BCATML
BC ASSOCIATION OF TEACHERS OF MODERN LANGUAGES

Conference Committee Handbook

Conference Committee

6-12-Months BEFORE:

- Select Conference Committee: (Presenters Rep, Exhibitor Rep, Registrar, Treasurer)
- Determine venue if it has not been done in advance, pay a deposit and have initial meeting to determine contract, insurance and rooms and equipment available
- Determine quantity, length of sessions, the structure of the day, and number of rooms needed
- Negotiate and sign contracts.

2-6 months BEFORE:

- Finalize conference details (workshop schedule, workshop descriptions, venue information etc.) with the Newsletter Editor. Publish the Conference newsletter by the last week of August.
- AGM notice must state the date, location and any proposed motions (amendments to the Constitution).
- Coordinate with the Registrar the conference details needed to send to all previous conference delegates
- Purchase gifts and plaques for executive retirees, presenters if no honorarium is offered.
- Oversee bag purchase (Exhibitor person should take care of this)
- Create a SurveyMonkey link
- Liaise with the hotel to reserve block of rooms and hotel rates
- Contact Air Canada/ Westjet for flight information and booking codes and the hotel and codes if applicable, add this information to the registration website

1-2 months BEFORE:

- Meet with the Conference Committee and review all tasks needing to be performed (Review Conference Checklist document)
- Report to the BCATML Executive the scope of the day and review Conference duties and assign tasks to all members of the Executive
- Strategize solutions to A/V problems, Registration numbers, Advertising of conference, Catering
- Eblast to all BCATML EC, Exhibitors and Presenters on their requirement to register for the conference and reserve their accommodations at the host hotel using the Conference Promotional Code (to ensure hotel room commitment has been achieved)
- Identify at least two or three photographers for conference day
- Decide lunch menu (with input from committee).

Two weeks BEFORE:

- Registrar and Conference Chair need to review workshop attendance and assign popular sessions to the larger rooms of the venue. Change the maximum number of attendees per session according to the size limits of the assigned room
- Confirm A/V and Presenters' needs with the Presenters' Rep.
- Inform Caterers (Hotel) of the current number of attendees and follow up a week later.
- Ensure that conference program photocopied (Newsletter Editor)

One Week BEFORE:

- Ensure that Name tags have been printed and are in alphabetical order, along with a voting card if needed for AGM. Voting cards are only provided to BCTF members.
- Estimate total conference numbers with registrar and inform caterer (hotel)
- Review conference duties with committee
- Reserve restaurant for conference night dinner for executive.
- Continue any unfinished jobs – e.g. stuffing, registration, signs
- Assign tables for publishers and commercial displays
- Remind Exhibitor Rep to confirm shipping details of materials to the hotel along with a map and instructions regarding setup of display tables and times.

One Day BEFORE:

- Prepare morning speech & agendas, and recognition of First Nations territorial lands upon which the conference is held
- Check parking, luncheon menu, evaluation sheets, roles and responsibilities.
- Stuff handout packages (gloves) – student helpers assist.
- Collate name tags/receipts into alphabetical order.
- Purchase Thank You cards and have BCATML EC sign them
- Have gifts & thank you cards ready for presenters.
- Shared all executive members cell phone numbers to be easily reached the day of Conference
- Review presenter AV needs with AV Department.
- Meet hotel staff and review all aspects of convention(menu, AV, numbers, parking, and signage)
- Review that there are 2 or 3 photographers with digital cameras.
- Review table assignments for publishers and commercial displays.
- Continue any unfinished jobs – e.g., stuffing, registration, signs.

Morning of CONFERENCE:

- Meet with Exec at time arranged
- Exec members transport bags and supplies to registration and presenters' tables.
- Student helper supervisor greets high school students or Teacher Candidates
- Confirm that 2 or 3 photographers ready to take pictures all day.
- Confirm that parking passes ready for pickup at desk.
- Put up signs.
- Check with AV Dept.
- Check that breakfast has been laid out.
- Carry cell phone.
- Confirm lunch numbers before 9:30 a.m. if necessary
- Greet keynote speaker, after speech, give gift and card to keynote.

Afternoon/AGM:

- Clean up presenters' and registration tables after lunch, before 2:00 .
- Ensure any onsite registration money is delivered to the Treasurer who should deposit cheques.
- Bring transparency list of people running for election + open positions.
- Treasurer's report – make sure overhead is ready, bring overhead felts
- Prizes – use draw process.
- Check with secretary to bring last year's AGM minutes, ballots.
- Oversee cleanup – signs down – get student helpers (Student helper supervisor).
- Check with students on collation of evaluations.
- Oversee and delegate cleanup of student room.
- Check to see that retiree plaques and thank you letters are ready.
- Check with students on collation of evaluations.
- Put away any equipment and supplies.

Evening of Conference:

- Dinner at restaurant
- Thank everyone and celebrate!

After conference:

- Clean-up as necessary; ensure finances in order, e.g. 9:30 – 11:00 am.
- Finish cheque recording (registrar, treasurer)
- Choose a date for next executive meeting, secretary to sends out date and location.
- Focus on conference success (general evaluation forms) and suggestions for improvement, newsletter responsibilities, meeting dates, upcoming issues needing attention.

