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Executive Committee

SECTION 1: GENERAL INFORMATION**A. PURPOSE**

The purpose of the RAppin' annual conference is to provide the opportunity for student staff members involved in student housing and residence life within the AIMHO region to gather annually for educational programming sessions and to network with fellow student staff members from other institutions.

The RAppin' conference is open to students and staff of AIMHO member schools. If a non-member school or private housing company wishes to send students and staff to the RAppin' conference, those delegates and advisors will be charged a non-member fee in addition to the registration fee for the conference. That fee will not create a membership for that non-member school with the AIMHO organization.

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 AIMHO 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 RAppin' conference is typically held in mid October avoiding the Halloween weekend. Care should be given to avoid any conflicting conferences.

D. CONFERENCE SIZE

There are typically 185-210 delegates and 30-45 advisors at the annual conference. The past few years (2010-2013) has seen an increase in participants. These conferences were somewhat centrally located (in Utah and Idaho) so it will be important to take that into consideration during the conference planning.

E. LENGTH OF THE CONFERENCE

The conference begins on a Friday evening beginning with an Opening Banquet and concludes with the Closing Banquet on Saturday. (See sample Conference Schedule in Appendix B)

F. RESPONSIBILITY FOR CONFERENCE PLANNING

The host institution(s) will plan and coordinate the conference activities including housing and meals, roll call, entertainment, programming sessions, hospitality room, and two banquets (Opening and Closing). The Host Committee will consult with the AIMHO Member at Large, Entry Level in working out the details for the 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: DRIVE-IN MEETING

While there is no formal site visit for the RAppin' Conference, the host institution(s) is highly encouraged to work with the AIMHO Executive Committee to coordinate a site visit during the late Spring semester or Summer of the year RAppin will be hosted to invite an Exec member within driving distance to visit the host site. The drive-in meeting would include a tour of facilities being used during the conference (programming spaces, entertainment spaces, roll call space, and banquet rooms). Meeting space floor plans, a conference budget, and draft of the conference schedule should also be provided by the Host Committee to the Executive Committee (and the Member at Large, Entry Level in particular) prior to the AIMHO Summer Business Meeting.

SECTION II: SELECTION OF CONFERENCE HOST**A. Process of Selection****1. Call for Proposal**

- a) The Past President will informally solicit interest from among AIMHO member schools to host the RAppin' annual conference prior to the AIMHO 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 prior to arrival at the AIMHO annual conference. (See Appendix A)

2. Formal Process

- a) The interested school(s) will prepare a presentation to be given during the business meeting at the AIMHO annual conference.
- b) Two weeks prior to the AIMHO annual conference, schools interested in bidding for the RAppin' Conference will submit the Host Bid Proposal form to the AIMHO Executive Committee for review as well.

3. Announcement

- a) The institution chosen to host the RAppin' 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. Letter of support from the institution's Senior Housing Officer.
2. Proposed conference dates.
3. Proposed conference hotel and rates for attendees (delegates and advisors).
4. Proposed description and location of facility for accommodations and programming and entertainment spaces.
5. Parking and transportation options, i.e. nearby airports, trains, busses.
6. Proposed registration costs for conference attendees (delegates and advisors).
7. Meals/catering options as well as the ability to accommodate special dietary requirements.
8. Theme (if one is selected).

SECTION III: CONFERENCE FACILITIES REQUIREMENTS

- A. Transportation information for getting to and from the conference host site should be considered as the conference is being planned. The transportation information should be included in the conference host proposal.
- B. The conference host should develop housing accommodations for an estimate of 200-250 delegates and advisors. The housing accommodations could be either on campus or reserved at a hotel off campus.
- C. If using a hotel, either on or off campus, the conference host should arrange for a block of rooms to accommodate all the conference participants. The conference host can either include the cost of housing in the overall registration cost, or the conference host can instruct conference participants to make their own reservations within the block of rooms at the hotel and pay for their rooms separately from the conference registration.
- D. Generally, to keep the conference cost as low as possible, students are assigned 4 students to a room, with two students sharing one queen bed and two queens to a room. Accommodations should be considered for advisors who wish to room only 2 to a room or in a single room, at a higher rate. Special needs for housing should also be accommodated for any delegate or advisor.
- E. Hotel accommodations begin with the first night of the conference. However, some schools may need to arrive one day prior to the beginning of the conference because of travel schedules. The conference host should be prepared for those requests which may or may not be accommodated at the conference site hotel. The hotel should be reserved for two nights, beginning on a Friday and ending with check out on Sunday.
- F. If possible, complimentary rooms provided to conference by hotel to be used for special guests such as an AIMHO representative or keynote speakers.
- G. Meeting Rooms
 - 1. Program session rooms should provide for at least 6-7 sessions to be conducted simultaneously. Each room should accommodate at least 30-40 participants; theatre or lecture style.
 - 2. The Conference Host Committee should utilize some type of meeting space/work room beginning on Friday located conveniently close to program session rooms.
 - 3. Additional rooms for special events should be identified and secured, including, but not limited to:
 - a. Case Study Distribution (if included in program)
 - b. Keynote Speakers
 - c. Advisor Sessions (30-45 advisors in one room)
 - d. Evening Entertainment and Hospitality Events
 - 4. Banquet room facilities must accommodate a minimum of 220-280 people.

