plan and timeline to promote the conference. This includes, but is not limited to, an exhibit booth at prior year conference, e-mail blasts, web site content, social media, and more.
- Creates the messages that will be sent out by the National Office and published on social media.
- Feeds web site content for the conference to the National Office.
- Works with the NAE4-HA Public Relations & Information Chair to find out logistical needs (i.e., meeting room size, etc.) for the First Timer's Orientation. Report said requests to the National Office.
- Arranges for photos to be taken during Annual Conference, including those to be taken of award winners.
- Maintains good relations with various donors through encouraging the members to write "thank you" letters.
- Ensures that program content is accurately reflected in the conference program, if applicable.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can pushed out to the membership through appropriate channels.

## PROGRAMS TEAM:

### Seminar-on-Wheels

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### Goal:

To provide seminars-on-wheels offerings that are educational in nature.

### Working with the NAE4-HA National Office/Conference Planner, the Tours Committee:

- Researches ideas seminars-on-wheels that are educational in nature.
- Consults with Conference Planner on recommended tour companies that can provide service on a self-sustaining basis. Conference Planner to coordinate contracting.
- Works with Conference Treasurer and Conference Planner to determine costs for and charges so that seminars-on-wheels are financially self-sustaining.
- Ensures that program content is accurately reflected in the conference program.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can pushed out to the membership through appropriate channels.

## Retiree and Life Members

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### **Goal:**

Develop conference programs geared toward retirees and Life Members.

### **Working with the NAE4-HA National Office/Conference Planner, the Retiree Committee:**

- Collaborates with the NAE4-HA VP of Member Services and Life Member Liaison to create conference programs geared toward retirees and Life Members.
- Ensures that program content is accurately reflected in the conference program, if applicable.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

## Seminars/Research Reports

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### **Goal:**

To plan and direct educational seminar-type programs and professional development sessions.

### **Working with the NAE4-HA National Office/Conference Planner, the Seminars/Research Reports Committee:**

- Identifies an online system to be used for Call for Proposals. System should allow for peer review, selection of sessions, and scheduling.
- Identifies topics of current interest, obtains competent and knowledgeable resource consultants, and matches their talents to topics.
- Follows the guidelines outlined in the "Presentation Guidelines and Review Criteria" contained in the Conference Management Handbook.
- Classifies presentations at the NAE4-HA Conference by the 4Hprk categories. The Conference Seminar Committee, which includes members of the Conference Program Committee, the NAE4-AHA Vice President of Professional Development and as many members of the host state(s) as deemed appropriate by the Seminars Chair, is responsible for appointing Review Teams in each 4Hprk category. Review Teams should be composed of 6 people.
- Final decisions regarding specific seminars, research reports and poster sessions are the responsibility of the Seminar Chair of the Conference Committee, in consultation with the NAE4-HA Professional Development Chair.
- Selects session presenters and notify them of their selection.
- Works with Conference Planner on session scheduling and meeting room assignments.
- Works with Conference Planner and Technology Committee to ensure that sessions have the AV needed.
- Ensures that session content is accurately reflected in the conference program.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

## Poster Sessions

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### **Goal:**

To oversee poster sessions for the conference.

### **Working with the NAE4-HA National Office/Conference Planner, the Poster Sessions Committee:**

- Collaborates with the Seminar Committee to identify poster session presenters.
- Works with Seminar Committee to notify poster presenters of their selection and day/time they are presenting.
- Ensures that Conference Planner orders the correct number of presentation boards for the exhibit hall.
- Ensures that session content is accurately reflected in the conference program.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

## Evaluation

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### **Goals:**

To establish a means for evaluating the conference, and to compile and analyze results.

### **Working with the NAE4-HA National Office/Conference Planner, the Evaluation Committee:**

- Collaborates with the NAE4-HA Research & Evaluation Committee to establish a method or methods for evaluating the conference.
- Prepares a summary of results for use in planning future conferences.
- Submits a summary report to the National Office for distribution to the NAE4-HA Board and future Conference Committees. Conference Management Committee to provide direction for contents of the final report.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

## Speakers

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### **Goal:**

To identify and secure speakers for the conference, as needed.

### **Working with the NAE4-HA National Office/Conference Planner, the Speakers Committee:**

- Identify speakers for keynote, cap note, and super seminars.
- Identify potential emcees for the Awards Banquet. Work with Executive Director, Awards Committee, and Member Recognition Chair to secure.

- Requests approval to contract specified speakers. Conference planner to negotiate contracts. Programs Chair to review and approve contracts. Once contracts are approved, Executive Director to secure contract signing by the NAE4-HA President.
- Ensures that session content is accurately reflected in the conference program.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

## Spouse and Family Programs

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### **Goal:**

To plan programs for spouse and family members attending the conference.

### **Working with the NAE4-HA National Office/Conference Planner, the Spouse and Family Programs Committee:**

- Identifies opportunities for programs aimed at spouses and family members attending the conference.
- Provides hospitality for families, as needed.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can be pushed out to the membership through appropriate channels.

