Great Lakes Association of College and University Housing Officers

Annual Conference Planning Manual

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SECTION I: GENERAL INFORMATION

A. PURPOSE

The purpose of the annual conference is to provide the opportunity for those involved in student housing and residence life within the GLACUHO region to gather annually to discuss current issues, conduct organizational business, elect officers and to provide the best opportunities for housing officers to learn, lead and serve. The annual conference financially supports the professional development opportunities and initiatives of the association throughout the year.

B. CONFERENCE SITE

The site of the annual conference is rotated among the four states in the following order: Ohio, Indiana, Illinois, and Michigan. The Board of Directors may elect to change the location to serve the best interests of the Association. Schools within the state designated to host the conference are requested to submit a bid two years in advance to serve as host for the conference. The schools submitting bids will:

- Submit a written statement indicating an intent to present a bid to host to the Board of Directors by June 1st two years prior to the proposed conference, and
- Make an oral presentation to the Board of Directors at the annual conference two years prior to the proposed conference.

C. CONFERENCE DATES

Late October or early November dates are preferred, avoiding Halloween, Big Ten meetings, GLACURH and CAACURH if possible. Early November may conflict with Election Day.

D. CONFERENCE SIZE

There are typically 300 - 400 delegates and 40 - 60 exhibitor representatives representing between 40 – 55 booths.

E. LENGTH OF CONFERENCE

The conference begins with committee meetings on morning/afternoon of the first day and concludes on the evening of the third day with the closing banquet. The Board of Directors and Programming and Development committee arrive the day prior to the conference for pre-conference meetings. Although the association has had success with the Sunday-Tuesday layout; that does not mean that the board will not consider other day layouts provided that the past president brings those dates immediately to the Board of Directors before progressing with the bid. Any pre-conference sessions must be discussed with the board of directors for approval. See a sample Conference Format in Appendix D.

F. RESPONSIBILITY FOR CONFERENCE PLANNING

The host institution(s) will establish a host committee to plan and coordinate the conference activities in conjunction with the Exhibitor Liaison, Contemporary Issues committee chair and the Programming and Development committee chair. The chair of the host committee will serve as a non-voting member of the Board of Directors from the time the bid is accepted through the winter meeting following the conclusion of the conference. The host institution(s) should provide the Board of Directors with their Host Committee roster one year prior to the actual conference. The host institution must obtain Board of Directors approval before entering in to any personal services contracts related to the proposed conference.

G. SITE VISIT

The host committee is also responsible for coordinating a site visit with the Tri-Presidents, Treasurer and Exhibitor Liaison which should take place in January or February after the bid is awarded. During this visit, a tour of facilities is conducted to include: guest rooms, meeting rooms, exhibit area and banquet rooms. A floor plan, conference budget and conference schedule should also be provided. This is typically when the final contracts of hotel, conference center, etc. are reviewed by the Tri-Presidents and Treasurer.

H. SUMMER MEETING

The host committee is responsible for hosting the summer meeting which occurs in June prior to the annual conference. Those in attendance are the Board of Directors and the Programming & Development committee. Plans for the meeting should include: overnight accommodations, meals, parking and a site visit.

The summer meeting costs are covered by GLACUHO. The GLACUHO Treasurer should be consulted for the summer meeting budget.

SECTION II: SELECTION OF CONFERENCE HOST

A. Process of selection

1. Call for proposal
   a) The Past President will issue a request for proposals to the Senior Housing Officers (SHOs) in the state scheduled to host the regional conference. In collaboration, the State Delegate will solicit bids for hosting of the Annual Conference from the represented state.
   b) The SHO of an interested institution or Chair of a group of institutions submits a letter of interest to the Past President no later than June 1st two years prior to the proposed conference.
   c) The Past President will review the expectations and distribute the conference manual to each potential host.

2. Formal proposal
   a) The interested school(s) will prepare a formal presentation for the Board of Directors at the annual conference 2 years prior to the proposed conference. 25 copies of all materials will be needed.
   b) The proposed conference budget information is to be forwarded to the Past President and Treasurer at least four weeks prior to the formal presentation for review and feedback.
   c) Bidding institutions should review the final conference budget reports from the last two annual conferences in preparing the proposed budget.
   d) Bidding institutions must submit a separate, balanced proposed budget for Night on the Town, as well as a separate proposed budget outlining all exhibitor related expenses. Special note: exhibitor sponsorship should not be included within the proposed budget.
3. Announcement
   a) The institution(s) selected to serve as conference host will be announced at the annual Business Meeting and the closing banquet of the annual conference during which the bid was presented.
4. Evaluation
   a) The President will provide a summary of the Board discussion about the respective bid presentation to each institution presenting a formal proposal.

B. Format of formal proposal

The formal proposal should include the following:

1. Letter from the Host Chair
2. Letter of support from the institution's SHO
3. Letter of support from the conference site
4. Proposed conference dates
5. Description and location of facility for accommodations and meetings
6. Parking and airport transportation
7. Exhibitor space
8. Proposed budget for the conference, exhibitor area and Night on the Town
9. Night on the Town options
10. Site diagram for all banquet, meeting and exhibitor area rooms
11. Opportunity for pre-conference programs
12. Comment on the social/political climate of the area for acceptance of all constituency groups
13. All known deposit and insurance requirements
14. Meals/catering options as well as the ability to accommodate special dietary requirements
15. Registration information
16. ADA accessibility
17. Theme (if one is selected)

SECTION III: CONFERENCE FACILITIES REQUIREMENTS

A. Located near major forms of public transportation (air, automobile). Airport shuttle or limo-service information should be made available.

B. Convenient and sufficient parking must be available. Parking structure must be able to accommodate large vans (15 passenger).

C. Guest room accommodations of at least 200 rooms must be available for delegates. Traditionally, conference facilities will provide complimentary rooms at the rate of one per 40 or 50 occupied guest rooms.

D. The complimentary rooms are traditionally used for special guests (see Section IV, K: VIP Arrangements).

E. Meeting rooms
   1. Program session rooms should provide for at least 8-10 sessions to be conducted simultaneously. Each room should accommodate at least 50 participants, classroom or lecture style.
   2. For the Board of Directors (approximately 30 persons, hollow- square style) meetings on the day before the conference in the afternoon and evening, the morning of the first and the transition meeting on the third day.
   3. For committee meetings (approximately 25 persons each, total of 9 committees) and state meetings (120 people), typically on the first day.
   4. Work room for Programming & Development committee use throughout the conference, beginning in the afternoon/evening of the day before the conference.
   5. Work room for host committee use throughout the conference.
   6. Secure room for storage of supplies, if necessary.
   7. Secure rooms for case study competition planned by Contemporary Issues committee (4 rooms)
   8. Additional rooms for special events should be identified and secured, including, but not limited to:
      a) New Delegate Orientation
      b) Financial Advisory Board meeting on the first day
      c) Exhibitor Advisory Board meeting on the second day
      d) State Meetings
      e) Evening entertainment for the first day – This should consist of committee sponsored gatherings or optional events established by the Host Committee. Options should be discussed with the full Board at the summer meeting prior to the Conference.
      f) Business Meeting
      g) Conference Host bid presentations (morning of the first day) accommodating 50 people

F. Banquet room facilities must accommodate a minimum of 500 people.

G. Exhibition space
   1. Must be sufficient to provide for 40 – 55 exhibit booths (8′ x 10′ minimum) with adequate space for comfortable browsing. The location should be in a major traffic pattern for the conference schedule. Electrical outlets, adequate lighting, A/V equipment for announcements and ventilation should be present. Must be able to provide tables, chairs and electrical outlets for each booth, as needed. Exhibit space must be accessible via loading dock area.
   2. Many exhibitors ship furniture and/or equipment and therefore require storage space in advance of the conference. Host and Exhibitor Liaison should contract with a pipe and drape company to provide for shipping, receiving, storage and set-up of booths.
   3. Exhibitor area must be available for set-up the morning of the second day (8:00 a.m.). Exhibits will be taken down by 12:00 p.m. on the third day of the conference.
   4. Exhibitor area must be secured during non-exhibition times. This may require hiring of security by the venue (Host committee responsibility).
   5. Exhibitor area must also be served by catering and bar service.

H. The conference facilities are expected to be accessible according to ADA specifications. (Include information in conference promotions).