5. Entertainment is provided on Friday and Saturday night after the banquet. Entertainment can be located in the hotel or on campus. If an entertainment option is located at another off site location, transportation to and from that additional location should be provided throughout the entertainment time period.
 6. A hospitality area with snacks is provided in the hotel for delegates and advisors.
- H. The conference facilities are expected to be accessible according to ADA specifications.
- I. 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 special events as needed.
 3. Hotel registration information and arrangements
 4. Conference registration at the hotel
 5. Copy center facilities on-site or nearby.
- J. Topics 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. Inform hotel that the general age of the delegates will be under 21, so delegates will not be permitted in the bar area.
 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. Internet hookup in guest and meeting rooms.
 13. Check in and billing for complimentary rooms.
 14. Gratuities and all applicable service charges.
 15. Posting/hanging of signs, inclusive of meeting room and program session signage.
 16. Charges for moving/set-up of audio-visual equipment if applicable.

SECTION IV: HOST COMMITTEE RESPONSIBILITIES

- A. Hotel and Conference Facility Arrangements
1. The host committee is the formal contact with the hotel and other facility being utilized for the conference. Before signing a contract for the facility, the Host Committee should share a copy of the hotel and catering contract with the AIMHO Treasurer for approval and the AIMHO Member at Large Entry Level for coordination.

2. Arrange reservation procedure for rooms to include early and late arrivals, deadlines, etc.
 3. Arrange space to be used for program presentations, meals, entertainment and other space needs associated with the conference. (See Section III)
- B. Marketing and Communications
1. Provide promotional information at RAppin' conference and the AIMHO conference the year preceding hosting.
 2. Facilitate a short presentation on conference highlights during the banquet at the preceding conference. Presentations can include a PowerPoint or video presentation or written promotional information and materials.
 3. Design and operate the conference web site in conjunction and communication with the Chair of the AIMHO Website & Wiki Committee.
 4. Submit articles to the AIMHO Angle newsletter updating the membership on the conference arrangements and highlights.
- C. Registration
1. Set up and maintain a conference website. Arrange for a process to register for the conference on-line in conjunction with the AIMHO Treasurer and agreement with University of Northern Colorado conference registration site.
 2. Submit the conference registration fee for final approval to the Executive Committee at the summer meeting in the year prior to the conference.
 3. Arrange for conference registration to be available on the conference website.
 4. Arrange for on-line payment of registration via credit cards in consultation and help from the AIMHO Treasurer and working with Pay Pal system as established through the University of Northern Colorado conference registration site.
 5. Arrange for an appropriate Registration Deadline (it is suggested to have the deadline approximately two weeks prior to the start of the conference to allow for meal/hotel guarantees and payment processing). After the registration deadline delegate names may be changed but institutions should not anticipate refunds for sending fewer delegates than in the original registration numbers. Refunds will only be made according to the processes outlined in Section IV. 6.
 6. Develop a roster of delegates and advisors. Print and assemble nametags for delegates and advisors. If meal cards are used, work with the dining staff to have meals cards to give to delegates and advisors at check-in.
 7. Schools are highly encouraged to have at least one advisor with a delegation of resident assistant/advisors. If a school chooses to send a delegation of resident assistant/advisors with no advisor, the chief housing officer shall submit a letter to the RAppin' Host indicating support for the delegation and provide 24/7 contact information for a full-time employee of the institution.
 8. RAppin' is a drug and alcohol free conference. No participant, regardless of age, delegation advisors included, should use drugs or alcohol during the conference time periods. All participants will sign an alcohol and drug agreement and a waiver of liability. (See Appendix F)