## FINANCE TEAM:

### Conference Treasurer

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### **Goal:**

To ensure that conference financial policies and procedures are followed

### **Working with the NAE4-HA National Office/Conference Planner and the VP of Finance & Operations the Conference Treasurer:**

- Collaborates with the committees to establish an initial conference budget. Continues to update and monitor budget as needed.
- Confirms a voucher approval process and communicates this with all committees.
- Reviews voucher requests to ensure that the budget line item is appropriate and that the expense amount is within the budget (or has been pre-approved to exceed the budget). If approved, the Treasurer signs the voucher transmittal and submits it, with supporting documentation, to the National Office. The National Office then submits the voucher requests to the VP of Finance & Operations for payment approval. The National Office will issue approved payments.
- Reviews monthly financial reports from the National Office.
- Through the Conference Planner, orders registration materials, such as name badges, totes, ribbons, lanyards, etc.
- Works with NAE4-HA Executive Director to register special guests and participants (i.e.: speakers, exhibitors, donors, and others)
- Provides the NAE4-HA President with the following list of conference attendees before the first business meeting of the conference:

- Life Member and their Spouses
- Past NAE4-HA Presidents and their spouse
- Extension Directors or Associate Directors; other University Administration; other invited guests such as ESCO Administrators or Assistant Administrators, State or National elected officials; State 4-H Leaders
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can pushed out to the membership through appropriate channels.

## Partner Member

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### Goal:

To work with Exhibits Committee and Executive Director to secure funding through the NAE4-HA Partner Program.

### Working with the NAE4-HA National Office/Conference Planner, the Partner Member Committee:

- Send out Partner Member packet to prospective donors (cash and in-kind) and exhibitors.
- Collaborates with the NAE4-HA Executive Director to ensure that benefits are fulfilled for Partner Members. Refer to “Partner Member Program Flow Chart.”
- With the Conference Treasurer and Executive Director, determine method for receiving tax-deductible donations.
- Send thank you letters/notes to conference donors.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can pushed out to the membership through appropriate channels.
- Reviews and approves exhibit layout. Conference Planner to have layout prepared by the decorating company. Executive Director to work with exhibitors on exhibit booth(s) selection.
- Coordinate arrangements with the Conference Planner for the entire exhibit area, including security. Conference Planner to recommend decorating company for approval.
- Approximates and works within budget.
- Submits all program information to the Publicity Committee and National Office so that it can pushed out to the membership through appropriate channels.

## 6. RESPONSIBILITIES OF NAE4-HA TO THE ANNUAL CONFERENCE HOST COMMITTEE

### REGIONAL DIRECTORS

- Help identify states that are able to accommodate conference
- Notify NAE4-HA President and VP for Professional Development of those wishing to submit bid
- Works with Conference Management Committee in assuring bid process is followed.
- Coordinates the State Association Leadership Seminar at conference. Room and equipment requests submitted to ACH Committee.

## **VICE-PRESIDENT FOR PROFESSIONAL DEVELOPMENT**

- Assist in coordination of current conference bid by conference host cities.
- Upon election, begin working with conference two years out.
- Continues to work with conference planning committee to ensure the professional development functions of the conference
- Coordinate Board Seminar Selection with the Board Committee

## **VICE PRESIDENT FOR MARKETING AND OUTREACH**

- Coordinates with the ACH Committee all donors for the Conference, including recognition event.
- Works with the Executive Director to maintain database of Conference donors
- Contacts and invites national conference donors. Works with Conference Consultant and host conference donor relations person to register donors for meals.
- Provides up-to-date list of present national conference donors and their level of contribution to ACH Committee. This should be done no later July 1, of the conference year

## **VICE-PRESIDENT FOR FINANCE AND OPERATIONS**

- Responsible for working with Conference Management Company and conference treasurer to properly establish accounts and finances for conference programs
- Continues to work with ACH Committee to ensure fiscal responsibility and proper reporting of conference funds
- Approve voucher payment requests

## **VICE-PRESIDENT FOR PROGRAMS**

- Coordinates with the ACH Committees to facilitate NAE4HA Program Task Force's pre/post conference needs Submit proposals for Pre-conference workshops, Seminar on Wheels programs, and Board supported seminars.

-

## **VICE-PRESIDENT FOR MEMBER SERVICES**

- Contribute input from Member services and needs to conference committees
- Coordinate board exhibit space

## **PRESIDENT**

- Extends invitations to:
  - State Extension Administrators (Registration paid by self)
  - ES/USDA Administrators (Registration paid by self)
  - Other Staff, at his/her discretion (Registration paid self)
  - President of National 4-H Council (Registration paid by self)
  - NACAA President (registration paid by NAE4-HA)
  - NEAFCS President (registration paid by NAE4-HA)
  - State 4-H Leaders (registration paid by self)
  - And others (ESP representative, IPA, 4-H Ambassadors, etc.)??? paid by whom?
  - JCEP representatives (registration paid by NAE4-HA)
- Continues working relationship with ACH Committee
- Is responsible for agenda and conducting Annual Business Meeting during the conference. Brief agenda items should be submitted to ACH Committee by July 1 to be included in Program
- Writes letter of acceptance of bid to successful bid committee
- Writes letter of rejection to unsuccessful bid committee

