



ASSOCIATION OF
INTERMOUNTAIN
HOUSING OFFICERS

AIMHO Conference Planning Manual

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Updated September 2016
Executive Committee
2015 Host Committee

SECTION 1: GENERAL INFORMATION

A. PURPOSE

The purpose of the annual conference is to provide the opportunity for those involved in student housing and residence life within the AIMHO region to gather annually to discuss current issues, conduct organizational business, elect officers and to provide the best opportunities for housing officers to learn, lead, and serve.

B. CONFERENCE SITE

The site of the annual conference is rotated among eight states and one province in the AIMHO region. Schools within the region submit a bid two years in advance to serve as host for the conference. The schools submitting bids will:

- submit a proposal to host the conference at the annual conference two years prior to the proposed conference.
- follow the written guidelines for presenting a bid to host the annual conference as prescribed in the Host Bid Proposal Form (see Appendix A).

C. CONFERENCE DATES

The AIMHO conference is typically held in early November avoiding the Halloween weekend. Care should be taken to avoid IACURH and NACAS if at all possible.

D. CONFERENCE SIZE

The 2013 conference hosted 250 individuals in Las Vegas and the 2014 conference hosted 220 individuals in Logan, Utah. The 2015 60th anniversary conference hosted 250 individuals in Tucson, Arizona.

The 2013 conference had 32 agreements with Corporate Partners and the 2014 conference had 34 agreements with Corporate Partners. The 2015 60th anniversary conference had 35 agreements with Corporate Partners.

E. LENGTH OF THE CONFERENCE

The conference previously began on a Sunday afternoon and concluded with the Closing Banquet on Tuesday. The Executive Committee, Program Committee, and Chairs of the various standing committees at a minimum arrive on the Saturday prior to the conference. (See sample Conference Schedule in Appendix B)

There are two pre-conference sessions offered beginning on Friday and concluding on the Sunday afternoon prior to the annual conference. The AIMHO College for new professionals and the SHO Institute for senior and/or aspiring housing professionals are offered to members within the association as a pre-conference choice.

NEW for 2018 – as the implementation of FLSA will have an impact on housing professionals in our region, we are asking that bidding schools be prepared to support AIMHO College and the entirety of the conference during the work week. The anticipated schedule for the conference should also support no more than 8 hours of required conference attendance.

F. RESPONSIBILITY FOR CONFERENCE PLANNING

The host institution(s) will plan and coordinate the conference activities including the Night-on-the-Town, the Corporate Partner Fair, and any pre-conference activities. The Host Committee will work with various committees and the Executive Committee in working out the details for the conference; in particular the Program Committee, AIMHO College, and SHO Institute committees. The Chair of the Host Committee will serve as a non-voting member of the Executive Committee when planning the annual conference. The Host Committee should obtain Executive Committee approval before entering in to any personal services or contracts related to the proposed conference as it relates to the registration costs, hotel costs, catering, room guarantees, etc..

G. SITE VISIT: SUMMER BUSINESS MEETING

The host institution(s) is also responsible for coordinating a site visit during the summer business meeting. The Executive Committee, Program Committee, and Chairs and Co-Chairs of all standing committees, the future Host Committee Chair and Corporate Partner representative, as well as The Sage, should minimally be present for the site visit and Summer Business Meeting. The Corporate Partner Advisors are present for the site visit and the Corporate Partner Meeting which is integrated into the Summer Business Meeting schedule.

During this visit, a tour of facilities for meeting rooms, exhibit area, and banquet rooms should be shown. Meeting space floor plans, a conference budget and draft of the conference schedule should also be provided by the Host Committee during the Summer Business Meeting.

H. SUMMER BUSINESS MEETING

The host institution(s) is responsible for hosting the Summer Business Meeting which occurs in early June (typically) prior to the ACUHO-I Annual Conference & Exhibition. Those in attendance are the Executive Committee, the Leadership Committee, the future Host Committee representative, and the Corporate Partner Advisors. In addition, Chairs and Co-Chairs from each standing committee are also asked to attend. Plans for the meeting by the host institution should include: overnight accommodations typically on the host institutions campus, meals, parking, and a site visit.

The costs associated with the Summer Meeting should be integrated into the cost of the annual conference budget. The Host Committee receives funding for the summer meeting and will work closely with the Treasurer and President to establish a budget.

SECTION II: SELECTION OF CONFERENCE HOST

A, Process of Selection

1. Call for Proposal

- a) The Past President will solicit interest from among AIMHO member schools to host the annual conference prior to the annual conference.
- b) The Past President will encourage any interested schools to fill out the Host Bid Proposal Form found on the AIMHO web page which is to be submitted at least two weeks prior to arrival at the annual conference. (See Appendix A)

2. Formal Process

- a) The interested school(s) will prepare a 5-15 minute presentation (maximum) to be given during the business meeting at the annual conference.
- b) Two weeks prior to the annual conference, schools interested in bidding for the AIMHO Conference will submit the Host Bid Proposal form to the Past-President which will be shared with the Executive Committee for review as well.

3. Announcement

- a) The institution chosen to host the annual conference will be selected by a vote of the membership present at the AIMHO Conference business meeting.

B. Host Bid Proposal Form Topics

The formal proposal should include the following:

1. Acclimation of support from the institution's Senior Housing Officer
2. Proposed conference dates
3. Proposed conference hotel and rates for attendees
4. Proposed description and location of facility for accommodations and meetings.
5. Parking and airport transportation
6. Proposed Corporate Partner space
7. Night on the Town Options
8. Proposed registration costs for conference attendees.
9. Opportunity for pre-conference programs (if needed)
10. Meals/catering options as well as the ability to accommodate special dietary requirements.
11. Theme (if one is selected).

SECTION III: CONFERENCE FACILITIES REQUIREMENTS

- A. Located near major forms of public transportation and/or an identified way for getting to the conference location should be shared.
- B. Hotel room accommodations for at least 240-250 conference participants and 40-50 Corporate Partners. Hotel accommodations to begin with pre-conference activities 2 days prior to the conference in addition to committee meetings 2-3 days prior to the conference.
- C. If possible, complimentary rooms provided to conference by hotel to be used for special guests (e.g. AIMHO Sage, NWACUHO President, ACUHO-I Representative, IACURH Delegate).

