1. **Purpose**
   To coordinate a successful Annual National educational Conference (Conference), that is well attended by members and non-members representing all categories and meeting a level budget or better. Establish criteria and organization for a Conference program that meets the RETA mission statement.

2. **Description of National Conference Leadership Structure**
   As of April 2007, by action of the RETA Board of Directors, the National Conference Committee (Committee) is one that is national in scope, working on both the needs of next Conference to be conducted and future Conferences. The voluntary leadership and members of the Committee will serve multi-year terms in order to bring continuity and strength to the educational program and success to the sales of sponsorships and exhibitor booths for Conference.

   The National Conference Committee (Committee) shall consist of at least:
   a. National Conference Chair, also known as the Conference Chair, appointed by the Incoming RETA President as part of the annual committee assignments. The National Conference Chair must meet the following requirements:
      i. Attend, and active, in the previous year’s Conference
      ii. Attended at least three (3) of the past five (5) RETA National Conferences
   b. Board Liaison. The Board Liaison must be a member of the Executive Committee and will be appointed by the Incoming President.
      i. Note: should the Conference Chair be a member of the Board, a Board Liaison may not be required as the Conference Chair may serve both roles.
   c. Conference Manager
   d. RETA HQ Staff as so appointed by the Conference Manager and RETA Executive Director
   e. Topic Chairs. Topic Chairs will be recruited by the Conference Chair.
   f. Volunteer Liaison. Volunteers as recruited by the Conference Chair, Conference Manager, Topic Chairs, Conference General Chair, and Incoming Conference General Chair.

3. **Conference Planning**
   a. **National Conference Date and Location**
      i. The traditional time for the national Conference is October – November. The staff establishes the long-term plan for Conference sites; rotating the venue East/Central/West.
      ii. The venue is to be as self-contained, under one roof, as possible.
      iii. Conference venue is selected at least five years in advance to accommodate best options for contract negotiations and pricing and are voted upon by the Board of Directors following approval by the Executive Director and Executive Committee.

4. **National Conference Committee Activities**
   The Conference Committee may meet during the planning of the Conference to assist with planning the Conference for the following year. Provide assistance and input through correspondence and via conference calls throughout the year. The Conference Committee also discusses and recommends long term strategic planning for the National Conference as a whole.
a. **National Conference Chair (Conference Chair)**
   The Conference Chair provides the primary communication link between the Conference Manager and the Conference Committee. The Conference Chair acts on behalf of RETA in all preparation, planning and organization of the assigned conference. The Incoming President makes the final selection of the Conference Chair year to year.

   The Conference Chair’s responsibilities include:
   i. Approve final selection technical program
   ii. Approve final selection of speakers
   iii. Approve final selection of hands-on instructors
   iv. Approve any ancillary technical program elements
   v. Create new sessions as needed to accommodate the approved presentations and previous year attendee feedback
   vi. Promote the Conference
   vii. Assist the Topic Chair with solicitation of papers and presentations
   viii. Research potential funding, support and sponsorship opportunities for the Conference
   ix. Schedule and chair all Conference Committee meetings
   x. Council the incoming RETA President as to an Incoming Conference Chair before the conclusion of the current year’s Conference
   xi. Guide Topic Chairs to adhere to the conference timeline and key deliverables
   xii. Provide Board of Directors with updates as requested

b. **Topic Chair**
   Topic Chairs serve to assist with selection, development, review and approval of technical content for Conference. Topic Chairs may be organized into categories depending on the organization of the Conference program. Topic Chair responsibilities include:
   i. Recruit potential speakers and presenters by following RETA’s guidelines for selection.
   ii. Develop potential paper and session topics
   iii. Attend Conference Committee meetings
   iv. Work with HQ as needed on education programming and speakers
   v. Assist in the selection of subject matter and speakers for the technical program following the general alignment of having a broad program keeping the following topics in mind: Operations, Management, Engineering, and Compliance.
   vi. As needed, review brochure copies for accuracy and appropriateness of session descriptions prior to publication.
   vii. Work with staff, as needed, to coordinate activities of both the national committee and the volunteer staff during the Conference.
   viii. Recruit Moderators and assist with moderator scheduling.
   ix. Topic Chairs will serve to assist the Conference Chair with the following duties: identifying topics and speakers and reviewing Technical Papers. It is recommended that the National Conference Committee Chair be selected from the Topic Chair pool. Topic Chairs will also serve as Moderators and assist in selecting moderators for the sessions.
   x. Topic Chairs will assist with finding new untapped sponsorship potential and sharing ideas with the Conference Chair and Conference Manager.
   xi. Adhere to specific deadlines throughout the planning process
   xii. Coordinate review of all submitted technical papers with the Publications Committee and provide professional unbiased feedback.
c. Conference Manager Responsibilities

