

MIDWEST AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS



Conferences: Bidding and Hosting *The Basics*

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Hey MACURH!

I am so excited that you are considering submitting a bid to host a MACURH regional or No Frills conference. Being a host school chairperson myself, I really do know the amount of hard work and dedication individuals need to put into a bid for a regional or No Frills conference. I have taken the old and outdated conference bid guide and created this brand new guide for your use. It is my hope that you find the information included here helpful for you and your fellow bidders and I know that YOU can put on an amazing conference in the future!

Since hosting a conference is a long and often difficult endeavor, this guide has been compiled to help ease the process. Here are a few of the items discussed in this guide for you:

- Gathering a bid team
- A look at the Requirements
- Preparing a bid
- Planning the conference
- Hosting the conference
- Conference Wrap-up
- Policy Book Guidelines
- Host Acknowledgement Form
- Question and Answer Worksheet

Please make sure that you read the policy book carefully. The guidelines laid out there MUST be adhered to.

You must also include in your bid the Host Acknowledgement Form. A bid without this signed form will not be accepted.

I wish you luck in your bidding process and hope to see an amazing conference put on at your school soon!

Sincerely,

Howard Stoltz

No Frills 2009 Conference Chair

Section 1

Pre-Bidding Hurdles

The Benefits of Hosting a Regional Conference

There are a number of benefits of hosting a regional conference. From event planning, to working with your school on a deeper level, to gaining a wonderful appreciation for regional conferences, hosting a conference can be very rewarding. Some of the highest gains come in the form of:

- *Higher Level of Campus Involvement* - More students and staff from the host school get to participate than if they were traveling to another university or college. This increases and encourages the development of leadership on campus.
- *Lifelong Skills and Knowledge* - Students who plan and implement the conferences learn some great transferable skills, including: budget planning, program planning, evaluation planning, presenting, working with schedules and logistics, teamwork, and leadership.
- *Increased Number of Dedicated and Knowledgeable Student Leaders* - The schools who host conferences usually form a tight knit group of student leaders who are many times more committed to the school and to NACURH after having experienced the conference from a firsthand perspective.
- *Opportunity to Showcase Institution* - You get to show off your facilities and school pride by having people from all over the region as well as national guests come to your school.
- *Feeling of Accomplishment* - A great sense of accomplishment can be felt when the conference is completed. It takes some work to host a conference but the end result is always positive because your school was able to pull it off.

Between all of these wonderful benefits, it is important to realize what must be completed to pull off a successful conference. A number of items must be considered before the bidding process may begin.

Getting Support from Your Campus

One of the most important aspects of planning to host a conference is that you have support from your RHA, residence hall students, and from your professional residential life staff (including your housing and dining departments). Although it is great to have a few, very dedicated students who want to put on a conference, if you do not have support from your school and your fellow students, putting on a conference can be a very difficult and daunting task. Therefore, here are some steps you may want to take before doing a bid:

- Approach your RHA executive board and advisor(s), as well as past conference delegates or students who are interested in helping to write the bid and preparing for the conference. Discuss how you want to solicit support from fellow students and from the administrators. Make sure that everyone thinks this will be a good and positive experience, and that all are willing to support it. This does not mean that your bid-writing team is made up of only the RHA executive board or past conference delegates, but if these people don't support your bid for a conference, it may be difficult to convince other students to support it.
- Talk to your RHA general council and individual hall councils. Bring the idea to them, but also bring some concrete information (details of past conferences). If you only

present it as an idea, it may be difficult for students to realize the full impact and responsibility implicit in hosting a conference. They may not be excited about it due to lack of information. Also, they may not understand some of the great benefits that a conference can bring to a campus, particularly in the form of increased leadership opportunities.

- Communicate with your housing and food-service departments. Make sure they support your group's determination to host a conference. Ensure that they are confident in the abilities of the group trying to host the conference as well as the institution's ability to accommodate all of the region's needs. This does not mean that they have to give any kind of financial support, but that they will work with your organization to put on the best conference possible. The department, however, does need to know that there MAY be financial responsibility for them. (ie, in case of conference deficit).

This may be the single most important requirement in considering host a conference. Any school wishing to host a conference must complete a "Host School Acknowledgement Form" (located towards the end of this guide). If your school does not sign this, no conference can be held. Not only that but if there is a lack of support, the process will be much more difficult. Approach anyone who may be involved in the conference to ensure the entire community is responsive. It is recommended that you choose to talk to the departments and individuals who are more likely to be supportive first. This way you will become more confident and they will be able to assist you in further discussions with hesitant departments.

Gathering a Bid Team

This is another very important aspect of hosting a conference. As you are gathering support from various groups at your institution, you may want to mention the need for volunteers to plan and run the conference as well. A conference needs many staff members because we are all student leaders after all. A MACURH conference staff usually has between 15 and 25 conference staff members. A typical No Frills consists of around 8-10 members. However, not all of these need to be identified right away. A bid team on average has 8 (MACURH) or 4 (No Frills) team members. These individuals are responsible for doing the legwork to ensure all aspects of hosting a conference are considered. All of this information is gathered in a written bid and an oral presentation. The bid team is the group of individuals who attend the conference to seek the opportunity to host the conference. If you are wishing to host a conference in 2030, you would typically bid to host in 2029, one year before your anticipated conference year. Selecting dedicated and responsible students to participate on the bid team is essential. A note on staffing: only the conference chair must live on campus.

Conferences to Host

The conferences available for hosting are as follows:

- NACURH – National Conference
- MACURH – Regional Conference
- No Frills – Regional Business Conference
- Sub-Regional Retreats

Each of these provides learning and growth for all who are involved. Determine what your institution can handle. Perhaps start small and see how it goes. If it is favorable maybe bigger conferences would be a future option for your school.

Is it possible? A look at requirements

A lot goes into hosting a conference for the MACURH region. A number of different aspects must be examined before bidding for a conference. Some of these include (this list is not exhaustive):

- Housing
 - MACURH housing should accommodate approximately 530 people (the average of the last three conferences).
 - No Frills housing should accommodate approximately 170 people (the average of the last three conferences).
 - Usually hotels are utilized but consider all options. Occasionally on campus housing is available. A number of features of housing should be looked at:
 - Is this option close to campus?
 - How many rooms are available?
 - How much per night?
 - Is there lodging tax?
 - Are there amenities included? If so, what are they?
 - Are continental breakfasts available?
 - What other events might be taking place at the same time in your area that could prevent housing availability?
- Dining
 - Conference provides the following meals:
 - Saturday Breakfast – usually dining center, catered or hotel
 - Saturday Lunch - usually dining center or catered
 - Saturday Dinner – usually dining center or catered banquet
 - Sunday Breakfast – usually grab and go from dining center or hotel
 - Topics to contemplate
 - Are off campus catering services available and are they permitted?
 - Need to be mindful of on campus catering contracts?
 - What accommodations can be made for dietary needs including vegan, vegetarian, and food allergies?
- Facilities
 - What available for the following and what will it cost?
 - Meeting spaces
 - Boardrooms: NCCs, NRHHers, PCCs, Presidents
 - Sub-regional breakouts (No-Frills)
 - RBD
 - Banquets/Awards
 - Programming
 - Research facility options
 - Places on campus – capacities and cost
 - Places off campus – capacities and cost
- Institutional Support

Myths and Facts of Hosting

Myth: You must be a large school to host a regional and/or No Frills conference. The size of your campus plays a role in your success of hosting a conference.

Fact: It does not matter how large your RHA is, how many residents you have in housing, or how large your campus is. Small campuses have hosted successful conferences in the past. The size of your campus does not play a role in your success of hosting a conference. The quality is what really makes the difference.

Myth: You must have an established RHA before hosting a successful conference.

Fact: Whose definition of “established”? You can be an RHA who was developed a few years previous and still host a successful conference. As long as you do your homework and research with the RBD, past conference staffs, and past bids what to include in a bid and a conference you should be fine.

Section 2

Preparation of the Bid

Selecting a Bid Team

You don't need to have all your conference chairs in place to write a bid, though this would be a great idea, as you would be assured of having students in all the major positions. Ideally, you want to have a group of 5-10 dedicated students who are very interested in bringing a conference to your campus. The conference chair could potentially come out of this original bid-writing team. The bid-writing team will be responsible for gathering a lot of information about the campus, its resources and facilities and determining how best to bring a conference to the campus. It is very important that the bid team do a lot of solid research so as to avoid problems later, particularly if the school is chosen as the host of the conference.

You can have as many or as few positions as you'd like on the bid writing team. The following is a sample of what roles may be represented on the bid-writing team:

- *A bid team leader who makes sure all the bases are covered and that everyone is getting all the information needed.
- *An advisor to help provide guidance and help out as needed.
- *A person for each of the major parts of the conference, including:
 - Housing
 - Dining
 - Facilities/Social Events
 - Registration

When to Start Preparing:

The more planning and preparation time you have for a conference, the better it will go in most cases. This does not mean, however, that if you don't start really early that you won't put on a really good conference. It just means that with more time to plan, the conference will normally go more smoothly because you'll have more time to think of all the details involved. This being said, you probably want to plan for a MACURH regional conference a little farther in advance than for a No Frills conference.

Figure that 3-6 months prior to bidding will be spent doing research and some basic legwork (including writing the bid), while the year from the conference bid time to the beginning of the conference will be spent preparing for the conference.