## **BOARD OF TRUSTEES**

- Reviews and makes selection of ACH State/region from bid packets and presentations.
- Approves appointment of the Conference Chair(s) upon receiving letter of support from Extension Administration
- Approves Partner Member Program at the Fall Board Meeting one year out, prior to conference
- Reviews the plans for the Conference as presented by the ACH Committee and the Conference Coordinator at the Fall Board meeting one year out.
- Approves final Registration Fee at Spring Board of the conference year.
- Submits room requests and audio-visual needs to appropriate Conference Committees.
- Is responsible for conference liabilities through the Conference Overage sub-account (the Conference Capital Working Fund) for conference.

## **ANNUAL CONFERENCE HOST (ACH) COMMITTEE**

- Plans, implements, and evaluates the conference in cooperation with NAE4HA Board.
- Makes physical arrangement with site. Works closely with local facilities to insure adequate accommodations.
- Makes recommendation for a Conference Chair(s) at the Spring Board following acceptance of the bid, with support from Extension Administration
- Establishes committees to plan and conduct the conference
- Works with the Executive Director to provide information needed for the NAE4-HA independent audit of the financial statements following conference
- Works with NAE4-HA Board to insure communication
- Coordinates conference logistics with the NAE4-HA conference management company

## **NAE4HA CONFERENCE MANAGEMENT COMMITTEE**

- Sub-committee of the NAE4-HA Board of Trustees who develop the policy and procedures for Annual Conference.
- Is composed of the Conference Coordinators, the NAE4-HA Vice Presidents of Professional Development, Finance and Operations, Programs, the NAE4-HA committee chairs of Professional Development, Member Recognition and others as appointed by the President. The NAE4-HA President and President-Elect serve as advisors.
- Provides feedback for NAE4-HA contracted conference management company.
- Chair of Conference Management Committee prepares line-item budget, in consultation with ACH Treasurer, to be submitted to NAE4-HA Finance Committee prior to Fall Board Meeting. Includes expenses for Board Meeting for Coordinators, and other function of Conference Management Committee.

## **EXECUTIVE DIRECTOR**

Refer to current contract available from the Immediate Past President

## **ATTENDANCE LIST OF NAE4-HA SPECIAL EVENTS**

### NAE4-HA Board Dinner

- Current National Board and spouses
- Invited special guests including sponsors

### NAE4-HA Donor Recognition Event

- NAE4-HA Donors for Programs and/or Annual Conference
- NAE4-HA Board (current)
- NAE4-HA national award recipients

#### Exhibitor Recognition Event (this event is optional)

- NAE4-HA Annual Conference Coordinator(s)
- Annual Conference Commercial Exhibit Chair
- Others as identified by Annual Conference Committee
- Recognition Event/Donor Reception(s)
- DSA, ASA, MSA recipients and guests
- 25 Year award recipients
- National Board (current)
- State 4-H Leaders
- Extension Directors
- VIP's
- Donors (to NAE4-HA and conference)

#### NAE4-HA Past-Presidents Event

- Immediate Past President
- NAE4-HA Past-Presidents
- Event Sponsor

## **7. CONFERENCE OPERATION POLICY**

### CONFERENCE FINANCES/BUDGET

#### ***Budget, Tax and Audit Requirements***

The Conference should be a self-supporting activity. It is expected that the ACH Committee will develop a reasonable budget, which can be managed efficiently for the benefit of NAE4-HA, the ACH Committee, and all the participants. With guidance from the VP of Finance & Operations and Executive Director, a tentative budget should be prepared and included in the original bid presentation. It is a requirement that the proposed budget demonstrate the ability to generate a minimum of \$30,000 revenue beyond expenses which will be divided equally between NAE4HA and the ACH Committee.

Funds received by the ACH Committee are to be accounted for in the Conference budget. The ACH Committee shall prepare only one budget, inclusive of all income and expenses associated with the Conference, regardless of source of funds.

All funds, including registration fees, donations, sales, and commercial exhibit rental fees, must be deposited into the designated account at NAE4-HA. All bills must be authorized by the Conference Chair, the Conference Treasurer, and the VP of Finance & Operations before payment by NAE4-HA.

A detailed, itemized final financial statement of all income and expenses will be provided to the Conference Chair(s), Treasurer, and VP of Finance & Operations and must be submitted to the NAE4-HA Board by the Pre-Conference Board meeting following the Conference.

#### ***Registration Fees***

The NAE4-HA Board has final authority to establish the conference registration fee. These should be formulated to maximize participation and reflect the value received by potential conference participants. Conference registration fee must be presented to the Board for approval no later than the Spring Board Meeting in the year of the Conference.