D. Programs

1. The Host Committee is responsible for developing the program sessions and soliciting program presentations from schools attending the conference. It is recommended that a subcommittee be established to execute the program selection process and facilitate communications with all presenters. The AIMHO Member at Large Entry Level will assist with the program selection process.
2. The Host Committee should also develop the conference program booklet to be handed out at the conference with the general conference schedule and the listing of all the programs to be presented including session times and locations of each program. The Host Committee is strongly encouraged to utilize an electronic option for publishing the program booklet, such as Guidebook.
3. A call for programs should be sent out approximately 30 days prior to the beginning of the conference and no later than 25 days to all AIMHO member schools, along with registration information.
4. The host committee should develop a selection process to determine which programs will be presented at the conference. The AIMHO Member at Large Entry Level will assist with the program selection process. The communication on which programs are to be presented at the conference should be sent to presenters approximately 21 days prior to the beginning of the conference and no than 18 days prior the first day of the conference.
5. The Program Subcommittee should be available to presenters and delegates during the programming sessions for help with program locations and directions and troubleshoot any difficulty with the program sessions.
6. The Program Subcommittee will need to develop a program evaluation form to be filled out and collected after each session. The subcommittee will compile the evaluation scores to determine which top programs should be presented again during the Top 6 Programs session. The committee will need to communicate with those presenters for the Top 6 session to be able to present the session again.
7. Roundtable discussions can be incorporated into the programming sessions if the subcommittee desires.

E. Meals

1. The Host Committee is responsible for arranging meals during the RAppin' conference beginning with Opening Banquet on Friday and concluding with a Closing Banquet on Saturday night. All meals, including a breakfast and lunch on Saturday should also be included in the registration cost. All meals for early arrivals, before the Opening Banquet and after the closing banquet are not included in the meals provided.
2. Each meal provided should offer vegetarian and vegan options. Consideration should be given to lactose intolerance, gluten free and other special dietary needs.

F. Transportation

1. The Host Committee is responsible for communicating information regarding ground transportation to and from local airports. Delegates are responsible for all transportation costs.
2. The Host Committee is responsible to coordinate transportation to and from the conference hotel to campus or the programming site for delegates and advisors.

Expenses for any transportation from the hotel to campus can be included in the conference registration cost. 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.

G. Entertainment

1. The Host Committee should provide entertainment options for conference attendees during evening down-times on the conference schedule. The Host Committee may consider including specific social opportunities for smaller groups in addition to general entertainment options, for example an advisor social. Entertainment can be provided at the hotel, on campus or at another site, if security is provided. If entertainment and meals are provided on campus, the conference host should provide transportation to and from the hotel during these events for delegates.
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.
3. A hospitality room should be provided both Friday and Saturday nights, usually at the hotel, for delegates and advisors.
4. If using an additional site off campus, not at the hotel, for entertainment, additional security should be provided and the cost included in conference expenses. Transportation to and from the entertainment site should be provided.
5. If movies are shown as a part of entertainment, the movies must be rented through a company (i.e. Swank Motion Pictures or Criterion, USA) where the rental cost will include payment for the copyright to show the movie in a public venue.

H. Financial

1. The Host Committee will meet with the AIMHO Treasurer, the AIMHO Member at Large-Entry Level and if possible the chair of the past host committee to be oriented on general AIMHO financial process within the first three months after being awarded the bid to host the RAppin Conference.
2. The Host Committee will have monthly conference calls with the AIMHO Treasurer for coordination purposes and to review revenue and expenses for the conference. The monthly conference calls will begin in January prior to the RAppin' conference.
3. The Host Committee should prepare a preliminary budget to be included in the proposal to host AIMHO. (See Appendix F: Host Committee Budget Information) The Host Committee should prepare an updated budget to be sent to the AIMHO Treasurer to be reviewed and approved at the summer business meeting in June prior to the conference.
4. 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 Treasurer prior to committing and the hotel contract should be shared with the treasurer for approval prior to signing.
5. The Host Committee should seek out preliminary rates by local hotel to be used during the conference bid process.