What to Include in a Bid:

When writing a bid for a conference, there are many things that you need to include in the bid. The more complete and thorough your bid, the easier it will be for NCCs to understand what you have planned. Additionally the extent of your planning should be apparent as well as an attempt to answer all the possible questions NCCs may have. Below are some of the things that you **must** be sure include in the bid for a conference:

- Conference basics (conference cap, cost, dates (including alternate dates), a map of the school and a sample conference schedule are all to be included)
- Lodging (This should include residence hall options if you plan to use them, as well as mandatory hotel options.)
- Dining (where delegates will be eating and how many meals they will be served; also, you need to include alternative dining options such as vegetarian, vegan, kosher, and other special dietary menus.)
- Facilities (NCC, PCC, NRHH business meetings, program sites, social sites, opening/closing ceremonies site all need to be addressed.)
- Social Activities (What are they, when they are expected to occur, and where they will be.)
- Transportation (How to get to the conference site by car, train, bus, or plane; distance chart including distances from the all home cities of institutions in the region; how delegates will be transported from entry points to the conference; if there will need to be transportation from delegate housing to conference site for programs.)
- Forms (including examples of the school registration form, individual delegate registration form, the MACURH/NACURH alcohol policy, MACURH host acknowledgement form, programming proposal, and the cost worksheet.)
- Sample budget (include the differences in cost if more/fewer delegates attend. Receive the breakeven point from the Regional Director or Regional Advisors.)
- Description and brief history of the school, RHA, NRHH, and other related school organizations.
- Description and biography of committee chairs
- Letters of support from the RHA, Housing/Dining Department, as well as any other letters.
- Conference timeline (details distribution of newsletters, forms, and other communication.)
- Make sure to include EVERYTHING from the policy book in your bid!

Writing the Bid:

Here are some things to keep in mind when writing the bid:

1. Revise, revise, revise. Make sure that you look over and review your bid several times before you complete it to make sure that you are presenting a high-quality, finished product.
2. Make your bid as complete as possible.
3. Come up with a theme and use it throughout the bid to make it more fun to help it flow better. However, be sure that your theme is not overpowering, which can lead to confusion.
4. You do not have to be a large school, or a large RHA, to put on a successful conference. Any school can do this if they plan well and are dedicated to putting on a successful conference. Also, if there are other schools close by, you might consider doing a co-bid.

5. Be creative! You don't need to do the same thing that you have seen done at past conferences. Present the conference that best suits the personality and facilities of your school.
6. Use examples from past bids to get an idea of the format and items discussed in a bid.
7. Ask the advisors at your school and the RBD for help in writing the bid; get people from your school to critique the bid and give you suggestions on ways to improve it. Make sure they can understand items without much explanation.
8. A conference should pay for itself, unless there is a deficit, so don't worry that your school will have to subsidize the region in any way.
9. Contact the NIC for past bids! They have lots!
10. Look at the discussion for previous bids. This will help you understand what is expected and what is frowned upon.

Frequently Asked Questions:

Q. What kind of information should we include in the budget?

A. Set-up at least 2 budgets– one for US dollars and one for Canadian Dollars. Make sure that each budget is changed to reflect increases or decreases in delegate attendance.

Q. What kind of things should we keep in mind when making the budget?

A. Conference fees for corporate guests, as well as for the RBD. Do not forget to include some of the very important administrative and business expenses such as phone calls, faxes, envelopes, mailings, and photocopies. Also, regional add-on fees need to be established in your budget.

Q. Where can we get old bids?

A. You can get old bids through the NIC. Also, if past NCCs have saved that kind of information, you may have some past bids in your RHA office from previous conferences. And never be afraid to ask your Regional Director!

Q. What can we use corporate sponsors for?

A. Anything you want to. You can use them to sponsor an event, donate money or products, or provide any other service necessary. Consult the policy book for requirements!

Section 3

Checklist for Bidding

Checklist

Here is a checklist to help remind you of the things you need to do, especially the important and logistical tasks.

- Contacted Paula Bland, the NACURH Conference Resource Consultant
- Contacted MACURH Regional Director and MACURH Regional Advisors
- Have the Host Acknowledgement Form signed by ALL the appropriate people
- Have a clear and concise budget
- Have included all the appropriate forms for registration, program proposals, etc. in the bid
- Have obtained letters of support from: housing office, RHA, conference chair
- Have reviewed the bid for consistency, typos, and format
- Have checked on copyright laws for using certain “characters,” themes, or pictures
- Have an understanding and dedication to hosting an excellent conference
- Have a back-up plan for snow or inclement weather
- Ordered previous MACURH or No Frills conference bids from the NIC
- Understand that procedures and guidelines for the closing of the conference in both the policy book and host acknowledgement form must be followed
- Have a staff prepared to organize the conference
- Have FUN!!!
- Stay in constant communication with the Regional Director

Section 4

Planning the Conference

Conference Chair:

After you have presented the bid at the appropriate conference, and (hopefully) have received the right to host the conference, you will need to begin assigning students to committees.

There are benefits to having both a conference chair and co-chairs. With a conference chair, there is less of a likelihood of miscommunication between two individuals. The conference may flow more smoothly as only one person is overseeing everything. However, drawbacks exist in that it is a lot of work, especially for only one person. With co-chairs, you are able to distribute the work between two people, making the load lighter for both individuals. However, if you choose this option, make sure that the two co-chairs make a conscious effort to communicate with one another and the rest of the planning committee so that few miscommunications arise.

Conference Staff:

The conference staff of both MACURH and No Frills conference has been very similar. The MACURH and No Frills conference staff usually has need for the following chairs. Please note that you are not limited to one person per position. Conferences have had co-chairs, but with specific tasks. It is very important to find people who will enjoy what they will be doing for the next year. Please also note that all of these job descriptions are suggested and will change based on the specifics on the conference you are hosting. For a No Frills conference positions may be combined if desired.

- *Conference Chair
 - Overlook the entire conference
 - Communicate with the Director regarding all conference happenings
 - Publish closing reports with a financial statement
- *Housing/Hotel Chair
 - Work with hotel contact to set-up housing for delegates
- *Facilities Chair
 - Work with Programming Chair to set-up facilities for programming
 - Work with all chairs to set up facilities for all events
 - Reserve all AV equipment
- *Finance Chair
 - Facilitate conference budget
 - Prepare add-on fee and/or excess check
- *Programming Chair (MACURH only)
 - Work with RA-Programming on the conference programming
 - Select all conference programs with the assistance of a committee and RA-Programming
 - Solicit program and roundtable proposals from MACURH member schools
- *Sponsorship Chair
 - Prepare sponsorship letter
 - Communication with companies and corporations
- *Hospitality/Volunteer Chair
 - Set up volunteers to work in the hospitality room
 - Set up activities in the hospitality room
- *Entertainment Chair (Mostly just MACURH)
 - Create entertainment schedule
 - Plan all socials
- *Mass Gatherings Chair
 - Prepare opening and closing ceremonies
 - Set up roll call
 - Set up banquet
- *Transportation Chair
 - Arrange all vans for internal and external transport
- *Registration Chair

-Create registration packet, publish conference newsletters, send out confirmations

Tips for Newsletters:

The conference newsletters should be creative, yet informative. Please assume that your reader needs everything in detail in order to understand what is going on. The suggested timeline for sending out newsletter should be the following:

MACURH Regional Conference

1. April – introductions to the conference staff and university. All essential information, such as conference dates, theme, and registration fee. Include any deadlines.
2. End of August– update of all conference aspects and include the essential information.
3. End of September– Update
4. End of October– Confirmation with last minute updates

No Frills Conference

1. October– introductions of the conference staff and university. All essential information, such as conference dates, theme, and registration fee. Include any deadlines.
2. End of November– update of all conference aspects and include the essential information.
3. Beginning of December– Update
4. End of January– Confirmation with last minute updates.

How To Get Volunteers:

Create posters and public relation items and post them in and around your campus. Involve Resident Advisors in this process and ask them to have a sign-up sheet on their door. Please make sure you explain what the conference is and what they should be expected to do. Give them different options. Here are some ideas:

- Create posters
- Go door to door
- Send a mass e-mail over a school listserv
- Get RAs involved
- Use Leadership workshops your school holds
- Go to student organizations, hall councils, NRHH, etc...
- Get the spirit of the conference out there! Face to face time is key! Posters are good, but meeting people first-hand is best!

Usually, conference staff has hosted a pizza party for all volunteers that could be put into the conference budget or paid for by RHA.