D. Meeting Rooms

1. Program session rooms should provide for at least 6 sessions to be conducted simultaneously. Each room should accommodate at least 40-50 participants; theatre or lecture style.
2. For the Executive Committee (6-10 members), meeting space beginning the day prior to the conference startup.
3. For the Program Committee (25 members), meeting space/work room beginning on the day prior to the conference startup and continuing to the end of the conference.
4. Work room for Host Committee, including storage space for supplies if necessary, prior to conference startup.
5. Meeting room for SHO Institute pre-conference beginning two days prior to conference startup. If not included in meeting room, an additional room is needed during pre-conference such that meal prep and clean up can occur during presentations.
6. Meeting room for AIMHO College pre-conference beginning on the morning prior to conference startup. If not included in meeting room, additional room for meals during pre-conference.
7. Meeting / meal room for SHO Institute and AIMHO College combined meal and keynote session is needed for the last meal on the morning the conference starts.
8. Additional rooms for special events should be identified and secured, including, but not limited to:
 - a. Case Study Distribution
 - b. New Member Orientation
 - c. Business Meeting
 - d. Senior Housing Officer Reception
 - e. Evening Hospitality Events
 - f. Poster Session
9. Banquet room facilities must accommodate a minimum of 250 people.

E. Corporate Partner Space

1. Must be sufficient to provide for 35-45 exhibit booths (8' x 10' minimum) with adequate space for comfortable browsing. The location should be either a major traffic pattern for the conference schedule or allow for dedicated time spent in the location. Electrical outlets and adequate lighting available. Must be able to provide tables, chairs and electrical outlets for each booth, as needed. Exhibit space must be accessible, or arrangements made for unloading and re-loading of materials for each booth.
2. Many exhibitors ship furniture and/or equipment and therefore require shipping information, storage space in advance of the conference, and assistance in setting up and disassembling booths for the conference. Host Committee and Corporate Partner liaison should contract with pipe and drape company to provide for setting up booths.
3. Exhibitor space must be available for set-up the afternoon of the first day of the conference and morning of the second day. Exhibits will be taken down by the third day in the afternoon.

4. Exhibitor area must be secured during non-exhibition times. This may require Host Committee to arrange for this outcome.
- F. The conference facilities are expected to be accessible according to ADA specifications.
 - G. Other facility-related needs to be provided by the Host Committee at the hotel or meeting site location include:
 1. Audio-visual equipment.
 2. Extension cords for Corporate Partner area or other special events as needed.
 3. Hotel registration information and arrangements.
 4. Conference registration at the hotel
 5. Copy center facilities on-site or nearby.
 - H. Issues to be discussed with the hotel:
 1. Check-in procedures. How to deal with early arrivals and group check-ins?
 2. Check-out procedures to accommodate multiple departures at the same time.
 3. Early check-in and late check-out procedures.
 4. Method for hotel reservations.
 5. Special Conference room rates secured and held until conference registration closes (ideally a minimum of 2 weeks prior to the annual conference).
 6. Use of recreational facilities during the conference.
 7. Room rate for delegates arriving early or staying after the conference.
 8. Availability of rooms on check-in day – when are delegates able to check into the hotel.
 9. Hours of hotel restaurant, bar and other facilities.
 10. Timeframe for final counts and guarantees for meals and room block.
 11. Set-up and takedown capabilities and associated charges for events, especially multiple uses of rooms.
 12. Pre-conference activities if scheduled
 13. Internet hookup in guest and meeting rooms.
 14. Cash bars, in addition to the hotel bar.
 15. Check in and billing for complimentary rooms.
 16. Gratuities and all applicable service charges.
 17. Posting/hanging of signs, inclusive of meeting room and program session signage.
 18. Charges for moving/set-up of audio-visual equipment.

SECTION IV: HOST COMMITTEE RESPONSIBILITIES

- A. Hotel and Conference Facility Arrangements
 1. The host committee is the formal contact with the hotel and conference facility. The host committee should keep in mind that room costs are in line with past conferences. Before signing a contract for the facility, the Host Committee should share a copy of the hotel and catering contract with the AIMHO President and Treasurer for approval and signature. Meal options and prices should be shared as soon as negotiated with

both the SHO Institute and AIMHO College Chairs and Co-Chairs to assist in planning and budgeting.

2. Arrange reservation procedure for rooms to include early and late arrivals, deadlines, etc.
3. Arrange space to be used for program presentations, corporate partners, and other space needs associated with the conference. The cost associated with meeting rooms and AV is typically absorbed as part of the conference cost. (See Section III)

B. Promotion

1. Provide promotional materials at preceding conference (Please support sustainable initiatives. Visitors Bureau materials are a cost-effective resource. Marketing costs would be integrated into the conference budget and should not exceed \$1000.)
2. Facilitate a short presentation on conference highlights during the business meeting at the preceding conference. Presentations have typically included a PowerPoint or video presentation, as well as hotel and conference promotional information and materials.
3. The conference website would be integrated into the AIMHO website. A stand-alone conference site is not needed.
4. Submit articles to the AIMHO Angle newsletter updating the membership on the conference arrangements and highlights.

C. Registration

1. The conference registration site is integrated into the AIMHO website. Arrange for a process to register for the conference on-line in conjunction with the AIMHO Treasurer.
2. Ribbons for the nametags should be arranged with and paid for by the Host Committee and distributed at the conference registration table area.
2. Submit the conference registration fee for final approval to the Executive Committee at the summer meeting in the year of the conference.
5. Work with the Program Committee, AIMHO College and SHO Institute to arrange for special event registration to be included on the conference registration.

D. Catering

1. The Host Committee is responsible for arrangements for summer business meeting meals (typically breakfasts and lunches; dinners are often at the expense of the attendees).
2. The Host Committee is responsible for arranging meals during the AIMHO conference beginning with dinner on Day 1 and concluding with a banquet on Day 3. One of the evening meals (typically Day 2) is called "Night-On-The-Town" and is not covered by conference registration costs.
3. The Host Committee will work in conjunction with the SHO Institute and AIMHO College to arrange meals for their attendees at these pre-conference offerings. The committees are responsible for paying for these meals during the length of the pre-conference and including any meals provided faculty/presenters prior to the startup of the pre-conference.