- I. Audio-Visual Equipment
 1. The Conference Host will coordinate any audio visual equipment for the program sessions. The conference host may need to limit the availability of projectors, screens, laptops or other equipment depending upon the resources of that campus.
 2. The conference host should arrange for security of the needed equipment and provide audio visual support for program presenter.

- J. Security and Risk Management
 1. The Conference Host should take all reasonable measures to address security needs throughout the conference.
 2. The Conference Host should ensure that the insurance covering the conference is in place. The Host Committee should contact the campus Risk Management department to determine if there is a need to purchase additional insurance to cover conference participants while on campus. If additional insurance must be purchased, the cost can be included in the conference expenses covered by the delegate registration fee. If insurance is to be purchased, coordination with the AIMHO Treasurer may allow for the purchase of insurance through the same insurance provider AIMHO utilizes.

- K. T-shirts or other “Lovely Parting Gifts”
 1. No conference t-shirts or gifts are required, but many conference host committees have developed something as a memento for the conference.
 2. All costs associated with the memento or t-shirts should be included in the conference budget expenses, and covered by the delegate/advisor registration fee.

- L. Summer & Final Report
 1. A summer report should be prepared by the Host Committee Chair to be submitted approximately 2 weeks prior to the AIMHO Exec Board meeting in the summer. Exact submission deadlines are set by the AIMHO Secretary. The report should be submitted to the AIMHO Member at Large, Entry Level to 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 a draft of the conference budget. A copy of the conference budget and a proposed conference registration cost should also be sent 2 weeks prior to the board meeting to the AIMHO Treasurer.
 2. A final report should be prepared by the Host Committee Chair to be shared during the business meeting at the annual AIMHO conference. The final report will be submitted to AIMHO Secretary for inclusion with the AIMHO Annual Report. The final report should include:
 - a) Summary of programs and activities – inclusive of conference schedule and suggested changes for the future.
 - c) Review of Registration – including number of delegates and number of advisors and any other conference registration highlights.
 - d) Review of meals – inclusive of special meals served or other highlights.
 - e) Review of Financial Activities – including budget expenses, amount of delegate and advisors registrations paid, and any other donations or institutional

- support. Also include any explanations of unplanned expenses and how they were covered.
- 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, registration and hotel check in and out, and any other arrangements.
- h) Review of any special guest needs and arrangements.
- i) Appendices to include the final budget, conference schedule, and evaluation form, etc.

SECTION V: CONFERENCE FORMAT

A. Schedule (Typical Elements)

1. Friday

a) Transportation from airport	Coordinated by shuttle service
b) Delegates and advisors check-in to housing either on campus or at the hotel. Delegates and advisors check-in for registration for the conference.	Coordinated by hotel and Host Committee; a subcommittee of registration and/or housing
c) RAppin' begins with the Opening Banquet for delegates and advisors. Breakfast, lunch and a Closing Banquet are included in meals for Saturday.	Coordinated by Host Committee or a subcommittee for meals and banquet.
d) Opening Banquet may include a keynote speaker.	Coordinated by Host Committee or a subcommittee for programming.
e) Entertainment is scheduled, such as a casino night, movie, dance, karaoke, a cappella group, etc.	Coordinated by Host Committee or subcommittee for entertainment
f) Hospitality Room at the hotel is opened for networking and snacks	Coordinated by Host Committee or a subcommittee-entertainment, meals or hospitality

2. Saturday

a) Roll Call gives delegations an opportunity to introduce themselves and their institution in a brief 3-5 minute skit.	Coordinated by Host Committee or a subcommittee
b) Programming sessions begin and continue throughout the day. Programming sessions	Coordinated by Host Committee or Programming

can include roundtable discussions. An advisor track of programs should also be included.	Subcommittee
c) Meals are provided including a closing banquet.	Coordinated Host Committee or Dining Subcommittee
d) Entertainment is scheduled after the closing banquet	Coordinated by Host Committee or Entertainment Subcommittee
e) Hospitality room is open after banquet.	Coordinated by Host Committee or subcommittee.

