

Committee: SITE COORDINATION Committee

Action Item:		
Action Steps:	Due Date:	Comments & Suggestions:
Collaborate with committee or committee chair to determine initial search criteria.	Ideal-1 year prior to conference	Ideal to begin site search by fall conference the year before for multiple reasons: 1) conferences in the Midwest are most popular in the fall, so sites tend to book early 2)it is helpful to attend the previous fall conference with next year's site in mind as you are collecting ideas/preferences
		If a full conference planning committee is not completely formed yet, the chairperson could designate site coordinators to begin a search as the committee is being formed
Contact hotels via phone or email and review initial search criteria.		As an example, the following shows initial search criteria used for the 2012 NCR conference: <ul style="list-style-type: none"> • Available Fri and Sat in Oct • Within 1 mile from Mall of America (MOA) • Airport and MOA shuttle • Sleeping room \$100 range • Vendor exhibit space separate room from room with presentations (ANCC requirement). • Rating at least 3/5 stars • Other conferences scheduled at hotel for same dates • Food for purchase alternative • Accommodates at least 100 attendees • Cost \$10,000 range or less for hotel; does not include speaker/travel board member or committee costs etc. (need 100 paying

		attendees at \$100 conference fee to break even with hotel fees)
Conduct site visits with hotels that meet initial criteria, obtain more information and prepare recommendations for committee	Ideal 1 year prior to conference	<p>Decision making might consider:</p> <ol style="list-style-type: none"> 1. transportation and distance from airport and local attractions 2. sleeping room cost, # of guests per room and amenities for target audience 3. space for vendors (2012 conference had 36 vendors and 2 beds with no room for expansion-this could have been a problem) 4. space for regional dinner meeting (2012 conference had 88 that attended) 5. space for registration (3-4 tables) 6. wall space for posters if applicable 7. space for educational session (2012 conference had 116 attendees) 8. space for lunch 9. space for NCR regional board meeting and conference preparation 10. conference cost for target audience. For example, according to the hotel's costs (including tax and gratuity), will the attendee registration fee at least pay for the breaks, meals, AV, and conference space costs? Or will you be dependent on vendors and NCRs savings just to break even for those items in addition to speaker fees, conference materials/supplies, signage etc.? (there is no wrong answer to this, it is a committee/region decision based on financial feasibility and region priorities

		<p>11. Other potential costs:</p> <ul style="list-style-type: none"> -if desired, will hotel registration desk hand out gifts to NCR members upon check in? If yes, is there a fee? -Easels for signage? If so, how many available and what is the cost -skirts for vendor tables? If yes, what is the cost -are there extra costs for vendor electricity, internet? -check into possible free items from hotel for use during conference (i.e. pens, pads of paper, etc.) -hotel staff may have suggestions for conference bag “stuffers” for local attractions (ex: 2012 conference obtained MOA coupon books thru the hotel for attendees)
Book site and block rooms	10 months to 1 year prior to conference	Before committing to a hotel, make sure you have met the people in the positions you will actually be dependent upon on the day of the conference (catering, front desk, AV assistance, etc.).
		From the first conversation with any hotel/site, write down everything and save every email to ensure that all promises are written into the final contract. i.e Hotel menus and food pricing may change between initial agreement and conference dates, so ensure that originally agreed upon pricing is documented and honored. Also see if willing to give discounts for other items based on # rooms reserved, i.e. 30 rooms reserved no charge to hand out welcome gift bags.
		As a reference, 2012 NCR conference blocked 30 rooms and filled them all. Before signing the contract, make sure you know

		NCR's financial obligation (if any) if blocked rooms are not filled.

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Collaborate with vendor and registration committee to ensure hotel information is optimally and accurately communicated	Usually about 5 months prior to conference (Before registration forms and vendor communications are distributed).	Check and recheck best website links, phone numbers, address and room costs to put on forms. If there is a deadline for special room rates, make sure that is communicated clearly on the form
		Check and recheck that all communications (i.e. vendor communications and registration forms) use the same information, including times and location information.
		Keep the information as simple as possible. Consider proactive clarification if 2 hotels have similar addresses or locations
Determine choices for meals that will be listed on registration form (i.e. regional meeting, lunch)	Usually about 5 months prior to conference (Before registration forms and vendor communications are distributed).	You do not have to give choices. The committee may prefer to keep it simple by just asking for dietary restriction on the registration form. Then later choosing a standard meal for all participants and a process for those with dietary restrictions to receive an alternative meal.
		Work with hotel/catering to break out cost of meals, breaks, etc... for possible vendor sponsorship opportunities.
		Vendor space and signage can not be located in same room as presentations per ANCC CE guidelines.

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Make final food decisions.	2 months prior to conference	arrange food and/or beverages for: <ul style="list-style-type: none"> • regional meeting dinner • attendee lunches • morning and afternoon breaks • board meeting • exhibits • don't forget to plan for meals for attendees that have not paid such as committee volunteers and vendors (what will they eat? who will pay? At 2012 conference these people paid for their own lunch in the hotel restaurant)
		Decision making may also consider: <ol style="list-style-type: none"> 1. In 2012 evaluations showed that many attendees preferred healthier break food (i.e. fruit/veggies instead of muffins/pastries) 2. Cost (i.e.) Healthier break food is generally more expensive than muffins and pastries 3. location of break/meals as it relates to distance from educational area, time with vendors, space considerations
		Work with hotel to determine how dietary restrictions will be communicated with servers during the meals (communicate process to conference committee members as needed)
Facilitate site visit with vendor committee	1-2 months prior to conference	Obtain a map/layout of vendor space for planning purposes (confirm table size/length with hotel for vendors who choose to bring their own table coverings)
		Consider space for beds
		Room for food (if applicable)
		Where will vendors eat? Who will pay for it? (for example, if vendors eat attendee buffet food,

		it will need to be prearranged)
		Who is taking care of signage for vendors and sponsors, where will they be placed?(2012 conference planners chose to make and print signs on paper and matt into borrowed large frames and place on easels from hotel)

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Conduct a conference “walk through” with hotel/site staff	Week of conference	“walk through” with hotel/site staff should review and confirm times and sequence of events, space, food, table and signage placement and overall flow
		Discuss Location/accessibility of bathrooms with additional facilities available for women due to high % of females attending? (i.e. possibly turn one men’s restroom into women’s)
		Work with hotel to determine when conference rooms will be accessible for start of set-up
Obtain final count from vendor and registration committee	Days before conference as determined by hotel contract	
Education and Vendor rooms set-up	Night before conference if possible is ideal	
Check-in/registration table set-up	Day of conference at least ½ hour before registration	Ensure that signage is clear. Signage may include: <ul style="list-style-type: none"> • Welcome to WOCN... • Directional signs for conference rooms, etc., especially at alternative hotel entrances • Vendor check-in • Vendor sponsorship (ex: Lunch sponsored by...)

		<ul style="list-style-type: none"> • Letter signs for each reg. table (ex: A-F, G-N, etc...) • Sign for reg. table indicating hours for registration
Monitor activities and stay connected with hotel staff	During conference	Monitor or delegate monitoring for: <ul style="list-style-type: none"> • room temperature • set up for transitions (breaks and meals) • proper sign placement at the appropriate times • communicate adjustments in numbers for meals with hotel staff as needed due to walk-in attendees and no shows
Finalize bill/charges with hotel	After conference as designated by hotel	