When and Where Will you Need Volunteers:

1. Entertainment events set-up and take down
2. Program information desk at programming sessions
3. Registration
4. Transportation (to drive vans)
5. Hospitality room
6. Setting up banquet decorations
7. Hanging signage

Timeline: MACURH Regional Conferences

November

- Receive the conference
- Begin communication with the Regional Director and Regional Advisors
- Set conference cap and break-even point in the budget in conjunction with the Directorship.
- Report back to all departments on campus and/or hotel
- Begin contract negotiations
- Send budget to Director, Advisors, and AD-FR

December

- Communicate with Regional Director regarding time needed at No Frills for a conference report
- Enjoy your holiday break!
- Send budget to Director, Advisors, and AD-FR

January

- Finalize chair assignments and all contracts
- Plan report for No Frills
- Continue communication with Regional Director and Regional Advisors
- Send budget to Director, Advisors, and AD-FR

February

- Make report at No Frills
- Continue communication with Regional Director and Regional Advisors
- Send budget to Director, Advisors, and AD-FR

March

- Finalize job descriptions for all chairs
- Send out initial newsletter to hype the conference
- Continue communication with Regional Director and Regional Advisors
- Send budget to Director, Advisors, and AD-FR

April

- In conjunction with the Regional Director, begin to format registration forms
- Continue communication with Regional Director and Regional Advisors
- Send budget to Director, Advisors, and AD-FR

May

- Send a flyer with the Director to NACURH to hype the conference
- Continue communication with Regional Director and Regional Advisors
- Send budget to Director, Advisors, and AD-FR

June-July

- Continue communication with Regional Director and Regional Advisors
- Finalize all room choices for events, guest speakers, and all entertainment events
- Update budget and registration forms
- Send budget to Director, Advisors, and AD-FR

August

- Continue communication with Regional Director and Regional Advisors
- Update registration forms
- Send registration forms out to member schools, corporate partners, RBD, and guests
- Plan a retreat in mid-August for conference staff
- Begin weekly meetings
- Send budget to Director, Advisors, and AD-FR

October

- Finalize all preparations
- Begin bi-weekly staff meetings
- Continue communication with Regional Director and Regional Advisors
- Send budget to Director, Advisors, and AD-FR

November

- CONFERENCE TIME!
- Send budget to Director, Advisors, and AD-FR

December-January

- Complete the Conference Closing Report and send in the conference excess check.

Timeline: No Frills Conferences

February

- Receive the conference
- Begin communication with the Regional Director and Regional Advisors
- Report back to all departments on campus and/or hotel
- Begin contract negotiations
- Set conference cap and break-even point in the budget in conjunction with the Regional Directorship
- Send budget to Director, Advisors, and AD-FR

March

- Finalize all job descriptions for all chairs
- Continue communication with Regional Director and Regional Advisors
- Send budget to Director, Advisors, and AD-FR

April

- In conjunction with the Regional Director, begin to format registration forms
- Continue communication with Regional Director and Regional Advisors
- Send budget to Director, Advisors, and AD-FR

May

- Send a flyer with the Regional Director to NACURH to hype the conference
- Continue communication with Regional Director and Regional Advisors
- Begin formatting registration forms
- Send budget to Director, Advisors, and AD-FR

June-July

- Finalize all contracts, finalize all chairs
- Update budget
- Continue communication with Regional Director and Regional Advisors
- Send budget to Director, Advisors, and AD-FR

August

- Plan retreat for staff
- Update registration forms, update budget
- Continue communication with Regional Director and Regional Advisors
- Send budget to Director, Advisors, and AD-FR

October

- Finalize all preparations, finalize registration forms
- Begin weekly meetings
- Continue communication with Regional Director and Regional Advisors

November

- Continue communication with Regional Director and Regional Advisors
- Give conference report at MACURH Regional Conference
- Begin bi-weekly meetings
- Send budget to Director, Advisors, and AD-FR

December

- Communicate with Regional Director and Regional Advisors
- Continue finalizing all preparations
- Send budget to Director, Advisors, and AD-FR

January

- The conference is almost here!
- Make sure add-on fee check is ready to be given to the RA-Finance and Records at the closing banquet.
- Continue communication with Regional Director
- Send budget to Director, Advisors, and AD-FR

February

- CONFERENCE TIME!

March

- Complete the Conference Closing Report and send in the conference excess check.

Section 5

Conference Time

Now is the time that your staff's careful planning and hard work will finally come to life! While conference time is an exciting time, it can also be stressful and frustrating.

Pre-Conference Checklist

The month before the conference should be a month of double-checking details to ensure things are in place. Having the major tasks completed at this point will save your staff a lot of headaches, and will give everyone more of a chance to enjoy the conference. The following list lists some of the more important items that your staff should verify (by no means is this list exhaustive).

***Housing**

-If you are hosting in a hotel, here is an initial list of questions that you can ask. It is important that you are thorough with your dealings with hotels and get these questions and more in writing.

- *How many 4 person rooms are available the night of the conference?
- *How many rooms are reserved?
- *When do we have to confirm reservations?
- *If we need more rooms after the first reservations will there be an extra charge?
- *How much will be charged for our reception/hospitality rooms?
- *Will there be an extra charge for rooms that are dirtier than normal?
- *If keys are accidentally taken, is there an extra charge?
- *If keys are lost during the conference, can new ones be issued? If so, is there a charge?
- *What are your costs for single rooms?
- *What kind of damages to the room do you charge for and how do you charge?
- *Is there a set way in which you charge for damages?
- *Is there a charge for missing items? If so, how much?
- *What is your policy on late check-outs?
- *Are there any complimentary rooms included? (for conference headquarters, hospitality, etc...)
- *What is your policy for phones?
- *Are the alarm clocks in the rooms or do we need to provide them?
- *Can students post posters and other information in the hallways and doors?
- *Are we exempt from city, state, and other taxes?

-Finalize a list of early arrivals and late departures-ensure that hotel and staff is aware of them!

-Reconfirm housing/accommodations for RBD and guests. These people will be arriving early on your campus, and you'll want to ensure they are properly taken care of!

***Entertainment**

-Reconfirm all rooms and equipment lists with their respective departments. If you are having facilities specially set up for events, confirm all times and dates with the individuals in charge. Performers should also be reconfirmed at this point. Prepare a working schedule of entertainment events for each of these individuals to show where specific events fit into the scheme of things.

***Facilities**

-Confirm your list of rooms with whomever is in charge of facilities on your campus. Try to determine if bookings are fairly flexible for the weekend, or if you can access other rooms if need be. There may be a few changes throughout the conference that might need some alternative venues.

-Campus signage is also very important in helping your delegates find their way around! Ensure that you've made arrangements with your facilities manager or security to place signage. Some campuses have strict regulations on signage location/size/format.

***Registration**

-Verify your database and add updates

-From the database, begin to compile your information for name tags and door decorations. There will likely be changes once delegations register, but the bulk of the work can be done at this time.

-Make master lists for each chair so that all of your staff has consistent information on delegates.

***Food**

-Reconfirm any contracts you have signed with your dining services department or caterer.

-It is VERY important that your dining services are aware of special dietary needs and allergies. Double-check your delegate list with them, and provide them with updates as needed.

-This is also a good time to begin purchasing snacks for the hospitality room and socials. It may be best to purchase perishables one or two days before the conference. Ensure that you have facilities in which you can store them.

-For the RBD and guests you will need to arrange for food service in the few days prior to the conference. Talk with the RBD to arrange specifics.

***Finances**

-At this time, you will likely have changes to your budget as incidental expenses arise for last-minute projects. Ensure that ALL receipts are kept and that they are ITEMIZED in your ledger. This will help you in balancing the final budget at the end of the conference.

-Ensure that you and your staff have established a form of refund policy for conference delegates. As the conference begins, some delegations may arrive with last-minute cancellations, problems, etc. Work together with your RBD and check with them for details. These refund notices should be placed in the delegates' binders. Arrange to have the policy advertised during opening and closing ceremonies.

***Programming**

-During this final week, you should have a finalized program list with venues, equipment needed, capacity, etc. Begin making door decorations to direct program attendees to sessions.

-Arrange to have a programmer's supply table. This table will be equipped with supplies and programming lists for their use, and as a place they can go for assistance.

-As the conference begins, you will likely have changes in your programming schedules- especially cancellations. Keep a detailed record of these changes in that they can be announced during opening ceremonies. Have printed lists to post in common areas during the conference.

***Transportation**

- If your school is offering shuttles for delegates, meet with your committee and finalize your game plan for drivers— arrival times, locations, delegation sizes, etc.
- Have a floater to assist other drivers in case of a change in arrival times, etc.
- Remember to plan time for your drivers to sleep, resting. Remember, RISK MANAGEMENT!

***Volunteers**

- By this time, you should have a healthy core of volunteers to help you throughout the conference. You should be finalizing their duties and work times. Contact them a few days before the conference to confirm information with them.
- Think about conducting an afternoon or evening volunteer training and rally! Train them on what this conference is...lift their spirits and excitement levels.

Other Points To Think About:

***Conference Evaluations**

This is the opportunity for your staff to get feedback from the delegates at the end of the conference. Have question forms prepared—multiple choice format is typically the best. To simplify this even further, set up your evaluation on computer Scantron sheets so that you can immediately tally the results. **DO NOT look at your conference evaluations immediately after the conference is over! Take a week off before you read those! This will help in having true perspective on your conference.**

***Binders**

By now, you will likely have binders printed and ready to be collated. Keep track of changing information. Add inserts to the binders as required.

***Staff Binders**

This is a great idea to make sure that your staff has consistent and complete information. Have each chair submit their “notes” and lists for each staff member to have. This way, everyone is aware of what each other is doing! Include this package in a normal conference binder and distribute them to the staff just prior to the event.

***Pager/Cell Phones**

This will save a lot of playing phone tag and missing important calls. You will find them especially useful when you have a school calling in the middle of the night to ask for road directions!

***Walkie-Talkies**

Again—extremely useful! Facilities or security may be willing to load or lease them to you for the weekend. You will all be in different places during the conference, so these can serve as homing devices to help you track each other down.

***Security**

Be sure that campus security/police is aware of the conference taking place. This will alert them that questions, lost delegations, and emergencies will need special care.