I. Other facility-related needs to be provided by the Host committee or hotel:
   1. Audio visual equipment
   2. Extension cords for exhibitor area and other special events, as needed
   3. Hotel registration materials
   4. Copy center facilities on site or nearby

J. Issues to be discussed with the hotel:
   1. Check-in procedures. How to deal with everyone arriving at the same time.
   2. Early check-in and late check-out procedures
   3. Complimentary continental breakfasts on the second day and third day mornings, if offered by the hotel
   4. Method for hotel registration: 800 number/reservation desk versus paper and/or on-line forms
   5. Use of recreational facilities during conference
   6. Room rate for delegates arriving early or staying after conference
   7. Check-out procedures
   8. Availability of rooms at check-in time
   9. Hours of hotel restaurant, bar and other facilities
   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. Pre-conference activities, if scheduled
   13. Etiquette of servers – Host committee has primary responsibility for relaying what is appropriate interaction and service for the conference for all servers, hotel employees, etc.
   14. Internet hookup in guest and meeting rooms
   15. Wireless capabilities within guest rooms, meeting rooms, lobby, and city.
   16. Cash bars, in addition to the hotel bar
   17. Check in and billing for complimentary rooms
   18. Establishment of master account, final billing process, tax-exempt documentation, insurance requirements and invoicing practices & policies. Consult GLACUHO Treasurer when arranging these items.
   19. Local taxes which cannot be waived, if any
   20. Gratuities and all applicable service charges
   21. Posting/hanging of signs, inclusive of meeting room and program session signage
   22. Charges for moving/set-up of audio-visual equipment
   23. Parking and associated charges

SECTION IV: HOST COMMITTEE RESPONSIBILITIES

A. Hotel and Conference Facility Arrangements

1. The host committee is the formal contact with the hotel and conference facility. Before signing any contracts for the facility/facilities, the host committee must present draft(s) of contract(s) to Board of Directors for review and approval. The President and Treasurer will serve as the association signatures on the contract.
2. Arrange reservation procedure for guest rooms to include early and late arrivals, deadlines, etc.
3. Arrange space to be used for program presentations, exhibitors, and other space needs associated with the conference. (See Section III)
4. Communicate and ensure a solid understanding by hotel and conference facility staff of the mission of GLACUHO.
5. Share with the Board of Directors, with whom GLACUHO will be sharing hotel and conference space
6. Arrange a post conference meeting with the hotel and conference facility staff, President, President-Elect, Treasurer, Exhibitor Liaison and Conference Host the morning after the closing banquet to review terms of the contract and master bill.

B. Promotion

1. Provide promotional materials at preceding conference
2. Staff a promotional table during the preceding conference.
3. Facilitate a short presentation on conference highlights during the closing banquet at the preceding conference. Presentations have typically included a video presentation, as well as hotel and conference promotional materials.
4. Provide centerpieces for Tuesday's closing banquet at preceding conference.
5. Design and operate the conference web site in conjunction and communication with the GLACUHO webmaster.
6. Submit articles to GLACUHO publications updating the membership on the conference arrangements and highlights.
7. The Exhibitor Liaison will communicate/update exhibitors on conference arrangements and highlights. Close consultation should occur between the host committee and Exhibitor Liaison.

C. Registration

1. Set up and maintain a conference website. Arrange for a process to register for the conference on-line. Ribbons for the nametags should be arranged by the host committee.
2. Submit the conference registration fee for final approval to the Board at the summer meeting in the year prior to the conference.
3. Prepare a conference mailing (first class) to include registration and housing information, refund and cancellation policies, highlights of the conference, nomination forms for awards, fee grant information (coordinated by state delegates) The conference mailing should arrive on campuses at least four weeks prior to the registration deadline. The mailing can be sent via e-mail.

D. Catering

1. The Host committee will make arrangements for all summer meeting meals (paid for by GLACUHO). Committee chairs need to work through the host committee for all requests.
2. Food requested by GLACUHO committees at the conference will be the financial responsibility of the specific committee. Clarify with committees and hotel how invoicing will be handled. (Host committee will provide hotel catering menus upon request). The Treasurer will send funds to the Host to pay for committee food expenses. The Host should itemize these expenses by committee.
3. Arrange Saturday evening meal for Board and Program committee (paid for by GLACUHO), Opening evening banquet, second day lunch, and third day banquet. Meal prices need to be guaranteed in June the year of the conference. Additional subjects that need to be discussed are: point at which meal counts need to be guaranteed, gratuities and taxes, taste testing, service expectations, and bar costs for social events.
4. Continental breakfast/mid-morning break with exhibitors on the third morning. The cost for the continental breakfast break with exhibitors is paid by the exhibitor budget.
5. Each meal provided should offer a vegetarian, including vegan, option. Consideration should also be given to lactose intolerance.

E. Transportation

1. Coordinate information regarding ground transportation to and from local airport. Delegate is responsible for all costs, if any.
2. Coordinate transportation to and from Night on the Town. Host is responsible for cost covered by Night on the Town budget. Ensure appropriate transportation is available for persons with disabilities.
3. Provide driving instructions from other locations in the regions for delegates driving to annual conference.
4. Secure parking for over-size vehicles and parking rates.

F. Entertainment

1. Arrange for Night on the Town for the second day option to include food and an activity that is available to delegates through the registration materials. Cost of this activity is the responsibility of delegates and should be the only source of funding for this event, unless corporate sponsorship is secured in consultation with the Exhibitor Liaison.

2. Have information about local area restaurants and points of interest for those who choose not to participate in the scheduled activity.

G. Program Chair

1. The chair of the Program committee is appointed by the President.
2. The Programming and Development chair shall coordinate with the host committee chair regarding space, audiovisual equipment, special needs and information for the program book.
3. The Programming and Development chair shall coordinate with the host committee any arrangements necessary for persons needing special assistance, (interpreters, Braille handouts, etc.).
4. The Programming and Development chair will prepare and provide the Communications and Marketing chair, GLACUHO webmaster, State Delegates and Host Committee chair with the call for programs by March 15.

H. Financial

1. Prepare a preliminary budget to be included in the proposal. (See attached sample)
2. Prepare an updated budget to present at the summer meeting the year prior to the conference.
3. Seek final clarification on tax-exempt status for the conference and insurance requirements with the hotel. The Association is not tax-exempt; therefore to have tax-exempt status, an institution with tax-exempt status would need to use their tax-exempt status for purchases.
4. Work with GLACUHO Treasurer on a regular basis to review revenues and expenses.
5. Secure exhibitor support with the assistance of the Exhibitor Liaison.

I. Host Summer Meeting

1. The President, in consultation with the host chair, will set the date for the summer meeting, which is usually held in early June (GLACUHO covers cost).
2. Prepare summer meeting budget to be presented at the Board of Directors summer meeting in the year prior to the conference.
3. Make arrangements for housing of 25 Board members for two nights and 25 Programming and Development committee members for one night.
4. Arrange meeting room space for the Board beginning at 1:00pm and the Programming and Development committee at 1:00pm. The meeting typically ends in the early afternoon on the second day. (See appendix)
5. Arrange for meals for the Board and Programming and Development committee.
6. Arrange for a hotel and conference facility tour.
7. Things to cover during conference facility and hotel tour. Heavy emphasis should be placed on the actual conference facility rooms and information:
    - Room layouts
    - Room locations
    - Availability of audio-visual equipment
    - Location of registration
    - Location of hotel check in and check out
    - Location of nearby restaurants
    - Location of parking for both cars and vans
    - Lodging room tour with explanation of amenities (show all room options)
    - Lounge room tour (if lounge available)
    - List of amenities
    - Introduction of local contact for hotel and conference facility
    - Location of audio-visual and electrical plugs
    - Location of exhibitor booth space
    - Sample of signage
    - Location of committee meetings
    - Location of case study
    - Location of conference services table or host room
    - Location of on-site Security Officers (if required by venue)
    - Location of Board Meetings and Business Meeting
    - Banquet room

- Night on the Town location (or map to location and explanation)
- ADA accessibility

J. Audio Visual Equipment

1. Coordinate with the Program committee regarding the needs for audio-visual equipment. Arrange for the availability and security of the needed equipment.
2. Distribution of the audio-visual equipment to the location of use is coordinated by the Host Committee.
3. Programming and Development & host chairs should determine limits, if any, to the types of audio-visual equipment which will be made available to presenters. (i.e. LCD projectors)
4. Find out from hotel whether Host committee or presenters will have the option of using their own audio-visual equipment or audio-visual equipment secured through an outside company.

K. VIP Arrangements

1. Coordinate with the GLACUHO President and committee chairs in making arrangements for hotel accommodations and local transportation for conference VIPs. The following chart identifies responsibility for GLACUHO contact and financial responsibility for travel, registration and Night on the Town. The contact person should confirm all arrangements with VIPs in writing.

VIP	Contact	Travel	Honorarium	Hotel	Registration	Night on the Town
GLACUHO President		Individual	N/A	Host (suite)	Host	Host
Regional Affiliations Director or ACUHO-I designee	President	Individual	N/A	Host	Host	Host
Consultants in Residence	Programming & Development	Programming & Development	Host	Host	Host	Host

L. Exhibitors (See appendix for sponsorship agreement form)

1. The Exhibitor Liaison prepares all information sent to exhibitors regarding the conference. The Host Chair may be asked to include a letter or co-sign a cover letter. This information should be mailed to the potential exhibitors in early April. The Exhibitor Liaison has an inclusive database of exhibitors.
2. The host committee prepares registration materials (name tags for each representative, program book for each company) for each exhibitor. Additionally, one lunch banquet meal ticket for the second day should be provided per booth to exhibitors. Additional meal tickets may be purchased through the host committee.
3. The host committee should be in consultation with the Exhibitor Liaison and the Past President regarding all sponsorship solicitation. See Section VI for financial information.
4. The Host committee should appoint a member to be responsible to work with the Exhibitor Liaison.
5. An evening exhibitor event on the second day to encourage booth traffic should be planned in conjunction with the Exhibitor Liaison.
6. Arrange breakfast/lunch/social for exhibitors and Senior Housing Officers in consultation with the Exhibitor Liaison. Cost of this breakfast is paid for by the Exhibitor Liaison Budget.
7. In conjunction with the Exhibitor Liaison, coordinate a raffle for exhibitors. Solicit donations from member institutions for raffle give-aways.
8. Exhibitor area should be equipped with appropriate audio-visual needs for raffles, announcements and music.
9. Arrange for a one-hour morning break with exhibitors on the third day. No other programs or events should be scheduled against this break. Cost for the food for this event will be approved and paid for by the Exhibitor budget.
10. In conjunction with the Exhibitor Liaison, solicit prize drawing donations from exhibitors for delegates.