3. Sunday

a) Delegates and advisors check out of hotel	Coordinated by hotel staff
b) Transportation to Airport	Coordinated by shuttle service

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. The AIMHO Treasurer will arrange for debit cards to be issued to the Host Chairs for the purpose of purchases. The debit cards will be destroyed at the close of the conference. Expenses needing a check for payment or reimbursement will be made using the AIMHO Check Request Form and sent to the AIMHO Treasurer. Reimbursement should not be made to individual. An invoice and/or receipt must accompany all AIMHO Check Request Forms.
2. 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
2. All costs related to registration materials as well as on-line registration costs.
3. Food costs for all conference meals.
4. Entertainment provided during the conference.
5. Transportation to and from campus.
6. Audio-visual equipment used during the conference
7. Arrangements for Special Guests (as indicated in Section IV, Section J: VIP Arrangements).
8. Program booklet, conference evaluation, and name badges.
9. Conference souvenir (e.g. coffee mug, tote bag, etc.)
10. Signage for meeting rooms, directions within the hotel, and signage for entertainment.
11. If housing is to be included in the registration cost to delegates, housing/hotel costs are also included here.

C. Registration Fees

1. A completed registration would include payment for each person being registered by the deadline for registration. It is recommended that the deadline for registration be established as a date no later than two weeks prior to the beginning of the conference. Most catering or dining organizations and hotels will need a guaranteed number of participants two weeks prior to the conference.
2. If a registration is submitted without payment, it will not be considered a completed registration until payment is received. If payment is not received by the deadline for registration, the delegates will not be registered and cannot attend the conference.
3. If a school needs to submit an invoice to get a check cut for registration, the Host Conference School should be contacted to request that invoice, and the Host Conference School should provide that invoice in a timely way as to allow a school enough time to complete the registration process before the deadline. However, UNC Conference Services will work with any school to submit registration information to the online system without a payment. This allows all registration information to be consolidated for the Host Committee use.
4. If a school submits a registration on-line, and does not have the ability to pay on-line, the school should pay by check by the deadline. If the check cannot be received by the deadline, a copy of the financial request paperwork for the check to be cut should be sent to the conference host school along with a letter from the CHO indicating that the check will be presented at registration on site. The letter from the CHO must include the acknowledgement that if the school fails to attend the conference, the registering school will still be responsible to pay for all delegate and advisor registration costs.
5. If the school fails to attend and does not pay the registration fees after submitted the check request and CHO letter, the school will forfeit membership in AIMHO for two years and not be permitted to attend the annual conference or participate in any AIMHO activities or programs.
6. If the school arrives at the conference without payment of the registration fees, they will not be permitted to check-in until the registration fees are paid. The Host Committee can determine the appropriate person to address the lack of payment.
7. If a school wishes to register after the deadline, the Host Committee should be contacted to determine if there is availability for additional delegates and advisors. 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.
8. Schools or organizations who are not paid members of the AIMHO organization, will be required to pay an additional non-member fee for participating delegates and advisors to the RAppin' Conference. This non-member fee will be determined by the Executive Committee at the summer executive meeting.
9. It is recommended that registration fees include all conference related costs, including fees related to registration (currently \$5/per registration for UNC process, and approximately \$5 per PayPal transaction) housing, meals, program expenses, transportation to and from the conference site/campus if needed, et al. Committee chair should discuss fees prior to setting them as PayPal processing fees change year to year.

D. 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.

E. Refunds

1. Refunds may be granted at the discretion of the Host Committee to members cancelling their conference registration if there is a financial excess and all other conference expenses are covered.
2. Participant names may be switched by the member school provided the switch can be made appropriately within the housing assignments.
3. If a school cancels a registration and that registration has been paid, any expenses that are not actualized can be reimbursed. Registration refunds will be granted by the Host Committee Chair after the completion of the conference. If payment was made via PayPal, the host committee will confirm a refund approval to the AIMHO Treasurer. The AIMHO Treasurer will issue a refund through PayPal. UNC fees incurred at the time of registration are non-refundable. If a check is needed for refund, the AIMHO Treasurer will issue the refund check after Host Committee Approval.
4. Any registration refunds granted to members unable to attend the annual conference shall be determined by the Host Committee. The AIMHO Treasurer refunds the balance of the registration costs minus any nonrefundable fees.

F. 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 for the association. The Host Committee has no responsibility to create and 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 AIMHO Treasurer refunds the balance of the registration costs minus the nonfundable fees.

G. 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 records should be maintained to support reimbursement from the conference account.

2. The conference budget should be developed with all actual expenses. It is not expected that the Host Conference School subsidize any of the costs associated with the conference.
3. If the Host Committee solicits and receives donations from business either a monetary donation for a service or actual products, the associated costs should be listed in a budget with an additional line-item crediting the account for the donation. (see budget outline in Appendix E).

