

## 14. **CONFERENCE**

### **In conjunction with Associate Executive Director and/or Executive Director**

#### **14.1 Conference Program/Planning Committee**

- Be familiar with all the function rooms in the hotel and conference center, size of each, and number needed to facilitate seminar sessions.
- Be familiar with exhibit area, size of booths and number of exhibitors.
- Identify the number of breakout rooms for seminars.
- Identify large meeting rooms for general sessions.
- Identify locations & size of rooms for all meal functions.
- Identify registration area and conference headquarters.
- Coordinate times for general sessions, annual meeting and other group functions.
- Coordinate times for exhibitors set up, break times and drawings.
- Coordinate conference registration times.
- Assign a person or persons to oversee each of the following conference activities:
  - Meal Program Functions, Speakers, Awards and Table Seating
  - On Site Registration – Pre Registration Packets
  - Audio Visual Aids – Coordinate schedules with speakers/rooms and AV supplier
  - Floor Manager – Oversees all seminar meetings, signage, speakers, room assignments, A.V., etc. Assign someone to distribute signs for all seminar sessions
  - Transportation – Arrangements, if needed
  - Door Prizes and Drawings – All door prizes, raffles and drawings (exhibit hall and annual meeting.
  - Coordination of photography & video for all conference functions
  - Facilitation of Awards Programs & Receptions
  - Security – function of Conference Exhibit Chairperson

#### **14.11 President**

- Work with the Associate Executive Director, Executive Director, Conference Registrar and conference chairperson on budget and expenditures for the conference.
- Assist with seating arrangements for the reserved tables for all meal functions.
- Identify with program chairperson, a list of all NYSAAA Conference meetings, including representative board meeting, state committee meetings, leadership breakfast and annual meeting.
- Work closely with program chairperson and conference committee in the overall development of the conference.
- Secure master of ceremonies, national anthem and invocator for all meal functions.
- Prepare and plan for the annual meeting
- Select a person to oversee the President's reception, Hall of Fame reception and all other hospitality functions.
- Plan, with the President-elect, a schedule for formal and informal meetings for a smooth transition.
- Work with the President-elect in planning the awards programs.
- Assist the in preparing banquet & luncheon programs.

#### 14.12 President-Elect (with Awards Chair)

- Responsible for overseeing the annual Awards Banquet and Luncheon.
- Introduce award recipients (unless Emcee is doing it)
- Assist the Conference Registrar in preparing banquet & luncheon programs.
- Plan to meet with the President and Vice President for the smooth transition.

#### 14.13 Executive Director and Associate Executive Director

- Assist conference program and planning team as needed to develop a comprehensive conference plan, and provide guidance and parameters needed.

### 14.2 Conference Operations

#### 14.21 Executive Director and Associate Executive Director will ensure the following.

- On-site registration, meal functions, audio visual aids, transportation, security, hospitality, seminar signs, floor manager, spouse program
- Assigning of seminar rooms, audio visual needs and putting the final touches on the conference.
- Establish timelines for conference preparation with the President and conference program chair.
- Work with the conference site and Convention and Visitors Bureau.
- Work with all committee chairpersons on specific areas of their conference responsibility.
- Work with the President and conference registrar on budget and conference expenses.
- Conference awards banquet, luncheon and hall of fame functions.
- Coordinate volunteer functions.

#### 14.22 Program Chairperson

- Develop necessary seminars with speakers for conference.
- Prepare final program for conference and submit it for printing and distribution (pre conference information).
- Secure moderators and presidors for all seminars.
- Develop program with necessary room arrangements and set-ups, and submit this information to Executive Director for assignment.
- Prepare and submit to the audio visual chair the AV needs for all seminars, to review with the Executive Director.
- Submit names of speakers and guests, with arrival and departure times, to the Executive Director with requirements for hotel accommodations, meals and transportation needed. **Note: transportation, meals and accommodations are only provided to speakers and guests who are not actively involved in Athletic Administration.**
- **All athletic administrators are required to register for the conference (speakers, moderators, volunteers, etc.).**
- Secure at least two people to help set-up and troubleshoot at the conference.
- Make sure rooms are set, make sure meetings start and end on time,

make available a count of seminar attendance, help with AV needs and help in general with the overall operations of the conference.

**Note:**

- ***Give some time and thought before making assignments, we need people that we can count on and who will deliver.***
- ***Need a chairperson for all the above with a committee of people to work under their supervision.***

**Job Description of  
NYSAAA Administrative Assistant/Conference Registrar**

**Pre-Registration:**

- Executive Director will determine conference registration fees.
- Assist in preparing and updating online registration
- Invoice all purchase orders and claims.
- Deposit registration fees.
- Deposit membership dues fees.
- Order name badges and holders for all attendees and exhibitors.

