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# WE BID TO DO WHAT??



A Practical Guide to Hosting  
an NAIW Regional Conference

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# **We Bid To Do What????**

## **Forward**

***Congratulations!*** You have taken the first big step! You have bid to host a future Regional Conference. Now what??

In the following pages you will find helpful information on what needs to be done, when and by whom. You will even find some sample documents – all of which are designed to help prevent you from reinventing the wheel. There is also some information from the NAIW Comprehensive Manual. For more information, go to the Members Only section of the NAIW website – [www.NAIW.org](http://www.NAIW.org).

The information in this guidebook comes from NAIW members, all of whom know whereof they speak. So, having “been there, done that”, we all urge you to buckle your seatbelts – it is going to be a bumpy, but fun, ride!

This document is not “official”, in that it has not been voted upon by the membership. It is merely intended to be a helping hand to fellow NAIW members, to make their experience a pleasant and hopefully, easier one.

We would like to express our thanks to our “contributing editors”:

Cheryl Krier, Past NAIW National President, Past Region VIII RVP, Past California State Director  
Sue Zeider, Past Region VIII RVP, Past California State Director  
Sherry Phillips, Past Region VIII RVP, Past California State Director  
Victoria Rivas, Past Region VIII RVP, Past California State Director  
Mary Moore-Campagna, Past Region VIII RVP, Past California State Director

On the last page, you will find a form to complete as you are planning your meeting. On this form we would like you to list items we may have omitted or situations that are new and should be addressed. Your suggestions will help future Host Associations!

Good luck and have fun!

### ***Kristina (Tina) Lee***

1994 California State Meeting Chairman  
1998–1999 California State Director  
1999-2000 Region VIII RVP  
2002 Region VIII Conference  
Accommodations Chairman  
2008 Region VIII Conference Co-Chairman

### ***Gail A. Novelich***

1993 California State Meeting Accommodations Chairman  
1998 – 1999 Assistant to the State Director  
1999-2000 Assistant to the RVP  
2001 Region VIII Conference Treasurer/  
Accommodations/Exhibit Chairman  
2005-2007 Assistant to the RVP  
2008 Region VIII Conference Co-Chairman

# WE BID TO DO WHAT???

## Section One

### Responsibilities of the Regional Vice President

*Regional Conference should be a cooperative effort between the Regional Vice President (RVP) and the Host Association (HA). Primarily, the RVP is in charge of all aspects of the Business Meeting portion of the Conference. However, she should keep the HA posted as to timelines, special needs, etc. The RVP should have input on all arrangements and must keep in mind the HA's budget and resources and work with them at all times.*

#### **Appoint Conference Committee**

Committee appointments are at the discretion of the RVP, but care should be taken to utilize members from throughout the Region, and of varying experience. Don't forget to include Members at Large (MAL). Refer to NAIW By-Laws for number of members needed on certain committees.

- Audit
- Awards
- Communicate with Confidence – *Assistant to the RVP*
- Credentials
- Education (*Optional*)
- First Timers Orientation
- Meet the Candidates / Delegates Briefing
- Minutes Approval
- NAIW Products (*Optional*)
- Nominating
- Pages
- Protocol
- Recommendations
- Remembrance
- Special Assistant to the RVP (*Optional*)
- Standing Rules – *Must be appointed by 8/15*
- Tellers
- Timekeepers

#### **Appoint Conference Secretary**

Though not mandatory, it is advisable to choose a Secretary who has access to a laptop computer and is comfortable with its use.

#### **Appoint Conference Parliamentarian**

The Parliamentarian can be an NAIW member or a hired Certified Parliamentarian. Fees and expenses should be discussed with the HA before hiring, as they would be part of the HA's budget.

**Establish Meeting Agenda**

Although the RVP has responsibility for this item, she should work with the HA to set timelines to allow for meal functions and issues with hotel space. National will also sometimes advise the RVPs of items that need to be included in the Business Session.

**Set Seating Protocol**

The RVP should provide the Protocol Committee with a head table seating chart based on her agenda for each business session. Table tents for the head table and delegates can be assigned to the Protocol Committee or to a person of the RVP's choosing.