4. The Host Committee Corporate Partner liaison will work to ensure that meals are provided to them during the Corporate Partner Fair and any set-up time or SHO reception with the Corporate Partners.
5. Each meal provided should offer gluten-free, vegetarian and vegan options. Consideration should be given to lactose intolerance and other special dietary needs.

E. Transportation

1. The Host Committee is responsible for coordinating information regarding ground transportation to and from local airports. Delegates are responsible for all costs unless being reimbursed by a committee (e.g. keynote speakers, pre-conference faculty).
2. The Host Committee is responsible to coordinate transportation to and from the conference hotel for the Night-on-the-Town. The costs would be integrated into the Annual Conference budget. Arrangements should be available for persons with disabilities.
3. Driving directions to the conference should be provided attendees in the information pertaining to the annual conference.

F. Entertainment

1. The Host Committee should consider providing entertainment options for conference attendees during evening down-times on the conference schedule. Some events may be committee sponsored and should be discussed with the Executive Committee. Entertainment is typically included as part of the Opening and Closing Banquets. This may be local campus students showcasing their talents.
2. Information should be made available about local area restaurants and points of interest for those who may arrive early to the conference or stay later.

G. Financial

1. The Host Committee should prepare an updated budget to be presented at the summer business meeting.
2. The Host Committee should work with a local hotel to lock in conference rates shortly after receiving the bid to host the conference. The rates should be discussed with the AIMHO President and Treasurer prior to committing and the hotel contract should be shared with the Treasurer for approval prior to signing. The Host Committee should seek out preliminary rates by local hotel to be used during the conference bid process.
3. The Host Committee should work with the AIMHO Treasurer on a regular basis to review revenue and expenses for the conference.

The Host Committee is responsible for maintaining receipts for all purchases and submitting those receipts to the AIMHO Treasurer on a monthly basis for reconciliation purposes.

4. The Host Committee shall secure Corporate Partner support during the spring prior to the annual conference in conjunction with the AIMHO Treasurer.
5. The Host Committee is responsible for raising \$35,000.00 in Corporate Partner donations; \$15,000.00 of which is returned to AIMHO. The Host Committee for appropriate conference expenses can use any Corporate Partner revenue received in

access of the \$35,000.00 level. The Host Committee shall return any money remaining at the end of the conference to AIMHO.

H. Host Summer Business Meeting

1. The President, in consultation with the Host Committee Chair, will set the dates for the summer business meeting, which is usually held at the end of May or the first of June prior to the ACUHO-I Annual Conference and Exhibition (ACE). The costs associated with the Summer Business Meeting are integrated into the Annual Conference budget.
2. The Host Committee will make arrangements for housing the Executive Committee (approximately 10 members), the Chairs and Co-Chairs of the subcommittees (approximately 20 members), the future Host Committee Chair and Corporate Partner representative, and the Corporate Partner Advisors during the summer business meeting. The Executive Committee typically arrives to begin meeting on Wednesday afternoon. The full meeting typically runs from mid-day on a Thursday to mid-day on a Saturday. Housing arrangements should also be provided for early arrivals and late departures prior to and after the summer business meeting.
3. The Host Committee will make arrangements for separate meeting space for the Leadership Committee (including Committee Chairs and Co-Chairs). Space should also be identified for smaller groups to come together during the summer business meeting.
4. The Host Committee will also arrange for a tour of the hotel and conference facility utilized by the annual conference during the summer business meeting. Things to cover during the conference facility and hotel tour include:
 - Meeting room layouts
 - Meeting room locations
 - Availability of audio-visual equipment
 - Location of Registration
 - Location of hotel check-in and check-out
 - Location of nearby restaurants
 - Location of parking for cars and vans.
 - Hotel room tour
 - Hotel tour of other lounges and common space.
 - Tour of Corporate Partner Fair location, including the dock area for off-loading displays
 - Committee meeting space for Program Committee, Executive Committee, and Host Committee.
 - Pre-conference meeting and dining space
 - Location of Business Meeting
 - Banquet space
 - Transportation

I. Audio-Visual Equipment

1. The Host Committee will coordinate with the Program Committee and AIMHO College and SHO Institute committees regarding the needs for audio-visual equipment. Arrange for the availability and security of the needed equipment. The cost associated

with meeting rooms and AV is typically absorbed as part of the conference cost. Any costs are to be made known to Chairs and Co-Chairs for planning and budgeting.

2. Program and Host Committee Chairs should discuss any limits regarding the type of audio-visual equipment offered (e.g. lap top computers typically required to be brought by registrants, Projectors provided by Host Committee, etc.).
3. Arrangements for wireless internet in the conference spaces would be arranged for and contracted as part of the conference site costs.

J. VIP Arrangements

1. Coordinate with the AIMHO President and Treasurer, and committee and pre-conference chairs in making arrangements for hotel accommodations, registration, and transportation to the annual conference. The following chart identifies the financial responsibilities for travel, hotel and registration for the annual conference.

VIP	Contact	Travel	Honorarium	Hotel	Registration	Meals
Keynote Speaker	Program Committee	Conference Speakers budget line	Conference Speakers budget line	Conference Speakers budget line	Conference Speakers budget line (if staying for the conference)	Conference Speakers budget line (if not registering for the conference)
Keynote Speaker / Featured Speaker	Program Committee, initial contact is President if Featured Speaker is ACUHO-I liaison	Conference Speakers budget line if not ACUHO-I Liaison	Conference Speakers budget line	Conference Speakers budget line if not ACUHO-I liaison	Conference Speakers budget line if not ACUHO-I liaison	Conference Speakers budget line (if not registering for the conference)
Sage	AIMHO President	Sage	n/a	Host Committee	Host Committee	Sage (if not registering for the conference)
AIMHO College Faculty	AIMHO College Chair	Faculty travel is not supported	n/a	AIMHO College (during the College)	Faculty do not pay for College. Faculty are responsible for AIMHO registration if they are staying.	AIMHO College (during the College)
SHO Institute Faculty	SHO Institute Chair	SHO	SHO (1 split with PC)	SHO (Fri. & Sat. only)	SHO (if staying for AIMHO)	SHO (during SHO Instit.)
NWACUHO Executive Member	President	NWACUHO	n/a	Host Committee	Host Committee	NWACUHO (if before or after the conference)

