

## **HOSTING THE ANNUAL CONFERENCE**

These guidelines will assist prospective host states in making preparations to host the Annual Training Conference; please feel free to surpass this list. *Prospective host states must understand that final contract negotiations will be done by members of the NACVSO Executive Board and Conference Director.*

### **GUIDELINES CHECKLIST**

As the *HOST STATE*, you have these responsibilities:

1. Submit a proposal at least four years in advance, if possible. A signed commitment will be presented two years in advance, if possible.
2. Schedule the conference between May 15 and July 15. However, the conference should not conflict with the Memorial Day weekend and the 4<sup>th</sup> of July holiday. The Executive Board will meet at the conference site in January of the conference year. The host state will meet with the Conference Director/hotel during these meetings in January (one day commitment, at the most from the host state).
3. Demonstrate the ability to fund the President's Reception and other activities your state proposes during the conference. You may want to find "sponsors" to help with funding. Should you raise enough funds to help with the conference breaks, i.e. coffee, tea, etc., that is appreciated but not required.
4. Demonstrate that your state can support the various duties and responsibilities needed to run a conference; e.g., Sergeants-at-Arms, business office and storage room security, clerical support, and transportation.
5. Demonstrate the support of your state's membership.
6. Select a hotel/convention center that is capable of accommodating a large group for both the education and business portions of the conference and the banquet; accommodations to include family members. This means approximately 400 rooms.
7. Negotiate as part of conference planning for 'cost free' meeting rooms, classrooms, reception area, vendors' display area, and the banquet room.
8. Ensure the hotel/convention center offers transportation to appropriate public transportation centers.
9. Negotiate the lowest possible room rates with accommodations planned for early arrivals and late departures. Government rate is a good place to start.
10. Ensure that the hotel's dining facilities are able to accommodate a large group in a timely manner. This is particularly important for the lunch hour. Nearby facilities should be known as well.
11. Ensure that meeting rooms are large enough to accommodate the membership.
12. The host state is responsible for providing two (2) copiers for use in preparing for the conference and during the conference. One (1) copier shall be a large, heavy duty copier capable of copying large volumes of copies (200,000) with a collator, punch and stapler. The second copier can be a standard copier (not tabletop) for general office use. The copiers need to be delivered early morning on the Thursday prior to the conference and remain at the conference to be picked up the following Friday morning. It will be the responsibility of

NACVSO to pay the copier lease. The lease will be entered into by NACVSO and not the host state. Pre-punched copy paper will be required.

13. Ensure that a color guard is present for the Opening Ceremonies on Sunday afternoon and the Banquet on Thursday evening.

14. Where possible, it has proven to be very convenient to have nurses or medical personnel from the local VA Medical Center or Outpatient Clinic during the week of the conference.

**The Education Chairman and the Conference Director will finalize all details with the hotel, but the hotel must be able to accommodate us as follows:**

### **Business Meeting Room**

The Business Meeting room must be set up “classroom” style as follows:

- A. Aisles in the middle and on each side.
- B. A raised head table large enough to accommodate 15 persons; handicap accessible.
- C. Barrier-free facilities throughout.
- D. Our national flag must be displayed.
- E. A microphone/sound system must be available.
- F. Three large tables should be at the rear of the meeting room for displays.
- G. Water should be available during all meetings. In the morning coffee should be available; in the afternoon, iced tea and soft drinks.

### **Classrooms**

Classrooms should be set up “classroom” style as follows:

- A. Aisles in the middle and on each side. A three-to-a-table arrangement works best, giving each student ample room.
- B. Barrier-free facilities throughout.
- C. A microphone/sound system must be available.
- D. Appropriate tables for projectors, screens, computers, etc. must be available as needed.
- E. Power for electronic devices must be available.
- F. A large table at the rear of the room for displays, handouts, etc.
- G. Water should be available during all classes. In the morning coffee should be available; in the afternoon, iced tea and soft drinks.

### **Banquet Room**

The Banquet Room must be set up “banquet” style as follows:

A. Raised head tables large enough to accommodate the Executive Board and Guests, typically set up as follows:

“High” Table

1. President and spouse/guest.
2. Guest speaker and spouse/guest
3. First Vice-President and spouse/guest.
4. Second Vice-President and spouse/guest.
5. Secretary and spouse/guest.
6. Treasurer and spouse/guest.

“Second” Table

1. Executive Board Member and spouse/guest.
2. Executive Board Member and spouse/guest.

3. Executive Board Member and spouse/guest.
  4. Executive Board Member and spouse/guest.
  5. Judge Advocate and spouse/guest.
  6. Women's Veterans Representative and spouse/guest.
  7. Chaplain and spouse/guest
  8. Soloist for National Anthem
  9. State President and spouse/guest.
- B. A table (or tables) should be reserved at or near the front of the room for special guests or dignitaries.
- C. Consideration must be given to the space needed for opening ceremonies.
- D. A Social Hour typically precedes the banquet; the area for this must be of sufficient size to accommodate the membership. A wet bar must be available.

### **President's Reception**

When held at the conference site a room or meeting space is required for the Sunday evening President's Reception. The reception theme varies significantly from year-to-year so needed accommodations vary as well. When held on site the following, as a minimum, should be available:

- A. A room or open meeting space of sufficient size.
- B. Appetizers.
- C. A wet bar.
- D. Coffee, tea, and assorted soft drinks.

### **Additional Rooms**

Several committees typically meet during the week in addition to the planned Executive Board and Education Committee meetings; Host State representatives may be contacted by various Committee Chairs when meeting space is required. In many instances the Conference Director will be able to coordinate such requests and make 'already available' rooms open for such meetings.

## **SOME HELPFUL HINTS**

### **The PROPOSAL**

1. Contact members who have previously hosted a conference. This is very important, as they have a wealth of information to share!
2. Contact local Convention Bureau.

### **The EVENTS**

1. Have written information available for distribution on activities that may be enjoyed by members and their families during their stay at the conference. If possible, include transportation information. This should be included when the proposal is submitted.
2. Plan companion activities for spouses/companions during the week day.

### **The SITE SELECTION COMMITTEE**

A Site Selection Committee consisting of the Conference Director, the Education Committee Chair, and the Executive Director (when appointed), will travel to the proposed site and determine adequacy of the site and negotiate the contract for

the conference with the hotel/convention center. This will occur as soon as practical after the proposed site has been approved by the Executive Board.

**NOTE:** The purchase and/or sale of any commemorative items by the host state is solely the responsibility of the host state and requires NACVSO Executive Board approval. Such requests should be submitted at six (6) months prior to the conference to give the Executive Board time to review and approve the request. Any interaction with members of the hosting state association will always be welcome; this requirement is simply for conference coordination purposes.