**Assign Reserved Seating – members and VIPs**

Business Sessions  
Welcome Party  
Presidents' Recognition Luncheon  
Awards Banquet

**Seating Assignment Notifications – Registration Packets**

The RVP should work with the Protocol Committee to print up cards to be included in the registration packets for all members who will be seated at the head table or have VIP seating at meal functions and any other special events. The cards should be provided to the HA in time to be included in the packets.

**Choose Keynote Speaker**

Any Keynote Speakers are at the discretion of the RVP, as she may want to choose one that compliments her theme or imparts a particular message. However, she should work with the HA as any costs involved are a part of their budget. The HA may suggest local speakers to contain costs.

**Suggest Industry C.E. / Workshop Topics and Potential Presenters**

The RVP may choose to delegate this responsibility to the HA, if they agree to do so, but should have input as to the choice of topics and presenters. The RVP should be mindful the HA's resources and budget in this area. Additional non-industry related workshops are at the discretion of the HA.

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## Section Two

### Responsibilities of the Host Association

#### Getting Started

*Regional Conference should be a cooperative effort between the Regional Vice President (RVP) and the Host Association (HA). Primarily, the HA is in charge of all aspects of the hotel and meal functions. However, as a courtesy, the HA should keep the RVP posted as to all arrangements being made, and the RVP should have input, as they may have an impact on what the RVP wants to accomplish.*

#### **Choose A Theme**

Your theme can reflect the RVP's theme or it can reflect the area in which the Conference will be held, local attractions or any other idea you would like to get across. It is often successful to plan your fundraising ideas around your theme as well.

#### **Appoint Planning Committees**

Committees are appointed at the discretion of the HA and may be reconfigured according to the size of the HA.

Meeting Chairman / Co-Chairman  
Accommodations  
Awards Banquet  
Communicate with Confidence – *liaison to the Assistant to the RVP*  
Education – *if included by the RVP*  
Exhibits  
Finance / Fundraising / Sponsor Donations  
First Timers Orientation – *liaison to the RVP's First Timers Chairman*  
Hospitality Suite  
Presidents' Recognition Luncheon  
Printed Program – *can be divided into program and roster*  
Protocol – *liaison to the RVP's Protocol Chairman*  
Publicity  
Registration  
Secretary – *to planning committee only*  
Tours  
Transportation  
Treasurer  
Welcome Party

**A special note:** It is becoming increasingly common for two or more Associations to combine forces to host a Regional Conference. Before committing to this project, be sure to discuss and agree as to who will have what responsibilities. Joining forces can be a wonderful experience, but everyone must be clear as to what is expected of them. It is also imperative that finances be discussed up front, such as how excess monies will be handled at end of Conference – especially when one or more of the Associations provides seed money.

When assigning committees, consider which committees would best be served by the Association where the Conference will be held. For instance, the Accommodations and Tours Chairmen should be from the local Association, while Awards Banquet and Registration could be chaired by members who are not local.

# WE BID TO DO WHAT??

## Section Three

### Responsibilities of the Host Association

#### The Fun Begins!

#### **Budget**

Information on setting a budget and items to be included is provided in this guidebook. It is imperative that a budget be set as early in the planning process as possible to eliminate confusion and over spending. Revisit your budget often, to stay as closely within its boundaries as possible. See budget items under fundraising, below.

A final accounting is required to be sent to the RVP and National within 60 days of the Conference. This information will also be needed by the next year's HA to help them with their planning.

***A note about registration fees:*** Registration fees normally cover only the cost of meals provided. This keeps the Conference affordable, allowing more members to attend.

#### **Fundraising**

Start early! As the HA, you are responsible for raising the funds to cover the following items. Keep in mind that you will be transporting items to sell at other meetings, so you may want to think of items that are small and easily carried.

#### **Keynote Speaker(s)**

Fees / transportation / hotel – as negotiated

#### **Entertainment**

Welcome Party  
Presidents' Recognition Luncheon  
Awards Banquet

#### **Decorations**

Flowers for dais  
Props or other items

#### **First Timers Orientation**

Primarily, this is a business function to address the rights and responsibilities as a First Timer and as a Delegate/Alternate. However, keepsakes may be given to First Timers at the discretion of the HA, RVP and/or Committee Chairman. These parties should coordinate their efforts as well as decide what type of meal function it will be, based on the HA's budget allowances.