## ***Income and Expenses***

### **Conference Fund Income may include the following:**

General Registration Fee  
Special Registration Fee  
Pre/ Post Conference Fee  
Partner Member Support (includes donations and exhibit purchases) Spouse/Family Program Fee  
Optional Tours and special events  
Other income such as interest, sales, etc.

### **Conference expenses may include the following**

Conference Planning	
Conference Meals	Postage
Pre/ Post Conference needs	Telephone
Rental of Facilities and Security	Conference summary/evaluation
Resource Speaker Fees	Audit Costs
Printing - programs, tickets, signs, stationery	Gifts for speakers and guests
Publicity - before, during, and after	Recognition of sub-committee chairs and co-chairs
Hospitality	Spouse/family Programs
	Optional Tours
Supplies	Insurance
Audio-visual Equipment	Final report printing and distribution
Transportation (not part of tours)	Credit Card Transaction Fees

### **Conference Expenses to be Paid From NAE4-HA Budget**

- Awards as designated by NAE4-HA Board.
- Conference fees for special invited guests of NAE4-HA President (e.g.: NACAA, NEAFCS, Epsilon Sigma Phi Association representatives, etc.)
- Exhibit space used by NAE4-HA Committees.
- AV Equipment used for NAE4-HA committee meetings, business meetings and board seminars.
- Complimentary tickets used as incentives for NAE4-HA Program donors.
- Recognition presented to NAE4-HA Board Members
- Expenses of one Conference Coordinator per ACH Committee to attend NAE4-HA Board Meetings as needed.
- Insurance as noted in the section, following below.

### **Conference Expenses to be Paid From General Registration Fees**

- Speakers
- Seminar resource people
- Member Recognition event (DSA, ASA, etc.)
- Registration supplies
- Room usage, set-up, and equipment costs
- Photography supplies for publicity and awards recognition
- Printing/Signs and banners
- Conference planning costs
- Postage and telephone
- Clerical help for conference; Secretarial services
- Conference Meals
- Audit and Final Report

- Hospitality (not covered by donations)
- Gifts (not covered by donations)
- Transportation (not part of tour)
- Final report and distribution
- Cancellation insurance, as noted in the section, following below
- ASCAP/BMI license
- Other expenses as designated by Conference Committee
- Insurance as noted in the section, following below

### **Conference Expenses to be Paid From Special Registration Fees**

- Spouse/Family Program costs
- Pre/ Post Conferences
- Optional Tour costs
- Special meals (i.e.: State and National Staff Meal, International Meal, other functions not sponsored)

### **Conference Expenses that can be sponsored by Donors**

- Designated meals and entertainment
- Refreshment breaks
- Other Conference expenses

### ***Insurance***

1. ASCAP/BMI (music license) license be paid in full by conference.
2. Cancellation Insurance to be paid in full by the conference

### ***Contracts***

All commitments by the ACH Committee involving financial obligation must be provided for by completion of a written agreement (contract) signed by the vendor and the conference Coordinator(s) or designated representatives. Contract wording must be “20 \_\_\_\_\_ NAE4-HA Conference on behalf of NAE4-HA”

### ***Contracted Conference Management***

A conference management company, retained by the NAE4-HA Board of Trustees, will act as meeting planner for Board functions and provide consultation to states for the bid process, administer conference registration service, and serve as conference consultant for ACH Conference committee. (See copy of current NAE4-HA Conference planner contract on file with the NAE4-HA VP of Finance and Operations.) This company will also be responsible for keeping the final reports of all conferences and developing a method for tracking conference attendance, room blocks, and contractual requirements to support the NAE4-HA conference.

### ***PROGRAM SCHEDULING***

Program Scheduling, one of the most important areas within the conference, will include these specific elements. The following time guides are suggested.

- Professional Development - minimum of 20 hours (i.e.: seminars, poster sessions, exhibits, educational tours, speakers, etc.).
- Business Meeting - a minimum of 5 total hours, scheduled in consultation with the NAE4HA President.
- Committee Meetings - a minimum of 5 total hours. In addition Committee Leadership sessions should be allocated as needed.
- Exhibits - 8-12 total open hours on consecutive days.

Although it may be desirable to have no more than one activity scheduled at the same time, it is recognized that it is not always possible to make room for all activities in the scheduled time. However, it is not permitted to have conflicts in scheduling during conference meals, keynote speakers, or business meetings. This policy does not apply to spouse and family activities.

## ***Professional Development***

Professional Development is the main reason that many associations and all professional societies exist. Professional Development has been identified as a primary function of NAE4-HA. It includes those activities that enhance and increase the individual member's professional competency, capability and scope in the youth development profession.