ACUHO-I Representative	President	ACUHO-I	n/a	Host Committee	Host Committee	ACUHO-I (if before or after the conference)
IACURH Representative	President	n/a	n/a	Host Committee	Host Committee	IACURH (if before or after the conference)
Best of RAppin As of 2016 this is not funded.	New Member at Large	n/a	n/a	n/a	n/a	n/a
AIMHO President	President	n/a	n/a	Host Committee	n/a	n/a

K. Corporate Partners (See Appendix C for Corporate Partner information)

There is a significant change with regards to the responsibility of the Host Committee in working with Corporate Partners. During the 2016 AIMHO Summer meeting, through conversation with the Corporate Partner Advisory Committee, the Leadership Committee, and the Executive Committee, the responsibility of developing and maintaining relationships with Corporate Partners was shifted to the Corporate Partner Advisory Committee. The rationale for this change was to offer continued and on-going support to the Corporate Partners. This includes maintaining an accurate database of partners.

1. The AIMHO Corporate Partner Advisory Committee prepares all information sent to Corporate Partners regarding the annual conference. This information is prepared and sent out to Executive Committee for review in April prior to the conference.

The AIMHO Corporate Partner Advisory Committee creates and prints a postcard to be used at the ACUHO-I Annual Conference as an invitation to the vendors to become Corporate Partners. It is helpful if the postcard includes the specific date of the Corporate Partner Fair, and nearest airport.

An online Corporate Partner Agreement guide would be linked to the AIMHO website that highlights the opportunities and framework for becoming a Corporate Partner.

2. **The Host Committee prepares registration materials (name tags for each representative, program book for each company) for each Corporate Partner. The Corporate Partner Advisory Committee will determine which meals are included in the cost of the booth space and an additional meals needed to be purchased by Corporate Partner attendees. This information will be relayed to the Host Committee.**
3. The Corporate Partner Advisory Committee will work closely with the Treasurer on the Executive Committee regarding sponsorship solicitation.

Corporate Partner checks would be received by the Advisory Committee and deposited into the Conference Account. A financial report will be provided to the Host Committee.

4. A SHO evening reception will be held on Day 2 in the evening. This reception is by invitation, typically to the Corporate Partners who are Silver level and above and to the Senior Housing Officers.
5. A special SHO Showing prior to the Corporate Partner Fair should be offered to SHO's attending the annual conference.
5. The Corporate Partner Advisory Committee will work with Corporate Partners to solicit give-away items to be raffled off during the Corporate Partner Fair.
6. The Corporate Partner Advisory Committee will arrange for a special Corporate Partner Fair during the conference in which no other programs are planned and conference attendees are present.

L. Summer & Final Report

1. A summer report should be prepared by the Host Committee Chair to be submitted during the Secretary's call for summer reports. An executive summary of Host Committee updates will be shared with the Executive Committee during the summer meeting. The report should include a recap of arrangements for the conference, a draft of the conference schedule, and estimated money pledged by Corporate Partners and a draft of the conference budget.
2. A final report should be prepared by the Host Committee Chair to be submitted during the call for annual conference reports and formally entered as the Committee's report for the year during the business meeting at the annual conference. The final report should include:
 - a) Summary of activities – inclusive of conference schedule and suggested changes for the future. Also include special arrangements by committees such as the pre-conferences and Corporate Partner Fair.
 - b) Review of Corporate Partner Fair – inclusive of number of booths provided and revenue raised.
 - c) Review of Registration – inclusive of pre-conference numbers conference numbers, and any conference registration highlights.
 - d) Review of Catering – inclusive of special meals served or other highlights.
 - e) Review of Financial Activities – including budget expenses, Corporate Partner donations, and any other donations or institutional support.
 - f) Review of audio-visual needs – including the number that was provided and equipment unable to be provided as well as any unforeseen needs that occurred.
 - g) Review of conference logistics – inclusive of special needs that were accommodated, transportation arrangements, needs requested by committees, registration and hotel check in and out, night-on-the-town arrangements, and any other arrangements.
 - h) Review of VIP needs and arrangements.
 - i) Appendices to include the final budget, conference schedule, evaluation form, etc.

SECTION V: CONFERENCE FORMAT

A. Schedule (Typical Elements)

1. Pre-Conference Day -2

SHO Institute begins on Friday afternoon and typically concludes with lunch on Sunday.	Coordinated by SHO Institute subcommittee / Space reserved by Host Committee
Past-President, President, and President-Elect arrive and meet to run through details of the conference.	Coordinated by President / No specific space needs
AIMHO College begins with dinner for faculty on Friday and breakfast and lunch on Saturday. Attendees begin after lunch on Saturday and conclude prior to the Newcomer's Reception on Sunday.	Coordinated by AIMHO College subcommittee / Space reserved by Host Committee

2. Pre-Conference Day -1

SHO Institute	Coordinated by SHO Institute subcommittee / Space reserved by Host Committee
AIMHO College	Coordinated by AIMHO College subcommittee / Space reserved by Host Committee
Executive Committee meets in afternoon and evening.	Coordinated by AIMHO President / Space reserved by Host Committee
Program Committee meets in afternoon and evening.	Coordinated by Program Committee Chair / Space reserved by Host Committee
Optional Pre-Conference Tour/Activities	Coordinated by Host Committee

3. Conference Day 1

Optional Pre-Conference Tour/Activities	Coordinated by Host Committee
Leadership Committee meets in afternoon.	Coordinated by AIMHO President / Space reserved by Host Committee
Program Committee meets in afternoon	Coordinated by Program Committee Chair / Space reserved by Host Committee
Newcomers' Orientation	Coordinated by Program Committee / Space reserved by Host Committee
Connector / Connectee	Coordinated by Program Committee / Space reserved by Host Committee
Opening Reception	Coordinated by Host Committee / Space reserved by Host Committee
Opening Banquet	Coordinated by AIMHO President with Host Committee & Program Committee / Space reserved by Host Committee

