VP Conference: Conference Arrangements

I. OBJECTIVES AND RESPONSIBILITIES

This committee is responsible for the arrangements for the Houston Chapter Conference.

II. ORGANIZATION

A manager appointed by the Vice President of Chapter Conference will head the Conference Arrangements Committee. The committee manager reports directly to the vice president.

III. GUIDELINES

- Meet with the former manager to obtain records and discuss duties and responsibilities.
- Appoint additional members to the committee.
- Prepare the objectives, goals, and budget for the year.
- Manage the functions of the committee.
- Submit status reports and recommendations to the vice president for reporting to the ARMA Houston Board of Directors
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- Attend the monthly Board of Directors meetings as necessary
- Read and become familiar with Chapter and Bylaws

IV. PROCEDURES

a. Conference Facility
   i. Negotiate contract at the end of previous year’s conference and determine availability for the following:
      1. Timeframe: 12 months in advance
         a. Meeting Rooms
         b. Luncheon and/or dinner space
         c. Cost of meals based on estimated quantity
         d. Exhibit Space
VP Conference: Conference Arrangements

e. Audio Visual – Projectors/Sound Equipment/Screens
f. Accommodations (Special Room Rates)
g. Space for Registration
h. Utilities
i. Housekeeping, i.e. vacuuming, trash pickup, clean bathrooms

2. Timeframe: 3-6 months in advance

a. Meal selections from conference facility menu
   i. Breaks and Lunch
      1. Lunch (Tuesday-Buffet and Wednesday-Plated)
      2. Breaks
         a. Setups (selection from menu) and Timeframes
            i. Submit amounts and timeframes to prevent continued services and charges (especially for beverages)
      b. Placement of break and lunch services

b. Exhibit Area
   i. Setup
      1. Electricity
      2. Microphones
      3. Temperature Controls
      4. Housekeeping times

c. Meeting Rooms
   i. Podiums (platforms if podiums not adjustable)
   ii. Microphones
   iii. Temperature Control
VP Conference: Conference Arrangements

iv. Lighting controls
v. Audio Visual
   1. Working projectors
   2. Screens
   3. Pointers/pens
   4. Flip charts
vi. Signs
vii. Water for Speaker
viii. No smoking facility
d. Equipment
   i. Telephone
   ii. Typewriter
   iii. Personal Computer
   iv. Copier Access
   v. Walkie Talkies (Selected Users)

b. ARMA Houston Arrangement Committee
   i. TimeFrame: 1-3 months
      1. Co-Ordinate the following with Registration and Vendors
         a. Supplies - Co-ordinate with registration
         b. Signage – Co-ordinate with selected vendor
         c. Laptops – Co-ordinate with selected vendor
         d. Microphones – for meeting rooms and exhibit area - Co-ordinate with selected vendor
   ii. Social Event – Tuesday Social
      1. Timeframe 6 months
         a. Select venue
            i. Accommodate 80-100 people
            ii. Provide food and drinks
      2. Timeframe 1-3 months
         a. Select food
         b. Cash bar
      3. Select Sponsor for Drinks
VP Conference: Conference Arrangements

iii. Accommodations – What is this with the Arrangement Committee
   1. Speaker Reservations
   2. Exhibitors
   3. Attendees
   4. Committee

V. FINANCIALS

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP’s, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.

VI. TIMELINE OF EVENTS

a. April (12 months) – Confirm location for conference
b. October (6 months) – Confirm Exhibit Space
c. February-March (1-2 months) – Select meals
d. February (2 months) – Accommodations
e. February-March (1-2 months) – Registration, Meeting Rooms & Social Event

VII. ATTACHMENTS