

ARMA Southwest Region Conferences Host Chapter Policies and Procedures

Purpose

Every year the ARMA Southwest Region holds two conferences: one designed to help equip and empower chapter leaders via the Region's Leadership Training Conference (typically held in late July) and the other to assist individuals who seek to improve themselves via the Region's CRM Conference (typically held in the Spring). These conferences are typically held in different locations near a region chapter that acts as "Host Chapter" for the conference. In partnership with the Region's leadership, the local host chapter assists with producing a quality conference for everyone involved.

Any questions concerning this policy and its interpretation should be directed to the Region Manger or your chapter's Region Coordinator.

Benefits of Being a Host Chapter

- ◆ Opportunity to have more chapter participation in the conference, as the conference will be local.
- ◆ Experience working with region leadership to produce the event.
- ◆ Discounted registrations for chapter members who serve as conference volunteers.
- ◆ First hand networking with other region, association, region chapter and ARMA HQ leaders.

Event/Venue Contracts

All contracts for ARMA Southwest Region conferences (hotel and venue) must be between the Southwest Region and the hotel or venue and be signed by the Region Manager or designated Region coordinator.

Pre-Planning Meeting

Representatives from the upcoming host chapter and the region manager, coordinator for that chapter and region treasurer shall meet directly following the adjournment of the Region's Annual Leadership Conference. The purpose of the meeting will be to discuss the event and review the responsibilities of the host chapter and the region and any other items deemed appropriate by those in attendance to facilitate the planning of the event being hosted.

Event Activity Reports

To ensure that communications remain open and flowing, the host chapter shall submit brief activity reports on the progress of the event's planning and items for discussion or decisions required from the region. This activity report should be transmitted to the chapter's coordinator, the region manager and region treasurer on a monthly basis.

During the final month prior to the event, the host chapter shall submit an activity report each Friday to the region and the region treasurer shall submit to the host chapter, region manager and chapter coordinator a report on registrations received by the region.

Following the conference, the region treasurer and the host chapter shall submit a joint report to the region. This report will be due sixty days from the last day of the event. It shall include: number of attendees, a schedule/program from the event, the expenses and income for the event, in addition to any suggestions or recommendations for changes in the process or content of the event for the next host chapter to review.

The region manager shall transmit this final report to the chapter presidents and present a copy to the next host chapter's event chairman.

Host Chapter Responsibilities

The host chapter will investigate and assist in securing a venue for the conference by making recommendations to the region leadership team. If the meeting venue is not a hotel, then the venue should be within reasonable walking distance from the housing accommodations.

Transportation

Transportation to and from the local airport should be free or have low cost shuttle service available to attendees.

Meeting Space/Venue

Hotel meeting rooms should be negotiated as free of charge based on the use of catering services or number of booked rooms. In addition, every effort should be made to secure a complimentary suite to serve as a hospitality suite for the region's leadership conference.

Every effort should be made to keep housing costs down to ensure conference will be more affordable. It is recommended that housing costs should not exceed \$90 plus tax per night. It is also recommended that the host committee negotiate with the housing provider to receive complimentary room nights based on a one room for every 20 to 30 rooms booked. Non-meeting venues should be secured at no cost with the ability to bring in food and have ample room for classroom seating.

Audio/Visual and other Equipment

The Hotel or meeting venue should allow for the region to bring in and use A/V equipment it has secured and have the ability for live Internet connection for a minimum of one day. The meeting venue should also have microphone and speaker equipment provided. The host chapter is asked to provide, if possible, any A/V equipment such as LCD projector, laptop, screen, overhead projector, flip charts with pads, pens etc., in order to keep conference costs at a minimum.

Optional Evening Event Planning

The host chapter for the Region's leadership conference will also investigate possible outing events for one night during the conference. In partnership with the region leadership, an event will be selected from the host chapter's recommendations. The total cost of the event, including any transportation, should be between \$25 and \$45 and is an optional event not to be included in the conference registration fee. The host chapter is responsible for coordinating this event. Conference attendees will be asked to pay in advance for the event.

Registration and Registration Packets

The host chapter will provide the manpower to manage the registration table for the conference. All registration checks should be made to the ARMA SW Region Fund.

The host chapter is requested to seek donated items such as notepads, pens, local tourist information, location maps, etc. to be included in the registration packets. If donated items cannot be secured, the host chapter may be asked to purchase these items locally and be reimbursed by the region.

Scheduling and Content of Regional Training Sessions and Conferences

The host chapter must not plan any other chapter-sponsored workshop, seminar or conference to coincide or dovetail the region's conference. The host chapter can hold their chapter meeting or social event the day prior to or after the Region's Leadership Training conference and invite conference attendees and speakers to attend.

The host chapter for the CRM conference is to assist the region in the selection of sessions and presenters. Every effort should be made to draw upon qualified local talent to keep conference costs down. Chapters and the host chapter are encouraged to make recommendations for speakers and topics to be presented. Final decisions relating to content and presenters reside with the Region's Manager and Coordinators, taking into account input from the chapters.

Host Chapter Selection Process

Regional Leadership Training Conference

At the ARMA Southwest Regional Leadership Training Conference each year, the region's chapters will select the Leadership Training Conference's Host Chapter for the next available conference year (currently 2 years out). Each Chapter interested in serving as a host chapter for the leadership conference, should be prepared to give a 5-10 minute presentation to the conference attendees highlighting the chapter's desire to host the conference, the area's logistical feasibility such as airport, ground transportation, cost effective venues and entertainment opportunities. The successful chapter should also be prepared to meet directly after the Leadership Training Conference ends to meet with the region management and representative of the previous host chapter to discuss the next conference.

Regional CRM Conference

Any chapter interested in serving as host chapter for the Region's CRM Conference should express their interest to the Region's Manager at least two weeks prior to the Region's Summer Leadership Training Conference. Any interested chapter should also make arrangements for at least one representative from the chapter to meet with the region for the pre-planning meeting should the chapter be selected to host a regional event.

The Region leadership will make the final selection at the Region Manager/Coordinator meeting preceding the President's meeting at the Region's Leadership Training Conference. In the event that more than one chapter expresses an interest in hosting the CRM Conference, the region leadership team may request each chapter make a 2-3 minute presentation to the leadership team on why their chapter is best suited to host the next CRM Conference.