President's Welcome and Sage Address (If a Sage has been named)	Coordinated by AIMHO President / Space reserved by Host Committee
State & Provincial Rep. Meetings	Coordinated by Member at Large, Senior / Space reserved by Host Committee
Case Study Handout	Coordinated by Program Committee / Space reserved by Host Committee
Evening Hospitality Events	Coordinated by Host Committee

4. Conference Day 2

Morning Fitness Activity	Coordinated & space reserved by Host Committee
Breakfast & Lunch	Coordinated by EC, Program & Host Committees / Space reserved by Host Committee
Keynote Address	Coordinated by Program Committee / Space reserved by Host Committee
Program Sessions	Coordinated by Program Committee / Space reserved by Host Committee
Case Study Presentations	Coordinated by Program Committee / Space reserved by Host Committee
Breaks	Coordinated & space reserved by Host Committee
Business Meeting	Coordinated by EC / Space reserved by Host Committee.
SHO Reception with Medal-Level Corporate Partners	Coordinated & space reserved by Host Committee
Night on the Town	Coordinated & space reserved by Host Committee
Evening Hospitality Events	Coordinated by Host Committee

5. Conference Day 3

Morning Fitness Activity	Coordinated & space reserved by Host Committee
Breakfast	Coordinated by EC, Program & Host Committees / Space reserved by Host Committee
Corporate Partner Program Explanation (usually at the end of breakfast)	Coordinated & space reserved by Host Committee
Program Sessions	Coordinated by Program Committee / Space reserved by Host Committee
Corporate Partner Review	Coordinated & space reserved by Host Committee

Corporate Partner Fair	Coordinated & space reserved by Host Committee
Corporate Partner Luncheon	Coordinated & space reserved by Host Committee
Corporate Partner Fair – Part II	Coordinated & space reserved by Host Committee
Program Sessions	Coordinated by Program Committee / Space reserved by Host Committee
Closing Reception	Coordinated & space reserved by Host Committee
Closing Banquet	Coordinated by EC with Host, Program, Diversity, and Awards & Recognition Committees / Space reserved by Host Committee
Evening Hospitality Events	Coordinated by Host Committee

SECTION VI: FINANCIAL INFORMATION

A. Conference Account

1. The Host Committee will utilize the account established by the AIMHO Treasurer at Wells Fargo Bank for the deposit of revenues and withdraw of expenses when planning for the annual conference.
2. The Treasurer is responsible to obtain signatures on account transition forms for Wells Fargo.
3. Seed money will be placed in the account for use by the Host Committee.
4. The seed money will be available to the Host Committee by the summer meeting of the year prior to the conference.
5. The AIMHO Treasurer will monitor the Host Committee account and make transfers into and out of the account as required (e.g. conference start-up revenue, conference registration revenue, etc).

B. Financial Responsibilities of the Host Committee

1. Promotion at preceding conference (*The promotional marketing would be paid for from the seed money. Information or free regional materials are suggested. In 2015 Summer Meeting the Leadership Committee voted to limit the promotional marketing cost to \$1,000.*)
2. All costs related to registration materials as well as on-line registration costs (recommended that this be included in the registration fee).
3. Food costs for all conference meals except for Night-on-the-Town.
4. Entertainment provided during the conference.

5. Transportation for Night-on-the-Town
6. Audio-visual equipment used during the conference
7. Promotions and special give-aways (*At the 2015 Summer Meeting, a vote was passed by the Leadership Committee that stated that conference registration funds would not be utilized to purchase "swag" or "give-aways" for conference registrants. The intent of this vote was to align funds with AIMHO educational values.*)
8. Arrangements for Special Guests (as indicated in Section IV)
9. Conference evaluation (in association with the Program Committee and Executive Committee)
10. Name badges.
11. Signage for meeting rooms, directions within the hotel, and signage for Corporate Partner fair and booths.
12. Pipe and Drape charges

C. Late Registration Fees

1. There will be a late fee for registrations received after the publicized deadline. The Host Committee, in consultation with the Executive Committee, is responsible for determining the amount of the late registration fee.

D. Corporate Partners (See Appendix C for Corporate Partner information)

Please see also Section IV: Host Committee Responsibilities in regards to changes in the role of the Corporate Partner Liaison on the Host Committee.

1. The Corporate Partner Liaison on the Host Committee is no longer responsible for outreach to potential Corporate Partners wishing to purchase exhibitor space at the annual conference.
2. The Host Committee is responsible for any expenses for the Corporate Partner Fair including pipe and drape, booth space, tables and chairs, electrical outlets, set-up and take-down of displays, and any meals purchased outside of those offered through sponsorship of a booth.
3. The Host Committee is responsible for sending out an electronic roster to paid Corporate Partners of conference participants a minimum of 2 weeks prior to the conference.
4. Corporate Partners will pay the Corporate Partner Advisory Committee delegate through check or money order, or if needed credit card for booth space. These revenues will be deposited by the delegate in the AIMHO Conference account established by the AIMHO Treasurer.
5. Corporate Partners may be contacted to assist in special sponsorship of a portion of the conference activities such as, receptions, breaks, entertainment, etc. This should be organized by the Corporate Partner Advisory Committee.
6. Corporate Partners committing to sponsorships are to receive appropriate recognition during the conference.
7. Corporate Partners requesting to furnish "in kind" contributions of a value equal to or greater than Patron-Level sponsorship may have booth space waived by the Corporate

Partner Advisory Committee following approval the Executive Committee. The contribution would intend to meet a need of the Association.

8. Any Corporate Partner wishing to be present at the conference must pay the full exhibitor registration fee.
9. Corporate Partner cancellations and refunds are at the discretion of the Corporate Partner Advisory Committee in concert with the Host Committee Chair. A suggestion would be to align with the general registration cancellation and refund framework for attendees.

