

NCADE

Annual Conference

Policies and

Procedures

NCADE Annual Conference Policies and Procedures

Date and Location of Conference

The NCADE Annual Conference will be held on the first Thursday and Friday in October at the Sheraton Four Seasons/Koury Convention Center in Greensboro, NC on odd years. The Conference will officially begin at noon on Thursday and end on Friday at or about noon.

Changes to this date, location, and timeline will be made by the Board with consultation and advice from the membership.

System Conference Years

On the years that the North Carolina Community College System is having the System Conference (even years), NCADE will hold its conference in conjunction with that meeting. NCADE will have a booth in the vendor area as well as a business meeting including a meal which will require a separate registration. Awards and other elements as determined by the President and President-elect will be included as a part of the business meeting.

Conference Committee

Conference Site Chair and Chair of Conference Committee—appointed by NCADE President for a three-term; may be re-appointed at the President's discretion.

Even Years=Raleigh in conjunction with NCCC System Conference

- Make all arrangements with NCCC System Office for lunch meeting of NCADE
- Secure NCADE Booth for NCCC System Conference (after Call for Conference is submitted-early spring).
 - Plan schedule for booth volunteers
 - Organize booth materials
 - Consult with Exhibitors Liason to secure donations from vendors for booth
- Send program to hotel liaison at least two weeks in advance so that session titles can be included on message board outside rooms.
- Arrange for accommodations/transportation of keynote speaker if necessary

Odd Years=Greensboro Four Seasons Conference Center-First Thursday and Friday in October

- Make contact with Four Seasons to set time table for conference set-ups (January)
 - Set special events: lunch, breakfast, breaks, and vendors
 - Review Beverage Event Orders (BEOs) with hotel liaison
 - Establish number of sleeping rooms for hotel to hold as confirmed by the Registrar(s)
 - Establish number of meeting rooms

- Work with President-elect to modify template, plan, and implement the conference program (Summer)
- Arrange for accommodations/transportation of keynote speaker if necessary
- Send program to hotel liaison at least two weeks in advance so that session titles can be included on message board outside rooms
- As soon as one conference is over, notify hotel of dates of subsequent year's conference—the first Thursday and Friday in October

➤ President-Elect/Program Chair

Odd Years=Greensboro Four Seasons Conference Center

- Determines conference theme for odd year conferences (January)
- Works with NCADE Treasurer to establish conference budget (January)
- Secures keynote speaker
- Possibly applies for NADE Chapter Grant A to pay expenses up to \$1000 for a former NADE officer
- Purchases pewter cup for outgoing president with
 - President's name,
 - "NCADE President," and
 - Year of presidency
 - Favors
- Secures other items for conference
 - Gift for keynote speaker (\$25 limit)
 - Centerpiece for head table

- Table decorations if appropriate
- Posts Call for Proposals on NCADE website by March 10 and notify members via the website
 - Send Call for Proposals reminder email to membership (by May 1)
 - Receive proposals by June 1
 - Final Proposals reviewed by August 1.
- Posts Call to Conference to website by March 10 and send email announcement August 1
 - Include schedule, keynote speaker information, and descriptions of sessions with August email.
 - Complete program and submit to printer no later than September 15
 - Cover page
 - Bios of keynote speaker(s)
 - Overall schedule
 - Session descriptions and times
 - Ads
 - NADE conference page
 - List of vendors
 - Print overall conference evaluations and individual session evaluations
 - Assemble materials for conference bags
 - Programs
 - Conference evaluations
 - Hoot and Holler form
 - Flyers from vendors
 - Note pad and pen

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➤ Registrar (all years)

- Receives registration forms and payments via Pay Pal
- Keeps a database of attendees and sends to President-elect once a week prior to conference
- Refers questions to Conference Site Chair or President-elect
- Refers requests for refunds to Treasurer
- Turns checks over to Treasurer at the conference or earlier if possible
- Purchases name tags and lanyards that can be returned at the end of the conference
- Print name tags in the following format
 - First name bold in 18-point Times New Roman font
 - Full name in 14-point Times New Roman 14-point font
 - School or organization in Times New Roman 14-point font
- Is responsible for registration table at the conference—recruiting volunteers and scheduling

➤ Exhibitors Liaison (all years)

- Contacts all vendors from previous conference as well as others with dates and prices for exhibiting
- Requests assistance for conference bags and food events
- Prepares a standard vendor policy form with options for contributions
- Informs vendors of name of hotel liaison
- Serves as contact person for vendors concerning conference plans
- Contacts Registrar with names for name tags
- Is on site at 7 a.m. on first day of conference to assist vendors as needed

➤ Treasurer (all years)

- Prepares conference budget based on previous three years' expenses
- Reviews hotel contract
- Receives all conference funds
- Disperses funds as necessary for conference expenses
- Prepares final budget to present to NCADE Board

Conference Schedule (odd years)

Thursday

7 a.m. – 8 a.m.	Vendor Setup
7:30 a.m. – 10 a.m.	Board Meeting w/breakfast
8 a.m. – 12 p.m.	Registration
9 a.m. – 11:30 a.m.	Break
12 p.m. – 1:30 p.m.	Opening Luncheon
2 p.m. – 3:15 pm.	Concurrent Sessions A
3:30 p.m. – 5 p.m.	Concurrent Sessions B
5 p.m. – 7 p.m.	Vendor Teardown

Friday

8 a.m. – 9:30 a.m.	Breakfast
9:45 a.m. – 11 a.m.	Concurrent Sessions C
11:15 a.m. – 1 p.m.	Concurrent Sessions D

Registration

The conference registration fee is set by the NCADE Board. In 2011, the Board approved a registration fee of \$75 for everyone attending the conference (odd years). The registration fee includes a pre-conference break on Thursday morning in the vendor/registration area, lunch on Thursday, and breakfast on Friday.

Sample Expenses for Odd Year Conference

General Expenses

<u>Item</u>	<u>Cost</u>	<u>Notes</u>
Keynote Speaker	\$500	Typically from NADE Grant
Plaque	\$100	maximum - various awards
Board Meeting	\$500	room expense OR meal
Shining Star Award	\$100	

Conference
Books \$600

Greensboro Four Seasons -
Model

Hotel Expenses

Audio Visual	\$1,200
Food	\$8,000
Meeting Space	\$2,500
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TOTAL	\$13,500

Budget assumes 125+ registrants and over \$1000 in Vendor Support for minimal loss