

Conference Planner Tasks

Liaison with Conference Site **Make Asilomar reservations 3 years in advance when at conference** **Make hotel reservations the end of March for the next year**

1. Decide on the conference site and dates with Executive Committee/membership.
2. Review, modify (as needed with President or Exec input) and sign contract with Hotel/Asilomar.
 - Make sure that the contract includes 'in house' registration. This means the attendees make the room reservations directly with the hotel/Asilomar
3. Get the necessary planning manual from the hotel or Asilomar.
4. Complete the required forms, etc with the hotel/Asilomar.
 - Asilomar requires information about number of attendees/rooms
 - At 180 days from conference
 - 90 days from conference
 - 60 days from conference
 - Asilomar requires the count of box lunches for last day 48 hours before conference begins, i.e., by 3 PM the Friday before
 - Hotel requires a final count of the number of meals 48 working hours before the conference begins; i.e., by 10 AM the Friday before the Tuesday
5. Contact attendees for information on dietary restrictions, vegetarian meals, box lunches
6. Confirm conference plans with site coordinator (meeting rooms needed, other special needs – special diets, vegetarians, first floor accommodations at Asilomar) approximately 60 days before conference
7. Decide on menu for breaks, meals, etc with the Conference Planning Committee
 - Order the food and beverages before the closing date as set by the site (Asilomar – 1 month, hotel – usually 2 weeks)
8. About 3 weeks before conference contact members for those who can bring the A-V equipment because rental is anywhere from \$400-500/day
 - For Power Point presentations need a laptop and projector
 - Screens – Nancy Fisher has a screen which is needed in hotel
 - At Asilomar some rooms come with a screen and some do not, check with the coordinator
 - Microphone – Nancy Fisher also has a microphone.
 - Both hotel and Asilomar charge a daily fee plus set and and take down labor fee.
 - Extension cord – bring your own (needs to be 3 pronged) can get from the facility but it is a hassle
9. As conference date approaches contact hotel/Asilomar coordinator at least weekly during the last month and a couple of times during the last week to assure that all is ready.
10. Upon arrival at the hotel/Asilomar meet with the coordinator (only available after 3 PM on Sunday at Asilomar) to sign necessary paperwork, collect keys, handle last minute details, review break/meal arrangements. Remember, you are responsible for the keys. At the hotel there is only one set, but at Asilomar there are two. Always lock the room at Asilomar whenever everyone is gone because of the laptops, etc in the room.
11. Go to meeting room (especially at Asilomar as members will be there wanting to get into the room to set up – you will need to get someone to cover the registration desk at Asilomar or take one set of the keys to the meeting room.
12. Set up registration area – need packets, name tags, place cards, summary sheet of who has paid/owes, two pens

13. Set up logo item display
14. Obtain the billing invoice daily from the hotel/Asilomar (at front desk), review it, and correct any mistakes
15. Inform the treasurer the amount due the hotel/Asilomar
16. Pay the bill, sign the conference out, and return all keys.

Speakers

1. As directed by the Planning Committee contact speakers to check on topic desired, availability dates, fee, travel arrangements, other expenses they expect the organization to pay
2. Obtain *curriculum vitae* for each speaker that is making a presentation that is appropriate for continuing education units
3. Contact each speaker about 6 weeks from the conference to confirm dates, travel plans, topic, and information that 1-2 learning objectives will be needed
4. Contact each speaker about 4 weeks from the conference to find out audio-visual equipment needs, give dates for handouts to be sent to planner, any special meal requirements
5. Send reminder about handouts and objectives to speakers 2 weeks before conference (include the latest agenda with the reminder)
6. Continue interaction with speakers until objectives are received
7. Continue interaction with speakers until handouts for copying are received. Remind them if handouts can't be to the planner soon enough to complete copying, they need to bring copies. Give number of copies needed according to the number of attendees, plus one copy for the BRN audit file and another copy for the CCLHDND Archives
 NOTE: make sure that you get an electronic copy so that it can be emailed to members unable to attend conference
8. Meet any speakers at the airport as needed
9. Handle any special requests/needs of the speakers

Registration

1. Send out registration packet to all CCLHDND members (by the first week of January for Spring Conference, by first week of June for Asilomar. The hotel will give a date by which all room reservations at the group rate need to be made. At Asilomar the last date for room reservations is 60 days before the start of conference. Usually a room at Asilomar is available after that date but it won't be with the CCLHDND block.
 NOTE: There will always be those members at Asilomar who want the sleeping rooms close to the meeting room. There is nothing that can be done to assure this. Sometimes I think the sleeping rooms are assigned as far away as possible from the meeting rooms – maybe not but it feels that way.
2. *Registration Packets* Items to be included:
 - a. Way to contact the facility to make personal room reservations
 - b. Conference registration form – including amount due, CCLHDND tax ID# and where to send the registration
 NOTE: on the conference registration form for Asilomar be sure to include The 'off grounds' fee. This is a per diem usage fee charged to the organization for any who are not staying at Asilomar. It covers electricity, water, etc that will be used by the person. It goes up by about \$.25/day each year so now is in the \$8-9 range. Do spell out on the form the daily amount and then multiple it by 3; i.e.,