APPENDIX A: HOST BID PROPOSAL FORM***Host Site Bid Proposal Form***

Thank you for your interest in putting in a bid to host a future RAppin' Conference. We appreciate your support of the region through your interest in this process. The RAppin' Conference Planning Guide can be found on the AIMHO website: <http://www.aimho.org/?page=hostinginfo>

Please complete the form and submit it to the AIMHO Past-President, 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 RAppin' at the AIMHO annual conference two years prior to their hosting year (e.g. bid presented at 2016 AIMHO conference for hosting the 2018 RAppin' conference).

In addition to completing this form, schools interested in bidding to host the RAppin' annual conference should be prepared to present a 5-10 minute PowerPoint presentation (or any other form of presentation equivalent in time) at the AIMHO 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.

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 RAppin' annual conference on this bid proposal form.
- * Institutional Support – Please indicate if the Chief Housing Officer(s) of the bidding host institution(s) have offered support to the bid.
- * Proposed Conference Dates – Note: The RAppin' annual conference is typically held in mid-October with care given to avoid any conflicting conferences.
- * 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 RAppin' annual conference.

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 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.

Conference Hotel Information

Hotel space for the RAppin' annual conference needs to accommodate approximately 200-250 attendees (delegates and advisors). Delegate accommodations are typically offered in hotel rooms with two queen beds for four delegates. Advisor accommodations are typically offered in hotel rooms with two queen beds for two advisors or single rooms with either one or two queen beds. The costs would differ for advisors based on the accommodations selected. Cost of rooms should be taken into consideration as school budgets are often very limited.

If conference programming is hosted in a hotel facility, 6-7 breakout (programming) rooms are needed for the conference. Breakout room size should ideally include enough space for 30-40 delegates per room. A large meeting space is needed either on campus or at the hotel for meals and banquets as well as other programming such as roll call, keynote speakers, entertainment, etc. Please also identify if there is an opportunity to provide gender-neutral restroom facilities. The RAppin' annual conference typically begins on a Friday Opening Banquet and ends with Closing Banquet on Saturday, with delegations leaving first thing Sunday morning.

* 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 facilities needs for the RAppin' annual conference.

* Are there 6-7 breakout (program) rooms available for the conference? Yes No

* Is there banquet space for meals accommodating 200-250 attendees? Yes No

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

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

Meals – Please share a rough estimate (average) of the cost of breakfast, lunch, and 2 Banquets:

Breakfast = \$ Lunch = \$ Banquets = \$

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

*Where is the meeting space (e.g. breakout rooms, banquet space, etc.) located?

Yes No If “no”, please explain location

APPENDIX B: RAPPIN' CONFERENCE SCHEDULE (SAMPLE)**Friday, October 11th**

10:00 am – 6:00 pm	RAppin' Check-In
10:00 am – 6:00 pm	Residence Hall Tours
6:00 pm – 8:00 pm	Opening Banquet
8:00 pm – Midnight	Entertainment Options
8:00 pm – Midnight	Hospitality Room

Saturday, October 12th

6:00 am – 8:00 am	Breakfast
8:00 am – 9:00 am	Roll Call
9:00 am – 9:50 am	Programming Session 1
10:00 am – 10:50 am	Programming Session 2
11:00 am – 11:50 am	Programming Session 3
12:00 pm – 1:30 pm	Lunch
1:30 pm – 2:20 pm	Programming Session 4
2:30 pm – 3:20 pm	Programming Session 5
3:20 pm – 3:45 pm	Break
3:45 pm – 4:35 pm	Top Six Programs
4:35 pm – 6:00 pm	Break
6:00 pm – 6:30 pm	Banquet Seating
6:30 pm – 8:00 pm	Closing Banquet
8:00 pm – 10:00 pm	Swap Shop
8:00 pm – 10:00 pm	Advisor Social
8:00 pm – Midnight	Dance
8:00 pm – Midnight	Hospitality Room

Sunday, October 13th

Until 11:00 am	Check-out
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**APPENDIX C: 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 AIMHO annual conference.

November

- Bid awarded at AIMHO annual conference.
- Review responsibilities in the RAppin' Conference Handbook.
- Designate a conference Host Committee Chair.

December

- Secure preliminary space in hotel including sleeping 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
 - Entertainment
 - Technology
- Join current Host Committee on scheduled conference calls if and when appropriate.