M. Final Report

1. A draft final report is to be prepared by the Host committee and a copy submitted to the President for review no later than January following the annual conference. Copies of the final report, including any recommended modifications to the conference program, are to be distributed to members of the Board of Directors at the winter meeting. The Host committee chair is expected to attend the winter meeting following the conference to discuss the final conference report. Cost of copies should be included in the conference budget.
2. The final report includes:
   a) Summary of activities – inclusive of conference schedule and suggested changes for the future. Also include special arrangements by committees (such as the committee socials and exhibitor events), review of alterations to conference schedule from previous year and how the conference changed from the original proposal to the Board
   b) Review of exhibitor activities – inclusive of number of booths provided and sponsorship of events
   c) Review of registration activities – inclusive of pre-conference promotion, website design, timing of receipt of majority of registration and logistics of special guest registration
   d) Review of catering – inclusive of meal options, catering operations, timing and number of meals served at specified meal time
   e) Review of conference program activities – inclusive of special events, committee sponsored events, state meetings, business meeting and new initiatives or events.
   f) Review of financial activities – inclusive of unforeseen budget expenses that were discussed with the Board after the budget was proposed, conference overage, donations including exhibitor and institutional support
   g) Review of audio-visual activities – inclusive of what was provided and equipment unable to be provided as well as any unforeseen needs that occurred
   h) Review of final conference evaluations – overall trends of the evaluations inclusive of successes and challenges of the conference
   i) Review of hospitality activities – inclusive of what was provided and arrangements for VIPs
   j) Review of conference logistics – inclusive of special needs that were accommodated, transportation arrangements, special needs requested by committees or the Board, registration and hotel check in and out and parking arrangements
   k) Review of entertainment activities, including Night on the Town – inclusive of associated cost, sponsorship, special arrangements with entertainment site
   l) Appendices to include the final budget (inclusive of changes from originally proposed budget), conference schedule, evaluation form, evaluation summaries, exhibitor evaluations and conference rosters.

SECTION V: CONFERENCE FORMAT

A. Schedule (Typical elements)

1. Day Before Conference (typically Saturday)

a) Board of Directors meet in afternoon and evening (dinner arranged by Host, paid by GLACUHO)
b) Program committee meets in afternoon and evening (dinner arranged by Host, paid by GLACUHO)
c) Pre-conference activities, if scheduled, usually Case Study Orientation meeting (arranged through Contemporary Issues Committee)
d) Early registration should be set up and operational
e) Host Committee meets

2. First Day (typically Sunday)

a) Programming and Development Committee and Contemporary Issues Committee meetings in the morning
b) Board of Directors meet in the morning (lunch arranged by Host, paid by GLACUHO)
c) Conference Bid Presentations (coordinate with Board meeting)
d) Registration begins in morning; possible pipe and drape set up for Exhibitors
e) Committee Meetings in afternoon (organized by committee chairs)
f) State Meetings in the afternoon (led by state delegates)

g) Interest sessions and/or pre-conference sessions (Program committee)
h) Financial Advisory Board (coordinate with Treasurer & Tri-Presidents)
i) Case study competition (organized by Contemporary Issues Committee)
j) New Delegate Orientation (coordinated with the State Delegates)
k) Entry-Level, Mid-Level, SHO Receptions (coordinate with the State Delegates)
l) Opening banquet, inclusive of awards presentations
m) Issues Social (coordinated with Inclusion & Equity committee & Host)

3. Second Day (typically Monday)

a) Exhibitor registration/set up (coordinated by Exhibitor Liaison)
b) Interest sessions
c) Exhibitor Advisory Board (coordinated by Exhibitor Liaison)
d) Noon luncheon, inclusive of awards presentations
e) GLACUHO Business Meeting (organized by President & Past President)
f) Consultant In Residence Roundtables (coordinated by Programming and Development committee)
g) Interest sessions
h) Exhibitor/SHO/Purchasing Agent Reception (coordinated by Exhibitor Liaison & Host committee)
i) Exhibitor Fair (if food provided, must be negotiated between Host and Exhibitor Liaison)
j) Night on the Town (arranged by Host Committee, paid by delegates)

4. Third Day (typically Tuesday)

a) Exhibitor breakfast/drawings (funded by Exhibitor Liaison)
b) Board transition meeting (organized by Incoming President)
c) Interest sessions
d) Lunch break options (on your own)
e) Closing banquet, inclusive of awards presentations
f) Evening Entertainment or committee socials

5. Day after Conference (typically Wednesday)

a) Post conference wrap-up meeting and billing review for the President, President-Elect, Exhibitor Liaison, Treasurer and Host Chair with the hotel/facilities staff.

SECTION VI. FINANCIAL INFORMATION

A. Location of a conference account

1. The Host committee will establish an account through which conference revenues and expenses will be handled. The account should be established at the home institution of the Host chair. Conference Host committee will establish a method for acceptance of payment for registration via credit card.

2. The GLACUHO Treasurer will supply payment for any pre-expenses associated with the Annual Conference, including (but not limited to) publicity costs, deposits, and printing prior to the Host receiving registration income. Expenses must be discussed with the GLACUHO Treasurer and President prior to the dissemination of funds for conference purposes.

B. Financial Responsibilities of the Host Committee

1. Promotion at preceding conference
2. Table decorations for closing banquet at preceding conference
3. All costs related to printing and mailing of registration materials, as well as on-line registration
4. Food costs for Opening banquet, lunch on the second day, and closing banquet
5. Entertainment for the first night
6. Night on the Town: This event should be self-sustaining and a separate operating budget should be submitted.
7. Audio-visual equipment
8. Promotions and special giveaways
9. Payment of $35 per registrant to GLACUHO for the Delegate Tax (including VIP registrations)
10. Build in a $6-8 per transaction charge for ecommerce in the budget
11. Registration, housing, Night on the Town for special guests (see Section IV, K: VIP Arrangements)
12. Program booklet/conference evaluation/name badges (Ribbons for nametags paid for by Awards and Recognition Committee, transitioned by previous host)
13. Sign language interpreters and other forms of special accommodations
14. Signage for meeting rooms, directions within the hotel and recognition of exhibitors/conference sponsors
15. Consultant in Residence honorarium
16. Establishment of master account with the hotel
17. Additional pipe and drape charges

C. Late registration fees

1. There will be a late fee for registrations mailed after the publicized deadline. The Host committee is responsible for determining the amount of the late registration fee.

D. Exhibitors (See Appendix F: Exhibitor Sponsorship Form)

1. The Board of Directors has the ability to set an early bird registration fee if exhibitors registers by a specified date.
2. Exhibitors are charged $900 per booth space at the conference. For the $900 they receive a program booklet, pipe and drape, one ticket for the lunch on the second day per booth, tables and chairs as requested, electrical outlets as requested, and one copy of the delegate roster within one week after the registration deadline. Exhibitors may purchase additional meal tickets upon request through their registration form.
3. The $900 is paid directly to GLACUHO and cost (meal tickets, pipe and drape, tables & chairs, program booklet) associated with exhibitors at the conference is invoiced to GLACUHO by the Host committee.
4. Exhibitors may be contacted to assist in special sponsorship of a portion of the conference activity such as program booklet, receptions, breaks, entertainment, etc. This should be discussed by the Host chair and the Exhibitor Liaison. Funds committed and collected as sponsorships are deposited to the conference account, accounted for by the Host committee and returned to GLACUHO as conference surplus. Exhibitors committing to sponsorships are to receive appropriate recognition during the conference.
5. Exhibitors may have booth space waived with special arrangements made by Exhibitor Liaison, Host Committee Chair and Past President. (See Appendix F: Exhibitor Sponsorship Form)
6. Any exhibitor wishing to be present at the conference must pay the full exhibitor registration fee, even in cases where a booth is not available.

E. Waiver of fees

1. Registration fees may be waived at the discretion of the Host and Programming and Development chair(s) for any person who is not working in housing at a member institution, who is not an exhibitor and who is not participating in the conference beyond presenting a program.
2. A special Faculty fee waiver may be established by the GLACUHO Board. Host Committee should communicate regularly with the Board to determine what this fee waiver entails.

F. GLACUHO has financial responsibility for:

1. Housing and food costs of the summer meeting
2. Saturday dinner food cost for the Board and Programming and Development committee prior to the start of the conference
3. Consultant in Residence travel if arranged by committee by special circumstance (Programming and Development Committee)
4. Recognition ribbons for name tags (Conference Hosts)
5. Food at committee meetings and committee sponsored socials (Individual Committees)
6. Costs related to the exhibitors (Exhibitor budget)
7. Break on the second day with exhibitors (Exhibitor budget)
8. Association Awards announced at conference (Past President)

G. Refunds

1. Special circumstance refunds are processed at the conclusion of the conference, at the discretion of the Host Chair on a case by case basis. A letter must be submitted by the Senior Housing Officer of the requesting institution to the Host Chair no later than one week after the conclusion of the annual conference. The conference refund policy should be explicitly stated in the conference registration materials and on the conference website.

H. Excess Income/Deficit

1. Any excess income related to the conference is returned to GLACUHO.
2. Any excess expense related to the conference will be paid for by GLACUHO, however the board should be made aware of the budget status throughout the entire two year planning process.

I. Host Institution Expenses

1. Out-of-pocket expenses incurred by the host school(s) are to be considered as expenses for the conference and included in the budget within appropriate line item. Appropriate records should be maintained to support reimbursement from the conference account. Up to $1,000 can be reimbursed as host expenses without supporting receipts.

