

# **CONFERENCE PLANNING PROCEDURES**

**ROCKY MOUNTAIN REGION**

**SOROPTIMIST INTERNATIONAL  
OF THE AMERICAS**

<b>General Information/Board Requirements</b>	<b>Page 3</b>
<b>Region Governor</b>	<b>Page 4</b>
<b>Facilities Club</b>	<b>Page 5</b>
<b>Facilities Chair</b>	<b>Page 5</b>
<b>Market Place Committee</b>	<b>Page 8</b>
<b>Meal Chair</b>	<b>Page 9</b>
<b>Region Treasurer</b>	<b>Page 9</b>
<b>Credentials Club</b>	<b>Page 9</b>
<b>Nomination Committee</b>	<b>Page 10</b>
<b>Election Committee</b>	<b>Page 11</b>
<b>Registration Club</b>	<b>Page 11</b>
<b>Hospitality Club</b>	<b>Page 13</b>
<b>Memorial Service Club</b>	<b>Page 13</b>
<b>Region Secretary</b>	<b>Page 13</b>
<b>Parliamentarian</b>	<b>Page 14</b>
<b>Board Communications</b>	<b>Page 14</b>
<b>Special Notes</b>	<b>Page 15</b>

## **GENERAL INFORMATION/BOARD REQUIREMENTS**

The Region Conference is normally held the last weekend in April or the first weekend in May. A request bid for conference is made two years in advance to the Facilities Club in the District that is assigned. Physical arrangements and proposed agenda should also be discussed and a theme set for the conference with Governors approval. The Region Board plans the workshops, programs for meetings, and all general sessions. The Facilities Contact works with the Region Board to coordinate the physical arrangements for the conference. Since it is necessary in most cities for physical arrangements to be made one to two years in advance, the Facilities Contact Host Club should first check for accommodations for approximately 100 to 150 people with meeting rooms to accommodate up to 200 people.

Conference is designed to be a self-supporting event. The Region Board sets the budget at the beginning of each new biennium. The general outline of the conference will be reviewed at the Board Meeting in the Fall prior to Conference and reviewed with the Facilities Contact and appointments made for Committee Clubs. Discussions should be held with Host District Clubs during Fall District Meetings. General costs such as meals, rooms, meeting rooms, printing, etc., should be discussed at this planning meeting.

The Governor shall be responsible for issuing the Call to Conference with the assistance of the Region Secretary. The Call to Conference is distributed electronically to each Club President in the region 45 days prior to the conference by the Secretary or Public Awareness Committee as designated by the Board. The Call to Conference is also distributed to each member of the Region Board, all past Region Governors, SIA President, SIA Executive Director, and SIA guest(s) attending the conference. All costs of the Call to Conference are to be paid by the Region. Receipts for this expense should be submitted to the Region Treasurer.

The Call to Conference should include:

1. Registration form (list various categories such as past Region Governors).
2. Information regarding the type of clothing to be worn, i.e. costume (theme), semiformal, etc. Travel clothes on Sunday are acceptable.
3. Delegate credentials form and information sheet for club delegates.
4. Hotel reservation form and information.
5. Tentative agenda, laws and resolutions, nominations, and Form 200.
6. Memorial Service form and Travel Award form.
7. Marketplace information/guidelines will be distributed to Clubs requesting participation.
8. Minutes of previous Region Conference.
9. Conferences held in the even years:
  - Proposed budget for new biennium
  - Information for Region Board candidates

The following expenses need to be considered when determining registration fees. It is recommended that clubs attempt to secure speakers, entertainment, etc. free gratis whenever possible.

1. Meals Costs
2. Guest Speaker Fees and Meal Costs

3. Photocopying
4. Postage - Miscellaneous
5. Hotel Meeting Room Charges
6. Room Set up
7. Taxes and Gratuity
8. Guest Honorarium and Expenses
9. Audio Visual Equipment Rental
10. Include a \$2.50 to \$5.00 (per person) cushion for unexpected expenses
11. Expenses related to Federation Guest(s) (registration, hotel, meals, etc.)