   i. Facilitate all processes will coordinating with the Conference Chair, Conference Committee, Presenters, Topic Chairs, and HQ Staff regarding the National Conference.

   ii. Selection of potential locations and venues for National Conference.
       1. Conduct site inspections and recommend venues for future conference to the Executive Committee.
       2. Handling all logistical arrangements with the hotel and selected conference facilities.
       3. Negotiating all contracts with vendors and purchasing of all materials needed.

   iii. Create and manage a budget projecting revenue and reflecting all purchasing, contract negotiations and expense.
       1. Budget will be prepared, presented and approved by the Board of Directors.
       2. Budget variances and recommended changes to correct deficits will be communicated with the Executive Director.
       3. Manage the Conference Sponsorship opportunities.

   iv. Develop and implement a plan for the educational program, in partnership with the Conference Chair and input from the RETA Education Chair and thr RETA Publications Chair.

   v. Develop and implement a marketing plan if budget allows, in partnership with the RETA Marketing Committee Chair, to organize, promote, and execute the National Conference and ancillary activities.

   vi. Coordinate Speaker contracts and arrangements.
       1. Negotiate Honoria and expense reimbursement with speakers, if applicable.
       2. Correspond with speakers and faculty including confirmation letters, and thank you letters.
       3. Obtain Speaker biographical information, abstracts, and final white paper draft

   vii. Recruitment and management of volunteers with the Volunteer Liaison, Conference Chair and, when applicable, the Board Liaison.

   viii. Acquire promotional content to use for the preceding year’s National Conference.

   ix. Coordinate and execute all sponsorship, exhibit, advertising and Hot Point sales.

   x. Review and presentation materials for appropriateness, copyright infringement, and self-promotion. Note: Conference Committee will also assist in reviewing material appropriateness.

   xi. Produce technical papers for distribution to attendees.

   xii. Manage Moderators.

   xiii. Provide evaluation form to National Conference attendees for future reference and use.

   xiv. Manage the provision of PDH (Professional Development Hours) records to attendees post National Conference.

   xv. Oversee the scheduling and review of the technical papers.

   xvi. Liaison with local chapters with regards to area information, golf outing and local industry

   xvii. Develop/ Finalize the technical program

   xviii. Assign presentation times according to the Conference schedule

   xix. Coordinate activities with and provide locations for use by the RETA Historian during conference.

5. Conference Fees

   a. The Executive Committee establishes conference fees with recommendations from the Conference Manager and upon Board of Director approval.

   b. The registration fee may be waived for Invited Speakers, volunteer staff, Topic Chairs, Committees, Conference Manager and others as deemed necessary.
6. **Conference Sponsorships**
   a. Conference sponsorships are separately managed from Publication or other RETA sponsorships.
   b. National Conference Sponsorship levels are covered in Appendices 800.2 – 800.7 indicating various levels, dollar values, and benefits.
      i. National Conference Sponsorship benefits may be determined by the Conference Manager, Conference Chair, applicable RETA HQ Staff on an annual basis.
      ii. Appendices 800.2 – 800.7 are suggestions and represent typical benefits provided to the various Sponsorship levels.