E. Waiver of Fees

1. Registration fees may be waived at the discretion of the Host Committee upon consultation with the AIMHO President and Executive Committee. All members of the Host Committee school, who are attending any portion of the annual conference, must pay the full registration fee.

F. Refunds

1. Refunds may be granted at the discretion of the Host Committee to members cancelling their conference registration. Registration refunds will typically be granted by check written by the Host Committee Chair. The conference refund policy should be explicitly stated in the conference registration materials and on the conference website.

G. AIMHO's Financial Responsibility- Excess Income/Deficit

1. Any excess income received by the Host Committee related to the conference must be returned to the AIMHO Association. (Please note: The annual conference is not seen as a way to raise revenue as an association so the Host Committee has no obligation to return a profit to the Association. The expectation is that the Host committee will cover all expenses accrued for the annual conference through the revenue raised through registration fees).
2. The responsibility for oversight of the Conference account is held by the Host Committee Chair(s), Treasurer, and President. All parties are responsible to alert each other immediately if they become aware of situations that will result in excess expense related to the conference. Action shall be taken to minimize the situation through the elimination of discretionary expenditures.

If there are expenses in excess of the conference budget, the AIMHO organization is financially responsible for the coverage of those expenses. The Host Committee is not responsible for covering excess expense costs.

3. Any registration refunds granted to members unable to attend the annual conference shall be determined by the Host Committee. The Host Committee will disperse these refunds via a check to the individual and/or school. The AIMHO Treasurer is not responsible for refunds given to conference attendees.

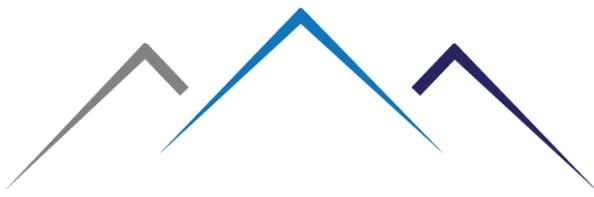
H. Host Institution Expenses

1. Out-of-pocket expenses incurred by the Host Institution(s) are to be considered as expenses for the conference and included in the budget within appropriate line items. Appropriate documentation should be maintained to support reimbursement from the conference account.

Section VII: ADDITIONAL INFORMATION

A. Unique or Special Celebration Conferences

1. 10 year anniversaries of AIMHO will likely be special celebrations.
 - i. 2015 annual conference was the 60th anniversary celebration of AIMHO
 1. Past Presidents and Sages were invited to attend the Closing Banquet at no cost and were provided with one nights lodging at no cost.
 2. An option was created in the Corporate Partner agreement to allow for vendors to support travel to the conference for Special Guests.
 3. The Sage and Past President database was created to capture contact information.
 4. A Save the Date was created to alert Special Guests of the upcoming celebration conference.
 5. A Google Form was created to capture involvement intent and attendance of the Special Guests.
 6. The Sage took on management of the Special Guests by outreaching and contacting each one multiple times throughout the year to convey needed registration, meal, travel, and hotel information.
 7. Some of the Special Guests were asked to take part and/or were interested in taking part in the conference program. This was particularly true for the traditional Sage / SHO Panel.
 8. The Reception prior to the Closing Banquet began earlier for the Special Guests. This included transportation to the location as it was off-site.
 9. The Closing Banquet was elevated in the menu options and as such had a higher cost.
 10. A photographer was added to capture the Special Guests.
 11. The Conference Take-away was integrated into the Closing Banquet.
 12. The Special Guests will have an impact on both the hotel block and the count for the Closing Banquet.
 13. A focus on the History of AIMHO was integrated into the conference.
 14. Pictures and stories were requested of the Special Guests.



ASSOCIATION OF INTERMOUNTAIN HOUSING OFFICERS

AIMHO Annual Conference Host Bid Proposal Form

Thank you for your interest in putting in a bid to host a future AIMHO Conference. We appreciate your support of the region through your interest in this process. Please complete the form and submit it to the AIMHO Past-President Barb Remsburg, BRensburg@housing.utah.edu, two weeks (minimally) prior to the annual AIMHO conference in November. For information on AIMHO or dates of the conference, visit the website at www.aimho.org.

A Host Committee (school) bids to host AIMHO at the annual conference two years prior to their hosting year (e.g. bid presented at 2016 conference for hosting the 2018 conference).

In addition to completing this form, schools interested in bidding to host the annual AIMHO conference should be prepared to present a 5-15 (maximum) minute Power Point presentation (or any other form of presentation equivalent in time) at the annual conference highlighting the details found in this form. The information requested for inclusion in the presentation is indicated with an * on the form.

In addition, schools are not required to provide any written information about their conference bid as a means of supporting sustainability efforts. If, however, they receive printed brochures (free) from the hotel of choice, they may distribute them if they wish. Schools are not required or requested to provide any giveaways when presenting a bid proposal.

The hosting site is expected to be attend the annual summer meeting that is held two years prior to the annual conference and one year prior to hosting the summer meeting. The hosting site is expected to be prepared to present the conference budget at the annual summer meeting the year they are hosting the annual conference for approval.

Contact Information

Contact Person's Name:

Contact Person's Title:

Contact's Phone:

Contact's Email:

University/College Name:

Is your institution an AIMHO Member through the payment of Dues? Yes No

Institutional Support

The Senior Housing Office at the bidding institution is asked to submit an email in support of the bid to the Past President at the email address identified above.

General Information

* Conference Location – Please share a few bullets/brief information on your conference site location (e.g. history of the town, size, location, etc.)

* Conference Host Institution(s) – Please list all colleges and/or universities who will assist in hosting the annual AIMHO conference on this bid proposal form.

* Proposed Conference Dates – Note: The annual AIMHO conference is typically held in early November with care given to avoid the annual NACAS, IACURH and other ACUHO-I affiliated regional conferences.

NEW for 2018 – as the implementation of FLSA will have an impact on housing professionals in our region, we are asking that bidding schools be prepared to support AIMHO College and the entirety of the conference during the work week. The anticipated schedule for the conference should also support no more than 8 hours of required conference attendance.

* Transportation to/from Conference Site – Please describe how participants get to the conference location (e.g. driving, plane, etc.) and what the nearest/most economical airport would be for those choosing this type of transportation.