SECTION VII. CONTRACT NEGOTIATIONS

In an effort to more appropriately negotiate with our conference venues, we have compiled a list of tips and suggestions you may want to consider as you discuss contracts and other items with sales representatives.

Topics to be considered during contract negotiations

A. Conference dates
   1. Is there a local event scheduled which will make it difficult to secure enough rooms or affect check in/out? (another conference/football game)
B. Hotel Room rates
   1. Stay the same even after we have released our room block if someone calls late
   2. How late can the room block rates be held?
C. Meeting space rates
   1. Price and availability
D. Parking
   1. Cost – Free is good
   2. How close is it to the hotel

    3. Can they handle 15 passenger vans
    4. Does the parking allow for in and out flexibility?
E. Guarantee #'s on room blocks
    1. Ask for these to be adjusted closer to the conference
F. Meal prices and Caterer -ask for several options
G. Service prices and taxes
H. Gratuities
I. Room service
J. AV Company
    1. Lock in the rates at the time of signing the contract
K. Hours of operation of bars
L. Restaurants
M. Breakfast included in room rate?
N. Pool, workout facilities, coffee shop, etc.
O. Wireless or Wired Internet included in the price of the room.
P. Free room service for the Presidential Suite
Q. Extra decorations (meal or lobby) and signage for our group

General Contract

A. When first communicating with the Hotel, make sure they know (or think) they are competing with another city or even another hotel. Don't give them the idea that they have the conference until the contract is signed. Even after the Board of Directors has awarded the contract tell them that we have chosen a location pending contract negotiation.
B. Consider all the negotiations up front. Once the contract is signed there is no turning back. You will be asked to sign a contract between 18 and 20 months out.
C. Regardless of what the hotel will tell you, EVERYTHING is negotiable. Be bold and be persistent. If their standard service isn't what you want, ask for what you want. You don't get what you don't ask for.
D. Require a set of meetings with the event manager beginning 6 months before the conference to ensure good communication with the Hotel
E. Provide for the hotel/convention center a "feel" for what the GLACUHO conference is like and the ways in which attendees will view/have expectations of the conference facility. It turns the table from us trying to cram our event into their space to them utilizing their space to accommodate our event. Continue the dialogue with them until they have a grasp on how our organization works and our needs of their facilities.
F. We like to be the only group in at that time, or in the case of a larger venue, we want assurances that other groups are not using the same spaces and do not need to travel through the middle of our event to come and go from theirs.
G. Put the onus on the hotel to make our event special. This is their business. We should give them the expectation that we want their event to be the one that our delegates remember 10 years from now. What are your property and staff willing to do/add in to make this our best conference ever. This can mean extra decorations/tables dressings/meal "extras", etc. They know what they can do and these folks are supposed to help you create that something special. They will of course look to charge an arm and a leg for anything above basic minimum...that's why I start by challenging them to think big, and then whittle them down to cheap or free based on our budget. Most places will work with us, most want their property to shine. Frankly, they will suggest things we've not thought of that would be worth adding a buck or two per person to have at our conference. Our hosts can also negotiate and "give and take" among various options to end up with the deal we're looking for.
H. They only make money when we're in their facility - they will try to sell you everything at sticker price, you will get the extras at lower cost when you really negotiate.
I. Once you have what you want - demand a 2 week review of the contract terms before locking in, but then lock in - watch for clauses in the contract that allows them to raise the rates for certain circumstances, for anything that doesn't make sense, and ensure it is just what you talked about. Don't sign any contract without review by the President and Treasurer.
J. Make sure the end date of the room block isn't too far out in front of the conference 2-3 weeks should be the earliest. A month out is too far. You may even ask for a variable block deadline – if registration is still flooding in, make sure the hotel can be flexible with the date they intend to release the block.

K. Negotiate when the room release date is a few weeks before the conference. The later the better. Negotiate that once this date passes, if we have a member who calls late they can still get the conference rate if space is available.
L. Read the contract carefully for exclusive language and 3rd party vendor information. Additionally, read for deadlines and guarantees, as well as organizational insurance requirements. Also, look closely at the language regarding the exhibit and meeting room space.
M. If you have some mixed feelings after meeting with the local staff, it might be wise to ask for names and contact information for district/regional supervisors when you are working with a national/international chain.
N. Be flexible in selecting dates of stay. Hotel rates fluctuate like airline tickets and gas prices. Armed with this information, conference hosts can look at several dates of stay before settling on a final set of dates. Off season dates make it easier to negotiate than peak season. Furthermore, an empty hotel is easier to do business with than a full one.
O. Outsourcing the administrative elements of the annual conference. We contracted Conference Services (CS) of the University of Cincinnati to perform a multitude of administrative functions including negotiating contracts and the concerns you are addressing. Rather uniquely, CS is a full-service provider - anywhere, anytime.
P. Ask for what you want; expect to be told no. Decide what you can and cannot live without. If signage is not included, what can they provide at no cost in its place? Negotiate them up – ask for a suite for the conference hosts, include comp nights for the host committee for an on-site meeting, include a meal for the host committee before the conference, etc.
Q. Understand the relationship between the venues and outside vendors, particularly those who may be providing pipe and drape, linens, etc. Ask questions about catering minimums that must be met and what the penalties are.
R. Watch for guaranteed minimums. Most places will have them, but remember they are COMPLETELY negotiable. Don't get hung out to dry - make them come down under what we reasonably expect for attendance numbers. Watch for the "surcharges" and add on's - demand an "out the door" price inclusive of whatever they feel needs to be added to the price. It's kind of like buying a car - settling on a price without the various taxes and charges will make you short by 25-35%.
S. Tell them your budget is low and expectations are high. Ask for everything and allow them to talk you down to what you wanted in the first place. Be bold, be demanding, and expect everything so they feel you're doing them a favor by the time you come to terms on the deal. I think too often we just go in asking for the vanilla conference expectations. Given a challenge, most places will surprise us with options we didn't know existed. Balk and guffaw at attempts to say they can't provide what we're looking for. When we look like we're willing to go somewhere else that can better suit our needs, their ability to give what we need, will go up and the prices will come down.

Billing / Payments

A. Ask for a sample master bill up front for the different things that you may do, room set-up, catering, bar, exhibitors, etc. Knowing this format may help you in planning and also to catch any hidden charges.
B. Fight back when something does not seem right on a bill. You have the contract to back you up. If a policy was not outlined in the contract, question it and make a staff member explain to you how it's related to the contract. If they can't defend it appropriately, ask for a discount or waiver of that charge.
C. Establish payment expectations with the hotel if you are not establishing credit with them. Paying by check was feasible, but required several transactions between the GLACUHO treasurer and our financial host. Help educate the hotel about what kind of lead time you will need for payments

Bed Nights

A. Allow for an adjustment of bed nights a few weeks out from the conference.
B. Put in incentives that if we get to 100% or 110% of our bed nights that we get an extra complimentary room.
C. Pick a firm deadline for the comp nights to be assessed and distributed. Hotels will take advantage, if given the opportunity, of a floating deadline, which means your comp nights will continue to change right up until the wrap up meeting.

Hotel Pricing

A. Consider negotiating a separate room price for graduate students. There are usually logistic concerns with this as the hotel will have to take customers on their word. At least negotiate no extra charge for multiple individuals in a room.
B. Ask for a flat single rate regardless of the number of persons residing in the room on a nightly basis.

The Extras

A. Be sure we're not getting charged extras for turning the use of a room around during the day - we may hold conf sessions in a specific area during the day but want that space for a social later on. I would look for them to turn that around without additional cost.
B. Negotiate free wireless Internet
C. Negotiate for early and expedited check in process and later check out options.
D. Make sure people sharing rooms can split their bills for billing and payment.
E. Negotiate access and charges for the business office access/copies/digital access.
F. Alert hotel to large group check in's. What is the process for institutional checks, etc?
G. Get creative about the parking nightly rates. Negotiate a rate that will include the cost of parking/storing a vehicle during the conference. We don't necessarily want the rate included in the price of the room as it just drives up the room cost.
H. Inquire about the number of available roll-away beds on site. Not all facilities offer this amenity. Be mindful of fire codes from state to state and city to city when adding additional beds to a room.

Conference Space

A. See if the banquets, exhibitor area and conf sessions can all run at the same time. They don't need to, but it will ensure you have the right kind of space we need to function properly. Look to go beyond what is called for minimally in the conf planning manual in terms of necessary space.
B. Request information on the Convention Center's sustainability resources.
C. Ask for discounted rates on meeting rooms, especially those you will be using for multiple days with slight or no adjustment to room set up. Many of our charges were reduced by 50% for this reason.
D. Be especially cautious with the food charges, set up charges, CHANGE charges, gratuities, taxes, etc. Union issue can arise. Our committees are used to doing a fair amount of work - make sure we have that flexibility. Something as simple as rearranging rooms to circles, etc can land the organization in hot water and result in extra charges (especially in Chicagoland) - be persistent to know "the rules" and associated charges all up front. I usually say something like "Assume I know nothing of how your industry works, pretend you just handed me the final bill, what are ALL the categories for which you will charge me something?" Each property seems to have a quirky thing or two - ask them how their property may differ from other properties in the area or in other cities to try to flush those out.
E. We were not able to provide GEAR a facility for the gender-neutral restroom, as we did not have exclusive use of any of our facilities, but the committee provided a gender-neutral relaxation room that was very successful.
F. Is the facility operated under Union Labor? Costs associated with outside labor bringing items in. Outline the costs associated with storage, security, set-up and take-down.
G. Water in conference/program rooms could be helpful, even if they are common sources and people brought their own water bottles.