**Prior to Conference:**

- Prepare envelope labels and packets for conference attendees.
- Prepare name badges for same.
- Check to make sure all registrants are NYSAAA members.
- Check to make sure all award recipients are NYSAAA members.
- Provide for exhibitors a listing of all conference athletic directors.
- Provide listing of all conference registrants/attendees upon request.
- Prepare envelope labels and packets for exhibitors.
- Prepare name badges for exhibitors.
- Design/layout and printing of conference program, luncheon program and banquet programs.  
(this is done additionally, this is not required as Conference Registrar).

**Conference Site:**

- Assist in assembling registration materials immediately prior to registration.
- Supervise registration process at conference.
- Provide on-site registration forms, badges, envelopes, etc.
- Provide receipts for fees upon request.
- Be on call for issuing payments, registering attendees as needed at conference and any other clerical work needed.

**Following Conference:**

- Update attendance records.
- Refund registration fees as appropriate.
- Deposit all monies.
- Deposit exhibitor fees, dues, registration fees, and donations.
- Pay all approved conference expenses.
- Maintain bank account and all records.
- Provide conference financial report to include revenue, expenditures, and balance. Also provide detailed breakdown of revenue and expenditures.
- Provide records as requested for annual audit.
- Prepare financial report.
- Transfer net gain from conference to NYSAAA treasury.

*Updated/Revised January 2011*

**Job Description of  
NYSAAA Conference Exhibit Coordinator**

1. The Conference Exhibit Coordinator is a stipend position that reports directly to the Executive Director of the NYSAAA.
2. Prepare electronic mailings for the current exhibitors, first mailing to be in August, second in October, and third in January.
3. All payments/checks received and expenses to be paid, will be submitted to the conference registrar on a timely basis.
4. Physically inspect the site and set floor plan with the site administrators and the drappage company.
5. Communicate and work with Executive Director on all necessary items, including insurance and security.
6. Maintain a current database of exhibitors and potential exhibitors.
7. Mail confirmation letter/receipt to each exhibitor as they pay, and maintain an accounting in the database of income/expenses.
8. Sort the database for potential 5/10+ year award winners. Have the President sign the awards and have them printed. Order plaques to present to award winners.
9. Order the special exhibitor door prize (i.e. camera, TV, etc.)
10. Send a list of exhibitors to the drappage company for their mailing, at least 30 days prior to the conference, and keep them updated on additions/corrections prior to the conference.
11. Assign the booths to the exhibitors, using care not to place two alike near each other, and keep the electrical sites close.
12. Send this list to the drappage company for booth signs and numbers.
13. Make a list of alpha and numeric booth assignments, along with a computer generated floor plan. Give a copy to each registrant, and also submit to the Executive Director.
14. Check on-site for the following: refreshments, door prize drum(s), PA system, registration table and signs.
15. Set up on-site registration and check in area for exhibitors to check in upon arrival.
16. Be available on-site during all exhibit hall hours and maintain communication with the Executive Director as needed.
17. Print a list of those giving door prizes for the door prize committee.
18. Make arrangements for hall security during hours that exhibit hall is not open, as well as open hours.
19. Present exhibitor awards at time that a majority of conference attendees will be present.
20. Be prepared to make adjustments on the move, because everything will not go according to plans.
21. Be visible and available during final hours of exhibit hall and make sure exhibitors do not leave early without your express permission and extenuating circumstances.

*Updated/Revised July 2011*

#### **14.25 Conference Floor Manager**

- Work with program chair to set up all seminar meeting rooms.
- Make sure all meeting rooms are setup as requested.
- Put up seminar signs at the appropriate time.
- Assure AV equipment is set up and returned to office.
- Make sure moderators and presiders arrive at least 10 min. prior to starting time.
- Make sure meetings start and finish on time.
- Provide moderators/presiders with speaker gifts to present at conclusion of session.
- Get a count on session attendance.
- Make sure all evaluations are completed and returned.
- Follow up with moderator on evaluation and room count.
- Help out in any difficult situations.

#### **14.26 Meal Function Chairperson**

- Form a committee as needed.
- Identify meal functions sponsored by the conference.
- Identify master of ceremonies, invocator, national anthem arrangement, speakers and presenters for each function.
- Work with Executive Director and/or Associate Executive Director on table arrangements, and set up of American Flag, NYSAAA banner, microphone, podium, flowers, and lighting if necessary.
- Supervise & facilitate table arrangements for award recipients, spouses, conference planners and special guests, for each meal function.
- Assist Awards Chair in assembling award recipients for each awards function 15 minutes prior to start for grand entry & introductions.
- Assist with the assembly of award winners 30 minutes prior to awards functions for pictures.
- Place seating cards at reserved tables for each meal function as needed.
- Arrange for ticket collectors (4) at all meal functions

#### **14.27 President's Reception**

- Work with Executive Director/Associate Executive Director on invitations for all Chapter Award and Hall of Fame recipients and guests.
- Submit list to Executive Director/Associate Director, with names and addresses of all invitations to be sent.
- Assist with placing flowers on all awards recipients.
- Assist with the identification of all award recipients and assembly for photographs.

