

NRAAO CONFERENCE GUIDELINES

(Revised October 4, 2024)

A. PRE-CONFERENCE

1. Discussion within State Association regarding hosting NRAAO
2. Establish State Exploratory Committee
3. Tentative site selection
 - a. Must be equipped to hold 150-200 participants
 - b. Pricing of services
4. Tentative Budget
 - a. Establish a breakeven budget
 - b. Establishment of fees
 - c. Member and non-member
 - d. Guest
 - e. Vendors
 - f. Daily's
 - g. Early/late registration fees
5. Final site selection
6. Bid on site at NRAAO meeting
7. If requesting a split conference (NRAAO/State Association), this should be part of the original presentation and must be voted on by the NRAAO Executive Board with a signed agreement by the NRAAO president two years prior to the host conference.

B. STEPS ONCE GIVEN CONFERENCE

1. Be prepared to give reports at NRAAO meetings
2. Contract - contact past conference chairs, their history is valuable
 - a. Receive information on what to watch for in contracts from site Advisory Committee
 - b. Have contract reviewed by NRAAO attorney
3. Make arrangements for overflow hotels if necessary
4. Have a site visit by NRAAO Advisory Committee if necessary
5. Obtain \$2,000 seed money from NRAAO. This should be requested two years in advance of the conference (at spring meeting).
6. A vendor booth a year prior to conference
7. Ad in Program Booklet in year prior to conference
8. Mailings: Always have contact person's name and phone number on all mailings
9. Appoint committee chairs – Notify NRAAO Executive Board of Committee Chairs with e-mails if possible.
10. Program Booklet Committee
 - a. Ads
 - b. Schedule of Events
 - c. Vendor Information
11. Establish conference dress policy

12. Work with vendors to obtain maximum participation
13. Golf outing committee
 - a. Choose cou
 - b. Type of tournament you will host
 - c. Have a flyer to mail out with conference information¹
 - d. Prizes
14. Education Committee
 - a. Receive \$4,000 from NRAAO for Education. Request year in advance at the Spring meeting. The local host committee will give a report at the Fall Meeting following the conference showing how the \$4,000 grant was spent.
 - b. Establish the classes to be given and the speakers – if possible have education curriculum available six months prior to the conference and credit hours sent to states for approval within six months of conference.
 - c. Look into IAAO class offerings
 - d. Determine if there will be any fees for the speakers
 - e. Transportation and lodging requirements of the speakers
 - f. Know what AV and copying requirements are going to be needed by the speakers and their associated costs
 - g. Have a small token of appreciation for the speakers if they are not paid.
 - h. Obtain Bio on the speakers for the moderators to introduce them
 - i. Moderators for all classes
 - j. Education credit form and stamp
 - k. Door prizes for the classrooms (gift and raffle tickets)
15. Events Committee
 - a. Establish events for at night during the conference that would have a local host flavor
 - b. Day trips for guests may be considered
 - c. A Past Presidents dinner (if the budget allows)
16. Music for Sunday night welcoming reception and Wednesday night banquet. Sunday evening can be as simple as a welcome reception in a smaller venue
 - a. Fees, contracts, music lists
17. Badges and tickets
 - a. Name badges required for all events
 - b. Badge holders
 - c. Ribbons for badges for the Officers, Speakers, Vendors, Past-Presidents
 - d. Have all events be ticket events
18. Establish a Hospitality Room Committee - refrain from a hotel contract with overly rigid hospitality room mandates
 - a. Try to obtain the liquor on consignment
 - b. The hospitality room should be opened after the Sunday reception and after the Wednesday banquet

19. Signage
 - a. Have signage throughout the hotel. Registration area, classrooms clearly marked, vendor area, etc. Most hotels will provide any necessary signs for indicating registration and classroom locations.
20. Registration Committee
 - a. Have list of all paid registrants, full and daily
 - b. List of paid participants for all events
21. Tuxes - find out if any are needed and collect fee for them
22. Determine the meal for the banquet
23. Determine if there will be any open bar time or drink tickets available
24. Work with the hotel on room assignments – try to keep conferences near the hospitality room and not outside hotel guest room?
25. Establish a refund policy for attendees, retirees, and guests prior to conference
26. Determine registrations fees- members, non-members, guests, retirees

C. DURING CONFERENCE

1. NRAAO legal counsel’s room... It is a NRAAO expense
2. Breaks and meals
 - a. Try to have these covered by a sponsor
3. Floor plan for all events
4. Have conference agenda at the registration area
5. Make preparations for the NRAAO Executive Board fall meeting 3-4 months in advance so all can find cost effective transportation and room rates, within 100 mile radius of Boston, between October 1st and November 15th. President and secretary to coordinate meetings
6. NRAAO annual meeting – First morning, after breakfast recommended script after direct contact with prior conference chairs
7. Have member votes on related matters and present education agenda
8. Banquet
 - a. Head table
 - b. Tuxes if any, pick up and return them
 - c. MC for the event, who introduces the head table, and Past-Presidents and other dignitaries
 - d. Pass the gavel to new President
 - e. Presidential gift – presented at banquet – outgoing president gets gift from incoming president
 - f. Corsages and boutonnières
 - g. Hit the ground running
 - h. Bring in the band earlier so as not to lose momentum
 - i. Make sure the band knows its audience
 - j. Have speeches and awards as dinner is served
 - k. Perform swearing in first thing
 - l. Raffles and giveaways will keep the attendance
9. Assist vendors with deliveries to conference site
10. Gift for Past-Presidents in their room upon arriving at hotel
11. At registration table have a list of area restaurants and area points of interest

12. Flag for the general meeting and banquet for the Pledge of Allegiance and Star Spangle Banner
13. No vendor allowed to set up without having paid
14. Vendor area must be very visible and accessible
15. Make sure all vendors and contributors get conference booklet

D. CONFERENCE WRAP UP

1. Final bills and reconciliation
2. Thank-you notes and gifts
3. Meet if possible with the next host state committee to assist them in any way possible
4. Reimburse the NRAAO the \$2,000 advance by October 1st following conference
5. Turn over conference proceeds based on previously established split to NRAAO by October 1st following conference
6. Final report to NRAAO