Hotel Billing

A. Get in writing how billing will work as it relates to the tax exemption. If it was billed to an institution, then sometimes tax exemption was applied.

Meals / Catering

A. Since arrangements are often negotiated many months before the conference, consider gathering background information on the event and catering staff in terms of longevity, references for events that are similar in size to GLACUHO. Also, it's important to note any planned renovations or hotel upgrades that could conflict with your proposed dates. I think those are important to negotiate on the first site visit and then revisit at summer meeting time.
B. I think your catering charges are negotiable because the costs are so subject to change, but there should be a time out from the actual event where those costs have to be known and locked in; not "going rate" or

subject to change. I think in hindsight I would have pushed for locked in banquet fees four months out from the event with a guaranteed minimum head count.

C. Ask for Room Service voucher with the Presidential Suite. At least on Sunday and Monday this can be very helpful and a stress relief for the President.
D. Consider negotiating a continental breakfast?
E. The meal tickets went well this year and really helped us manage the numbers for each meal. We recommend using meal tickets again and collecting them at the door.
F. Know what the hotel expects for conference attendees with special dietary needs. We found out after the attendees arrived and at the very beginning of the first meal that our event planner wanted to meet each of the individuals at the start of each meal to discuss what the hotel was doing to accommodate them. We didn't personally know most of those people making it difficult to assist them and the hotel staff.
G. Don't be afraid to stand your ground with the hotel caterers. Based on the previous year's evaluations and us knowing our GLACUHO participants, we knew what we wanted to serve at our meals. We were not always on the same page with the hotel caterers about meal selections.
H. The early arrival of the Conference staff is integral to ensuring eventual conference success and I would recommend increasing Association meal support to include them in pre-conference meals.
I. We planned for regular, vegetarian, and vegan options for each of our plated meals, and used beef and chicken as our primary options for each meal. We made the closing banquet a larger meal, providing a pasta lunch to offset the higher cost of the dinner banquet. Our caterer allowed us to be creative for each meal, picking every individual salad, side, and dessert. We even coordinated our napkin and tablecloth covers for each occasion.
J. Meet two weeks prior to the conference with the Catering staff to discuss specific dietary requests.
K. Ask for ingredient list when selecting menus
L. Make sure your caterer does not have a multiple meal option charge. When we initially planned for a large number of vegetarians, our caterer was going to charge us an additional $1 per plate served ($1,200 over the conference). We negotiated out of this charge, but we would not have been able to pay for this if it stuck. We were not overly persistent in walking away from the planning meeting with detailed cost estimates, in hind sight; we should have been more persistent.
M. When placing our guarantees, we based each meal on a no show %. You can see below how our numbers were determined and the final count.

Alternative Venues

A. Work with the Hotel or Visitors center to locate and provide venue options for socials, board meals and delegate down time. If we promote their venue to the conference delegates, will they run a GLACUHO special?
B. Cincinnati CVB and Chamber of Commerce during the bidding process; gave us everything we needed about the city during bid preparation. The CVB provided materials for the registration area, including maps of downtown Cincinnati, local dining establishments and discount coupons for local vendors.

Audio Visual

A. Early on we requested an addendum to our contract locking in A/V rates at what they were at the time we signed the contract. Because this is not spelled out in the contract, many venues will charge you the prevailing rate two years later. The Convention Center was happy to do this as part of our package and encouraged us to continue asking for this in future years.
B. Are you locked in with a certain A/V provider? Do they have preferred providers? Do the providers have technicians available during the conference to address problems with the A/V? Are there extra charges if we do our own selection of a provider?
C. In the future, we recommend that programs be assigned to rooms based upon AV equipment needs when possible. It is essential to know exactly what AV equipment is needed where so that we do not have to pay for extra unused equipment (see Appendix E).
D. Finalize prices as early as you can with your facility for A/V. This includes any potential price breaks for multiple-day usage. We could not answer with certainty some committee chairs' questions about A/V prices, because we didn't have prices locked down for sure.
E. First, I strongly suggest that you connect with the coordinator/director of the audio visual company as soon as possible. Establish a great rapport with that person, so that you will be given a nice discount.

Exhibitor

A. Are you locked in with a certain Pipe and Drape provider? Do they have preferred providers? Are there extra charges if we do our own selection of a provider?
B. Determine if your Hotel assesses separate charges for electrical hook-ups in the Exhibitor or other public display areas, and whether additional labor charges may arise from any quoted installation and set-up charges.
C. Outline the costs associated with signage; use of display boards, monitors, marquee and bulletin boards. Exhibitor booths; what's included? Table(s), Chair(s), Waste cans signage, size, and electricity.
D. What is the rental fee for the exhibit area? Ask if it can be comped or reduced due to rental of program session rooms.
E. We typically need space for about 55 10x10 booths and room for food set up for the evening reception and morning breakfast in the exhibitor area.
    - Where is the loading dock relative to the exhibit space?
    - Can our exhibitors unload their own cargo or is unloading required by hotel/convention staff?

APPENDIX A: Conference History: Attendance, Meals, Hosts

Hotel Room Nights

Year	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	TOTAL
2000	0	99	219	208	0	0	526
2001	0	92	204	198	0	0	494
2002	0	102	210	199	0	0	511
2003	4	94	201	217	127	0	643
2004	8	95	177	184	112	0	576
2005	6	66	185	221	95	3	576
2006	10	63	198	229	104	0	604
2007	8	68	190	215	107	0	588
2008	13	85	224	261	120	0	703
2009	12	80	164	179	93		528
2010							

Delegate Attendance by State

Year	Institutional	Illinois	Indiana	Michigan	Ohio	Other	TOTAL
1998	95	170	75	78	104	9	436
1999	98	110	62	109	94	5	308
2000	110	115	95	86	122	65	483
2001	76	127	91	78	71	1	368
2002	80	163	79	64	85	1	392
2003	97	133	87	93	94	2	409
2004	89	144	88	52	159	8	451
2005		140	128	70	78	0	416
2006		164	83	50	83	2	375
2007		141	75	51	82	5	354
2008		149	77	45	106	7	384
2009		136	77	60	77	4	354
2010							

Meal Numbers

	Sun. Dinner	Mon. Lunch	MNOT	Tues. Breakfast	Tues. Dinner
2006 Guarantee	400	440	350	350	350
2006 Actual	368	476			308
2008 Guarantee	365	420	350	325	300
2008 Actual	355	367	315		310
2009 Guarantee	330	N/A	N/A		315
2009 Actual					

Conference Sites & Hosts

Year	Theme	Location	Hotel	Hosts
2010		Collinsville, Illinois	Doubletree	Keith McMath, University of Illinois, Springfield Josh Lawrie, Eastern Illinois University Amanda Stonecipher, Southern Illinois University Edwardsville
2009	Innovation through Collaboration	Fort Wayne, Indiana	Hilton	Stacy Oliver, Indiana University South Bend Ryan Miller, University of Southern Indiana
2008	GLACUHO 2008 Journeys	Cincinnati, Ohio	Hyatt	Todd Duncan, University of Cincinnati Dan Bertsos, Wright State University Craig Schmitt
2007	Sharing GLACUHO Traditions, Making GLACUHO Memories	South Bend, Indiana	Marriot	Jon Shaffer, Ferris State University Mike Slocum, Ferris State University
2006	Capital Business/ Leadership Strategies from Abe to Z	Springfield, Illinois	Hilton	John Ringle, University of Illinois Springfield
2005	Creating Champions	Indianapolis, Indiana	Marriot	Sally Freistat Bacon, Ball State University Sara Ivey Lucas, Indiana University
2004	GLACUHO Rocks	Cleveland, Ohio	Cleveland Renaissance Hotel	Loretta Sexton, Case Western Reserve University Robin Gagnow, Baldwin Wallace College
2003	Back 2 Basics	Midland, Michigan	Valley Plaza Resort	Jon Shaffer, Ferris State University Todd Price, Ferris State University Jamie Workman, Ferris State University
2002	Staying in Tune with GLACUHO	St. Charles, Illinois	Pheasant Run Resort	Mike Stang, Northern Illinois University Tim Trottier, Northern Illinois University
2001	GLACUHO 2001: A Housing Odyssey	Evansville, Indiana	Aztar	Julie Payne Kirchmeier, University of Southern Indiana Laurie Berry, University of Southern Indiana
2000	Flight 2000: First Class Ticket to the Future	Dayton, Ohio	Crown Plaza	Jack Dempsey, University of Dayton Amy Lopez: University of Dayton

APPENDIX B: GLACUHO Exhibitor Sponsorship Policy

The Great Lakes Association of College and University Housing Officers (GLACUHO) values the relationships between exhibitors and the Association. As an Association, it is our goal to seek connections with exhibitors that serve housing officers in our region and support the purposes of the Association. We support opportunities to make these relationships mutually beneficial and reciprocal.

