

AIA Wyoming Chapter Conference or Event *GUIDELINES*
Updated 12/9/13

In planning any AIA WY Chapter conference or event, a planning team is made up of volunteers from the membership and one member from the Education and Resources Committee. This planning team, with suggestions from the Board of Directors for theme, concept, etc., is to establish specific goals and consider budget, agenda, time frame, setting, and speaker availability. This applies to Chapter conferences as well as events such as special public awareness programs, continuing education/professional development programs, intern and Associate member activities, exhibits and building tours.

Annual Calendar: It is the responsibility of the Board of Directors to initially rough out a tentative calendar of Chapter conferences or events for an entire year at a minimum. When starting to plan a particular conference or event, it is important to first determine its purpose and how it relates to the overall goals and mission of the Chapter and calendar of events already established for the Chapter.

Role of Executive Director: The role of the Executive Director is to facilitate planning team meetings. The Executive Director is not to be considered an active member of the team with responsibilities to execute either the Chapter conference or content. The Executive Director will assist with sample planning documents as well as give guidance and leadership. By agreement between the Board of Directors and the Executive Director, the Executive Director is not responsible for the outcome of the budget of the Chapter conference or event. All documents in association with any conference or event must be sent to the Executive Director for the AIA WY files (i.e. contracts, AIA/CES forms, budgets, attendee lists etc.).

Presentations, Speakers, AIA/CES: It is the responsibility of the planning team to consider the number and designation of continuing education credits. AIA WY members should be able to acquire 12 Health, Safety, and Welfare (HSW) continuing education credits and a total of 18 Learning Units (LU) annually by participating in all AIA WY conferences or events. It is also the responsibility of the planning team to work with the speaker and the AIA WY AIA/CES Coordinator to receive credit approval prior to the conference or event. In addition, the planning team will need to negotiate with the speaker on honorariums and travel costs associated with the conference or event.

Venue: It is the responsibility of the planning team to choose the venue for the conference or event. The planning team will negotiate the contract and services for all catering, entertainment, menus etc. Any contracts between service providers and AIA WY must be signed by the AIA WY President.

Registration Fees: Registration fees for all attendees are as follows. If the planning team wishes to alter the registration fees for any reason, they must submit a request to the Board of Directors for approval no later than 90 days prior to the conference or event start date. No refunds will be given for registration fees, but transfers will be considered. Attendees will be charged an additional \$25 late registration fee if registering three weeks or later out from the conference or event.

More Than One Day Meeting:
AIA Wyoming Architect Members = \$125
AIA Wyoming Associate Members = \$75

One Day Meeting:
AIA Wyoming Architect Members = \$100
AIA Wyoming Associate Members = \$50

AIA Wyoming Allied Members = \$125
Non Members and General Public = \$175
City, County and State = \$125
Visiting AIA Members = \$150
Visiting Associate AIA Members = \$100

AIA Wyoming Allied Members = \$100
Non Members and General Public = \$150
City, County and State = \$100
Visiting AIA Members = \$125
Visiting Associate AIA Members = \$75

Budget and Reconciliation: Every conference or event has associated costs and decisions must be made early and according to the annual budget as to whether these costs will be offset by the Chapter, either in whole or in part or if the intention is for the conference or event to be self supporting and/or make a profit that provides revenue to the Chapter. Currently, the annual budget indicates a profit of \$15,000 for the Winter Conference, a profit of \$2,000 for the Summer Conference, and a profit of \$15,000 for the Annual Fall Conference. All expenses and income must be received within 30 days of the event for reconciliation.

Sponsors and Exhibitors: It is the responsibility of the planning team to solicit sponsorships and exhibitors. It is required for obtaining full or partial funding of specific Chapter conferences or events. It also may be advantageous to co-sponsor meetings or events with another allied organization(s). *(You will receive a sample sponsor menu from the Executive Director.)*

Promotion and Marketing: The planning team is responsible for creating conference graphics/logos. Informing members of upcoming conferences or events is vital to the success of the Chapter. Please provide the AIA WY office with plenty of advance warning to help promote the program. The Executive Director is responsible for the posting of Chapter conferences or events on the AIA WY website and the planning team is responsible for creating the email and website marketing material. In addition, the planning team is responsible for creating and printing the conference program, conference signage, and name badges.