Committees that the Region Governor should assign, in conjunction with Facilities Chair, in a timely manner are:

1. Facilities Club/Chair:
2. Registration Club:
3. Clubs to host meals: When a club volunteers to “host” a particular meal, the club may be asked to provide a printed program, decorations, entertainment, seating mixer or table/door prizes. Menus are selected by the Conference Chair/Committee; therefore, it will be necessary to notify each club of their menu if they are preparing programs.
4. Credential Club
5. Election and Nomination Committee on even years - Chair to be appointed by Governor, one elected by the Region Board, one elected by the General Membership at the odd year conference. Three Tellers will be identified by the Board out of the body of membership to count the votes.
6. Hospitality Club
7. Memorial Club

## **Region Governor**

Contact the professional conference planner to obtain bids for the conference at least one year in advance of conference. Bid should include rooms for all activities based on tentative schedule:

- General Session
- Meals
- Include estimated number of breakout sessions
- Memorial Service
- Hospitality Room (for twenty to forty people)
- Marketplace Vendors
- Region Board Meeting
- Voting (in even numbered years)
- General reservations including discounts for sleeping rooms.

Best practice is to overestimate number of rooms until agenda is set, then cancel extra rooms if not needed).

## **Facilities Club**

The responsibilities of the Facilities Club are to furnish a Facilities Chair who will work closely with the Region Governor and Board. The Facilities Club will assign the Facilities Chair and Committees as recommended in this document. The Committee Chairs can be changed, expanded or consolidated to fit the needs of your club or conference. The club and Region Board should work closely together to ensure the success of the conference.

Committees that may be included in the Facilities Club:

- Facilities Chair/Committee will assign the following:
- Market Place Chair
- Meal Chair

## **Facilities Chair**

The Facilities Chair is appointed by the Facilities Club and approved by the Region Governor/ Board and works closely with the Governor on behalf of the region. The Facilities Chair will ensure that all physical property needs are arranged and that special requirements and special costs are included in the contract and discussed with the Region Governor and Treasurer. The Facilities Committee has prime responsibility for all physical arrangements. The Facilities Chair delegates responsibility and follows through to see that all tasks are completed.

## **Pre-Conference Tasks**

### **GENERAL INSTRUCTIONS.**

1. Contact the hotel management and banquet facility to determine the type of accommodations available, meeting rooms, etc.
2. Determine the costs to be incurred inclusive of meals, meeting rooms, etc. Be sure to include costs such as coffee breaks, room setup and charges, workshop rooms, AV needs (insure appropriate numbers of AV devices are available), bar, gratuity and taxes and any other miscellaneous costs which are not included with the cost of meals.
3. Work with the Region Governor and Treasurer to insure all extra physical facilities (conference rooms, equipment, etc) are included in the contract. Check carefully with the hotel to be sure all charges are noted in the contract.
4. Insure that facilities are reserved in the name of the Region.
5. Include banquet room for Friday and/or Saturday night as needed with head table on risers.
6. Provide final agenda, including time schedule, to hotel liaison and chef.
7. Work with the Governor and Region Treasurer to submit invoices or contracts for approved facilities expenses as they arise during the planning process.
8. The Facilities club has the flexibility to plan the Friday night event as appropriate while monitoring the overall conference cost.
9. In January, of conference year, provide to the Governor:
  - a. Information on room accommodations and costs.
  - b. Work with Region Governor and Treasurer to set deadline date for late charge, policy on refunds.
10. Report regularly to the Governor and keep her informed.
11. Plan with the hotel for a hotel liaison person to work with Facilities Chair each day during conference.

12. Plan to stay at hotel during entire conference to insure the smooth running of all meetings and functions (Governor has discretion).
13. Designate a "work room" where supplies and equipment for the conference could be held.
14. Meet with the Region Board directly before the conference for updates and review.
15. Work with the hotel personnel to be sure all rooms required are set up properly and with the Parliamentarian to assure there is adequate seating for those required at the Head Table.
16. Arrange for hotel marquee (if available) to read "Welcome Soroptimists."
17. Be prepared to welcome attendees at conference and provide announcements during breaks.
18. Promote local discounts and shopping opportunities in registration packet.