Exhibitors may wish to sponsor various events associated with GLACUHO. Examples of sponsorships are:

- Receptions
- Refreshment breaks
- Small mementos
- Printing costs for program notebooks
- Speaker fees
- Door prizes
- Winter and summer meeting activities
- Drive-in workshops and institutes
- Other activities sponsored by the Association

In an effort to assure equal opportunities for exhibitors, as well as appropriate recognition for sponsorship, the following guidelines should be followed:

- Board members will secure a list of exhibitors through the Exhibitor Liaison.
- Board members should submit, in writing, a request for any items which they are seeking sponsorship to the Exhibitor Liaison. The Exhibitor Liaison will then assist in making the appropriate contacts with exhibitors.
- Exhibitor Liaison will generate a sponsorship agreement letter with the sponsor with signatures from the Host Committee Chair and the Past President. Copies of the agreement will be given to the President and Treasurer.
- Exhibitors sought for sponsorship should have a relationship with the purposes of GLACUHO.
- Following exhibitor sponsorship, board members shall submit an itemized list of all donations to the Exhibitor Liaison. This should include actual costs and should be submitted within 30 days of the program.
- The Exhibitor Liaison will submit a recognition piece, regarding donations, for each issue of TRENDS. In addition, sponsorship will be recognized at the Annual Conference.
- Checks for sponsorship payments should be sent directly to the Host Committee for use with the Annual Conference.

APPENDIX C: GLACUHO Alcohol Policy

The Great Lakes Association of College and University Housing Officers (GLACUHO) recognizes a need to promote the responsible and legal use of alcohol. In considering issues of liability in conjunction with GLACUHO activities, the Association adheres to the following guidelines:

- Association funds may be used for the cost and set-up for cash bar operations. However, no funds may be used to directly purchase alcoholic beverages.
- Donations of alcohol beverages, to be served with a meal, may be accepted where appropriate.
- Exhibitors may sponsor site provided bar service during the program if they desire to do so.
- The host site or contracted licenses provider shall provide bartenders for all bar operations and is responsible for enforcing all federal, state and local laws pertaining to the sale and consumption of alcohol.

In all cases, there is an expectation that good judgment will be used (i.e. availability of food and non-alcoholic beverages). Any questions or concerns should be directed to the GLACUHO Board for clarification.

APPENDIX D: Sample Conference Budget Outline

Revenues	**50 Participants Less**	**Last Year's Number of Participants**	**50 Participants More**
Delegate Registration			
Late Registration			
Sponsorships (once signed agreements are received)			
Other Income (not including sponsorship)			
TOTAL REVENUES			

Expenses	**50 Participants Less**	**Last Year's Number of Participants**	**50 Participants More**
Registration			
Online/Credit Card Registration			
Web Site Design/Maintenance			
Registration Printing			
Registration Mailing			
Confirmation Letter Mailing			
Nametags			
Meal Tickets			
Conference Promotional Mailing			
Supplies			
Other/Miscellaneous			
Subtotal Registration			
Entertainment - Meals			
Opening Banquet			
Gratuity for Food			
State or Local Food Taxes			
Cash Bar			
Lunch on Second Day			
Gratuity for Food			
State or Local Food Taxes			
Closing Banquet			
Gratuity for Food			
State or Local Food Taxes			
Cash Bar			
Decorations			
Other/Miscellaneous			
Subtotal Entertainment			
Hospitality			
Conference Promotions			
Decorations			
Give-away			
Supplies			
Other/Miscellaneous			
Subtotal Hospitality			

APPENDIX D: Sample Conference Budget Outline, continued

Expenses (cont.)	50 Participants Less	Last Year's Number of Participants	50 Participants More
Printing			
Conference binder printing			
Conference binders			
Meal Programs			
Daily Updates			
Conference Evaluations			
Other Printing			
Conference Wrap Up Reports			
Subtotal Printing			
Logistics			
Supplies			
Room Rental			
Technical Support			
A/V Equipment Rental			
Service charges for A/V equipment			
Misc. Program Equipment			
ASL Interpreter			
Signage			
Service Charges for Signage			
Subtotal Logistics			
VIP Expenses (Conference fee, hotel, & taxes)			
GLACUHO President-Fee			
Hotel			
Taxes			
ACUHO-I Regional Affiliations Director (or ACUHOI-I Designee)-Fee			
Hotel			
Taxes			
Consultants in Residence (x2)-Fee			
Hotel			
Taxes			
CIR Honoraria x2			
Subtotal VIP Expenses			
Other Expenses			
Conference Evaluation Forms			
GLACUHO Delegate Tax ($35 per/registrant)			
Administrative Expenses			
Non-Receipted Expenses			
Other/Miscellaneous			
Subtotal Other Expenses			
TOTAL EXPENSES			
Surplus/(Deficit)			

Appendix E: Sample Conference Schedule

GLACUHO 2009 – Conference Schedule

Saturday, November 14, 2009

Time	Event	Location
11:00 am – 7:00 pm	Registration	
11:00 am – 9:00 pm	Host Committee Meeting/Space	
1:00 pm – 4:45 pm	Executive Board Meeting (26)	
1:00 pm – 4:45 pm	Conference Program Committee Meeting (20)	
1:00 pm – 6:00pm	Multicultural Competency Institute	
5:00pm	Dinner for Board and Program Committee (46)	
6:00 pm – 8:00 pm	Dinner for MCI participants	
6:00 pm – 10:00 pm	Executive Board Meeting (26)	
6:00 pm – 10:00 pm	Conference Program Committee Meeting (20@)	

Sunday, November 15, 2009

Time	Event	Location
9:00 am	Professional Development Committee Meeting (10)	
9:00 am – 5:00 pm	RFS/SJE Sustainability Table	
9:00 am – 9:00 p.	Registration	
10:00 am	Conference 2011 Bid (30)	
11:15 am – 4:15 pm	Case Study Competition	
2:30 pm	Financial Advisory Board Meeting (20)	
2:30 pm – 3:30 pm	**Committee Meetings** Campus Safety & Crises Management Communications & Marketing Contemporary Issues Facilities & Operations Health & Wellness Inclusion & Equity Professional Foundations Student Learning	
3:30 pm – 4:15 pm	Connections Mentoring Program	
4:15 pm – 5:30 pm	New Delegate Orientation	
4:00 pm	Mid-Level Reception	
4:00 pm	Senior Housing Reception	
5:30 pm	**State Meetings** Illinois Indiana Michigan Ohio	
7:00 pm	Opening Banquet	
9:00 pm	Moderator Training	
9:30 pm	Issues Social	

Monday, November 16, 2009

Time	Event	Location
7:00 am – 6:00 pm	Registration	
7:30 am – Noon	Community Service Project	
8:00 am – 7:00 am	Facilities and Technology Showcase	
8:30 am – 10:00 am	GLACUHO Business Meeting	
9:00 am – 4:00 pm	Exhibitor Set-Up	
9:00 am – 5:00 pm	Sustainability Table	
10:00 am – 4:00 pm	Gender Free/Stress Free Space	
10:15 am – 11:15 am	Interest Session 1	
10:15 am – Noon	Sauder Factory Tour	
11:25 am – 12:25 pm	Interest Session 2	
12:30 pm – 2:00 pm	Case Study Lunch	
12:30 pm – 2:00 pm	Lunch	
2:00 pm – 3:00 pm	Interest Session 3	
3:15 pm – 4:15 pm	Exhibitor Advisory Board Meeting	
3:15 pm – 4:15 pm	Interest Session 4	
4:30 pm – 5:15 pm	General Session	
4:30 pm – 5:30 pm	Exhibitor Early Show for SHOs & Purchasing Agents	
5:30 pm – 7:30 pm	Exhibitor Show	
7:30 pm	Monday Night on the Town	

Tuesday, November 17, 2009

Time	Event	Location
8:00 am – 4:30 pm	Registration	
8:30 am – 5:00 pm	Facilities and Technology Showcase	
8:30 am – 10:00 am	Exhibitor Breakfast/Drawings	
10:00 am – 4:00 pm	Gender Free/Stree Free Space	
10:15 am – 11:15 am	Interest Session 5	
11:30 am – 12:30 pm	Intereest Session 6	
12:30 pm – 1:30 pm	Lunch	
1:30 pm – 2:30 pm	Interest Session 7	
2:45 pm – 3:45 pm	Interest Session 8	
2:45 pm – 3:45 pm	Board Transition Meeting	
4:00 pm – 4:45 pm	General Session	
4:45 pm – 5:30 pm	Banquet Reception	
5:30 pm	Closing Banquet	

Appendix F: Sample Summer Meeting Schedule

Summer Meeting Schedule
(Dependent on the schedule the Programming & Development Committee may meet either Sunday through Monday or Monday through Tuesday).

Sunday, May 31, 2009
Early Arrival Check-in – by appointment if necessary

Monday, June 1, 2009

10:00 am – 1:00pm	Board of Directors & Programming & Development Committee check in
1:00 – 3:45pm	Executive Board meeting
3:00pm – 3:45pm	Programming & Development Committee meeting
4:00pm – 6:00pm	Tour of Conference Facilities
6:15pm – 8:15pm	Dinner
Evening	Board/Programming & Developming Committee Meetings

Tuesday, June 2, 2009

7:30am – 8:15am	Breakfast
8:30am – 11:30am	Executive Board meeting
	Programming & Development Committee meeting
12:00pm – 1:00pm	Lunch (Programming & Development Committee will leave after lunch if done)
1:00pm – 5:00pm	Executive Board meeting
	Programming & Development Committee meeting (if needed)
5:00pm – 7:00pm	Dinner
Evening	Executive Board meeting

Wednesday, June 3, 2009

7;30am – 8:15am	Breakfast
8:30am – 12:00pm	Executive Board meeting
12:00pm	Check out

Appendix G: Exhibitor Sponsorship Form

Contact Person
Person's Title
Company
Address
City, State Zip code

Dear Name:

Thank you for choosing to participate in our GLACUHO Annual Conference in <Conference Site>. We are excited to have you as an exhibitor, and we greatly appreciate your willingness to sponsor the <specific event/item>. Through your generosity our delegates will enjoy the <specific event/item>, while helping to promote <Company Name> and increase your name recognition with the professionals in the GLACUHO region.