* Host Committee Staff Support – How many staff has the host committee identified to assist with the planning an implementation of the annual conference.

Conference Hotel Information

Hotel space for the annual conference needs to accommodate approximately 200-250 attendees and corporate sponsors (vendors). Single and double accommodations should be offered. Cost of rooms should be taken into consideration, as school budgets are often very limited. Typically 6 breakout (programming) rooms are needed for the conference. Breakout room size should ideally accommodate 35-50 attendees In addition to the breakout rooms, banquet space for the entire delegation (attendees and corporate partners) is also needed. Please also identify if there is an opportunity to provide gender-neutral restroom facilities. The annual conference typically begins on a Sunday afternoon and ends either with Closing Banquet on Tuesday evening.

* Proposed Lodging Rates:

* Features in the Hotel – Please share a few highlights of what the hotel has to offer (e.g. wireless, business center, fitness room, etc.)

Conference Meeting Information/Facilities

See narrative under “Conference Hotel Information” regarding meeting space needs for the annual conference.

* Are there 6 breakout (program) rooms available for the conference? Yes No

* Is there banquet space for meals accommodating 250 participants? Yes No

*Is there an opportunity to provide gender-neutral facilities? Yes No

*Are the gender-neutral facilities near conference rooms? Yes No

Catering – Please share a rough estimate (average) of the cost of breakfast, lunch, and dinner at the conference hotel: Breakfast = \$ Lunch = \$ Dinner = \$

* Are other meeting rooms available in the hotel? Yes No If “yes”, please describe

* Is meeting space (e.g. breakout rooms, banquet space, etc.) located in the hotel?
 Yes No If “no”, please explain location

Corporate Partner Exhibit Space

Space for approximately 30-45 Corporate Partners (vendors) is needed for the annual conference. Booth sizes typically range from 10 x 10 and 20 x 10 foot spaces. Conference participants will need to have access to the booth spaces during the conference as a group, so space needs to also be taken into account to accommodate this need.

Please note that the AIMHO Corporate Partner Advisory Committee is required to raise \$35,000 from Corporate Partners donations. These funds are deposited into the Host Committee account. Once that is achieved, the Host Committee is required to return \$15,000 to the AIMHO association. The Host Committee can use the remaining \$20,000 for the express purpose of covering expenses for hosting the annual AIMHO conference. Any money raised above the \$35,000 cap can be used by the Host Committee for any additional expenses in hosting the conference. Any money left over once expenses have been subtracted is returned to the AIMHO association by the Host Committee.

NEW: The Executive Committee is reviewing the budget strategy that would transfer any returned amount to the following year’s Host Committee account so that they would know what their annual conference budget would be. This would mean that the funds returned from the previous year would be utilized by the next year’s Host Committee in their budget planning.

In order to be more sustainable and good stewards of registration money, Hosting schools are discouraged from utilizing Corporate Partner funds or registration dollars on give-aways at the conference.

* How much exhibit space (square feet) is available for the Corporate Partner Fair?

Please note that Exhibition Space should be separate from Program Break-Out Rooms. In addition, the space for the Corporate Partner Luncheon should be separate from both the Exhibition Space

and Program Space as the current conference schedule precludes room transition due to the tight time schedule.

* Can the space accommodate 30-45 booths (size listed above in the narrative)? Yes No

* Is the Corporate Partner space located in the hotel? Yes No If “no”, please describe the location and transportation plans to and from the hotel

Pre-Conference Professional Development Opportunities: AIMHO College, SHO Institute, Others

Two pre-conference professional development opportunities have been offered participants prior to the annual November conference: AIMHO College and The SHO Institute. Each of these workshops has accommodated 30-40 participants, faculty, and committee members. Over the past years, the meeting space needed has included 1 meeting room for each group along with 1 meeting room for each group for meals. The AIMHO College and SHO Institute also share one meal together.

Does the hotel have space for these pre-conferences? Yes No

Can meals be provided for these pre-conferences? Yes No

Are there a minimum of 4 meetings rooms (accommodating approximately 30-40 people) available for these pre-conferences? Yes No

* Note: For the purposes of the Power Point presentation, a brief comment about what is available pre-conferences is all that is needed.

Pre-Conference Activities

Although Host Committees are not required to offer pre-conference activities to conference participants arriving early to the annual conference, possible options are often offered by the Host Institution. If you are interested in offering any pre-conference activities (outside of AIMHO College and the SHO Institute), please describe them below.

* Note: If pre-conference activities are being offered to participants, you may want to briefly highlight them during your power point presentation.

Appendix B: AIMHO Conference Schedule (Sample)

Conference schedules change based on the location and transportation needs at the specific location.

If you would like previous copies of the conference schedule, please request them of the AIMHO Past-President.

Appendix C: Corporate Partner Information

The Corporate Partner Agreement Information can be found online under the Corporate Partner section of the AIMHO website.

Appendix D: Annual Conference Planning Calendar:

TWO YEARS PRIOR TO ANNUAL CONFERENCE

October

- Host Bid Proposal Form submitted to the Executive Committee a minimum of 2 weeks prior to the annual conference.

November

- Bid awarded at annual conference
- Review responsibilities in the Conference Planning Manual
- Designate a conference Host Committee Chair for the Executive Committee.

December

- Agree and sign the AIMHO Engagement Form
- Secure preliminary space in hotel including sleeping and meeting rooms and catering needs and rates. (Note: A copy of all hotel and catering contracts must be submitted to the AIMHO Treasurer for review prior to signing any contracts).
- Designate Host Committee sub-committee chairs in the following areas:
 - Registration
 - Website & Marketing
 - Hospitality
 - Hotel/Catering
 - Night-on-the-Town
 - Entertainment
 - Audio-Visual
 - Corporate Partner Liaison to AIMHO Corporate Partner Advisory Committee
 - Program Book
 - Pre-Conference (e.g. SHO and AIMHO College)
- Join current Host Committee on scheduled conference calls if and when appropriate

April

- The Host Committee Chair only (or another designee of the Host Committee if the Chair cannot attend) should begin making plans to attend the Summer Business Meeting.