Off grounds fee: \$8.25/day. Total: $\$8.25 \times 3 = \24.75

- c. Membership (dues) application – for all counties who haven't paid CCLHDND dues for the year. Start collecting at Asilomar and finish at Spring Conference, then chase the 4-5 who still haven't paid after that.
 - d. Draft agenda – developed by the Planning Committee or by the Planner with input from the planning committee
 - e. Committee Report form (for Asilomar only)
 - f. Salary Survey form (for Asilomar only).
3. Process all the checks that come for either conference registration or dues
- a. Endorse all checks, fill out deposits slips, and deposit in Bank of America (any branch) weekly.
 - b. Inform the treasurer of each deposit made: date, total amount, plus amount to be entered on each line item; i.e., Deposit 5/2/08 \$5,000 - \$2,000 to dues, \$3,000 to registration
 - c. Keep track of each county that has paid dues.
 - d. Keep track of each county that has paid the conference registration fee
 - e. Keep track of those who have paid the 'off grounds fee'

Believe me you will have to chase some fees – I still have a registration fee and a student registration fee unpaid from Spring 2007 and an 'off grounds fee' unpaid from Asilomar 2007. Kind of think those will never come in.
 - f. Send receipts for any checks received to appropriate Nursing Director
 - g. Keep a list of those planning to attend the conference.

NOTE: THERE WILL ALWAYS BE TWO who can't make it at the last minute (sickness, something at work)

At Asilomar this really isn't too critical because it only affects the beverage order for breaks – 2 less doesn't make any difference

But at the hotel it means that CCLHDND is paying for meals that aren't needed and at \$20-40/person that is a big difference.

Therefore, put the Conference Planner's cell phone number on the registration form and request to be called if a member can't make it to conference. The hotel allows a change in numbers of 5% (basically 2).
4. Answer questions about the conference from the membership and resend the registration packet as needed.

Salary Survey

1. Send out the salary survey form with the Asilomar registration packet.
2. The week before the due date on the salary survey send out reminder with another salary Survey form to counties who haven't send in the form yet (usually around half the counties)
3. Two weeks before date set to do the copying (usually the Thursday or Friday before conference) send reminders to those who haven't responded.
4. Enter all the data received from the survey (entering takes 5-6 hours). A fair amount of the Planner's time goes into getting the salary survey forms returned and then entering the data. One way to save the planners time is to keep the information from the previous year on your computer or a disc as some counties will not have any changes and then delete and reenter as needed.

Conference Packet

1. Collect items for the packet: salary survey
Committee reports
Treasurer's report
List of attendees
Finalized agenda – approved by the planners
CE materials (see below) objectives, evaluation form
Handouts
2. Copy all items – number to make: Attendees plus 2 (BRN file and Archives copies)
3. Prepare folders with conference title, date, CCLHDND, site on each (no folder needed for BRN copy as it needs to go in a manila envelope due to extra items that must be included)
4. Make up packets
5. Make name tag for each attendee
6. Make place card for each attendee

Registration Box

1. Conference folder for each attendee
2. Name tags in alphabetical order
3. Place cards in alphabetical order
4. List of dues and registration fees received or owed
5. Receipt book
6. pens

At hotel: set up registration table outside the room with two chairs

After most have arrived, take registration materials into the conference room with you

At Asilomar: registration is from 3-5 PM. At a little after 5 PM take the registration materials up to the meeting room

Welcome gift for Asilomar attendees

1. Decide with conference planning committee what gift and logo items to purchase
Usually the 'gift' is a logo item that can be bought in quantity so the remainder can be sold to cover the price of the 'gift'. In both conferences, the registration fee is used up covering the planner's fee, speaker expenses (fee if requested, accommodations and meals), copying the packet, break expenses, and miscellaneous things like gratuities, sales tax. There is NO money left over for the 'welcome gift'.
2. Research prices and descriptions (most can be seen on the Internet) for desired gift/logo items and inform planning committee.
3. Arrange purchase with the supplier using the CCLHDND credit card
4. Inform the treasurer of invoice amount
5. Received, check and count all items purchased.
6. Negotiate with supplier to correct any mistakes.
7. Compile total cost of all gift items purchased by CCLHDND (this amount must be reported CA Annual Sales Tax Report and tax paid at that time.)