Please review the enclosed sponsorship description and agreement for accuracy. We ask that you complete the agreement and fax it to <Exhibitor Liaison or Host Committee>. If you have any questions, please call <Exhibitor Liaison or Host Committee>.

Thank you again for you continued support of GLACUHO and our membership. Your generosity and partnership is greatly appreciated.

Sincerely,

SIGNATURE

Name
GLACUHO Exhibitor Liaison
Office
Fax
Email

SIGNATURE

Name
GLACUHO Conference Chair
Office
Fax
Email

SIGNATURE

Name
GLACUHO Past President
Office
Fax
Email

cc: Name, GLACUHO President
Name, GLACUHO Treasurer

Appendix G: Exhibitor Sponsorship Form

Event: **GLACUHO Annual Conference**
Dates:
Location:
Host School:

Sponsorship event/item:

Company Name:

Company Contact:

Contact Phone #: Conference Contact:

Special Considerations:

<Complimentary Booths would be noted here if special arrangements were made with the Exhibitor Liaison, Host Committee and Past President.>

Sponsorship $: Method of Payment*:

Payment in full is required by October 1. Incomplete or missing payment will result in sponsorship reassignment to another organization. We can generate an invoice or provide receipt upon payment. In requesting this sponsorship, I understand GLACUHO, and the host committee will be responsible for securing the goods/services selected unless otherwise noted. I agree to have at least one company representative on-hand during the sponsorship activity to maximize visibility, assist in activity set-up, and permit acknowledgement of our generosity. I understand that our sponsorship will be acknowledged in the program book, at the opening banquet, at the Senior Housing Officer/Exhibitor event, through signage in the exhibitor area, as well as acknowledgement in the spring issue of Trends. In addition, signage will be provided at the event if appropriate.

Signature_____Date _____

Appendix H: Consultant In Residence Agreement

Great Lakes Association of College and University Housing Officers

Programming & Development Committee

Consultant In Residence Agreement

GLACUHO MISSION STATEMENT: Providing the best opportunities to learn, lead and serve.
GLACUHO VISION STATEMENT: GLACUHO will be widely recognized as a premier regional housing association.
GLACUHO CORE VALUES: *Personal Professional and Organization Growth *Service
*Visionary Leadership *Inclusivity
GLACUHO encourages the affiliation and professional development of Housing Officers without regard to sex, race, color, creed, national origin, sexual orientation, age or disabilities.

Event Location: City: _____ State: _____ Zip Code: _____

Hotel name: _____

Address: _____

City: State: Zip Code:

Phone number: _____

Event date: Set up date & time: _____ Event date & time: _____

Ending date & time: _____ Tear down date & time: _____

GLACUHO's Responsibilities and Expectations: (hotel accommodations, honorarium, meals, registration waiver)
Registration waiver for the annual GLACUHO conference fees, Honorarium of $750.00; Hotel lodging at the conference site for the first three nights of the annual conference

Service Provider's Responsibilities and Expectations: (presentations, workshop, keynote)
One – 2 hour workshop; One – 1 hour program presentation; service as a case study competition judge on Sunday afternoon; facilitate a roundtable graduate student discussion; a pre and post conference article submission to TRENDS, the association newsletter, with the first due August 1, regarding your topic of expertise

Other Terms and Conditions: The following will not be permitted in the absence of a specific agreement: 1) the promotion of products, such as books and tapes, and 2) transcription, audio or video taping any part of any GLACUHO event. In addition, payment of honorarium will be made upon completion of the agreement in its entirety. This agreement to provide said service is subject to proven detention by sickness, accident, riot, strike, epidemic, act of nature, or any other legitimate condition beyond the control of the vendor/service provider and/or GLACUHO. Only the information contained in this agreement is binding with GLACUHO Board of Director approval. Any representations that may have been made before the signing of this Agreement are non-binding, void, and of no effect. It is understood that neither party has relied on such prior representation when entering into this agreement.

Appendix H: Consultant In Residence Agreement

GLACUHO Standard Contract Rider

In order to assure the service provider understands both the spirit of the agreement and the Association's intent, the committee chairperson should review and explain the terms of the agreement verbally with the service provider before signing any agreement.

Event Location: City: _____ State: _____ Zip Code: _____

Hotel name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____

Service Providers will make every effort to become aware of and sensitive to the intended audience, which is a socially diverse, professional group of individuals. To do so, service providers are expected to comply with the following stipulations throughout the duration of his/her/their attendance at the specific GLACUHO event and while at this event site:

GLACUHO expects the behavior, demeanor and statements of service providers to reflect sensitivity to and a consideration of the Association's purpose. That purpose being: to promote and provide an environment full of opportunity and service for all persons, regardless of ethnicity, creed/religion, age, gender, disability, sexual/affectional orientation or any human circumstance.

Services are to be considered appropriate by and relevant to the intended audience. Phrases or statements that would be offensive to members of the intended audience should be avoided.

Please consult with the committee chairperson with whom you are associated if you have any questions.

Date_____

Service Provider Signature

_____	_____	_____
President Signature	Treasurer Signature	Chairperson Signature

<u>Service Provider Information:</u>

SSN/Tax ID#:

Organization:

Mailing Address:

Phone Number:
Email:

Appendix I: Annual Conference Planning Calendar

First planning year (begins two years prior to annual conference):

November

- Bid awarded for annual conference
- Attend the Board Transition Meeting
- Review responsibilities in the Leadership Manual
- Review Conference Planning Manual
- Contact President for information about Board feedback on bid.
- Designate a Conference Host Chair for Board of Directors
- Submit monthly report to Board of Directors

December

- Designate sub-committee chairs in the following areas. A variation of these can be done depending upon the conference planning committee size, but all areas need to be covered:
    - Registration
    - Website
    - Hospitality
    - Food/Meals
    - Monday Night on the Town
    - Entertainment
    - Audio-Visual
    - Logistics
    - Program book
    - Decorations
- Adjust bid information based on Board of Director feedback for bid
- Make arrangements with President for Spring site visit in January or February. Individuals involved with the site visit are President, President-Elect, Past President, Treasurer, Exhibitor Liaison and Conference Host
- Contact venues (hotel, meeting/conference location, Monday Night on the Town) and obtain contracts.
- Begin discussing possible ideas for sponsorship
- Coordinate one monthly meeting with sub-committee chairs
- Submit monthly report

January

- Confirm site visit plans with conference venues
- Distribute copies of contracts to Site Visit team
- Prepare for the February Winter Meeting
- Update conference budget for Winter Meeting
- Coordinate one monthly meeting with sub-committee chairs
- Submit monthly report

February

- Attend Winter Meeting
- Attend Site Visit. Things to discuss:
    - Room Block Guarantee
    - Cost of meeting rooms (if any, or if dependent upon room block)
    - Service Charges
    - Contracted, mandated services (i.e. exclusive contracts with service providers – catering, drayage, etc.)
    - Union labor information, if any
    - Additional events in the city that may impact hotel availability

    - Check in for hotel guests
    - Registration areas
    - Venues for conference events (refer to Conference Planning Manual)
    - Flow of conference (how participants move from event to event)
    - ADA issues/concerns
    - Dietary restrictions of conference participants
    - Transportation issues (to and from hotel)
    - Meal "on your own" options
- Review final report from previous conference. Share appropriate sections with sub-committee chairs
- Provide Board of Directors with changes to budget and conference schedule/information/etc., based on bid feedback
- Coordinate one monthly meeting with sub-committee chairs
- Submit report to Secretary of activities from November through February
- Submit monthly report

March

- Make contact with venues to discuss feedback from the site visit and make any adjustments to conference arrangements/logistics and/or contracts
- Coordinate one monthly meeting with sub-committee chairs. Share information with sub-committee chairs from Winter Meeting
- Submit monthly report

April

- Begin planning for the summer meeting for the following year. Budget will need to be presented at the upcoming summer meeting
- Update budget for conference. Submit to Treasurer by deadline for budget requests. Include separate budget for the summer meeting information for following summer (typically due by April 15)
- Work with Exhibitor Liaison to secure drayage service and pipe and drape service
- Secure copies of hotel and venue contract(s). Send to Tri-Presidents and Treasurer for review
- Coordinate one monthly meeting with sub-committee chairs. Discuss possible sponsorship ideas (events, meals, items)
- Submit monthly report

May

- Coordinate one monthly meeting with sub-committee chairs. Discuss ideas for possible vendors to approach about sponsorship
- Submit monthly report
- Prepare to attend Summer Meeting

June

- Submit final copies of contracts for hotel and venue(s) to Tri-Presidents and Treasurer for signatures
- Secure registration method for on-line registration
- Attend Summer Meeting
- Coordinate one monthly meeting with sub-committee chairs
- Submit report to Secretary of activities from March through June
- Submit monthly report

July

- Ensure that contracts have been turned in and copies have been given to Tri-Presidents, Treasurer and Exhibitor Liaison
- Meet with venue representatives to go over any changes to conference schedule
- Coordinate one monthly meeting with sub-committee chairs.
- Submit monthly report

August

- Coordinate one monthly meeting with sub-committee chairs. Discuss advertising campaign for upcoming annual conference. Include:
    - Information table/Displays
    - Stickers or small ways to announce the conference location
    - Presentation at closing banquet
    - Giveaways at closing banquet
    - Table centerpieces at closing banquet
- Submit information about your conference to Host Committee for Conference Binder
- Submit monthly report

September

- Register your delegation for the conference
- Coordinate one monthly meeting with sub-committee chairs. Discuss activities at the upcoming annual conference. Include:
    - Who will attend
    - Who will shadow appropriate host committee chairs at annual conference
    - How information will be collected to share back with the group
    - Who will attend sessions
    - Who will attend different social events
- Submit monthly report

October

- Gather all supplies for conference attendance (presentations, giveaways, etc.).
- Update conference schedule and budget for November meeting
- Prepare short report for November Business Meeting. Include:
    - Conference Theme
    - Location of Conference
    - Dates of Conference
    - Conference Venue
    - Monday Night on the Town event
- Coordinate one monthly meeting with sub-committee chairs
- Submit monthly report

<u>Second planning year (begins one year prior to annual conference):</u>

NOTE: Some of these dates may be different depending upon the terms of your various contracts with your venue(s). This calendar is a general guide and is designed to help the Conference Host Committee plan effectively.