***Clean-up**

There will probably be some sort of clutter to clean-up after the conference ends! Check with your facilities managers about clean-up costs, or if the staff is responsible for cleaning themselves!

***Sleep**

Well, it's something that you "should" be getting a lot of before the conference. Guaranteed you will have some very late nights during the conference. Make sure you get some sleep whenever you can in the week before.

***Schedule Run-Through**

There should a complete schedule run-through for EVERY type of delegate (NRHH, NCC, etc.)

***Important points to remember**

There are no such things as silly questions! Make sure that all of your questions are answered to your satisfaction. What you don't know can hurt you during a conference. Use your committees, chairs, and the RBD as much as you need to—that is what they are there for.

The Main Event

Now for the moment you've been waiting for! You and your staff have a lot to do—you've got a conference to run!

VERY IMPORTANT POINT TO REMEMBER...Seriously—this may be the best piece of advice you can take. It is extremely important that you recognize that no matter how well you and your staff planned for the conference—THERE WILL ALWAYS BE UNEXPECTED PROBLEMS AND CHALLENGES! Life likes to pop these little bursts of excitement on us once in awhile. How can we avoid these? Well, we can't really. It's crucial that everyone on staff has an open mind about these things, and that you work together to get through them.

To make the event go smoothly in spite of these little surprises, here are a list of things that you might want to consider to keep your "sanity" during the event:

- *Work together throughout the weekend. If everyone lends their support to each other, everyone's job becomes easier, and stress levels will be a lot lower. A team is no good with people working separately.
- *Have a nightly staff meeting to ensure that problems are addressed and that a collective solution can be found to deal with them. This ensures that everyone is on the same page and that important issues are not missed.
- *Designate a "conference-free zone" for your staff. This will be a place where the staff can go to relax and take a break from their duties and recharge their batteries.
- *If you find yourself getting frustrated or upset—take a break. Go for a walk or step outside for a few minutes. Have an understanding with your staff that they can just say "I need a break."
- *Try to stay away from large amounts of sugary foods and caffeine. While they may give you some temporary energy, they can cause people to get jittery or on edge.
- *While you undoubtedly have some late nights during the conference, try to get a few hours of sleep in between. While it may not seem like much at the time, it will be better for you in the long run.
- *Remember the concept of customer service. Dealing with problems is often a lot less difficult when people are civil about them! Be courteous, attentive, and listen carefully. Showing you understand and care can often turn a bad situation into a good one.
- *Don't forget that you will need to present a check for the MACURH Add-on fee (\$15 per delegate attending MACURH or \$5 per delegate attending No Frills) before opening ceremonies to the MACURH Associate Director of Finance.
- *Budget sleep for your whole staff! Set out a schedule for each staff member.
- *The awards presentation during the banquet at MACURH will require that four awards be given out—best roll call, most spirited school, best school display, and philanthropy. Be creative with your awards—if possible, make them fit in with your conference theme. These could range from plaques to framed certificates. At No Frills just a Philanthropy award is necessary.
- *And last, but certainly not least, try to enjoy the spirit of the conference as much as possible! Take every opportunity to make friends and learn something new.

Section 6 Post-Conference

Well, you did it! Congratulations on a successful weekend of learning and friendship! Your job as a conference staff is not yet complete! There are a few details that need to be taken care of.

***Finances**

Remember that a finalized budget should be available to the MACURH Director within sixty days (30 days for No Frills) after the close of the conference. Hopefully you have kept track of line items, which will make it easier to balance the budget. This budget also needs to be included in the final conference report. In addition, a check will need to be submitted if there is a budgetary excess, or for the balance of a deficit within sixty days (30 days for No Frills) after the conference ends.

***Final Conference Reports**

This report is a tool that will be used by future conference staffs in their own process of planning. It requires that each member of the conference staff submit a report that outlines various aspects of their positions. A final report is required to be submitted to the MACURH Regional Director, Advisors, and NIC no later than 60 days after the last day of the conference (30 days for No Frills). (See policy book)

***Thank You Letters To Corporate Sponsors And Departments**

The weeks immediately following the conference is a good time to write a letter of appreciation to the corporations and departments on your campus who made donations of products, money, or other services. Often these letters lead to future dealings for schools and their RHAs.

***Post-Conference Celebrations**

Well, you have done a tremendous amount of work! Set aside a time for a social for your staff and for the conference volunteers. Hopefully, this will give you some time to reflect on the successes of your efforts and look back with pride!

**CONGRATULATIONS!
YOU HAVE DONE AN AWESOME JOB!
MACURH THANKS YOU!**

Section 7
Official Documents

Midwest Affiliate of College and University Residence Halls Bylaws

Article X - Regional Conference/No-Frills Conference

Section 1: MACURH shall hold one Regional Conference and one No-Frills Conference for all member schools of the affiliate and observers from nonmember schools.

Section 2: The Regional Conference site and No-Frills Conference site shall be selected after a review of written bids showing facilities, programs, and agreement from the institution's administration indicating support of the proposal. Written bids must include a signed copy of the Regional Host Acknowledgment Form.

A. All bids will be handed to the Director the day prior to the opening of the business meeting.

Section 3: **Conference Fees**

- A. The fees for the Regional and No-Frills Conference shall be established by the host school upon consultation with the Director, the AD-Finance and Records, the Advisors, and the NACURH, Inc. Conference Resource Consultant. The conference chairperson shall be responsible for maintaining and monitoring the conference budget.
- B. A Regional Conference add-on fee of \$15.00 per delegate shall be established. A No Frills Conference add-on fee of \$5.00 per delegate shall be established. This fee shall go directly to the MACURH bank account. (2007)
- C. A Regional Conference and No Frills Conference add-on fee of \$5.00 per delegate shall be established. This fee shall go directly into the MACURH ADA Account, per MACURH policy.
- D. Conference fees at both the Regional and No-Frills Conferences shall be waived for the Director, Associate Directors, Advisors, and the Regional Communications Coordinators. Conference fees at the No-Frills Conference shall be waived for the MACURH Regional Conference Chairperson. Conference fees at the MACURH Regional Conference shall be waived for the No Frills Conference Chairperson.

Section 4: **Conference Deficit**

- A. The host/host team shall pay the first \$500 of the conference deficit (NACURH Policy). The remainder of the deficit shall be split equally between the host/host team and the region.

Section 5: **Conference Final Reports**

- A. Seven copies of the final report are due to the Regional Director within sixty days after the close of the conference for the MACURH Regional Conference and within thirty after the close of the No Frills Conference. The reports should be distributed by the Regional Director in the following manner: (one copy to the following)
- NIC
 - NACURH CRC
 - AD- Finance and Records
 - Next conference host staff
 - Regional Advisors
 - Regional Director
- B. When the final report of the conference is submitted as stated above, the regional director, the AD-Finance and Records, regional advisors, and subsequent conference chair shall have fourteen days from the day of receipt to accept or decline the document. If one or more of the aforementioned people declines the document, a written account of points of clarification shall be submitted to the said conference staff. The conference

team will then have fourteen days to complete the corrections or add the requested points clarified.

- C. If the conference team does not submit the report within the fore mentioned allotment, the school shall have their good standing suspended with NACURH until a final report is submitted according to policy. If the document is declined after the deadline and the conference chair has not demonstrated a good faith effort to submit corrections and clarification, the school shall have their good standing suspended as well until a final report is submitted that is deemed acceptable.
- D. If a MACURH conference team submits a final report within the 60 days from close to the previously stated six recipients, and makes a good faith effort to submit corrections and clarifications in the previously stated manner, the host school shall be awarded \$500 to be used for a scholarship.
- E. If a No Frills Conference team submits a final report within the 30 days from close to the previously stated six recipients, and makes a good faith effort to submit corrections and clarifications in the previously stated manner, the host school shall be awarded \$250 to be used for a scholarship.
- F. The MACURH annual budget shall carry a line item in the amount of \$750 for final report awards.
- G. In the event that the conference incurs a deficit, a final decision on whether to award the wrap-up report award for on time submission shall be made by the NCCs and the RBD.

Midwest Affiliate of College and University Residence Halls Policy

Article I - Regional Conference Policies

Section 1: **Conference Bid**

A. Conference Bid Procedure

1. Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC) and the Regional Director no later than forty-five (45) days before the upcoming Regional Conference.
2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services he/she has available to assist in bidding for the conference.
3. The CRC will then contact the Regional Director and inform the Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
4. Letters of intent should be sent to the Regional Director four (4) weeks prior to the conference at which the bid will be presented.
5. If no letters of intent have been submitted after the four-week deadline has passed, the Regional Board of Directors has the privilege of soliciting willing and qualified schools to bid for the Regional Conference at No-Frills.
 - a. If no bids have been submitted by No-Frills, the Regional Board of Directors can further solicit schools to bid at the NACURH Conference, or the Director may appoint a willing and qualified school to host the conference.

B. Conference Bid Requirements (what a bid shall include)

1. A signed Regional Host Acknowledgment Form, obtained from the Regional Director or NACURH CRC;
2. A letter of support from a housing official, at the assistant director level or above, that acknowledges the school's commitment and responsibility for hosting a conference;
3. A brief introduction and overview of the school, including such things as RHA, NRHH, regional and national activities, awards and involvement;
4. Profile of the conference staff, including advisor(s);
5. Conference timeline, including but not limited to, mailing, registration deadline, late registration and conference confirmation;
6. Conference schedule;
7. Description of special events and key note speakers;
8. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers, including conference caps;
9. Description of conference accommodations:
 - a. Sleeping rooms,
 - b. Program rooms/facilities,
 - c. NCC, NRHH, and Sub-regional meeting rooms,
 - d. Social gathering rooms
 - e. Conference Security;
10. Dining and Banquet options;
11. Safety and security plans and/or staffing pattern;
12. Budgets in both American dollars and Canadian dollars stating the conversion rate at the time of budget publication utilizing the standard conference budget form in the MACURH policy book.

