

Guidelines for Hosting a Conference

AAKC By-law Article V Section 1. BI-ANNUAL/SPECIAL MEETINGS:

- The organization shall meet bi-annually or may call a special meeting of the organization's officers when, by a majority vote of the officers, it is felt to be in the best interest of the organization. Written notification of a special meeting of the membership must be sent to each member of the organization at least ten (10) days prior to the date of established by the officers for the meeting. Executive officers will meet prior to each meeting to finish preparations for the bi-annual meeting.

Spring Conference (Full Conference):

- Held the first Thursday and Friday in April, with an early bird dinner or event on Wednesday evening. The conference adjourns after lunch on Friday.
- The date could fall on the following week to avoid a conflict with Good Friday and Easter.
- Dress is casual
- Bring city pins and gift for exchange with other members (optional) – The gift is not to exceed \$20.00

Fall Conference:

- Held the first or second week in September on Thursday afternoon (3:00 p.m.) through Friday after lunch.
- The officers shall prepare and present for the approval by the membership an annual budget for the following fiscal year. The budget shall be presented for consideration and approval at the annual fall meeting.

Conference Fees:

- Spring Conference Fee: \$150
- Fall Conference Fee: \$50

Conference Planning Committee:

- As you begin to plan out the conference, you are welcome to ask for volunteers to work with you and be part of your "Conference Planning Committee" including one member of the Professional Development Committee.
- Work with you committee to develop an agenda and brochure and help you in general with the conference.
- Present your first draft/proposal to the PD Committee for input. Make changes as needed.
- Send a final draft to the PD Committee and AAKC Officers for a quick review, feedback/approval.
- Once the brochure is approved/finalized, send out to all the members.
 - One of the board members will put the brochure on the website.

Complimentary Registrations:

- The City hosting a conference will be allowed up to two free registrations per conference at the Spring and Fall Conference.
- If two or more cities go together to host a conference, one registration will be allowed per City.
- The following will be allowed free registration:
 - Guests of members,
 - Potential AAKC members from cities who are attending for the first time,
 - Honorary members, and
 - Potential AAKC members from cities who once belonged to AAKC and are returning.

Professional Development/Training and Logistics:

- Professional Development with professional trainers or presenters is a priority. Area professors, teachers or City management can be good options for speakers.
- The location for training and speakers should be in a facility equipped with quality computers, audio-video equipment for PowerPoints, comfortable classroom setting or round tables, space for catering, restrooms, good parking and easy access.
- It is preferred that the conference location be close to the hotel, reducing driving time to and from locations.

Conference Speaker Expenses:

- AAKC has money budgeted to pay for speakers if necessary.
- Some speakers will present for free or may ask for an honorarium for their business or charitable organization.
- AAKC can make a monetary contribution, with permission from the President. Please request a letter to AAKC from the donation recipient stating the purpose and amount of the contribution.

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Tours/Events:

- If a city tour is planned, the host should be organized efficiently and not run too long (1 HR Max).
- Make sure the bus is air-conditioned and either have a speaker on the bus and/or make a few stops to observe City projects with a spokesperson on each site.
- If an event is planned (theatre, museum, etc.) obtain the necessary number of tickets or reservations in advance for those members who plan to attend.
- This expense can be built into the conference fee, sponsored by the hosting city, other area businesses, or paid directly from the AAKC budget.

Hotel:

- Reserve a block of rooms (approximately 30 rooms) with a discounted group rate under AAKC.

Early Bird Activities:

- Early bird activities should include hotel check in time, possible City tour, and dinner location.
- The dinner can have an informational speaker as well, perhaps talking about what's happening in the City or something historical.
- Normally, the dinner is not included in the conference fee, unless sponsored by the hosting city or other local business, it is an out-of-pocket expense.

Registration Brochure:

- The conference brochure (see sample on website under Document Center) should contain the same format and information as previous brochures. The "Who We Are" section was updated starting with the Fall 2012 conference in Hays.
- The content and wording on the brochure should emphasize professional development, city projects, and a clear description of the training presentations. Refrain from listing out any activities like free time for shopping, happy hour, casinos, massages, ect. In addition, ask if anyone has special dietary needs.
- Include hostess' contact information (phone/cell numbers) on the brochure in case anyone needs assistance with directions or emergency situations.
- Email the brochure to all AAKC members at least a month in advance of the conference.

Registrations:

- Registration information and payments will be mailed to the AAKC Treasurer by check.
- AAKC is not set up to receive payment by credit card.
- Be sure to have the current Treasurer's name and mailing address on the brochure.
 - The Treasurer can provide a headcount of attendees for conference room set up and meals.
- A list of names will be necessary for preparing the AAKC name tags.