The Conference Program Sub-Committee of the ACH Committee is responsible for:

- Establishing the educational theme for the Conference
- Identifying keynote, and cap note, and major seminar speakers who are national leaders in subject areas that relate to our professional discipline. These presentations should bring state of the art, cutting edge research-based practice and technology relevant to youth, family, and community development and extension methods.
- Designing opportunities for a maximum number of our association membership to participate in giving professional presentations. Promote notification of presentation opportunities to the association membership by:
  1. Publishing presentation applications and abstract forms so that total NAE4-HA membership has access.
  2. Presenting promotional displays, forms, and educational workshops at the preceding annual conference.
  3. Promoting the value and need for professional presentations by association members to the State Officers through their regional newsletters and state visits.
  4. Publishing presentation opportunities on conference website by annual meeting immediately preceding the conference.
- Documentation and Distribution of Conference Presentations and Abstracts. Adequate documentation can be assured by:
  1. Having available at the conference published abstracts of all professional presentations (seminars, workshops, research reports, and poster sessions).
  2. . Make abstracts available to general membership.
  3. Preparing papers of comments of key speakers and major seminar speakers for general distribution
  4. Distributing complete copies of conference proceedings to each state's Extension Director, 4-H Program Leader, future Conference Committees, and others.
- Presentation Formats:
  1. Keynote, cap note: A major presentation by a national leader in the field. Made before the entire conference assemblage. A conference may have a single conference keynote with a cap note; or each day may have its own keynote speakers related to conference theme.
  2. Major theme sessions: Usually several sessions are offered simultaneously. May be repeated. Used to cover several major topics by noted authorities.
  3. Seminars/workshops: Many topics are covered simultaneously, one topic per room. Sessions usually are scheduled for 1 to 1-1/2, or 2 hours. Some seminars/workshops could be extended in time using back to back time slots.
  4. Research Reports: Several short reports of 15 or 30 minutes combined to fill one of the seminar-workshop room time slots. Used to maximize professional reporting of topics that only need a limited amount of time.
  5. Poster Sessions: Visual display of research or activity reports on a panel board. Posters are

displayed and manned by the presenter during a 1 to 2 hour session. Poster sessions are efficient methods of presenting program and research information.

6. Round Table/sharing group: Usually focused on "how to" issues. The round table session includes a variety of interest or problem solving groups at tables in a large meeting place. Each table has a theme sign conspicuously posted (i.e., fund raising, working with committees, club officers, etc); a prepared moderator presents information and leads the discussion. Round table sessions are often scheduled early before the formal schedule starts for the early arrivers or during major breaks (i.e., during lunch or breakfast where quick food is available). Some participants table hop.
7. Educational Tours: Used to illustrate a practice or program under field conditions. Tours add a sense realism, variety, and activity to a conference program.
8. Electronic formats: E Posters or E-Seminars

- Seminar Proposal Peer Review Process

1. The Conference Program Subcommittee appoints a Seminar Subcommittee. This committee includes members of the Conference Program Committee, at least one Conference Chair, the NAE4-AHA Vice President of Professional Development, Chair of Professional Development and as many members of the host state(s) as deemed appropriate by the ACH Seminars Chair.
2. Presentations at the NAE4-HA Conference will be classified by 4-H PRKC (2004) categories and will align with the core competency nomenclature. The Conference Seminars Subcommittee is responsible for appointing review teams, composed of a minimum of 5 persons, for each 4-H PRKC (2004) category.
3. The Review Teams are responsible for reviewing proposals for the Program Seminars, Competency Building Workshops, Research and Evaluation Reports and Poster Sessions that will be presented at the conference.
4. The seminar proposal submission process should not close before December 31 of the year just prior to the conference. The Conference Seminars Sub-Committee chair is responsible for making sure that an announcement of the Call for Presentations is on the NAE4HA web site to insure that all members have equal access to submitting proposals. The announcement should include the name, address and phone where the members can secure an official call announcement and proposal form.
5. Expenses may not be paid to NAE4-HA members or eligible persons who present seminars.
6. The ACH Committee, through the Seminar Committee, will provide a minimum of 10 (ten) open sessions for NAE4-AH board selected seminars. The Vice President of Professional Development will coordinate the call for proposals and selection of these presentations with a committee of Board members. The Vice President will notify the Seminar Committee Chair of the seminars to be included in the proceedings of the conference.
7. The final decision on selection of presentations is the responsibility of the Seminar Chair of the ACH Conference Committee, in consultation with the NAE4-HA Professional Development Chair, Professional Development VP and the Conference Chair(s).

### ***Business Meetings***

General Sessions include Association business and membership recognition. The business portion is the responsibility of the NAE4-HA Board of Trustees in general, and the National President specifically. Arrangements for these sessions are through the President and Regional Directors.

## ***Partner Member Program***

Exhibits are sold as part of the partner member program. Some exhibits are complimentary as part of a partner member donation. The Partner Member Program rates and benefits are developed by the conference committee, executive director, VP Marketing & Outreach, at least one year out. The ACH committee must propose the Partner Member Program to the Board of Trustees at the fall board meeting of the year before the conference.

A current copy of the 4-H Name and Emblem Guidelines must be attached to all exhibit contracts. Extension Service/USDA 4-H Administration shall police the use of the 4-H Name and Emblem.

The ACH Committee, two years out, will receive poster session space to promote their conference or they may purchase exhibition booth space at the non-profit rate. The ACH Committee, one year out, will receive gratis exhibit space (1 booth) at the current year's Conference.

