

ARMA Southeast Region Conferences Host Chapter Policies and Procedures

Purpose

Every year the ARMA Southeast Region holds one conference designed to help equip and empower chapter leaders via the Region's Leadership Training Conference (*typically held in mid July*) . Every other year (*usually in odd numbered years*) the Southeast Region holds an educational conference to provide training to all those working in the records and information management field. These conferences are typically held in different locations near a region chapter that acts as "Host Chapter" for the conference. In partnership with the Region's leadership, the local host chapter assists with producing a quality conference for everyone involved.

Any questions concerning this policy and its interpretation should be directed to the Region Manger or your chapter's Region Coordinator.

Event/Venue Contracts

All contracts for ARMA Southeast Region conferences (hotel and venue) must be between the Southeast Region and the hotel or venue and be signed by the Region Manager or designated Region coordinator.

Benefits of Being a Host Chapter

- ◆ Opportunity to have more chapter participation in the conference, as the conference will be local.
- ◆ Experience working with region leadership to produce the event.
- ◆ First hand networking with other region, association, region chapter and ARMA HQ leaders.

Host Chapter Responsibilities

The host chapter will investigate and assist in securing a venue for the conference by making recommendations to the region leadership team. If the meeting venue is not a hotel, then the venue should be within reasonable walking distance from the housing accommodations.

Transportation

Transportation to and from the local airport should be free or have low cost shuttle service available to attendees.

Meeting Space/Venue

Hotel meeting rooms should be negotiated as free of charge based on the use of catering services or number of booked rooms. In addition, every effort should be made to secure a complimentary suite to serve as a hospitality suite for the region's leadership conference.

Additionally, every effort should be made to keep housing costs down to ensure conference will be more affordable. It is recommended that housing costs not exceed \$99 plus tax per night. It is also recommended that the host committee negotiate with the housing provider to receive complimentary room nights based on a one room night for every 15 to 20 rooms booked. Non-meeting venues should be secured at no cost with the ability to bring in food and have ample room for classroom seating.

Audio/Visual and other Equipment

The Hotel or meeting venue should allow for the region to bring in and use A/V equipment it has secured and have the ability for live Internet connection for a minimum of one day. The meeting venue should also have microphone and speaker equipment provided. The host chapter is asked to provide, if possible, any A/V equipment such as LCD projector, laptop, screen, overhead projector, flip charts with pads, pens etc., in order to keep conference costs at a minimum.

Optional Evening Event Planning

The host chapter for the Region's leadership conference will also investigate possible outing events for one night during the conference. In partnership with the region leadership, an event will be selected from the host chapter's recommendations. The total cost of the event, including any transportation, should be between \$25 and \$45 and is an optional event not to be included in the conference registration fee. The host chapter is responsible for coordinating this event. Conference attendees will be asked to pay in advance for the event.

Registration and Registration Packets

The host chapter will provide the manpower to manage the registration table for the conference. All registration checks should be made to the ARMA SE Region Fund and forwarded to the SE Region Treasurer.

The host chapter is requested to seek donated items such as notepads, pens, local tourist information, location maps, etc. to be included in the registration packets. If donated items cannot be secured, the host chapter may be asked to purchase these items locally and will be reimbursed by the region.

Scheduling and Content of Regional Training Sessions and Conferences

The host chapter must not plan any other chapter-sponsored workshop, seminar or conference to coincide or dovetail the region's conference. The host chapter can hold their chapter meeting or social event the day prior to or after the Region's Leadership Training conference and invite conference attendees and speakers to attend.

The host chapter for the educational conference is to assist the region in the selection of sessions and presenters. Every effort should be made to draw upon qualified local talent to keep conference costs down. Chapters and the host chapter are encouraged to make recommendations for speakers and topics to be presented. Final decisions relating to content and presenters reside with the Region Manager and Coordinators, taking into account input from the chapters.

Host Chapter Selection Process

Regional Leadership Training Conference

At the ARMA Southeast Regional Leadership Training Conference each year, the region's chapters will select the host chapter for the next available leadership conference. Each Chapter interested in serving as a host chapter for the leadership conference, should be prepared to give a 5-10 minute presentation to the conference attendees highlighting the chapter's desire to host the conference, the area's logistical feasibility such as airport, ground transportation, cost effective venues and entertainment opportunities. An option to the live presentation is a written proposal forwarded to the Region Manager for consideration by the attendees.

Regional Educational Conference

Any chapter interested in serving as host chapter for the Region Educational Conference should express their interest to the Region Manager at least two weeks prior to the Region's Leadership Training Conference. The region leadership will make the final selection at the Region Manager/Coordinator meeting preceding the President's meeting at the Region's Leadership Training Conference. In the event that more than one chapter expresses an interest in hosting the Educational Conference, the region leadership team may request each chapter make a 2-3 minute presentation to the leadership team on why their chapter is best suited to host the next Educational Conference.