

# CONFERENCE ARRANGEMENTS

Revised June 2009

## I. OBJECTIVES AND RESPONSIBILITIES

This committee is responsible for the arrangements for the 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 committee members as necessary.
- 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 Board of Directors if unable to attend meeting.
- Attend the monthly Board of Directors meetings as necessary.
- Read and become familiar with the Constitution and Bylaws.

## IV. PROCEDURES

Facilities (Space) **TIMING: 12 MONTHS IN ADVANCE**

At the end of previous year's conference, negotiate contract for or determine availability of the following:

1. Meeting Rooms
2. Luncheon/dinner space/cost of meals based on estimated quantity
3. Exhibit Space
4. Audio Visual
5. Accommodations (special room rates)
6. Registration space
7. Utilities
8. Housekeeping, i.e., vacuuming, trash emptying

**Meals/Refreshments TIMING: 6 MONTHS IN ADVANCE**

1. Select menu
2. Breaks
  - a. Setups\*
  - b. Time Frames\*
  - c. Place

\* Be specific with facilities with amounts and time frames to prevent continued services/charges (especially coffee).

**3. Determine quantities TIMING: EXCEPTION TO BE DETERMINED MONTH OF CONFERENCE**

**Exhibit Area TIMING: 6 MONTHS IN ADVANCE**

1. Electricity
2. Microphones
3. Temperature controls
4. Housekeeping times

**Meeting Rooms TIMING: 1 MONTH IN ADVANCE**

1. Podiums (and platforms if podiums not adjustable)

2. Microphones
3. Temperature controls
4. Lighting controls
5. Audio Visual
  - a. Screens
  - b. Projectors
  - c. Pointers/pens
  - d. Flip charts
6. Signs
7. Water for speaker
8. No smoking in meeting rooms

**Registration TIMING: 1 MONTH IN ADVANCE**

1. Equipment
  - a. Telephone
  - b. Typewriter
  - c. Personal computer
  - d. Copier access
  - e. Walkie talkies (selected users)
2. Supplies
3. Co-ordinate with registration

**Social Events TIMING: 1 MONTH IN ADVANCE**

1. Entertainment
2. Receptions
3. Cash bar

Accommodations **TIMING: 2 MONTHS IN ADVANCE**

1. Speaker Reservations
2. Exhibitors
3. Attendees
4. Committee

**V. FINANCIAL**

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. ATTACHMENTS**

None.