13. Additional letters of support (i.e., conference sponsors, hotel support, city support, RHA/NRHH, conference advisor);
 14. Appendices (i.e., registration forms, program proposal forms, estimates of travel/shuttle costs from various locations, map of campus or facilities being used).
 15. Regional Conference Bids must include at least one alternate date.
- C. Waiver of Written Bid
1. Written bid requirements may be waived by a two-thirds vote of the NCCs.
- D. Oral Presentation
1. Oral presentation of Regional Conference bids may not exceed twenty (20) minutes, with a twenty (20) minute question and answer session.
 2. The question and answer session may be extended by a majority vote of the NCC's.
- E. Page Length
1. Members should contact the Regional Director or Regional Advisors for the page length requirements of a Regional Conference bid.
- F. RBD Participation
1. No current Regional Board member may serve as part of any Conference Bid Team or as a member of any Conference Staff.
- G. Bid Format and Due Date
1. Conference Bids are due to the Regional Director 48 hours prior to the conference where the bidding will take place. Bids must be emailed to the Regional Director in PDF Format. No paper copies of conference bids will be accepted or distributed to conference attendees.

Section 2: **Registration Requirements**

- A. Trading Spaces
1. Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed.
 2. Schools determined to be in violation of this policy will meet with the Regional Advisors, Regional Director and conference chair to determine appropriate action, including possible expulsion from the conference.
- B. Non-Conference Persons at a Regional Conference
1. Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of the conference. The conference host school shall be required to enforce this policy at all conference functions by providing adequate safety and security.
- C. Liability of NACURH and Disclaimer Statement
1. Each individual attending a Regional Conference will be required to read and sign the following disclaimer statement prior to being recognized as an officially registered delegate to the regional conferences.
 2. Delegate Disclaimer Statement
I, ___(Name) in consideration of the Midwest Affiliate of College and University Residence Halls, Inc. and the ___(Conference Host School) allowing me to participate in the MACURH ___(year) Conference hereby agree to the following: I release MACURH and ___(Conference Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the MACURH ___(year) Conference. I agree to protect, hold harmless, and indemnify ___(Conference Host School) and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the MACURH ___(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by ___(Conference Host School) or

MACURH, their officers and agents, including acts of omission constituting negligence.

3. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the disclaimer statement by a Regional Conference Host School must be approved by the CRC prior to sending out registration packets.

D. Conference Drug and Alcohol Policy

1. Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization, which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events will be designated "alcohol and drug free." The method of enforcement will be at the discretion of the conference staff, in consultation with the Regional Advisors, the Regional Director and the Advisor from the school from which the student represents.
2. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy.
3. The above policy shall be published in the Regional Conference notebook.

E. Conference Fair Housing Policy

1. Physically challenged, hearing impaired and visually impaired student will be housed on floors other than the traditionally accessible floors (first floor) at regional conferences.
2. If however, the host school does not have the facilities the host school will work together with the student to discuss the student's housing options.

F. Public Relations Newsletter

1. The Conference Chairperson and his/her staff are responsible for creating and distributing four (4) informational, public relations newsletters.

Section 3: Corporate Partners

A. Definition

1. Only those companies holding a corporate contract with NACURH, Inc. may claim themselves a "corporate partner." All other companies providing services and/or funding shall be referred to as "conference sponsors." Paid or unpaid advertising by a company not holding a corporate contract with NACURH, Inc. found in conference related publications cannot contain the phrase "corporate partner" nor claim the endorsement of NACURH, Inc.

B. Reserved Program Time Slots

1. One programming time slot will be reserved for each corporate partner scheduled in separate programming sessions. The conference staff should work with each corporate partner to schedule their session.

Section 4: Business Meetings

A. Pre-Conference Retreat (2006)

1. The Regional Conference host site shall host the MACURH Regional Board Directors retreat prior to the Regional Conference.
2. The cost for this retreat will be contributed to the MACURH budget by the Regional Conference host site.
3. If the host site is too great a distance for the entire Directorship to visit, then school shall host a visiting delegation of RBD members, which will include the Regional Director and any other member of the Directorship interested.

B. Planning Meeting

1. The Director, Associate Directors, and Regional Advisors shall meet one day prior to the regional conferences, dependent upon the needs of the region and scheduling, to finalize plans for the conference.

C. Regional Business Meeting

1. NCC meetings for training or for regional business shall be held throughout the Regional Conferences at the discretion of the Regional Director.
 2. An annual corporate business meeting shall be held during the Regional Conferences each year. All NCCs are required to attend.
- D. National Residence Hall Honorary Meeting
1. The RAD-NRHH shall coordinate a regional meeting of NRHH representatives during the Regional Conferences. The RAD-NRHH may also coordinate other meetings during the Regional Conferences for the purposes of training.
- E. Programming Communications Coordinator Meeting (2006)
1. The AD-Programming shall coordinate a regional meeting of all PCCs during the regional conferences.
- F. President's Business Meeting/Social
1. Time shall be allocated for a Friday night Business Meeting/Regional Social for Presidents to vote on award bids and to socialize.
 2. The business meeting will be run by a member of the RBD and minutes will be taken.

Section 5: MACURH U

- A. At least one programming session will include the theme of "MACURH U."
- B. Programs within MACURH U will be specifically tailored to the needs of NCCs and NRHH members, with the option of extending it to PCCs and Presidents.
- C. MACURH U program proposals will be submitted directly to the Regional Director or designees.
- D. MACURH U program proposals will be due at the same time as regular program proposals.
- E. It is recommended that RBD members submit at least one MACURH U program proposal.
- F. The Programming Chair for the annual regional conference will be in charge of reserving space for MACURH U programs.
- G. It will be the responsibility of the Regional Director to adjourn the appropriate boardrooms in time for the delegates to attend MACURH U.

Section 6: Finances

- A. Conference Start-Up Loan
 1. At the request of the host/host team, the AD-Finance and Records may make a \$500 conference start-up loan to the host school of the MACURH Conference. The loan shall be paid back prior to the close of the host/host team's Regional Conference.
- B. Delegate Fees for the Regional Conference
 1. Delegate fees and late fees will be established by the host/host team after consultation with the Regional Director, the AD-Finance and Records, the Regional Advisors, and the CRC prior to leaving the conference at which the bid was awarded.
 2. A Regional Conference add-on fee of \$15.00 per delegate shall be established and shall be included as a conference expense. This will be in addition to any other conference excess and shall not be utilized by the conference staff without written permission of the Regional Director, AD-Finance and Records and Regional Advisors.
 3. Delegate fees shall be established at \$5 greater than the recommended amount for nonmember schools.
 4. An add-on fee of \$5.00 shall be added to the registration fee in accordance with section VII.
- C. Monitoring of the Regional Conference Budget
 1. The conference advisor and Regional Advisors in conjunction with the AD Finance and Records and the conference finance chair will be responsible for monitoring the conference budget.
 2. No monies shall be used by the conference staff for unapproved expenditures, such as travel, unless given approval in acceptance of the bid or after

- consultation with and approval by the AD – Finance and Records, and the Regional Advisors.
3. Monitoring of Regional Conference Budget Thirty days after being awarded the conference and once a month until the conference, the conference staff must provide the conference budget updates to the AD-Finance and Records.
 4. Regional Conference Budget Changes exceeding \$250.00
 - a. An increase or decrease in the Regional Conference Budget of \$250.00 must be reported and approved by the AD-Finance and Records.
- D. Conference Break-Even Point
- a. The break-even point for the conference budget shall be determined by averaging the last three conference attendance levels, and multiplying this average by no more than 80%.
 - b. The break-even point shall be used to set the registration cost for the conference.
 - c. The Regional Advisors shall be responsible for providing the AD-Finance and Records with the last three conference attendance levels.
- E. “No Pay-No Key” Policy
1. Regional Conferences will provide housing only to those delegations whose conference fees are paid in full, unless written permission of the conference director and the Regional Director has been granted.
- F. Conference Fee Refunds
1. In the event of a conference excess, variable costs and other related costs in each delegate fee may be refunded up to the depletion of the conference excess. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.
 2. All refund requests must be received within 1 week from the close of the conference by the Conference Chairperson, Regional Director, and AD-Finance and Records. Requests will be accepted or denied within one (1) week of establishment of final conference excess.
 3. Accepted refund requests will be refunded in a proportional division of the conference excess up to the amount of their variable costs.
- G. Waiver of Regional Conference Fees for RBD Members
1. According to the MACURH Bylaws, conference fees for the Director, Associate Directors, Regional Advisors, No Frills Chairperson, and RCC’s shall be absorbed by the Regional Conference budget.
 2. Housing costs for the Director, Associate Directors, RCCs, No Frills Conference chair and Regional Advisors for the Thursday night prior to the conference will be absorbed by the Regional Conference budget.
- H. Waiver of Regional Conference Fees for NBD Members
1. The Regional Director and Regional Conference Chairperson will be the individuals responsible for granting fee waivers to NBD members and other guests.
 2. At least three (3) week prior notification is required for a fee waiver request to be considered.
- I. Regional Conference Deficit
1. The host/host team shall pay the first \$500 of the deficit (NACURH Policy). The remaining amount of the deficit shall be paid accordingly: 50% by the host school and 50% by the MACURH.
 2. In the case of inclement weather or other circumstances beyond the host/host team’s control, the conference deficit’s funding may be negotiated with the final decision made by the NCCs and RBD.
- J. Conference Excess
1. Any financial excess generated by the conference is the property of MACURH and must be paid to MACURH no less than sixty (60) days after the conference.