Registrar

Jan-Aug

- Set up registration, coordinate with conf. committee to ensure necessary information is captured.
- Ensure Regonline or other system is ready for registration by September 1. Add personal information collection as per the BCTF mandatory membership info collection, membership type, food information and vegetarian option, workshop sign-up, Conference Agenda, confirmation and payment information and refund policy, contact information, prices.
- Monitor registration website and registrations on a periodically until the conference is over to ensure correct registrations, people choosing the right memberships.
- send email reminders and advertising emails to general BCATML membership to generate more registrations. - Can use templates from previous year.
- Establish session limits in conjunction with conference committee (Chair and Presenters Coordinator).
- print off badges for delegates
- create and file the membership database so that the secretary and president can work to send the information to the BCTF within 90 days of the conference end
- contact Air Canada/ Westjet for flight information and booking codes and the hotel and codes if applicable, add this information to the registration website

September

- Monitor registrations, session numbers and communicate regularly to Conference Chair, Treasurer, and presenter coordinator.

- If needed: check with BCTF for how to handle on-site registrations (assuming a manual process and later on-line input)
- Email to members with early bird date reminders, late registration reminders

Two weeks before conference
- Continue to monitor registrations.
- Adjust session totals as necessary (in consultation with Conference Chair and Presenters Coordinator).

Week of conference
- Close down registration the Sunday night before conference.
- Make name tags
- Respond to numerous emails
- Send out reminder email with details of the day.

Day of conference
- Oversee on-site registration according to BCTF procedure
- Turn away people who show up without registering

After conference
- If needed, liaise with BCTF to ensure on-site registrations have been processed.
- Cross-check registration lists (coordinate with Membership Secretary).
- Export registrations into BCTF Conference Export Template (http://bctf.ca/uploadedFiles/Public/PSAs/conferences/PSA-ConferenceExportTemplate.xls)
- Note steps to improve process for next year and to update this document.

Presenters/A-V Coordinator

February to March
- Collate submissions for April 1st deadline.
- Look for missing areas and seek out presenters directly through language coordinators. Consult with Conference Chair/President.
- Decide, with Conference Committee, on appropriate gift.

April
- Create possible list of presenters (see Google Docs) to submit to conference committee for approval.
- Respond to presenters with confirmation email, asking for A-V needs (note that these should be kept to a minimum = very costly). Provide hotel information, e.g., block rate for out-of-town presenters only if conference committee has approved these expenses ahead of time.
- Keep track of all presenters and categorize according to Generic, French elem/mid, French-sec, German, Japanese, Spanish, Mandarin,

One month before conference
- Confirm A-V needs and allowable expenses.
- Liaise with Conference Chair and hotel A-V Dept.
- Purchase and wrap presenter gifts (before or at September Conference Committee meeting).

Two weeks before conference

- Confirm session attendance numbers. Indicate that this is an estimate only and that there will likely be more attendees on conference day (plan for more photocopies).

After conference

- Send a thank you email

Publishers/Exhibitors/Vendors Coordinator

February to August

- Solicit publishers/trades exhibitors to purchase tables ($350 per table). Non-profit organizations $175.
- Exhibitors & publishers register their attendance via the online registration system and send their cheques to the Treasurer or process payment online.
- Send cheques to treasurer
- Send confirmation letters out, offer stuffing of promotional material into conference bags @ $75 per item; clarify specific needs.
- Solicit publishers to donate delegate bags for the conference, as well as offering a wine and cheese either the night before the conference or at the end of the conference.

Two weeks before conference

- Prepare the hotel floor plan of where companies will be placed. (Note the careful placement of competitors.) And email the floor plan to all exhibitors
- Confirm names of company representatives (Can change between booking and conference day.)
- Create packages for each company, e.g., conference program, map, etc.
- Create name tags for each company's representatives.
- Remind publishers where to send their materials for the conference day. Usually, materials can not be held for more than two days prior to the conference. This must be verified by the venue coordinator.

Morning of conference or night before:

- Label all Publishers'/Trades' tables with masking tape.
- Setup Publishers' table near registration.
- Deliver packages (student helper) to companies who don't pick up.

Student Helpers

May-June

- Send letter of agreement to school contact person.
- Coordinate with him/her number of students available.

September

- Check in with contact person. Confirm numbers of students available.
- Meet students and teacher to explain expectations (e.g., Friday Conference Committee meeting day).
- Check that t-shirts are washed and ready for the conference.
- Review previous evaluation forms and modify if necessary, or set up survey monkey.

Day before conference

- Conduct a tour of the hotel with the students.
- Distribute t-shirts (these must be returned right after the conference).
- Invite students to assist with stuffing promotional material into registration packages.

Day of conference

- Meet with students at 7:00 am and walk groups to their stations.
- Supervise during first session.
- Check on them between sessions, during lunch, and end of the day
- Supervise students as they clean up.

After conference

- Summarize and report back to the executive.
- Send letter of thank you, cc principal, plus cheque to the school.

Future October PSA days (BCTF procedure statement 30.A.14):
2015 - 2016: October 23, 2015
2016-2017: October 21, 2016
2017-2018: October 20, 2017
2018-2019: October 19, 2018
2018-2019: October 25, 2019
2019-2020: October 23, 2020