Logo items (I have donated all my time spend managing the logo items)

1. Determine with Exec or conference planning committee with suggestions from the membership as to what logo items are desired. Originally, the sale of the logo items was used as a fund raiser. However, now any profit just goes into the general funds of the

- organization. It may be that logo items should be discontinued as they seem to be losing appeal. That is something for the Executive Committee to decide.
2. Research best quality/price from various suppliers (Four Star Marketing, Signatures by Jeanette, Promotion Group)
 3. Order the desired logo items so delivery occurs at least 2 weeks before the conference
 4. Inform treasurer of purchase and invoice amount
 5. Received, check, and count all items purchased
 6. Negotiate with supplier to correct any mistakes
 7. Determine selling price for each logo item that will be available for purchase. Note: selling price included sales tax (rate according to the Planners County as the rate differs in Monterey County and in Sacramento County). According to the rules it is supposed to be the rate for the county in which the sale occurred. But that ends up to be VERY time consuming for the person handling the sales tax report as there can be 3 different rates when items mailed from the person's county are added in. Makes for a lot more book work for a couple of dollars or even less. The selling price should also include some mark-up to earn funds for CCLHDND (usually 30-35% - this % includes the sales tax). Round the figure to the nearest dollar or half-dollar or you go crazy making change.
 8. Prepare price lists for display with logo items at conference (include information that sales tax is included in the price and include 'Make checks to CCLHDND'.) Some will notice that information on the sign and others won't – but at least it saves a few questions.
 9. Take cash box, change, and receipt book to conference
 10. Sell logo items
 11. Provide receipts for all purchases – use the carbons to help make sure you have the money deposited correctly, also can keep a rough account of the inventory
 12. Prepare bank deposit for all logo monies received
 13. Inform the treasurer of the amount of the deposit
 14. Count remaining logo items after conference
 15. Store logo items carefully to prevent damage
 16. Ship logo items to membership as requested
 17. Invoice the member after items are shipped so the postage can be included on invoice
 18. Sent receipt via email after payment for the shipped logo items is received

Continuing Education

1. Obtain the *Regulations for Continuing Education Providers* from the BRN web site
2. Assure compliance with the regulations for CCLHDND
 - Major regulations: CE only given for appropriate presentations
(sometimes the title needs to be tweaked)
 - CE presenters meet BRN qualifications
 - Curriculum vitae* is in audit file for all CE presenters
 - Participant oriented objectives
 - Evaluation from each participant kept in audit file
 - Sign-in sheets for each day kept in audit file
 - CE certificates contain all the BRN requirements
 - The audit file is kept for 4 years
3. Prepare sign-in sheets, circulate at appropriate times, assure that all have signed
Observe that each participant attends all the CE sessions, adjust hours accordingly for those who don't (some go shopping, some go take a nap, a few get sick)

4. Develop evaluation, assure that each participant receives a copy of the learning objectives. Because papers seem to get lost, I put the objectives on top of the evaluation form. Always make 4-5 extra evaluations as these papers are especially skilled at disappearing
5. Assure that each participant that receives a CE certificate turns in an evaluation. That is why I make each hand me the evaluation and then I hand them the certificate. All evaluations need to be kept in the audit file. Another paper that tends to give people the slip is the CE units certificate. Usually there is a request for another copy from every conference. Since the evaluations are on file, the certificate can be replaced. I usually keep 4-5 CE unit certificates without the names and hours completed in the audit file for such needs.
6. Summarize the evaluations, send summary to Executive Committee and Planning Committee
7. Prepare CE certificates and distribute them to participants. Keep a copy of the certificate in the BRN audit file
8. Destroy CE file 4 years after the conference. I mark on the envelope in the audit file the date after which the contents can be destroyed.
9. The BRN has never asked to check my audit files but has called to verify a CE certificate.

Separate from the Conference Planner Responsibilities, I have assisted the Treasurer as requested. Some Treasurers ask for more assistance and some only want me to handle the deposits of funds I Receive.

1. Enter information from the Bank of America statement each month assuring figures on the Spreadsheet agree with the bank statement. Send updated spreadsheet to Treasurer.
2. Assure that the Treasurer has the necessary report forms in a timely manner – see Treasurer's Responsibilities attached.
3. Prepare Sales tax Form - Due July 31.
4. Prepare Federal and State Income Tax forms - due April 15th

Miscellaneous

1. Keep latest copy of By-laws (both hard and electronic copies)
Makes changes as they occur
2. Provide storage for
 - Logo inventory
 - Easel
 - Pads of paper for the Easel
 - Marking pens and other office supplies
 - CCLHDND banner
 - Name tags, place cards
 - Conference folders – I purchase enough for the year each August at back to school sales when they are 5 cents each (vs 39 cents each the rest of the year). Since Office Depot and WalMart limit these folders to 20/person, both my husband and I go in and buy 20 at each place one day and then go back other days to get enough.

I will make a disc containing the various forms I have developed so they can be modified rather than developed from scratch.