- a. The check must be sent by certified mail to the AD-Finance and Records for deposit in the MACURH account.

Section 7: **Risk Management**

- A. All MACURH-related events, including board meetings, hospitality rooms, and socials, will end no later than 12:30am.
- B. No items containing caffeine (to include, but not limited to food and beverages) shall be distributed past 11:00pm.
- C. No conference event, excluding breakfast, shall begin prior to 8:00am.
- D. Conference host teams shall create a schedule for themselves regarding on and off periods to ensure they get ample rest.

Section 8: **Wrap-up**

A. Wrap-Up Procedure

1. A complete wrap-up, including a written report outlined below is required within sixty (60) days of the close of the conference.
2. All bills should be paid, accounts closed out and the conference excess turned over to the RBD. Any bills that are discovered after this period must be paid by the host school.
3. Conference host schools who do not comply with the 60-day policy shall be declared "not in good standing" with NACURH, Inc. and MACURH until the wrapup is complete.

B. Wrap-up Report

1. A final report of the Regional Conferences will be written and published by the Regional Conference staff no later than sixty (60) days following the end of the conference. Seven (7) copies (NACURH Policy) of the final conference report should contain the following information in order:
 - a. Introductory letter of the report by the chairperson(s);
 - b. Table of Contents, with page numbers;
 - c. Conference schedule;
 - d. Total number of delegates in attendance, further broken down by number of delegates per school;
 - e. List of all elected and/or appointed regional officers, including individual names, position(s) held, and their host school;
 - f. Awards presented at conference;
 - g. Financial statement, including income, expenses, and final balance, all in actual dollar amounts;
 - h. Conference chairperson's report, including an overview of each committee, the channel of authority, staff policies, etc.;
 - i. Conference staff planning schedule, broken down day-to-day, by committee, with their tasks and responsibilities;
 - j. Committee chairpersons' responsibilities, with the following format:
 - i. General statement of committee responsibilities,
 - ii. Description of committee activities:
 - a. Number of people on the committee or in positions,
 - b. Timeline of activities, month by month, as accomplished,
 - c. Problems with timeline,
 - d. Communications problems that hindered the committee's purpose,
 - e. An outline of successful procedures in organizing the committee and the activity,
 - iii. Description of conference responsibilities:
 - a. What happened at the conference,
 - b. What activities the committee planned that occurred,
 - c. A listing of critical reminders for the future planners,
 - iv. Recommendations for the Future:
 - a. Suggested solutions to timeline problems,
 - b. Suggested solutions to conference responsibility problems,

- c. Evaluation of one's own participation level, with suggestions for better time utilization,
 - d. Ideas considered but not utilized,
 - e. Forms or form letters used;
 - f. A blank conference evaluation and final conference evaluation results tabulated.
2. The seven (7) copies of the wrap-up report should be distributed by the conference staff in the following manner: 1 copy to the NIC, 1 copy to the CRC, 1 copy to the AD-Finance and Records, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to each of the Regional Advisors. These reports should be sent via email as PDFs to the above mentioned people.

Article II - No-Frills Conference Policies

Section 1: **Conference Bid**

- A. Conference Bid Procedure
 1. Schools interested in bidding for a Regional Conference should contact the Conference Resource Consultant (CRC) and the Regional Director no later than forty-five (45) days before the upcoming Regional Conference.
 2. The CRC will send a copy of the Conference Bid Format to the interested school and will offer any services he/she has available to assist in bidding for the conference.
 3. The CRC will then contact the Regional Director and inform the Director of the school's intention to bid. The Regional Director should then contact that school to offer any assistance in preparation of the bid.
 4. Letters of intent should be sent to the Regional Director four (4) weeks prior to the conference at which the bid will be presented.
 5. If no letters of intent have been submitted after the four-week deadline has passed, the Regional Board of Directors has the privilege of soliciting willing and qualified schools to bid for the No-Frills Conference at NACURH.
 - a. If no bids have been submitted by NACURH, the Regional Board of Directors can further solicit schools to bid at the MACURH Conference, or the Director may appoint a willing and qualified school to host the conference.
- B. Conference Bid Requirements (the bid shall include)
 1. A signed Regional Host Acknowledgment Form, obtained from the Regional Director or NACURH CRC;
 2. A letter of support from a housing official, at the assistant director level or above, that acknowledges the school's commitment and responsibility for hosting a conference;
 3. A brief introduction and overview of the school, including such things as RHA, NRHH, regional and national activities, awards and involvement;
 4. Profile of the conference staff, including advisor(s);
 5. Conference timeline, including but not limited to, mailing, registration deadline, late registration and conference confirmation;
 6. Conference schedule;
 7. Description of special events and key note speakers;
 8. Information regarding any and all limits that will be placed on delegation sizes or overall conference numbers, including conference caps;
 9. Description of conference accommodations:
 - a. Sleeping rooms,
 - b. Program rooms/facilities,
 - c. NCC, NRHH, and Sub-regional meeting rooms,
 - d. Social gathering rooms
 - e. Conference Security;

10. Dining and Banquet options;
 11. Safety and security plans and/or staffing pattern;
 12. Budgets in both American dollars and Canadian dollars stating the conversion rate at the time of budget publication utilizing the standard conference budget form in the MACURH policy book.
 13. Additional letters of support (i.e., conference sponsors, hotel support, city support, RHA/NRHH, conference advisor);
 14. Appendices (i.e., registration forms, program proposal forms, estimates of ravel/shuttle costs from various locations, map of campus or facilities being used).
 15. No Frills Conference Bids must include at least one alternate date.
- C. Waiver of Written Bid
1. Written bid requirements may be waved by a two-thirds vote of the NCCs.
- D. Oral Presentation
1. Oral presentation of No-Frills Conference bids may not exceed fifteen (15) minutes, with a fifteen (15) minute question and answer session.
 2. The question and answer session may be extended by a majority vote of the NCCs.
- E. Page Length
1. Members should contact the Regional Director or Regional Advisors for the page length requirements of a No-Frills Conference bid.
- F. RBD Participation
1. No current Regional Board member may serve as part of any Conference Bid Team or as a member of any Conference Staff.

Section 2: **Registration Requirements**

- A. Trading Spaces
1. Trading of spaces between schools to increase a delegation size to a number greater than the established delegation limit is not allowed.
 2. Schools determined to be in violation of this policy will meet with the Regional Advisors, Regional Director and conference chair to determine appropriate action, including possible expulsion from the conference.
- B. Non-Conference Persons at a No-Frills Conference
1. Only officially registered and officially invited guests (defined as conference staff and to be function specific), and conference delegates shall be given permission to attend official functions of the conference. The conference host school shall be required to enforce this policy at all conference functions by providing adequate safety and security.
- C. Liability of NACURH and Disclaimer Statement
1. Each individual attending a No-Frills Conference will be required to read and sign the following disclaimer statement prior to being recognized as an officially registered delegate to the regional conferences.
 2. Delegate Disclaimer Statement
I, ___(Name) in consideration of the Midwest Affiliate of College and University Residence Halls, Inc. and the ___(Conference Host School) allowing me to participate in the No-Frills ___(year) Conference hereby agree to the following: I release MACURH and ___(Conference Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the No-Frills ___(year) Conference. I agree to protect, hold harmless, and indemnify ___(Conference Host School) and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the No-Frills ___(year) Conference. I specifically assume all risks associated with participation in the events of the conference and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or

- occurrence caused by ___(Conference Host School) or MACURH, their officers and agents, including acts of omission constituting negligence.
2. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the disclaimer statement by a No-Frills Conference Host School must be approved by the CRC prior to sending out registration packets.
- D. Conference Drug and Alcohol Policy
1. Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events will be designated "alcohol and drug free." The method of enforcement will be at the discretion of the conference staff, in consultation with the Regional Advisor, the Regional Director and the Advisor from the school from which the student represents.
 2. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Conferences Drug and Alcohol Policy.
 3. The above policy shall be published in the No Frills Conference notebook.
- E. Conference Fair Housing Policy
1. Physically challenged, hearing impaired and visually impaired student will be housed on floors other than the traditionally-accessible floors (first floor) at regional conferences.
 2. If however, the host school does not have the facilities the host school will work together with the student to discuss the student's housing options.
- F. Public Relations Newsletter
1. The Conference Chairperson and his/her staff are responsible for creating and distributing four (4) informational, public relations newsletters.
- G. Bid Format and Due Date
1. Conference Bids are due to the Regional Director 48 hours prior to the conference where the bidding will take place. Bids must be emailed to the Regional Director in PDF Format. No paper copies of conference bids will be accepted or distributed to conference.