Conference Agenda/Maps:

- At the first full day of the conference, provide a complete agenda for the conference and area maps if attendees will be traveling to different locations and attractions.

Meals/Catering/Snacks:

- Typically, arrangements will need to be made for breakfast, lunch and maybe one dinner depending on the length of the conference.
- Select a caterer that has a good reputation for good service and quality food.
- Provide bottled water, coffee, hot/iced tea and pop for meetings.
- Candy and breakfast bars are a nice addition.

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Business Meeting:

- Contact the President of AAKC for preferred time for the business meeting. Set aside at least 1 ½ hours for the meeting to be held with a room set up in a U-shape or classroom style (chairs/tables).
- Other items that may be needed are a projector screen, white board, flip charts, markers, head table for officers facing the members.
- The President will conduct the business meeting and prepare the agenda.
- At the organization meetings, established by the officers, business shall include:
 - Review and acceptance of the minutes of the previous meeting
 - Review and acceptance of financial statement; budget,
 - Standing committee reports,
 - Unfinished business;
 - Election of officers; and
 - New business.
 - Voting by proxy shall not be allowed.

Goodie Bag:

- The hosting city normally provides a bag of information about their city, coupons, travel guide, popular sites, maps, ect.
- May also include other little giveaways from area businesses, candy, pens, notepads.
- Chamber of Commerce may be able to help with this.

Gifts for Speakers:

- The Chair or member of the Member Relations/Public Affairs committee will provide all speakers a gift consisting of AAKC giveaway promotional items in lieu of a purchased gift.

Introductions:

- Prepare introductions for the speakers.
 - Some speakers already have an introduction they prefer.
- Greet your speaker upon arrival and help them settle in, offer a beverage/snack, invite them to join us for breakfast or lunch, whichever is appropriate – compliments of AAKC.
- Allow them enough time to become familiar with the room and the equipment.

Audio Visual Equipment:

- Test out laptops, projectors and sound in advance of the conference for speaker presentations.
- Ask the speaker if they would email their presentations in advance, making sure all equipment and PowerPoints are compatible.

Conference Evaluation Form:

- Prepare a conference evaluation form for members to fill out at the close of the business meeting.
- It will be collected by the Chair of the Professional Development Committee.
- A form can be found on the website under the Document Center.

Certificates of Attendance:

- Certificates will be prepared and provided by the Professional Development Committee and distributed at the Business Meeting.

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Conference Details/Checklist:

1. Establish a budget:
 - a. The hosting city will need to work closely with the Treasurer as expenses are made for the conference. Whether it be a spreadsheet, quotes, invoices or sending receipts to the treasurer during the planning of the conference.
 - b. Fall Conference:
 - i. 1.5-day Conference
 - ii. \$1,500.00 Budget
 - c. Spring Conference:
 - i. 2-day Conference
 - ii. \$3,500 Budget
2. Announce the dates:
 - a. Send an email out or if the brochure is ready, send it out.
 - b. The sooner the better, so members have time to plan.
3. Reserve a block of hotel rooms:
 - a. Call your local hotels, explain that you are having a conference. Generally, they will give a discount. May also remind them that it will be tax exempt.
 - b. Up to 30 rooms
 - i. If rooms are not reserved at least a week prior to the scheduled conference, then the rooms are no longer available at the AAKC rate.
4. Line up the Speakers/Activities:
 - a. It is important to get a definite answer from everyone so they can be added to the brochure!
5. Create a brochure:
 - a. The template will be available on the website.
 - b. Make sure to have the board approve the brochure before it is sent out to all the members.
 - c. Should go out 1 month prior to the conference
6. Name Badges:
 - a. The template is on the website.
 - b. The Treasurer will let you know who pays. (You will be in constant contact with the treasurer!!)
7. Create the Certificate Sheets:
 - a. Template will be on the website
 - b. Can be done a day prior to the conference so you have the most up to date attendance list.
8. Finalize Details:
 - a. You can make small goody bags that include pens, papers, etc. (not mandatory)
 - i. Contact your Chamber, they may also help with this, they may be able to contact Chamber Members to donate items for the goody bags.
9. Evaluation Forms:
 - a. Template will be on the website.
 - b. Print the day prior to the conference.
10. Have fun! Don't stress! Enjoy yourself because you will put on a great conference!!

ADMINISTRATIVE ASSISTANTS OF KANSAS CITIES/COUNTIES