## ***Membership Enhancement***

Membership Enhancement functions include those activities that increase the individual members personal and professional confidence, pride, sense of personal worth, sense of belonging and commitment. The ACH Committee should arrange facilities and design the conference schedule to allow for sufficient time and space for interaction and exchange with other members and presenters. Special attention should be paid to first time attendees. Attention should also be paid to family and guests to insure that the conference includes personal development opportunities and is "family friendly."

## ***Additional Conference Events***

Other events which may be planned by NAE4-HA and/or Annual Conference Committee include:

- Committee Task Force Meal Functions (i.e. international lunch)
- Partner Member Recognition Event
- State and National Staff Meal
- Past-Presidents Breakfast
- Life Member Function
- Pre- and Post-Conference Board Meetings (including Board Recognition Meal)
- Hospitality may be conducted at the discretion of each conference.

## ***Complimentary Room Policy***

A complimentary suite (or equitable accommodations) with bedroom for two, will be provided for the current NAE4-HA President by the NAE4-HA Conference Committee. Any additional guests will be the financial responsibility of the President.

Other NAE4-HA officers are financially responsible for their own rooms.

Additional comp rooms are provided to the ACH to use at their discretion.

## ***Conference Debriefing:***

ACH committee will plan and conduct a debriefing session for subsequent conference hosts.

# Appendix



**Facility Costs:**

Express any cost as a base rate, (e.g. \$ per day). Be specific.

What, if any, fees would association incur for:

General Session Meeting Room

Banquet Room

Seminar Rooms

Room Set Up

Equipment Rental

Registration & Headquarters Room

Other \_\_\_\_\_

**Exhibit Space**

Size in Sq. Ft. and Ceiling Height

Maximum Number of 10' wide X 8' deep Booths

Rental Rate

What, if any other fees would Association incur for exhibit Facility?

**Parking Availability/Costs** \_\_\_\_\_

**Number of Restaurants within Facility**

Number of restaurants within 1-2 Blocks \_\_\_\_\_

Number of Elevators, if used, in Meeting Room Facility

**ACCESSIBILITY : Are all Facilities handicap accessible?**

**Labor: Union or Non-union?** \_\_\_\_\_

**Transportation:**

Transportation options to proposed site including airport, train, and bus, interstate

Transportation service from airport/ train to facility: \_\_\_\_\_

**BID COMMITTEE CHAIR**

**ADDRESS**

**OFFICE PHONE**

## SAMPLE LETTER TO SUCCESSFUL BID STATE/REGION

Letter to be developed by Conference Management Committee and sent to successful bidding states/ regions. Letter should be sent no later than three weeks after the bid presentation. Letter to be signed by the President.

Dear

On behalf of the National Association of Extension 4-H Agents Board, I would like to take this opportunity to say "thank you" to your state/ region for submitting a bid to host the \_\_\_\_ Annual Conference. I am pleased to formally announce that we have accepted your bid to host the \_\_\_\_ annual conference.

The Board listed the following items as strengths of your bid package:

- 
- 
- 

We have the following suggestions for your committee as you continue to plan the conference:

- 
- 

Thanks again for being committed to NAE4-HA and preparing a bid. We know that this is a huge undertaking, but also an exciting one. The board looks forward to working with you and the Conference Committee as you develop the conference.

The Board has retained the services of a professional conference consultant, and you should work closely with this individual during your planning process.

Enclosed you will find the Memorandum of Agreement which must be signed and returned to the Board by \_\_\_\_\_.

On behalf of the NAE4-HA Board,

President

Enc: Memorandum of Agreement

## APPENDIX C

## SAMPLE LETTER TO UNSUCCESSFUL BID STATE/REGION

Letter to be developed by Conference Management Committee and sent to unsuccessful bidding states/ regions. Letter should be sent no later than three weeks after the bid presentation. Letter to be signed by the President.

Dear

On behalf of the National Association of Extension 4-H Agents Board, I would like to take this opportunity to say "thank you" to your state/ region for submitting a bid to host the \_\_\_\_ Annual Conference. While all the bids that were presented were excellent and well prepared, I am sorry to inform you that the Board did not select your state/ region to host the \_\_\_\_ annual conference.

The Board listed the following items as strengths of your bid package:

- 
- 
- 

We have the following suggestions for your committee if you decide to prepare another bid in the future:

- 
- 
- 

Thanks again for being committed to NAE4-HA and preparing a bid. We know that this was a huge effort on your part. We appreciate your efforts and hope that you will consider bidding again in the future.

On behalf of the NAE4-HA Board,

President

### **Appendix D- under development 0707**

MEMORANDUM OF AGREEMENT OF NAE4-HA CONFERENCE HOST

ASSOCIATION AND NAE4-HA BOARD OF TRUSTEES

This Memorandum of Agreement includes the following:

MEMORANDUM OF AGREEMENT

It is hereby understood that the (host state/region) Association of Extension 4-H Youth Staff and the National Association of Extension 4-H Agents do mutually agree to the conditions and documents, as spelled out and attached, for the (year) NAE4-HA Annual Conference.