#### **Gifts for Presidents at the Presidents' Recognition Luncheon**

**Gifts / Welcome Baskets for VIPs** - *completely at the discretion of the HA*

Regional Vice President  
National Representative  
Others – such as Council Directors

#### **Complimentary Registrations**

Regional Vice President  
Assistant to the RVP - *if there is more than 1 assistant, only one registration need be provided*  
National Representative  
Meeting Secretary  
Parliamentarian  
Host committee members – *as budget allows*

**VIP Expenses** – Travel, Hotel, Meals  
Site / Planning Visit  
    Regional Vice President  
    Assistant to the RVP  
Conference  
    Regional Vice President  
    Assistant to the RVP  
    National Representative  
    Parliamentarian – *plus fees, if applicable*

**Registration Packets**

**Conference Programs**

**Seminar / Workshop Materials and/or fees**

**Postage**

**Audio Visual Equipment**

**Meeting Rooms**

**Signage**

**Hospitality Suite**

**Color Guard**

**Shipping of Flags**

**Bid Confirmations**

**Ribbons**

**Name Badges**

**Copying**

**Miscellaneous**

## **Registration**

The registration mailing is the first time that most members will see the fruits of your hard labor. It is important that the process be organized and efficient.

### **Registration Mailing**

Registration materials should be mailed at least 8 weeks before the Conference. Keep in mind that anything other than first class can significantly delay the delivery of the packets.

Mailing labels must be requested through the RVP and must be accompanied by copies of the materials to be mailed. Allow 4 weeks for printing and mailing.

Packets should include:

Registration Form

Hotel Information

Tour Information – *if applicable*

Education seminars / Workshop information / fees

Exhibitor registration – *can be done seperately*

Corsage Order Form – *optional*

### **Registration Status Reports**

Once registrations start arriving, a weekly status report should be provided to the RVP, preferably in Excel format. This information is vital to The RVP's planning, as she can tell which Committee Chairmen and members have not yet registered, so she can take action.

## Conference Registration Packets

- Program Book
- Name Badge
- Ribbons
- Meal Tickets
- Special Seating Notification Cards
- Special Notifications / Invitations

Note: If you are asked to include campaign materials in the packets, you may do so at your discretion. However, keep in mind that the same opportunity must be given to each candidate.

## Registration Table

You may wish to set up registration in alpha blocks (i.e. A-G) to facilitate an easier flow of members. Decide with the RVP which of the meal functions are to have assigned seating. If assigned, you will need a table chart # stickers with table #'s, to affix to meal tickets. You should also be prepared to make additional name badges in case of errors or omissions. Make sure to have enough members working in this area, especially during peak hours. This will be your guests' first impression of your Conference.

## Accommodations

**Special note:** It is imperative to maintain open communication and a good relationship with your hotel contact. Limit contact with this person to your Accommodations Chairman, to avoid confusion.

### Selection

A sample bid request letter is included in this guidebook. Before choosing a hotel, your committee must decide which factors are most important, such as location, room cost, amenities, proximity to the local airport, etc. If unsure, you can poll the members to see which is most important to them. Ask for a complete tour of each of your final choices before making your decision.

### Contracting

In this guidebook you will find guidelines for negotiating an agreement with the hotel. Come to the table prepared with realistic attendance numbers, as well as accurate information regarding meal functions, meeting room needs, sleeping room requirements, etc. The more accurate, the less surprises down the road.

### Sleeping Rooms Block

You will need to block a certain number of rooms for the dates of your conference when you complete your contract with the hotel. Keep your numbers realistic as your meeting rooms may be comped based on the number of sleeping rooms. **Reserve the right to adjust the block a certain number of days before conference, based on the registrations being received.**

The hotel may comp you a certain number of rooms based on your sleeping room reservations. Discuss this ahead of time. We suggest you ask if they will comp your RVP, in addition to any other comps you may receive.

**A note about the RVP:** It is customary, though not required, to provide a suite for the RVP, as she will be conducting meetings both before and during the conference. Let your budget be your guideline. You may also provide a suite or Jr. Suite for the National Representative if you wish and your budget allows.