August

- Coordinate one monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments. Discuss advertising campaign for upcoming AIMHO annual conference. Include:
 - Information Table/Display
 - Sticker or small ways to announce the conference location
 - Report at the AIMHO Business Meeting
 - Giveaways at AIMHO Annual Conference (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 RAppin' 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

- Attend RAppin' annual conference; shadow Host Committee members and make notes about activities during the conference.
- Coordinate monthly meetings with Host Committee chairs after the conference.
- Gather all supplies needed for AIMHO annual conference attendance (e.g. presentations, giveaways, advertising for next year's conference, etc.)
- Prepare a short presentation for the AIMHO Business Meeting at the AIMHO annual Conference in November. Include:
 - Conference Theme
 - Location of Conference
 - Dates of Conference
 - Cost of Attendance (if known at time)
 - Highlights of Conference Schedule

November

- Attend the AIMHO annual conference
- Final preparation for presentation at the AIMHO Business Meeting

December

- Update preliminary budget for RAppin' annual conference
- Update preliminary schedule for RAppin' annual conference and send a draft to the Executive Committee for feedback.
- Coordinate monthly meetings with Host Committee chairs.
- Propose potential drive-in site visit meeting dates to the Executive Committee.

**APPENDIX D: ANNUAL CONFERENCE PLANNING CALENDAR:
ONE YEAR PRIOR TO ANNUAL CONFERENCE**

January

- Develop a list of deadlines for the following
 - Registration
 - 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 drive-in site visit with any AIMHO Executive Committee members within driving distance.
- Design conference website and work with Chair of AIMHO Website Committee.
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

April

- Send out information on drive-in site visit.
- Continue to work on Drive-In Site Visit agenda.
- Continue to work on RAppin' Conference Schedule (consultation with AIMHO Executive Committee)
- Update RAppin' annual conference budget
- Continue to work on RAppin' Conference Website
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

May

- Finalize Drive-In Site Visit.
- Continue to work on RAppin' Conference Schedule draft to share with AIMHO Executive Committee.
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

June

- Coordinate RAppin' Drive-In Site Visit.
- Tour hotel and meeting rooms and review list of needs with committee chairs for space, AV, meals, etc.
 - Program rooms for conference
 - Roll Call and Banquet spaces
 - Entertainment options and Hospitality Room
- Submit Host Committee report to AIMHO Executive Committee.
- Submit updated RAppin' Conference Schedule to AIMHO Executive Committee.
- Submit updated budget to AIMHO Treasurer.

July

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

August

- Open Registration for the RAppin' annual conference
 - Send announcements to the AIMHO State & Provincial Representatives (SPRs)
 - Send announcements to the AIMHO Executive Committee
 - Send announcements to the AIMHO listserv
- Begin bi-monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

September

- Begin weekly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.
- Remind AIMHO Executive Committee about any upcoming deadlines.
- Begin working on a draft of the Conference Evaluation to be distributed either during or right after the conference.

October

- Hold weekly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.
- Monitor when registration closes for RAppin' annual conference and late registration begins.
- Attend RAppin' annual conference.
- Generate "Thank You" letters and gifts (if appropriate) for 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.
- Submit final budget to the AIMHO Treasurer and Executive Committee.
- 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 Chairs.

APPENDIX E: HOST COMMITTEE BUDGET INFORMATION

This is an example of a RAppin' Conference Budget. Line items should be added or deleted to cover the expenses determined by the Host Committee. Some expenses are fixed costs and the cost per delegate will be the same no matter how many delegates/advisors attend. Some expenses will vary depending on the number delegates/advisors participate in the conference.

For budget planning purposes, three possible participant totals are listed in the budget below. Either an average total cost between the three totals can be used for the registration per delegate/advisor cost, or some other reasonable fee determined by the total expenses listed in the budget. A contingency expense can be included usually no more than 2-3% of the total conference expense.

BUDGET SUMMARY	Numbers of Delegates/Advisors		
	200	225	250
Expenses			
Meals			
Housing			
Programming			
Registration			
Security/Risk Management			
Entertainment			
Technology			
Transportation			
Keynote Speaker			
Hospitality			
Marketing and Communications			
Contingency			
Total Expenses			
Expenses Less Off-setting Revenue			
Total Cost Per Delegate			

Off-setting Revenues			
	Number of Delegates		
	200	225	250
On Campus Sponsorship Possibilities			
Office of Residence Life Sponsorship			
Office of Housing Sponsorship			
Division of Student Affairs Sponsorship			
Off Campus Sponsorship Possibilities			
Total Off-Setting Revenue			

Note: It is not required that the Host School obtain any sponsorship or donations.