7. **Invited Speakers**
   a. Invited Speakers are approved by the Conference Chair and cannot be rejected by the review committee.
   b. Selection
      i. If selecting professional speakers, the Conference Manager will work to both minimize expense to the Association while offering a quality program to Conference registrants.
   c. Honoraria and Reimbursement
      i. RETA traditionally does not pay speakers but in special circumstances, the Conference Manager will negotiate fee waivers, honoraria, and reimbursement for travel, hotel, and per diem expenses for speakers. One or more of the following may be offered, based on the speaker’s needs and preferences and on the committee’s interest in securing the speaker: waiver of conference registration fee; honorarium; hotel; travel; per diem expenses.
         1. Registration Fee: Speakers may be offered a waiver of the full or one-day conference registration fee.
         2. Honorarium: Speakers may be offered an honorarium only in very special cases.
         3. Hotel: Speakers may be offered a complimentary night’s stay at the conference hotel.
         4. Travel: Speakers may be offered reimbursement for travel expenses.
         5. Per Diem Expenses: Speakers may be reimbursed for incidental expenses as negotiated by staff.
      ii. Speaker Agreement Form: RETA Conference Speakers must sign an agreement form that defines the expectations and limits of the presentation as well as a copyright agreement.

8. **Abstracts and Contributed Technical Papers & Peer review process**
   Technical papers must meet a minimum length of six (6) pages, single-spaced typed font, and contain, at minimum, three cited references for supporting technical merit.
   a. The electronically published papers may contain for each speaker:
      i. Contact information of the presenter.
      ii. A disclaimer.
   b. Any accepted speaker who misses the deadline for submission of materials will be subject to cancellation at the discretion of the Conference/Exhibition Manager or other designated HQ staff.
   c. Any speaker who does not meet the standards of length, detail and supported references are subject to dismissal based on the Conference Committee’s discretion.
   d. Abstracts are reviewed by the Publications Committee in coordination with the Education Committee with the 12 points guidelines as seen below.
   e. One copy of the accepted technical papers will be provided to each full Conference registrant.
   f. Peer Review Process: The peer review process for RETA contributed abstracts is essentially a quality control mechanism. It is a process by which peers evaluate works, and its objective is to ensure a high quality and relevance of published and presented material that adheres to the RETA paper and presentation guidelines. Reviewers make the decision to accept or reject abstracts based on conference.
schedule, relevance to the industry and paper guidelines. Contributors will be notified of the committee decision. If accepted author will work with Conference Manager to complete and submit full white paper. If rejected the contributor will receive notice and the reason for rejection communicated from the committee through the Conference Manager. Technical Abstract is a short statement about your research or project designed to give the reviewer a complete, yet concise, understanding of your paper’s research and findings. It gives a thorough overview of your paper or project.

g. Abstract Structure: A model abstract should contain the following elements:
   i. A statement of the purpose of the paper
   ii. The research methods/methodology used to arrive at your results and/or conclusions
   iii. The results observed
   iv. The conclusions drawn from the topic and their significance

h. Abstract Structure and guidelines
   i. The abstract should be no more than 350 words.
   ii. Purpose: Ideally in 1-3 sentences, state the primary objectives and scope of the study or the reasons why the document was written. Also state the rationale for your research. Why did you do the research? Is the topic you are researching an ignored or newly discovered one? Why is it significant?
   iii. The abstract should be void of any self or commercial promotion and/or advertisement
   iv. An abstract template will be available.

i. A 12 point selection process will be used by reviewers. It will be suggested that contributors use the 12 points as a guide before submitting an abstract. Note: Authors who do not follow these guidelines are more likely to have their work rejected.
   i. Does the abstract capture the interest of a potential reader of the paper?
   ii. Is the abstract well written in terms of language, grammar, etc.?
   iii. Does the abstract engage the reader by telling him or her what the paper is about and why they should read it?
   iv. Does the abstract title describe the subject being written about?
   v. Does the abstract make a clear statement of the topic of the paper and the research question?
   vi. Does the abstract say how the research was/is being undertaken?
   vii. Does the abstract indicate the value of the findings and to whom will they be of use?
   viii. Does the abstract describe the work to be discussed in the paper?
   ix. Does the abstract give a concise summary of the findings?
   x. Does the abstract conform to the word limit of 300-350 words?
   xi. Does the abstract have between 5 and 10 keywords or phrases that closely reflect the content of the paper?
   xii. Should the abstract be accepted?
Appendix 800.1