## Meeting Rooms

As mentioned above, your meeting rooms are usually comped, based on your sleeping rooms reserved and booked. Should the rooms booked come up short, know what the additional costs will be and be prepared to meet those costs or to renegotiate your contract with the hotel, if possible. Rooms needed will be:

- Business Sessions
- Seminars / Workshops
- Exhibits
- Hospitality Suite
- Nominating Committee
- First Timers Orientation
- Communicate with Confidence
- Den Mother Room (before)
- Recovery Room (after)

### Meal Functions

- Welcome Party
- Continental Breakfast – optional for business sessions
- Presidents' Recognition Luncheon
- Awards Banquet

Work / Storage Room for HA

## Tours

Types and numbers of tours are at your discretion. They can run from golf tournaments to dinner shows to shopping excursions. The area in which you are located will be a large determining factor in the types of tours offered, if any. Keep in mind transportation costs and whether they will be paid for by the attendees or out of your budget.

## Business Meetings

### Program Book

Program book cover design and format is your decision, but you should consult with the RVP as she may have a preference as to size and format. Communicate clearly to the RVP your deadline for receiving information on committees, agenda, seminars/workshops, etc. – including welcome messages and photos from all VIPs – and allow plenty of time for proofreading and printing before conference. ***The RVP reserves the right to see the program book before it goes to print, as it is an official part of the business of the Region.***

### Room Set-Up

#### Head Table

The RVP will advise you as to how she would like the room set up. She may ask for an additional tier, which must be communicated to the hotel.

Podium – *Check with the RVP where these should be positioned at the head table*

Delegate Seating – *classroom style (tables)*

Member Seating – *theatre style (chairs only)*

#### Audio Visual Equipment

##### Microphones

A standing mic should be available in the member seating area, as well as at the podium. Check with the CWC candidates and keynote speakers as to their preference for a regular mic or lapel mic.

Other – Associations doing bid confirmations may make requests for additional equipment, at their expense.

Head Table Signage – *responsibility of Protocol Committee*

Delegate Table Signage - *responsibility of Protocol Committee*

Color Guard – *as agreed upon by the RVP and HA*

Flags – *American and all Regional State flags*

Regional Banner

## **Seminars / Workshops**

The HA should work closely with the RVP as she may have ideas about topics and presenters. The RVP may ask your committee to assign a liaison to the Education Committee to help with CE sign in/out and class monitoring.

- Suggest topics
- Suggest presenters
- Arrange for and assign meeting rooms
- Arrange for refreshments, as your budget allows
- Reserve audio/visual equipment
- Reserve table/chairs as needed
- Signage
- Arrange for easels for signage – *there is usually an additional cost*

## **Exhibits / Association Fundraisers**

**Special note:** Associations who are hosting a future meeting or are in a deficit from a past meeting are to be provided a table at no charge. Consider providing sister associations premier locations for their tables, rather than to outside vendors.

- Arrange specific site/room with hotel
- Reserve table & chairs as needed
- Provide power source as requested
- Set fees to be charged to outside vendors and sister Associations
- Arrange drayage – *table linens and skirts*
- Signage
- Easels
- Assign tables to exhibitors
- Publish hours in program and provide to exhibitors

## **Hospitality Suite**

The Hospitality Suite can be located in a hotel room, a meeting room or in the exhibit hall. Items provided to members can range from light snacks to major munchies, including breakfast items in lieu of a continental breakfast. Check with the hotel as to what they will allow you to bring into the hotel. The Hospitality Suite should be a comfortable place for your guests to relax and visit. Following are some suggested items – all optional - to have in your Suite, as your budget allows:

- Water
- Soft Drinks
- Coffee
- Snacks
- Fruit
- Wine
- Gifts / drawings
- Tourist Information
- Transportation Information
  - Airport
  - Nearby Attractions
- Shopping Information
- Hotel Information

## **Flowers**

In the past, it was customary to have a florist or HA member available on site to take corsage orders to be picked up prior to the Presidents' Recognition Luncheon. The hotel can suggest a florist for you. However, increasingly, HA's are including flower order forms in the registration packets, so they have the information ahead of time. Work with your chosen florist to determine if a certain selection of items will be offered.

## **VIPs**

The handling of VIPs generally falls under the responsibility of the RVP. However, she may ask for a liaison to assist in transporting VIPs from and to the airport and to assist them in finding meeting rooms, etc.

## **Confirming your Bid**

Each year leading up to your conference you will be expected to re-confirm your bid for your conference. The idea is to promote interest in the event and encourage members to attend. You may wish to hand out flyers on the host hotel and surrounding attractions or trinkets or candies, as your budget allows. Make it fun, but don't break the bank!