### **GENERAL SESSION PLANNING.**

1. Include meeting room for Friday, Saturday and Sunday General Sessions.
  - a) If possible, this should be a classroom-style set-up with tables and chairs for all members.
  - b) The front area of seating should be clearly designated for Delegates and slightly separated from the Non-delegate seating.
  - c) Extra chairs should be available at the rear of the room for extra seating.
  - d) The Head Table should be set for 10 people (generally) on risers and should be set up for each general session and banquet for officer installation.
  - e) The Head Table should have a podium and microphone. Also need microphones on delegate floor during general session and banquet.
  - f) There should be ice water and glasses provided for those at the Head Table at general session. Also, ice water and glasses at back of room for the attendees and the general session.
  - g) There should be up to two microphones on the floor (one at the head of each aisle) and a microphone at the Head Table (podium) (a total of three microphones).
  - h) Recommend review of AV needs with the Governor and Board to ensure only necessary requests are made.
  - i) Arrangements should be made to have an American flag available as well as the state flags of Clubs in the Region. The State flags should be acquired at the previous conference or by a Region Board member. The American flag will be on display throughout the conference per proper etiquette (front, right side of the room).
  - j) The state flags will also be displayed at the front of the meeting room.
  - k) Discuss with the Governor/Board if a soloist, and/or musical accompanist will be requested for the general session.

### **BREAKOUT SESSION PLANNING**

1. Breakout rooms for workshops, based on tentative agenda.
2. Provide signage for workshops for easy identification.

3. Work with the Registration and Credentials Club to provide the tables, chairs and other equipment needed.

### **SPECIAL NEEDS PLANNING**

Coordinate with the Governor/Board for special needs.

- **VOTING:** Room or designated area for voting. (election year only—even numbered years). Coordinate any special requirements for voting area with the Elections Club. Procure Ballot box, writing utensils, and ballots prepared by Nominating Committee. (County Clerk may loan out their ballot box).
- **REGISTRATION:** Area for registration, credentials, information, etc.
- **MARKETPLACE:** Room for marketplace vendors. Work with the Marketplace Committee to provide adequate covered tables and other equipment needed. Work with Marketplace chair to get vendor head count when planning snack quantities.
- **MEMORIAL SERVICE:** Room for Memorial Service. Work with the Memorial Club to provide piano or other equipment needed for the Memorial Service
- **BOARD MEETING:** Room for Region Board Meeting on Thursday preceding conference. Complimentary rooms for Board if applicable per hotel policy.
- **SPECIAL REQUESTS:** Upon special request from the Governor/Board provide a table for committee displays and the display of the Region scrapbook and other handouts. This room/area should include covered tables and any visual or audio equipment requested in advance.
- **REGION SALES Table** in General Meeting Room. Extra tables in General Session room for fundraiser and Soroptimist sales.
- **HOSPITALITY ROOM** with space for twenty to forty people. Host club could sleep in this room if facilities allow.

### **MEAL PLANNING**

Provide facilities and equipment as follows:

1. Meals - work with the Governor to identify number of people at head table for meals and banquet, (including lunch Friday and Saturday, and dinner on Saturday. Breakfast Saturday and Sunday (if not provided by hotel).
2. On Saturday night, reserved tables, per the request of the Governor, should be provided in the front of the room for all Club Presidents and Past Region Governors and others requested for special recognition such as Laurel Society member.
3. Work with the Governor, Live Your Dream Chair, and meal host club to insure reserved tables near the front of the room for Region Award winners and their guests and a representative from the club sponsoring the winner. Arrange for installing officer microphone and table for flowers/gifts.
4. In the even years, (with officer elections), work with Governor Elect for special arrangements color selections, etc) for officer installations and the officers to be installed, if requested.
5. Governor/Board will request a cash bar if needed for evening events.
6. Provide ice water for the general sessions.
7. If required, coordinate transportation for those scheduled meals or events which are at sites separate from the hotel or convention facilities.

## **Post-Conference Tasks**

1. Make arrangements after the Region Conference; flags, poles, and stands will be transferred to the next Region Conference site.
2. Facilitate transfer of all conference materials (signs, programs, lists, folders, flags, flagpoles, and stands, etc.) to the next Facilities Club in a timely fashion. Efforts will be made to transfer these materials in a cost-effective manner (hopefully at the end of the current conference by members attending to the next conference facilities club).
3. Return ballot box to owner.