Section 3: **Corporate Partners**

- A. Definition
1. Only those companies holding a corporate contract with NACURH, Inc. may claim themselves a "corporate partner." All other companies providing services and/or funding shall be referred to as "conference sponsors." Paid or unpaid advertising by a company not holding a corporate contract with NACURH, Inc. found in conference related publications cannot contain the phrase "corporate partner" nor claim the endorsement of NACURH, Inc.
- B. Reserved Program Time Slots
1. One programming time slot will be reserved for each corporate partner scheduled in separate programming sessions. The conference staff should work with each corporate partner to schedule their session.

Section 4: **Business Meetings**

- A. Pre-No Frills Retreat (2007)
1. The No Frills Conference Site must host the Regional Board of Directors Pre-No Frills retreat, and should coordinate efforts with the Director of MACURH to ensure a proper retreat is held.
 2. This retreat shall be paid for with money contributed by the No Frills Conference's budget.
 3. If the distance is too great for the entire Directorship to hold a retreat at the No Frills Conference site or weather does not permit, at least one (1) member of

the Directorship (including the MACURH Regional Director) shall visit the conference site at least one month prior to the opening of the conference.

- B. Planning Meeting
 - 1. The Director, Associate Directors, Regional Advisors, and Regional Communications Coordinators shall meet one day prior to the regional conferences, dependent upon the needs of the region and scheduling, to finalize plans for the conference.
- C. Regional Business Meeting
 - 1. NCC meetings for training or for regional business shall be held throughout the No-Frills Conferences at the discretion of the Regional Director.
 - 2. An annual corporate business meeting shall be held during the No-Frills Conferences each year. All NCC's are required to attend.
- D. National Residence Hall Honorary Meeting
 - 1. The RAD-NRHH shall coordinate a regional meeting of NRHH representatives during the No-Frills Conferences. The RAD-NRHH may also coordinate other meetings during the No-Frills Conferences for the purposes of training.
- E. Programming Communications Coordinator Meeting (2006)
 - 1. The AD-Programming shall coordinate a regional meeting of all PCCs during the regional conferences.

Section 5: **Finances**

- A. Conference Start-Up Loan
 - 1. At the request of the host/host team, the AD-Finance and Records may make a \$250 conference start-up loan to the host school of the No-Frills Conference. The loan shall be paid back prior to the close of the host/host team's No-Frills Conference.
- B. Delegate Fees for the No-Frills Conference
 - 1. Delegate fees and late fees will be established by the host/host team after consultation with the Regional Director, the AD-Finance and Records, the Regional Advisors, and the CRC prior to leaving the conference at which the bid was awarded.
 - 2. Delegate fees shall be established at \$5 greater than the recommended amount for nonmember schools.
 - 3. An add-on fee of \$5.00 shall be added to the registration fee in accordance with section VII.
 - 4. A No Frills Conference add-on fee of \$5.00 per delegate shall be established and shall be included as a conference expense. This will be in addition to any other conference excess and shall not be utilized by the conference staff without written permission of the Regional Director, AD-Finance and Records and Regional Advisors.
- C. Monitoring of the No-Frills Conference Budget
 - 1. The conference advisor and Regional Advisors in conjunction with the AD of Finance and Records and the conference finance chair will be responsible for monitoring the conference budget.
 - 2. No monies shall be used by the conference staff for unapproved expenditures, such as travel, unless given approval in acceptance of the bid or after consultation with and approval by the AD – Finance and Records, and the Regional Advisors.
 - 3. Monitoring of No Frills Conference Budget
 - a. Thirty days after being awarded the conference and once a month until the conference, the conference staff must provide the conference budget updates to the AD-Finance and Records.
 - 4. No Frills Conference Budget Changes exceeding \$250.00
 - a. An increase or decrease in the No Frills Conference Budget of \$250.00 must be reported and approved by the AD-Finance and Records.

- D. Conference Break-Even Point
 - 1. The break-even point for the conference budget shall be determined by averaging the last three conference attendance levels, and multiplying this average by no more than 80%.
 - 2. The break-even point shall be used to set the registration cost for the conference.
 - 3. The Regional Advisors shall be responsible for providing the AD-Finance and Records with the last three conference attendance levels.
- E. "No Pay-No Key" Policy
 - 1. No-Frills Conferences will provide housing only to those delegations whose conference fees are paid in full, unless written permission of the conference director and the Regional Director has been granted.
- F. Conference Fee Refunds
 - 1. In the event of a conference excess, variable costs and other related costs in each delegate fee may be refunded up to the depletion of the conference excess. Fixed costs will not be refunded at any time. This is for delegates who do not attend the conference and would like a refund of the money they paid to attend.
 - 2. All refund requests must be received within 1 week from the close of the conference by the Conference Chairperson, Regional Director, and AD-Finance and Records. Requests will be accepted or denied within one (1) week of establishment of final conference excess.
 - 3. Accepted refund requests will be refunded in a proportional division of the conference excess up to the amount of their variable costs.
- G. Waiver of No-Frills Conference Fees for RBD Members
 - 1. According to the MACURH Bylaws, conference fees for the Director, Associate Directors, Regional Advisors, Regional Conference Chairperson, and RCCs shall be absorbed by the No-Frills Conference budget.
 - 2. Housing costs for the Director, Associate Directors, Regional Advisors, Regional Communications Coordinators and Regional Conference Chairperson for the Thursday night prior to the conference will be absorbed by the No-Frills Conference budget.
- H. Waiver of No-Frills Conference Fees for NBD Members
 - 1. The Regional Director and Regional Conference Chairperson will be the individuals responsible for granting fee waivers to NBD members and other guests.
 - 2. At least three (3) week prior notification is required for a fee waiver request to be considered.
- I. No-Frills Conference Deficit
 - 1. The host/host team shall pay the first \$250 of the deficit. The remaining amount of the deficit shall be paid accordingly: 50% by the host school and 50% by MACURH.
 - 2. In the case of inclement weather or other circumstances beyond the host/host team's control, the conference deficit's funding may be negotiated with the final decision made by the NCCs and RBD.
- J. Conference Excess
 - 1. Any financial excess generated by the conference is the property of MACURH and must be paid to MACURH no less than thirty (30) days after the conference.
 - 2. The check must be sent by certified mail to the AD-Finance and Records for deposit in the MACURH account.

Section 6: Risk Management

- E. All MACURH-related events, including board meetings, hospitality rooms, and socials, will end no later than 12:30am.

- F. No items containing caffeine (to include, but not limited to food and beverages) shall be distributed past 11:00pm.
- G. No conference event, excluding breakfast, shall begin prior to 8:00am.
- H. Conference host teams shall create a schedule for themselves regarding on and off periods to ensure they get ample rest.

Section 7: Wrap-up

A. Wrap-Up Procedure

- 1. A complete wrap-up, including a written report outlined below is required within thirty (30) days of the close of the conference.
- 2. All bills should be paid, accounts closed out and the conference excess turned over to the RBD. The host school must pay any bills that are discovered after this period.
- 3. Conference host schools who do not comply with the 30-day policy shall be declared “not in good standing” with NACURH, Inc. and MACURH until the wrapup is complete.

B. Wrap-up Report

- 1. A final report of the No-Frills Conferences will be written and published by the Regional Conference staff no later than thirty (30) days following the end of the conference. Seven (7) copies (NACURH Policy) of the final conference report should contain the following information in order:
 - a. Introductory letter of the report by the chairperson(s);
 - b. Table of Contents, with page numbers;
 - c. Conference schedule;
 - d. Total number of delegates in attendance, further broken down by number of delegates per school;
 - e. List of all elected and/or appointed regional officers, including individual names, position(s) held, and their host school;
 - f. Awards presented at conference;
 - g. Financial statement, including income, expenses, and final balance, all in actual dollar amounts;
 - h. Conference chairperson’s report, including an overview of each committee, the channel of authority, staff policies, etc.;
 - i. Conference staff planning schedule, broken down day-to-day, by committee, with their tasks and responsibilities;
 - j. Committee chairpersons’ responsibilities, with the following format:
 - i. General statement of committee responsibilities,
 - ii. Description of committee activities:
 - a. Number of people on the committee or in positions,
 - b. Timeline of activities, month by month, as accomplished,
 - c. Problems with timeline,
 - d. Communications problems that hindered the committee’s purpose,
 - e. An outline of successful procedures in organizing the committee and the activity,
 - iii. Description of conference responsibilities:
 - a. What happened at the conference,
 - b. What activities the committee planned that occurred,
 - c. A listing of critical reminders for the future planners,
 - iv. Recommendations for the Future:
 - a. Suggested solutions to timeline problems,
 - b. Suggested solutions to conference responsibility problems,
 - c. Evaluation of one’s own participation level, with suggestions for better time utilization,
 - d. ideas considered but not utilized,
 - e. Forms or form letters used;

- f. A blank conference evaluation and final conference evaluation results tabulated.
2. The seven (7) copies of the wrap-up report should be distributed by the conference staff in the following manner: 1 copy to the NIC, 1 copy to the CRC, 1 copy to the AD-Finance and Records, 1 copy to the Regional Director, 1 copy to the next conference host staff, and 1 copy to each of the Regional Advisors. These reports should be sent via email as PDFs to the above mentioned people.

Article III - Regional Meeting Policies

Section 1: **Purpose**

- A. The hosts of any meeting or gathering coordinated by or on behalf of representatives of MACURH for the purpose of business related to the organization not at the regional or No Frills conferences are required to follow basic procedures in order to protect the integrity of the meeting and the organization, as well as to intentionally manage the environment of the meeting. This includes, but is not limited to, sub-regional retreats and Regional Board of Directors retreats.