## **Excess Funds**

If your fundraising efforts have been successful, you may have funds left over after all the bills have been paid. It is up to the HA how this money will be handled. In the past, some HAs have given seed money to future conference committees. Donations are also sometimes made to the Regional or National Scholarship Funds. The decision is yours.

***Remember – Above all, this should be a positive experience for all involved – the HA members, the RVP and your guests. Enjoy!!***



## REGION VIII REGIONAL CONFERENCE

### ROOM REQUIREMENTS

DAY	FUNCTION	ROOM SET-UP	EQUIPMENT	WHO	# EXPECTED
Thursday	Seminars / Workshops up to 6 rooms needed throughout the day	Classroom and theatre See room diagram	Overhead, Screen depending on class	Some members	10 - 20 each
Friday	Business Session	Classroom and theatre See room diagram	Podium, mic Possibly lavolier for CWC Floor mics 1 - 2	All members	200 - 300
	First Timers Orientation with Continental breakfast	Rounds	Podium, mic	First Timers / VIPs	30 - 40
	CWC Speak-Off 2 holding rooms Before & After	1 round in each room	See Business Session	CWC Contestants and Den Mothers	6 each
	Past RVP Luncheon	Rounds	None	Past RVPs	20 - 30
	Welcome Party Informal with dinner, either sit down or buffet, depending on theme	Rounds	Possibly a stage and mic	All members	200 - 300
Saturday	Business Session	Classroom and theatre See room diagram	Podium, mic Floor mics 1 - 2	All members	200 - 300
	President's Recognition Luncheon Need availability to order corsages for each local President	Rounds and stage	Podium, mic	All members	200 - 300



**REGION VIII REGIONAL CONFERENCE  
AGENDA**

	Minutes	Agenda Item	Presenter
7:30-8:15		First Timers	
<b>8:30 to 12:00</b>		<b>FIRST BUSINESS SESSION</b>	
8:30	5	Head Table Entrance	
8:35 AM	2	Call To Order	
8:37 AM	3	Collect	
8:40	10	Presentation of State Flags	
8:50	5	Presentation of Colors	
8:55	5	National Anthem	
9:00	5	Introductions	
9:05	5	Welcomes	
	3	Meeting Chairman	
	3	TCP President	
	3	Hotel Representative	
	3	Hotel Representative	
	3	IIAB of AZ	
	3	Secretary of State	
	3	Governor	
	3	Mayor of Tempe	
10:05	5	Acknowledgement of Committee Chairmen	
10:10	5	Acknowledgement of Seminar Leaders	
10:15	2	Adoption of the Credentials Committee Report	
10:17	2	Adoption of the Annual Conference Rules	





**SATURDAY AGENDA**

		<b>THIRD BUSINESS SESSION</b>		
<b>8:30 am to 11:30 pm</b>				
8:35	2	Report of the Credentials Committee		
8:37	3	Region VIII Scholarship Fund Report		
8:42	5	Roll Call of Delegates		
8:47	5	Report of the Bylaws Committee		
8:57	10	Report of the Recommendations Committee		
9:07	15	Elections		
9:22	15	Break		
9:47	5	Election Results		
9:52	5	Comments of RVP-Elect		
		Re-Confirmation of Regional Bids		
10:05	10	2008 - 2008 Committee		
10:10	5	2009 - Salt Lake City		
10:15	5	2010 - Sonoma		
10:20	3	2011 - Contra Costa County		
10:23	3	2012 - Honolulu		
10:26	3	Bids for 2013 Regional Conference		
10:30	3	Bids for 2014 Regional Conference		
10:35	5	Unfinished Business		
10:40	5	New Business		
		Closing Remarks		
10:45	2	NAIW Representative		

10:47	2	Local President		
10:49	2	Conference Chairman		
10:51	2	RVP		
10:52	1	Announcements		
10:54	5	Retiring of the Colors		
11:00		Adjourn		
12:00 pm - 2:00 pm		<b>PRESIDENTS RECOGNITION LUNCHEON</b>		
4:30-5:30		RVP Reception		
5:30-6:30		Cocktails		
6:30-10:00		Awards Banquet		
		Dinner		
		Entertainment		
		Awards		