## **Market Place Committee**

1. A Marketplace Committee shall be appointed to perform the following duties:
2. The committee will need to work with the Facilities Contact to arrange space in the hotel or meeting area to be used for the Marketplace.
3. Confirm table size with hotel before recruiting vendors.
4. Covered tables should be set up for easy display of items. The vendors are responsible for sales of their merchandise including securing their booth at all times.
5. A Vendor table fee will be established with all proceeds going to benefit programs of Soroptimist International Rocky Mountain Region.
6. The hours of the Marketplace will not compete with the general business sessions.
7. As the Marketplace vendor's "fee" benefits RMR region projects, the Facilities club should plan the Marketplace to maximize the resources generated.
8. The Marketplace fees should be collected by the Facilities Contact and made out to RMR and sent promptly to the Region Treasurer.
9. Market Place vendors should be set up all day Friday and Saturday. They can tear down after last meetings on Saturday prior to dinner on Saturday.
10. Contract required for vendors, with a copy to the Region Treasurer.
11. Provide vendor numbers to the Meals Chair to insure sufficient snacks are ordered for vendors.

## **Meal Chair**

1. Select menus for all meals.
2. Information and costs on meals and break snacks, including sales tax and gratuity.
3. Communicate special dietary requests/needs from attendees to the hotel catering service.

## **REGION TREASURER**

The Region Treasurer shall work closely with the Facilities Chair. Duties are as follows:

1. Share budget with hospitality chair.
2. Share budget parameters with Meal Chair and/or Facilities Chair, and Registration Chair.
3. Coordinate all registration activities including special meal requests to Registration Chair.
4. Receive all registrations and report to the Registration Club and Meal Chair the online registration information with numbers in attendance as well as meal selections and



dietary needs. The Credentials Chair will receive a list of Delegate registrations from the Treasurer. The Region Board will receive a report stating the number of registrations.

5. Sending the on-line registration information to the Registration Club. Include meal selections along with dietary requests.
6. Promptly pay all authorized conference bills. Keep an accurate accounting of all disbursements.
7. Pay hotel or convention center for all meals, rooms (used as part of physical arrangements) and other expenses incurred. Include meals, gratuity and meals for Region Board and special guests.
8. Collect bills from each committee in a timely manner (Facilities, Registration, Memorial, Election, Credentials, Hospitality, Region Secretary, Program Chairs, etc.)
9. Make a final report of receipts and disbursements as soon as possible after close of conference, but no later than 60 days thereafter. The original is sent to the Governor, and copies to the Region Board

## **CREDENTIALS CLUB**

The Credentials Committee is generally composed of two or three members. The Credentials Chair works closely with the Registration Club and keeps an accurate list of all Delegates registered. The Region Treasurer shall send a registration copy to the Credentials Chair.

The Call to Conference will include one Credentials Form to be directed to each Club President. The Club President Lists Delegates and Alternates on the Credentials Form and retains a copy. Then the President forwards the original form to the Credentials Committee Chair NO LATER THAN 10 DAYS prior to the conference.

When the Credentials Chair receives the forms from the Club Presidents, one voting card per Delegate will be prepared. When Delegates arrive at conference, they will register for conference and proceed to the Credentials Registration. The Credentials Chair verifies registration, initials the voting card and gives the card to the Delegate. All Delegates must register individually in the event of Delegate replacement. Only one replacement per Delegate shall be permitted. The Delegate must turn in the voting card. The Credentials Chair must initial it again and give it to the replacement Delegate. The Credentials Committee will retain and guard the original credentials forms signed and filed by the clubs.

When the Credentials Chair receives the forms from the Club Presidents, one voting card per Delegate will be prepared and printed by the Credentials Committee. The Credentials Chair will prepare an accurate report to be given to the conference body at the beginning of each business session and whenever called upon, using the following order for reporting:

Clubs in the Region	_____	Clubs Registered	_____
	Total	Voting	Non-Voting

Club Delegates	_____	_____	_____
Region Board Members	_____	_____	_____
Past Region Governors	_____	_____	_____
Federation Guest/Visitor	_____	_____	_____
Other Soroptimists	_____	_____	_____
Registered Guests	_____	_____	_____
Totals	_____	_____	_____

On Election years, the Credentials Committee shall provide the Election Chair with a list of registered Delegates to be used to verify the vote. The Credential Chair will present all printing bills within 30 days to Region Treasurer.