Section 2: **Regional Meeting Procedure**

- A. Schools selected to host a regional meeting should contact the Regional Director and Regional Advisors.
- B. The Regional Director and Regional Advisors will share the responsibility of communicating all necessary information to the host schools no later than 30 days prior to the meeting.
- C. If a host has not been selected within 30 days of the meeting, then the information will be communicated as soon as reasonably possible after the host has been determined.
- D. A signed MACURH Regional Meeting Host Acknowledgement Form must be submitted to the Regional Advisor no later than 14 days prior to the meeting.
- E. If a host has not been selected within 14 days of the meeting, then the MACURH Regional Meeting Host Acknowledgement Form must be submitted to the Regional Advisor as soon as reasonably possible after the host has been determined.
- F. If a host school fails to follow designated regional procedures regarding the regional meeting, the host school shall assume all duty and liability related to the regional meeting.

Section 3: **Registration Requirements**

- A. Non-conference Persons at a Regional Meeting
Only officially registered and officially invited guests (defined as host site staff and to be function specific) and meeting attendees shall be given permission to attend official functions of the regional meeting.
- B. The meeting host schools shall be required to enforce this policy at all regional meeting functions by providing adequate safety and security.
- C. Liability of NACURH and Disclaimer Statement
Each individual attending a regional meeting will be required to read and sign the following disclaimer statement prior to being recognized as an officially registered attendee to the regional meeting.
- D. Attendee Disclaimer Statement
I, ___(Name) in consideration of the Midwest Affiliate of College and University Residence Halls, Inc. and the ___(Regional Meeting Host School) allowing me to participate in the ___(Title of Regional Meeting) hereby agree to the following: I release MACURH and ___(Regional Meeting Host School), their officers, agents, and employees from all liability for damage and injuries which I may sustain as a result of my attendance at and travel to and from the ___(Title of Regional Meeting). I agree protect, hold harmless, and indemnify ___(Regional Meeting Host School) and their officers, agents and employees against all claims, suits, liabilities of demands for injuries to any person and/or property growing out of my participation of the ___(Title of Regional Meeting). I specifically assume all risks associated with participation in the events of the conference

and all else related to the conference, as well as travel to and from all conference activities, and the risk of damage or injury from any cause, action, omission or occurrence caused by ___(Regional Meeting Host School) or MACURH, their officers and agents, including acts of omission constituting negligence.

- E. The above statement must bear the signature of the delegate attending the conference, as well as one witness. Each signature must be dated. Changes to the disclaimer statement by a Regional Meeting Host School must be approved by the Regional Advisors and NACURH CRC prior to sending out registration information.

Section 4: Regional Meeting Drug and Alcohol Policy

- A. Alcohol and illicit drugs are nationally recognized as substances which may have a negative effect on the lives of college students. As a leadership organization which works largely with college students under the legal drinking age, it is recognized that alcohol is not needed for a good time or to promote positive growth. Illicit drugs can be lethal. Therefore, all events will be designated “alcohol and drug free.” The method of enforcement will be at the discretion of the regional meeting host school, in consultation with the Regional Advisor, the Regional Director and the Advisor from the school from which the student represents.
- B. Each delegate to the conference must sign a conference delegate agreement form acknowledging that they understand, and agree to and adhere to the Regional Meeting Drug and Alcohol Policy.
- C. The above policy shall be published in any written materials related to the regional meeting notebook.

Section 5: Finances

- A. Regional meetings are intended to be informal gatherings with limited expenditures. Any expenses related to the regional meeting must be communicated to attendees in advance of registration.
- B. Host schools will only provide accommodations to attendees whose fees are paid in full, unless written permission of the regional meeting host school has been granted.
- C. Any outstanding debts from attendees may be considered debt against MACURH and put the attendee’s school in bad standing until such time as the debt is paid.

Section 6: Risk Management

- I. All MACURH-related events, including board meetings, hospitality rooms, and socials, will end no later than 12:30am.
- J. No items containing caffeine (to include, but not limited to food and beverages) shall be distributed past 11:00pm.
- K. No conference event, excluding breakfast, shall begin prior to 8:00am.
- L. Conference host teams shall create a schedule for themselves regarding on and off periods to ensure they get ample rest disclaimer statement by a Regional Meeting Host School must be approved by the Regional Advisors and NACURH CRC prior to sending out registration information.



NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY RESIDENCE HALLS
(NACURH), INC.
MIDWEST AFFILIATE OF COLLEGE AND UNIVERSITY RESIDENCE HALLS
(MACURH)

**Regional Meeting Host School Responsibilities
Acknowledgement Form**

School: _____

Name/Purpose of Meeting: _____

Intended Date: _____

Regional Meeting Policy

The hosts of any meeting or gathering coordinated by or on behalf of representatives of MACURH for the purpose of business related to the organization not at the regional or No Frills conferences are required to follow basic procedures in order to protect the integrity of the meeting and the organization, as well as to intentionally manage the environment of the meeting. This includes, but is not limited to, Regional Board of Directors retreats and sub-regional meetings/retreats.

Housing Office Responsibilities

The Housing Office at the host school agrees to ensure that the host institution has liability insurance which covers the regional meeting. A copy of the insurance policy or a notarized letter stating the institution's liability must be received by the MACURH Regional Advisor no later than fourteen (14) days prior to the conference. The Housing Office further realizes that MACURH confers the right to host the regional meeting on the school, not on any individual(s) in charge of the bid process, thereby agreeing to support the regional meeting regardless of a change in student personnel.

Review of the Policies Governing Regional Meetings

The host school must follow all policies regarding regional meetings found in the MACURH Regional Policy Book.

We have read and understand the aforementioned responsibilities of the regional meeting host school and affirm that our school will, to the best of our ability, fulfill these responsibilities.

Chief Housing Officer Date

Regional Meeting Coordinator Date

Residence Hall Association President Date

Residence Hall Association Advisor Date

Section 8

Question And Answer Worksheet for Conference Bids

Institutional Information

Institution's Name:

Bid Theme:

Proposed Conference Date(s):

Alternate Conference Date(s):

1. What is the proposed price per delegate and per advisor?
2. Can payment be made by credit card?
3. How will you make registration available? Online? Paper? A combination of the two?
4. When will registration be available?
5. When will registration be due?
6. What will be the cost of late registration?
7. What is your ideal size for the conference?
8. How many delegates (not including advisors) can a school bring?
9. How many advisors can a school bring?
10. Will alternates be accepted? If so, how will you decide whose alternates are being accepted?
11. Will a school be allowed to switch delegates after the registration deadline?
12. How do you feel your theme promotes a positive image for MACURH?
13. How many hotels will you be using?
14. Will they be close together?
15. Will delegations be separated?
16. How do you plan on assigning rooms?
17. Will males and females be housed in the same hotel room?
18. Will advisors have the option of being housed with their delegations?
19. How far are the hotels from campus? Will there be shuttles from the hotels to campus and back, or will delegations need their own transportation?
20. Is there a fee for parking?
21. Are all buildings on campus ADA accessible?
22. Are the hotels ADA accessible?
23. Is a sign language interpreter available, if necessary?
24. What additional accessibility features will the conference have?
25. How will your staff promote healthy decisions during the conference?
26. How will you promote sleep?
27. What will be the meal options?
28. What healthy food options will be available?
29. Can you accommodate vegan and/or vegetarian meals?
30. Will snacks and beverages be provided during NCC, NRHH, and Programmer business meetings? If not provided, can they be brought into the board room?
31. Please describe the NCC, NRHH, and Programmer board rooms.
32. Will an Advisor's program track be available?
33. How will opening ceremonies be done?

34. What kind of entertainment will be featured at the conference?
35. How will you, as a staff, make new and/or visiting schools feel welcome at the conference?
36. How will you, as a staff, foster a positive first time experience for delegates?
37. How does your staff plan to incorporate a commitment to diversity in the conference?
38. How will the conference incorporate philanthropy?
39. Will there be awards or incentives for schools bringing in the most money for philanthropy?
40. What lodging and meeting spaces are available for the RBD during pre-conference (from Thursday until Friday before the conference)?
41. What experience does your staff have for hosting this conference?
42. How will you ensure that your staff remains strong and accountable?
43. Will you face any issues with staff retention? Do you foresee any staff members leaving before the conference arrives, due to graduation or other circumstances?
44. How will you work to recruit volunteers to staff the conference?
45. Why would it be beneficial for the region to have the conference at your school?
46. How do you plan on keeping the region updated on the conference, especially for deadlines and registration guidelines?
47. How will you keep the region updated during the summer?
48. Will your staff have office hours prior to the conference to answer questions?
49. Will your conference have a website? If so, what will you include on it?
50. What will you do to ensure that every school can easily find the hotels, campus, buildings, etc? Will you have signs by buildings? Will maps be provided?
51. Why do you want to host No Frills 2009?
52. What makes a good conference?
53. What will be your biggest challenge in hosting No Frills?
54. What will you incorporate into the conference that is innovative? What will distinguish your conference from past No Frills conferences?
55. Is the conference getting on-campus support? Is any of this support coming from other campus resources besides Housing/Residence Life?
56. Is the copy of the University Insurance and Host Acknowledgement form available and complete?
57. In twenty words or less, what does NACURH mean to your team?