May/June

- The Chair of the Host Committee should attend the Summer Business Meeting to shadow the current Host Committee for ideas on the planning for the annual conference.

August

- Coordinate one monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments. Discuss advertising campaign for upcoming annual conference. Include:
 - Information Table/Display
 - Sticker or small ways to announce the conference location
 - Presentation at the Closing Banquet
 - Giveaways at Closing Banquet (Note: This is not a requirement and does not need to be followed by every Host Committee)
- Submit information about your conference host site to the current Host Committee for putting into their conference binder.

September

- Register your delegation for annual conference. Be observant of the happenings during the conference to gain information for the next year when you will be hosting.
- Coordinate a meeting with the Host Committee members attending the conference to discuss:
 - Who will attend
 - Who will shadow appropriate host committee chairs at the annual conference
 - How will information be collected to share back to the Host Committee
 - Who will attend sessions
 - Who will attend different social and planned events.

October

- Gather all supplies needed for conference attendance (e.g. presentations, giveaways, advertising for next year's conference, etc.)
- Prepare a short presentation for the Closing Banquet at the annual Conference in November. Include:
 - Conference Theme
 - Location of Conference
 - Dates of Conference
 - Cost of Attendance (if known at time)
 - Highlights of Conference Schedule
 - Night on the Town event

November

- Attend pre-conference meeting with hotel to double check preliminary rates prior to attending the annual conference.
- Attend the annual AIMHO Conference
- Shadow Host Committee members and make notes about activities during the conference.
- Final preparation for presentation at the Closing Banquet
- Coordinate monthly meetings with Host Committee chairs after the conference.

December

- Update preliminary budget for annual conference
- Update preliminary budget for summer business meeting
- Update preliminary schedule for annual conference and send a draft to the Executive Committee for feedback.
- Coordinate monthly meetings with Host Committee chairs.
- Propose summer business meeting dates to the Executive Committee, Program Committee, and subcommittee chairs.

APPENDIX E: ANNUAL CONFERENCE PLANNING CALENDAR: ONE YEAR PRIOR TO ANNUAL CONFERENCE

January

- Develop a list of deadlines for the following
 - Registration and Late Registration
 - Hotel Reservations
 - Publications
 - Space Needs
 - Audio-Visual needs
 - Catering needs
 - Catering counts/Meal counts
- Coordinate one monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

February

- Share list of deadlines with Executive Committee
- Share updated budget with the Executive Committee; including any confirmed and contracted sponsorship dollars in budget revenue
- Share update conference schedule with Executive Committee
- Coordinate one monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

March

- Begin making arrangements for Summer Business Meeting and share with Executive Committee.
- Work with the Coordinator of Technology to integrate Conference information on the AIMHO website.
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

April

- Send out information on summer business meeting (early April). Track RSVP information.
- Continue to work on Summer Business Meeting agenda (with AIMHO President).
- Continue to work on AIMHO Conference Schedule (consultation with Executive Committee)
- Update annual conference budget
- Begin meal menu and housing needed for summer business meeting.
- Send out registration (mid-April) for attendees at Summer Business Meeting; include lodging and meal choices.
- Continue to work on Conference Website
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

May

- Finalize Summer Business Meeting housing and meal needs for group.
- Finalize Summer Business Meeting Agenda (in consultation with AIMHO President).
- Continue to work on AIMHO Conference Schedule draft to share at Summer Business Meeting.
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

June

- Coordinate and attend Summer Business Meeting
- Submit Host Committee report to Executive Committee at Summer Business Meeting.
- Submit updated AIMHO Conference Schedule to Executive Committee at Summer Business Meeting.
- Submit updated budget to Executive Committee at Summer Business Meeting.
- Tour hotel and meeting rooms and review list of needs with committee chairs for space, AV, meals, etc.
 - Program rooms for conference with Program Committee
 - Room for Case Study Handout with Program Committee
 - Large room for New Member Orientation and Welcome with Program Committee

- Corporate Partner Fair space with Host Committee Corporate Partner Liaison, Corporate Partner Advisor, and Treasurer
- Business Meeting space with AIMHO President
- Banquet presentations and layout with Executive Committee
- Monday Night-On-The-Town with Executive and Program Committees
- Executive Committee Meeting room (prior to the conference) with AIMHO President.
- Program Committee room with Program Committee Chair and Co-Chair

July

- Finalize any contractual details and update deadline calendar
- Send reminders to Executive Committee about upcoming deadlines
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

August

- Work on layout for Corporate Partner Fair. Work with the Corporate Partner Liaison to confirm enough space for CP's during conference. Keep in touch with AIMHO Corporate Partner Advisory Committee and Treasurer as to plans.
- Open Registration for the annual conference
 - Send announcements to the State & Provincial Representatives
 - Send announcements to the Executive Committee
 - Send announcements to AIMHO membership and AIMHO SHO list
- Continue to firm up Corporate Partner details with AIMHO Corporate Advisory Committee.
- Begin bi-monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.
- Arrange meeting room space for Host Committee, Program Committee, and Executive Committee beginning on Saturday prior to the conference.

September

- Begin weekly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.
- Remind Executive and Program Committee (and pre-conference committees) about any upcoming deadlines

October

- Hold weekly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.
- Monitor when registration closes for annual conference and late registration begins.
- Begin working on a draft of the Conference Evaluation to be distributed either during or right after the conference.

November

- Attend annual conference. (Note: Any members of the Host Committee attending any or all of the annual conference must pay the full registration fee to attend the conference).
- Attend the Executive Committee meeting prior to the annual conference start-up.
- Generate “Thank You” letters and gifts (if appropriate) for Corporate Partners and any key individuals who attended and/or assisted with the conference.
- Finalize the Conference Evaluation to be distributed to those in attendance at the conference either during or right after the conference ends (confer with Executive Committee and Program Committee on questions).
- Submit final budget to the AIMHO Treasurer and Executive Committee.

December

- Close out conference budget (if all checks have cleared).
- Work with Treasurer to pay bills to appropriate venue(s) if appropriate.
- Share Conference Evaluation results with Executive Committee for distribution to committee Chair