**NOMINATION COMMITTEE**

The Nominating Committee Chair shall:

1. Odd years, provide list of eligible candidates for Governor-elect, to be announced to membership, for even year’s elections.
2. Review requirements for region board positions. This to be shared with membership.
3. On even years, prepare/print ballots after nominations from the floor are completed and any additional nominations that meet Region requirements are added.
4. Be in the room always during voting and counting.
5. Present all bills within 30 days to the Region Treasurer.

**ELECTION COMMITTEE (Appointed by the Region Governor)**

Working with the Facilities Chair, the Election Committee Chair shall arrange for a separate room or area for proper voting as follows:

1. One or two tables. (Facilities Chair)
2. Chairs for the Election Committee. (Facilities Chair)
3. A ballot box. (Facilities Chair)
4. Writing instruments—pens are preferred. (Facilities Chair)
5. The three committee members oversees the election.
  - a. During voting:
    - i. One Member checks the delegate list and marks off each delegate as having voted.
    - ii. Second Member confirms and hands out the ballot.
    - iii. Third Member stands by the ballot box to be sure ballots go into the box.
  - b. After the voting, a blank ballot is used to tally:
    - i. One Member reads each ballot.
    - ii. Second Member records on the tally sheet.
    - iii. Third Member watches the process to make sure all votes are counted.

- iv. After the ballots are tallied, two Members go back through the ballots and count each delegate's votes and compare to the tally sheet.
  - v. A listing of the tally is prepared for the Governor and Conference Body.
6. The Election Committee Chair reports the voting results to the Conference Body.
  7. After the report and acceptance of the report by the Conference Body, the Election Committee Chair requests permission from the Governor to destroy the ballots.
  8. The Election Chair will present all bills within 30 days to Region Treasurer.

## **REGISTRATION CLUB**

The Registration Club's duties shall include the following:

1. Understand the budget set for registration
2. Get registration list from Region Treasurer including special meal requests.
3. Provide packets for each registrant which includes:
  - i. Name Badges
  - ii. Packet: Club may choose to give each member a "tote" bag, portfolio, etc. filled with some courtesy items supplied by local merchants. This is an option of the registration Club, and any costs incurred should be included in the registration fee.
  - iii. Program
  - iv. Meal tickets and special meal requests
  - v. Information about the location of the Conference meetings
  - vi. Other appropriate items at registration
4. Greet delegates, non-delegates and guests warmly and professionally near entrance of hotel lobby. If issues arise from registration, be patient with participant and check with Region Board if needed.
5. Be prepared to answer questions, including "What is a Soroptimist?" from hotel personnel and other hotel guests.
6. Assist delegates, non-delegates and VIP's and guests as appropriate. Provide information regarding the location of meetings.
7. Advance registration should be closed 15 days prior to the beginning of conference or a late fee will be assessed.
8. A system for registration should be developed with cross-checking for accuracy.
9. Registration should begin on Thursday evening and the Friday morning. It should be located away from the hotel registration desk.
10. At least one to two long tables as necessary for registration.
11. Registrations will include those who have pre-registered, late registrations, meals only, guests, etc.
12. Any money collected at the time of registration should be given immediately to the Region Treasurer.
13. Registrations may be set up alphabetically and/or divided by clubs.
14. The Registration Chair will present all bills will be submitted within 30 days of receipt of bill to Region Treasurer.

15. Name badges must indicate whether the registrant is delegate or non-delegate:

Delegates:

- Club Delegate
- Club President
- Region Officer (with proper title)

Non-delegates:

- Region Parliamentarian
- Federation Guest (with proper title)
- Past Governors
- Club members and Guests

All badges will be printed on 3 inch by 4-inch paper/card stock with a larger first name and smaller last name. Also includes the Club name of the member, and indicates if they are a delegate. (Delegate cards are provided by Credential Committee when delegates register at Credentials Registration table).

16. Name badges are to be worn to all business meetings. Badges should be printed in bold type, easily legible. They can be prepared in advance. Blank badges should be available for late registrations.
17. An accurate accounting of each attendee is vital in order to have a count for each meal function.
18. A member of the Registration Club should be available at the beginning of each business meeting and meal to handle late registrants or guests.
19. Baskets, clearly marked, should be set up at the Registration Desk for deposit of entries for the awards or any other items to be collected.
20. Submit receipts to Region Treasurer within 30 days.