Organization Chart for National Conference Technical Program
Appendix 800.2

Sponsorship Offerings of Double Diamond

i. Double Diamond: $20,000 (USD).
   1. Opportunities Brochure selection in the Double Diamond level amount.
   2. Logo and sponsorship level listed on the front cover of the Conference Program.
   3. Two full complimentary RETA Conference registrations.
   4. Two complimentary full-color ads in the Program and & Exhibit Guide.
   5. Logo and sponsorship level listed in each issue of the RETA Breeze during the Conference calendar year.
   6. Logo and sponsorship level listed in the post-Conference issue of the RETA Breeze
   7. Premier placement of logo printed on RETA National items including, but not limited to, hotel room key cards, luggage tags, banners, t-shirts, etc. Note: RETA National items may vary by conference.
   8. Logo, sponsorship level, and company link featured on www.reta.com during the Conference calendar year.
   9. Logo and sponsorship level featured, individually as large scale, within Conference common areas.
   10. Four (4) twelve (12) foot feather flags with company logo.
   11. One complimentary Hot Point Session
   12. Mention of Hot Point Session sponsorship and support.
   13. First right of refusal to sponsor for following Conference year.
Appendix 800.3

Sponsorship Offerings of Diamond

i. Diamond: $10,000 (USD).
   1. Opportunities Brochure selection in the Diamond level amount.
   2. Logo and sponsorship level listed on the front cover of the Conference Program.
   3. One complimentary RETA Conference registration.
   4. One complimentary full-color ad in the Program and Exhibit Guide.
   5. Logo and sponsorship level listed in each issue of the RETA Breeze during the Conference calendar year.
   6. Logo and sponsorship level listed in the post-Conference issue of the RETA Breeze.
   7. Logo printed on RETA National items including, but not limited to, hotel room key cards, luggage tags, banners, t-shirts, etc. Note: RETA National items may vary by conference.
   8. Logo, sponsorship level, and company link featured on www.reta.com during the Conference calendar year.
   9. Logo and sponsorship level featured within Conference common areas.
   10. Two (2) Eight (2) foot feather flags with company logo.
   11. One complimentary Hot Point Session.
   12. First right of refusal to sponsor for following Conference year.
Appendix 800.4

Sponsorship Offerings of Platinum

i. Platinum: $5,000 (USD).
   1. Opportunities Brochure selection in the Platinum level amount.
   2. Logo and sponsorship level listed on the inside of the Conference Program.
   3. One full complimentary RETA Conference registration.
   4. Logo, sponsorship level, and company link featured on www.reta.com during the Conference calendar year.
   5. Logo and sponsorship level featured within Conference common areas.
   6. One complimentary half-page color ad in the Program & Exhibit Guide.
   7. Logo and sponsorship level on the complimentary attendee T-shirt.
   8. Logo and sponsorship level in the post-Conference issue of the RETA Breeze.
   9. First right of refusal to sponsor for following Conference year.
Appendix 800.5

Sponsorship Offerings of Gold

i. Gold: $2,500 (USD).
   1. Opportunities Brochure selection in the Gold level amount.
   2. Logo, sponsorship level, and company link featured on www.reta.com during the Conference calendar year.
   3. Logo and sponsorship level featured within Conference common areas.
   4. Logo and sponsorship level on the complimentary attendee T-shirt.
   5. Logo and sponsorship level in the post-Conference issue of the RETA Breeze.
   6. First right of refusal to sponsor for following Conference year.
Appendix 800.6

Sponsorship Offerings of Silver

i. Silver: $1,000 (USD).
   1. Logo, sponsorship level, and company link featured on www.reta.com during the Conference calendar year.
   2. Logo and sponsorship level on the complimentary attendee T-shirt.
   3. Logo and sponsorship level in the post Conference issue of the RETA Breeze
Appendix 800.7

Sponsorship Offerings of Bronze

i. Bronze: $500 (USD).
   1. Logo, sponsorship level, and company link featured on www.reta.com during the Conference calendar year.
   2. Company name and sponsorship level on the complimentary attendee T-shirt.
   3. Logo and sponsorship level in the post-Conference issue of the RETA Breeze.