Subcommittee Expense Budgets

Meals				
		Number of Delegates		
	Cost per person	200	225	250
Friday Banquet	\$ xx.xx			
Saturday Breakfast	\$ x.xx			
Saturday Lunch	\$ x.xx			
Saturday Banquet	\$ xx.xx			
Decorations				
Programs				
Audio Visual				
Facility Cost				
Other				
Total Meal Costs				

Housing				
Cost per room=\$xx.xx		Number of Delegates		
# of delegates/advisors @ rate x 2 nights		200	225	250
Delegates in Quad Rooms	Room Rate/4			
Delegates in Doubles	Room Rate/2			
Advisors in Doubles	Room Rate/2			
Advisors in Singles	Room Rate			
Total Housing				

Programming						
				Number of Delegates		
	Number	@	Cost	200	225	250
Top 6 Program Certificates						
Supplies						
Signs						
Photocopies						
Other						
Facilities Costs						
Room Rental						
Tech Support						
Audio Visual Equipment						
Total Programming						

Registration				
		Number of Delegates		
		200	225	250
Registration Materials				
General Office Supplies				
Other				
Program Booklet				
Name Tags				
Meal Cards				
Total Registration				

Security/Risk Management						
				Number of Delegates		
	Cost			200	225	250
	#	@	Rate			
Security at Event						
Security at Event						
Security at Event						
Conference Insurance						
Total Security						

Entertainment				
		Number of Delegates		
		200	225	250
Entertainment - Friday				
Entertainment - Saturday				
Facility Rental Costs				
Equipment				
Decorations				
Movie Rental				
Snacks				
Total Entertainment				

Technology				
		Number of Delegates		
		200	225	250
Website Development				
Add'l Audio Visual Equipment				
Total				

Transportation				
		Number of Delegates		
		200	225	250
ADA Accessible Vans)				
Passenger Vans				
Shuttle Buses				
To and From Campus				
Off-site Entertainment				
Parking				
Total Transportation				

Keynote Speaker				
		Number of Delegates		
		200	225	250
Honorarium				
Travel Costs				
Hotel				
Meals				
Total Keynote Speaker				

Hospitality				
		Number of Delegates		
		200	225	250
Decorations				
Equipment Rental				
Other				
Refreshments		# delegates @ \$x.xx/pers. X 2 days		
Total Hospitality				

Marketing and Communications						
			Number of Delegates			
	#	@	Cost	200	225	250
Marketing Materials						
Marketing Presentation						
Reminder Postcards/Emails						
Signage						
Other						
Total Marketing and Communications						

APPENDIX F: HOST COMMITTEE CONFERENCE WAIVER FORM
(Adapted from the IACURH Conference Waiver Form)

I, _____(Name) in consideration of the Association of Intermountain Housing Officers (AIMHO) and [Name of Institution] allowing me to participate in the RAppin [date] Conference hereby agree to the following: I release AIMHO from damage and injuries which I may sustain as a result of my attendance at and travel to and from the AIMHO Conference. I agree to protect, hold harmless, and indemnify [Name of Institution] and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the RAppin [date] Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the injury from any cause, action, omission or occurrence caused by [Name of Institution] or AIMHO, their officers and agents, including acts of omission constituting negligence.

Delegate Signature _____ Date _____

Legal Guardian Signature (if delegate is under 18) _____ Date _____

Witness Signature _____ Date _____

Alcohol and illicit drugs are recognized as substances which may have a negative effect on the lives of college students. As a leadership organization, which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events associated with the RAppin Conference will be designated "alcohol and drug free." The method of enforcement will be at the discretion of the Conference Host, in consultation with the AIMHO Executive Committee and the Senior/Chief Housing Officer from the school from which the student represents.

I, _____(Name), acknowledge that I have read, understand, and agree with the above statement and will adhere to the AIMHO Policy which prohibits the use of alcohol & drugs at RAppin [date].

Delegate Signature _____ Date _____

Legal Guardian Signature (if delegate is under 18) _____ Date _____

Witness Signature _____ Date _____