## **HOSPITALITY CLUB**

1. The Region Board will set the budget. Hospitality Club will work with the Region Treasurer to identify the budget for the Hospitality Room.
2. Work with Facilities Contact to identify Hospitality Suite/room.
3. Provide drinks and snacks and storage of snacks and other items as needed for the duration.
4. Provide RMR Board and Registration with times for Hospitality Room.
5. Submit receipts to Region Treasurer within 30 days.

## **MEMORIAL SERVICE CLUB**

The Chair is responsible to see that this non-denominational spiritual service is well planned and runs smoothly with reverence and respect. Duties include the following:

1. Collect forms included in the Call to Conference with names of those to be honored by each club.
2. Print a separate program for this service.
3. Arrange music, speaker(s), prayers and any other special participation. If desired by the committee and allowed by the hotel, have a candelabra and candles, if permitted by the hotel, for each of the deceased to be honored.

4. Allow for seating of at least 50 and work with the Facilities Contact in making arrangements with the hotel or convention facility for a separate room for this service. It is recommended that any side doors be closed and those entering late do so through a rear door, if possible.
5. If candles are to be lit for each person to be honored, arrange for a club representative to be seated in the front row to light the candle for each honoree. Be sure candles will not set off fire sprinklers.
6. Be prepared to add last-minute names on a printed insertion sheet.
7. The Memorial Club will present all bills within 30 days of receipt to the Region Treasurer.
8. Work with Facilities chair to arrange for piano if necessary.

## **REGION SECRETARY**

1. With input from Governor and Board schedule a deadline for all material to go into the official program. Allow time to assemble and proofread material. The program will include:
  - a. Cover for the program should depict the theme.
  - b. Contents to be supplied by the Governor and/or Region Secretary:
    1. Official program
    2. Standing rules
    3. List of Officers and Region Board Members
    4. List of official guests
    5. Other information requested by the Governor
  
    6. List of Past Governors.
    7. Pictures as designated by Region Governor
    8. Name plats for head table
2. Contents to be supplied by the Region Governor/Board:
  - a. List of Conference Committee Chairs.
  - b. Special notes, information, instructions, copy of pledge, credentials report, and roll call.
  - c. Send a copy of the program to the Governor for approval prior to printing.
  - d. Present all bills within 30 days to the Region Treasurer.
  - e. Provide two-sided name tents for Region Board and Federation Guests or Visitor as well as for other speakers, guest or honorees.

Please note that the Region Secretary is responsible for the creation of forms that are distributed in the Call to Conference.

## **REGION PARLIAMENTARIAN**

The Region Parliamentarian will coordinate with the Facilities Chair and the Governor to provide the proper etiquette and courtesy required to make the conference run smoothly and professionally.

1. Oversee seating at general sessions and meal functions.
2. Work with the Facilities Chair in providing reserved seating for Past Governors, Club Presidents, Award Winners and other special guests if needed.
3. Familiarize those doing introductions with the proper pronunciations of all names.
4. Arrange the Head Table seating for all events using proper protocol for Soroptimist dignitaries as well as those presiding, guest speakers and others to be recognized.
5. Seat the president of the club which is "hosting" a meal at the Head Table as well as those persons on the program, if appropriate.
6. Before each function, verify all reserved seating, name plates or place cards and notify those who might be assisting these people in finding their places.
7. Verify lists for seating with the Governor prior to each event.
8. She will present all bills within 30 days to the Region Treasurer.

## **BOARD COMMUNICATIONS**

Good publicity is essential to the conference. The Region Public Awareness Committee will see that all members in the region are notified, building enthusiasm among members for good attendance, and building an image in the community.

1. In January the Governor will send a letter to all clubs announcing theme, time, and place and encouraging attendance under the direction of the Governor.
2. Sixty days prior to the date of the Conference, the Call to Conference will be sent to all members.
3. Include notices in "Soroptiblast" throughout the year.
4. Provide opportunities for local coverage of special events, presentation of awards, etc.
5. Submit articles and pictures to the local paper (glossies to be returned to individuals)

## **SPECIAL NOTES**

Miscellaneous Special Items to Note:

The state flags should be inspected annually and mended and/or dry cleaned as needed to ensure proper display during conference. Any expenses are at the cost of the Region Board with approval.