Date of Agreement:

Signatures:

\_\_\_\_\_  
President of the Host State/Region Association

\_\_\_\_\_  
Chair of the Bid Presentation

\_\_\_\_\_  
President, NAE4-HA

**Appendix E**

Conference Management Contract

(Reference current copy of NAE4-HA hired conference planner Contract) Contact VP of Professional for Contract Examples

## Appendix F

### NAE4-HA PRESENTATION PROPOSAL GUIDELINES AND REVIEW CRITERIA Developed by NAE4-HA Committees - Research & Evaluation, Professional Development, and Programs

#### PRESENTATION TYPES

NAE4-HA will accept presentation proposals under the following session categories:

- 1. Research and Evaluation Reports**
- 2. Program Seminars**
- 3. Competency Building Workshops**
- 4. Poster Sessions**

#### 1. Research and Evaluation Report - (30 minutes)

*Description:* Research and evaluation reports summarize theoretical, systematic inquiries related to the advancement of youth development theory and practice. Research reports present the results of empirical investigations (quantitative or qualitative) of topics. Evaluation reports present the results of systematic measurement of youth development program outcomes or delivery processes. Selected presenters are expected to provide session participants with a completed paper on the research or evaluation project. Papers should be written following NAE4-HA Journal of Youth Development guidelines. It is expected that the paper will either (1) be in-press or (2) be submitted for consideration of publication soon after the conference in a professional journal.

*Research and Evaluation Proposal Outline:* (1,000 words maximum)

Proposals for research and evaluation reports follow a standard science research report outline. Proposals will be evaluated through a blind review process composed of 3 - 7 reviewers. This proposal outline is the only basis for the reviewers to evaluate the proposal.

- Intro and brief review of literature  
*Include research questions or hypotheses and relevant current theoretical literature. Provide 2-4 references citations in the text used to inform project design.*
- Methodology  
*Include subsections describing the subjects or participants, instruments or qualitative method used, and data collection and analysis procedures.*
- Results
- Discussions, Implications and Conclusions

*Abstract Outline* (200 words)

In addition to the proposal outline, a 200 word abstract that summarizes the content in the proposal outline must be submitted. This abstract will be used for publication of the presentation in the conference proceedings.

*Research and Evaluation Review Criteria:*

Research and evaluation reports will be selected based on the following criteria:

- Quality, appropriateness, and rigor of the study - 15 points
- Research base and/or literature review appropriate - 15 points
- Methodology clear and complete - 20 points
- Results clear and complete - 15 points
- Implications and/or conclusions are appropriate and/or validated by reported results - 15 points
- Contribution to new knowledge or new interpretation - 10 points
- Abstract clearly communicates content and intent of proposal. - 10 points

## 2. Program Seminars (75 minutes)

Description: Program Seminars are high quality experiential education programs that utilize research findings or “best practice” in their program design. Programs can target audiences such as: youth, adults, volunteer leaders, etc. They have clearly defined outcomes and evaluation data that shows the program achieves its targeted outcomes. Program Seminars should advance the field of youth development by introducing new, or *newly interpreted*, curriculum, delivery models, management methods, technology, etc. Presenters should utilize hands-on activities to help session participants experience the program.

### Program Proposal Outline (1,000 word maximum)

Proposals for program seminars should include the following information. Proposals will be evaluated through a blind review process composed of 3 - 7 reviewers. This proposal outline is the only basis for the reviewers to evaluate the proposal. Presenters are expected to provide a copy of the seminar proposal to session participants (1,000 words maximum).

- Program Description  
*Include a brief description of program content, delivery methods, targeted participants and program outcomes.*
- Research Base  
*Provide a brief summary of research (1-3 reference citations in the text) or “best practice” that was utilized to inform program design, content or delivery modes.*
- Program Evaluation  
*Brief description of procedures and findings providing evidence that program achieved targeted outcomes.*
- Instructional Techniques and Program Replication Requirements  
*Describe the instructional techniques that will be used in the conference presentation, and any requirements for program replication (such as purchase of curriculum, further training, materials, or funding.)*

### Abstract Outline (200 words)

In addition to the proposal outline, a 200 word abstract that summarizes the content in the proposal outline must be submitted. This abstract will be used for publication of the presentation in the conference proceedings.