Planning and Conference Schedule: The assigned planning team must establish a meeting planning calendar, with specific dates by which certain tasks must be completed for each conference or event. Below is a sample of a list of tasks and a general time frame to utilize when planning a Chapter conference or event. This schedule of activities is flexible enough to accommodate particular Chapter event needs and requirements. In addition, all conferences must include a Chapter business meeting and an Emerging Professionals/Young Architects Forum event. **The important thing is to start planning early!**

SAMPLE TIMELINE

12 - 16 Weeks Prior to Event

- Decide on purpose and scope of the conference or event (concept and theme)
- Identify activities and define tasks with deadlines
- Appoint conference or event chairperson and team. The chairman may identify the task for each planning team member
- Identify potential speakers/presenters
- Contact speakers regarding availability and cost *(You will receive a speaker confirmation form which includes CES instruction from the Executive Director. **This is a required document.**)*
- Check tentative date and time for conflicting conferences and events
- Notify the Chapter treasurer of necessary seed money for deposits, partial payments etc.

- Submit activity report to the Board of Directors

8 – 12 Weeks Prior to Event

- Estimate attendance
- Reserve conference or event location, with tentative meal and audiovisual arrangements
- Estimate program costs and establish budget (This is a required document. You will receive a sample document from the Executive Director.)
- Confirm program speakers
- Prepare sponsorship menu and begin soliciting sponsors
- Prepare exhibitor information and begin soliciting exhibitors
- Announce upcoming program in meeting notice and/or at Chapter program (*The planning team is responsible for creating promotional material and theme graphics. The promotional material should also include the AIA Wyoming logo. The promotional material should include a cancellation policy. The promotional material should include a statement of special needs required. Over the next few weeks, one mailing and three emails should occur. The planning committee is responsible for the mailing, postage etc. Submit the email material to the Executive Director for the three emails.*)
- Notify the Chapter treasurer of seed money for necessary deposits, partial payments etc.
- Post dates and tentative schedule of meeting or event to AIA Wyoming website
- Submit activity report to the Board of Directors

6-8 Weeks Prior to Event

- Determine program
 - AIA/CES Learning Units
- Prepare meeting notice/announcement (*The planning committee is responsible for the creation of any documents or marketing material used for the conference or event.*)
- Continue to solicit sponsors and vendor for the meeting or event
- Prepare registration spreadsheet to track registration payments, exhibitor booth payments and sponsor payments. This Excel spreadsheet will be used to generate name badges. (*You will receive a sample registration spreadsheet from the Executive Director. **This is a required document.***)
- Post complete details and registration of conference or event to AIA Wyoming website
- Submit updated budget and activity report to the Board of Directors

3-4 Weeks Prior to Event

- Confirm program audiovisual equipment needs with speakers
- Appoint emcee (Chapter President or planning team member) and develop script
- Finalize audiovisual and other event arrangements with meeting facility
- Confirm speaker payment arrangements and request their invoices be sent either to the planning team chair or directly to the Treasurer.
- Contact speaker to confirm and double check arrangements and schedule
- Prepare AIA/CES Report Forms (*Return AIA/CES form to state Coordinator.*)

Two Weeks Prior to Event

- Prepare conference program, name badges, attendee list, signage, handout materials and program evaluation form (*The planning committee is responsible for all printed material.*)

- Notify conference or event facility/caterer of estimated meal count

Week of Event

- Hold conference or event
- Announce plans for next conference or event
- Assign conference tasks (registration table etc.)
- Confirm meal count with conference or event facility/caterer
- Print material – name badges (identify sponsors and vendors), signage, table tents, evaluation forms, CES Forms, etc.

Post Conference – complete within 30 days of conference

- Coordinate and submit completed AIA/CES Report Forms A and B, with copies to Chapter file within 2 weeks
- Send thank you letter to speakers, sponsors, exhibitors or any guests (*The planning team is responsible for writing these thank you letters.*)
- Review program evaluations
- Provide speaker PowerPoint presentations to the Executive Director for posting on the AIA WY website
- Completion of reconciliation (all invoicing and collection of money completed)
- Reconciliation of actual expenses in comparison to the budget
- Reconciliation of actual registration spreadsheet (*These documents must be completed and returned to the Executive Director no later than 30 days after the event.*)
- *Verify with treasurer that reconciliation of the meeting or event is complete*