#### **14.28 Photographer**

- Association will reimburse for any costs.
- General coverage of conference.
- Exhibit area candid.
- Main speakers; guest speakers.
- Provide access to photographs taken.
- Complete list of responsibilities (page 10-11)



*New York State Athletic Administrators  
Association*

**ANNUAL NYSAAA CONFERENCE PHOTOGRAPHER RESPONSIBILITIES:**

**Tuesday Afternoon:**

- Arrival by 3 pm desirable
- Evening dinner with conference planners

**Wednesday:**

- Random Photos of LTC's (morning & afternoon), Registration, Gallery and action shots of attendees (afternoon)
- Executive Board Lunch Meeting in Board Room at noon.
- General Session Photos of speakers, etc.
- Exhibit Hall Festival – Random photos through the exhibit hall, with vendors and attendees.

**Thursday:**

- Chapter Reps. Meetings: High Rock 7:30-9:00 am
- General Sessions Speakers & Workshops through day
- Conference Registration & Triple A Shoppe
- Random Photos in Exhibit Hall, Lobby & Gallery throughout the day
- 9:00 am Hall of Fame Committee in **Board Room**
- 1:30 Representative Board Meeting – a couple shots
- 4:30 pm Award Recipients Photo Shoot (only Award winners & Immediate Family (no group photos) **WHITNEY**
- 5:30 pm President's Reception – **High Rock**
- 6:30 pm **Group Photos** of all Chapter Award Recipients and Special Award Recipients
- 7:30 **Award Banquet – Saratoga Ballroom** - Action shots of Award Recipients receiving awards at banquet

- **Friday:**
- All day – General Sessions & workshop sessions, random photos
- 10:30-11:30 HOF Reception (**Alabama/Travers**) – Individual/family photos, group photo
- 10:30-11:30 - HOF Individual Photos of Inductees with immediate family only - **WHITNEY**
- 11:45 am - Luncheon Saratoga 2/3 – Group shot of Apple Award Recipients, Individual shots of HOF Recipients being presented award.
- 1:30-3:30 Third & Fourth General Sessiona in **Saratoga 1**
- Annual Meeting: Exchange of the Gavel & presentation of President’s Plaque, Random photos including chapter door prizes and raffles – **Saratoga 1**
- 4:30 pm Conference Ends





# NYSAAA

New York State Athletic Administrators Association

## 14.31

### I. Conference Program Planning Team

- Executive Director & Associate Executive Director
- President & President Elect
- Conference Program Chair
- Conference Registrar
- Exhibits Manager
- Individual Committee Chairs

### II. Conference Committees

- Program Planners
- Conference Gift & Corporate Sponsors
- Floor Manager
- Hospitality, Door Prizes & Drawings
- President's Reception
- Meal Functions & Meal Tickets
- Technology & AV
- Registration, Exhibit Hall and Clothing Shoppe set up & take down

### III. Conference Roles & Responsibilities

- See P.O.P. Manual – Conference (Responsibilities) Section 14
- See Conference Responsibilities Chart
- Conference Planners & Volunteers Schedule

NYSAAA EXECUTIVE DIRECTOR & ASSOCIATE EXECUTIVE DIRECTOR

CONFERENCE CHECKLIST YEAR \_\_\_\_\_

_____	Hotel Contract	_____	Banquet Event Orders
_____	Speaker Gifts	_____	Annual Mtg. Gift
_____	Conference Gift	_____	Registration Items
_____	Banquet Favor	_____	Pins
_____	Comp. Room List	_____	Conf. Program
_____	President's Plaque	_____	Thank You Plaques
_____	Award Plaques	_____	Apple Awards
_____	Sennett Award	_____	State Award of Merit
_____	CAA Test	_____	Volunteer List
_____	Drop In Center	_____	President's Ring
_____	Past Pres. Watch	_____	Board Watches
_____	Triple A Shoppe	_____	Foley Award
_____	Member Info/Inserts	_____	NF/NIAAA Inserts
_____	Annual Mtg Agenda	_____	Exec Comm Agenda
_____	Rep. Board Mtg Agenda	_____	Exec Dir Report
_____	ED Conf Notes/Announc'ts	_____	Banquet Programs
_____	Banners	_____	Poster Boards
_____	Festival Gifts	_____	Handbooks
_____	LTI Courses	_____	Committee Signs
_____	Scholar Athlete	_____	Strip Tickets

*Adopted ..... June 1981*  
*Corrected..... July 1981*  
*Corrected..... October 1981*  
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*Amended ..... May 1984*  
*Revised and Amended ..... April 1986*  
*Updated Revisions & Amendments.. October 1987*  
*Revised and Amended ..... July 1992*  
*Amended ..... January 1996*  
*Updated Revisions ..... July 1996*  
*Updated Revisions ..... January 2000*  
*Updated Revisions ..... June 2001*  
*Updated Revisions ..... September 2004*  
*Updated Revisions ..... October 2005*  
*Updated Revisions ..... July 2011*  
*Updated Revisions ..... October 2012*  
*Updated Revisions..... June 2014*  
*Updated Revisions..... September 2017*  
*Updated Revisions.....June 2019*