### Program Seminar Review Criteria:

- Description of experiential program to be presented (new, or *newly interpreted*, curriculum, delivery models, management methods, technology, etc.) clear and complete - 20 points
- Targeted outcomes and participants of experiential program clearly defined - 10 points
- Research base or “best practice” appropriate - 10 points
- Evaluation data shows program achieved targeted outcomes - 15 points
- Instructional techniques planned for conference appropriate, and program replication requirements included - 15 points
- Contribution to new knowledge or new interpretation - 10 points
- Appeal to Youth Development audience - 10 points
- Abstract clearly communicates content and intent of proposal. - 10 points

### 3. **Competency Building Workshop** (Can request 75 or 150 minutes for two sessions)

*Description:* A competency building workshop teaches a specific skill set needed by youth development professionals. The workshops should relate to one, or more, of the core competencies for youth development professionals: 1) youth and adult development, 2) organizational systems, 3) learning strategies, 4) volunteering, 5) partnerships, and 6) personal development. The proposal should include a detailed justification of why this competency is important, how the presenter will teach the competency within a short time frame, what is required to replicate the program, and how the presenter will enable attendees to learn more after the session. The workshop should be hands-on and include exercises which allow participants to practice using the skill set. Workshops should include take-home materials for use and reference post-conference.

#### Competency Building Workshop Proposal Outline: (1,000 word maximum)

Proposals for competency building should include the information following. Proposals will be evaluated through a blind review process composed of 3 - 7 reviewers. This proposal outline is the only basis for the reviewers to evaluate the proposal. Presenters are expected to provide a copy of the competency building proposal to session participants (1,000 words maximum).

- Skill set description **and justification of need**  
*Include justification of why this skill set is important and which core competency categories the skill falls under.*
- Targeted outcome  
*Describe targeted outcomes for the participants who will be attending the session.*
- Targeted audience  
*Describe level of knowledge for targeted participants (introductory, intermediate or advanced).*
- Instructor's Qualifications  
*Provide evidence that instructor has successfully taught the competency and/or used the skill set. **Do not include presenter's names; describe as "Instructor", "Co-Instructor(s)".***
- Instructional Techniques and Program Replication Requirements  
*Describe the instructional techniques that will be used in the conference presentation to teach the skill (achieve the targeted outcome) within a short frame, and any requirements for program replication (such as purchase of curriculum, further training, materials, or funding.)*
- Handouts, materials, etc.  
*Describe what take-home materials session participants will receive.*

#### Abstract Outline (200 words)

In addition to the proposal outline, a 200 word abstract that summarizes the content in the proposal outline must be submitted. This abstract will be used for publication of the presentation in the conference proceedings.

#### Competency Building Criteria:

- Description of competency building skill set **and justification of need** is clear and complete - 20 points
- Description of workshop's applicability within one, or more, core competencies clear and appropriate - 10 points
- Targeted outcomes and target conference audience clearly defined - 10 points
- Evidence provided that presenter has previously successfully taught this competency and/or used this skill set - 10 points
- Instructional techniques planned for conference presentation appropriate and program replication requirements included - 10 points
- Take-home materials planned for conference presentation appropriate - 10 points
- Contribution to new knowledge or new interpretation - 10 points
- Appeal to Youth Development audience - 10 points
- Abstract clearly communicates content and intent of proposal. - 10 points

### 4. **Poster Session**

*Description:* Poster Sessions are graphic displays which encourage informal discussions on topics similar to those appropriate for program seminars. Posters should NOT be used to advertise a product or service. A table and wall panel will be provided for each display. Each presenter will be responsible for setting up the display, staffing it for 2 hours, and removing the display at the scheduled time. Displays will be exhibited throughout the day. Posters should at least have the following labels in the display: Program description, targeted participants, program outcomes, research base, program replication requirements, program evaluations and findings.

#### Poster Session Proposal Outline: (1,000 word maximum)

Proposals for programs should include the following information. Proposals will be evaluated through a blind review process composed of 3 - 7 reviewers. This proposal outline is the only basis for the reviewers to evaluate the proposal. Presenters are expected to provide a copy of the proposal outline to session participants (1,000 words maximum).

- Program Description  
*Include a brief description of program content, delivery methods, targeted participants and program outcomes.*
- Research Base  
*Provide a brief summary of research (1 - 3 reference citations in the text) or "best practice" that was utilized to design program content or delivery modes.*
- Program Evaluation  
*Brief description of procedures and findings providing evidence that program achieved targeted outcomes.*
- Program Replication Requirements  
*List any requirements for program replication if any (such as purchase of curriculum, further training, materials, or funding.)*
- Recognition Highlights  
*Professional related program awards and citations to include title of award/citation, type of award (certificate, monetary, etc.) and sponsor.*

#### Abstract Outline (200 words)

In addition to the proposal outline, a 200 word abstract that summarizes the content in the proposal outline must be submitted. This abstract will be used for publication of the presentation in the conference proceedings.

#### Poster Review Criteria:

- Description of program/project to be presented (new, or *newly interpreted*, curriculum, delivery models, management methods, technology, research, evaluation etc.) clear and complete - 20 points
- Targeted outcomes and participants of experiential program clearly defined - 10 points
- Research base or "best practice" appropriate - 10 points
- Evaluation data shows program achieved targeted outcomes - 15 points
- Poster format appropriate to present content as described and program replication requirements included - 15 points
- Contribution to new knowledge or new interpretation - 10 points
- Appeal to Youth Development audience and recognition - 10 points
- Abstract clearly communicates content and intent of proposal. - 10 points