November

- Attend pre-conference meeting with hotel
- Submit report to Secretary of activities from July through November
- Attend Annual Conference
- Meet once with sub committee chairs at conference.
- Shadow host committee members and make notes about activities during conference
- Attend Board Meeting
- Attend Business Meeting
- Conference Presentation at Closing Banquet
- Attend post-conference wrap up meeting with hotel
- Submit monthly report
- Coordinate monthly meeting with sub-committee chairs after conference

December

- Update budget for Annual Conference
- Update budget for Summer Meeting
- Update conference schedule for Annual Conference and submit to Board of Directors
- Coordinate monthly meeting with sub-committee chairs
- Submit monthly report

January

- Develop list of deadlines for the following:
    - Registration
    - Late Registration
    - Hotel Reservations
    - Publication deadline
    - Space needs
    - Audio-Visual needs
    - Catering needs
    - Catering counts/Meal Counts
- Develop list of sponsorship opportunities with the Exhibitor Liaison in consultation with the Past President
- Coordinate one monthly meeting with sub-committee chairs. Go over deadlines.
- Submit monthly report

February

- Attend Winter Meeting. Obtain preliminary list of needs from committee chairs.
    - Map out programming rooms for conference (obtain from Programming & Development Committee Chair).
    - Designate rooms for Case Study Competition (from Professional Development Committee).
    - Designate New Delegate Orientation needs and space (State Delegates)
    - Designate Issues Committee Social space and needs (Inclusion & Equity Committee)
    - Review Exhibitor needs (Exhibitor Liaison)
    - Review Business Meeting needs (President)
    - Review banquet presentations (President)
- Share list of deadlines with Board of Directors
- Share updated budget with Board of Directors. Include any confirmed and contracted sponsorship dollars in budget revenue
- Share updated conference schedule with Board of Directors
- Mail letter of invitation regarding possible sponsorship opportunities to exhibitor database. Coordinate with Exhibitor Liaison
- Coordinate one monthly meeting with sub-committee chairs. Go over final report from previous conference
- Submit report to Secretary of activities from November to February
- Submit monthly report

March

- Go over arrangements for Summer Meeting
- Begin bi-monthly meetings with sub-committee chairs. Regular updates from each subcommittee should occur. Finalize registration timelines and process
- Design conference website
- Submit monthly report

April

- Send out information on summer meeting (late April). Track RSVP information
- Update annual conference budget
- Coordinate bi-monthly meetings with sub-committee chairs. Finalize meal menus and deadlines for meal counts

- Finalize conference website
- Submit monthly report

May

- Finalize Summer Meeting RSVP information
- Coordinate bi-monthly meetings with sub-committee chairs. Develop communication process post-registration, including:
    - Confirmation
    - Directions
    - Reminders to conference participants
    - Communication of changes to schedule at conference
- Finalize registration process
- Submit monthly report

June

- Coordinate and attend Summer Business Meeting
- Coordinate bi-monthly meetings with sub-committee chairs. Finalize entertainment for conference
- Submit report to Secretary of activities from February through June
- Submit updated Conference Schedule to Board of Directors
- Submit list of deadlines to Board of Directors
- Submit updated Conference Budget to Board of Directors
- Announce any updates/changes to conference planning
- Tour rooms and review list of needs with committee chairs for space, AV, meals, etc.
    - Programming rooms for conference (obtain from Programming & Development Committee Chair).
    - Rooms for Case Study Competition (from Contemporary Issues Committee).
    - New Delegate Orientation needs and space (State Delegates)
    - Issues Committee Social space and needs (Inclusion & Equity Committee)
    - Exhibitor Fair (Exhibitor Liaison)
    - Business Meeting (President and Past President)
    - Review banquet presentations and layout (President)
    - Monday Night on the Town (Board)
    - Board Meeting room (Tri-Presidents)
    - Program Committee room (Programming & Development Committee Chair)
- Submit monthly report

July

- Attend ACUHO-I (strongly encouraged, if possible)
- Attend GLACUHO Reception at ACUHO-I and announce annual conference
    - Attend Exhibitor Fair; make contact, along with Past President, President, President-Elect and Exhibitor Liaison with potential exhibitors and potential sponsors for annual conference.
- Coordinate bi-monthly meetings with sub-committee chairs. Develop announcement about annual conference for GLACUHO publications. Submit by stated deadline
- Finalize any contractual details and update deadline calendar
- Send reminders to Board of Directors about upcoming deadlines
- Submit monthly report

August

- Obtain layout of Exhibitor space. Work with Exhibitor Liaison and facilitate any information Exhibitor Liaison needs for their work
- Open Registration for the Annual Conference
    - Send announcement to State Delegates and Board of Directors announcing registration
    - Develop registration reminders and launch them at two separate periods during the registration period

- Firm up sponsorship details. All sponsorship agreements should be distributed
- Submit monthly report

September

- Remind Board of Directors about deadlines (publication deadlines, meal deadlines, space needs, AV equipment, etc.).
- Begin weekly meetings with sub-committee chairs. Include hotel and venue contacts in meeting discussions, if possible. Update on the following:
    - Design and layout of registration area
    - Registration Counts
    - Exhibitor numbers
    - Meal Counts
    - Hotel Room nights booked
    - Budget adjustments (revenue, charges, credits, sponsorship, etc.)
- Submit monthly report.

October

- Registration closes for annual conference; late registration begins
- Coordinate weekly meetings with sub-committee chairs. Discuss
    - Registration Numbers – broken down by State
    - Banquet order – who will announce what
    - Finalize meal counts
    - Finalize Hotel Room nights booked – communicate with Board of Directors if problems arise
- Arrange evening meal for Board of Directors, Host Committee and Programming & Development Committee for Saturday evening.
- Submit Monthly Report. Include information about registration, meal counts and hotel room nights.

November

- Arrange and attend pre-conference meeting with hotel
- Submit report to Secretary of activities from July through November
- Attend Board Meeting
- Attend Business Meeting – provide full registration, broken down by state and by position
- Attend post-conference wrap up meeting with hotel
- Generate Thank You letters to Exhibitors and any key individuals who assisted with the conference
- Provide President with list of Conference Sponsors and the amounts/events/items the sponsors donated

December

- Finalize budget for Tri-Presidents, Treasurer and Exhibitor Liaison
- Close out Conference budget
- Work with Treasurer to pay all bills to appropriate venue(s), if necessary

January

- Prepare final report for annual conference
- RSVP for Winter Meeting

February

- Attend Winter Meeting
- Present Conference Wrap up Report
- Maintain availability to next Conference Host for questions as they begin Year 2 of the planning process

Appendix J: Future Conference Dates

	2011 conferences	
NACA-National	Feb. 19-23rd	St. Louis, MO
OPE	March 3- 6th	Oshkosh, WI
Placement Exchange	March 9 – 12th	Philadelphia, PA
NASPA	March 12 – 16th	Philadelphia, PA
ACPA	March 26 – 30th	Baltimore, MD
ACUHO-I	July 9 – 12	New Orleans, LA
NACA-Mid America	Nov. 10 – 13th	Covington, KY
	2012 conferences	
NACA-National	Feb. 25-29th	Charlotte, NC
OPE	March 1 – 4th	Oshkosh, WI
Placement Exchange	March 7 – 10th	Phoenix, AZ
NASPA	March 10 -14th	Phoenix, AZ
ACPA	March 24 – 28th	Louisville, KY
ACUHO-I	July 7 – 10th	Anaheim, CA
NACA-Mid America	Oct. 30th – Nov. 4th	Grand Rapids, MI
	2013 conferences	
NACA-National	Feb. 16 – 20th	Nashville, TN
OPE	Feb. 28th – March 3rd	Oshkosh, WI
Placement Exchange	March 13 – 16th	Orlando, FL
NASPA	March 16 – 20th	Orlando, FL
ACPA	TBD	Las Vegas, NV
ACUHO-I	June 15 – 18th	Minneapolis, MN
NACA-Mid America	Nov. 7 – 10th	Peoria, IL
	2014 conferences	
NACA-National	Feb. 15 – 19th	Boston, MA
OPE	TBD	Oshkosh, WI
Placement Exchange	TBD	TBD
NASPA	TBD	TBD
ACPA	TBD	TBD
ACUHO-I	TBD	TBD
NACA-Mid America	TBD	TBD