

Serving as Local Conference Host for a CPTSC Annual Meeting (Conference)

General Duties of the Local Conference Host

The local conference host is responsible for all on-site activities relating to the conference, and the responsibilities of the local conference host usually include the following items:

- Identifying an online registration system used for conference registrations and collect associated registration fees, as well as conference ad fees
- Securing/Reserving all rooms related to all on-site conference activities (these include presentation rooms, banquet rooms, etc.)
- Identifying local lodging options (both on campus and near campus) attendees and providing attendees with the contact information they need to secure lodging for the conference
- Creating and maintaining a conference website
- Working with members of the Program Committee (chaired by two of the Members-at-Large on CPTSC's Executive Committee) to produce the final, formatted version of the conference program
- Creating the final version of the conference program that is made available to/distributed to conference attendees
- Providing all registration-related information (e.g., maps of the location and the meeting and presentation spaces) and materials (e.g., name badges)
- Providing attendees with travel information/information on how to get to the conference via air (e.g., closest airports), car (if driving), and bus and/or train (if applicable)
- Coordinating the Awards Reception that generally takes place on the evening of the second day of the conference
- Providing refreshments for different conference-related events (e.g., coffee breaks)
- Coordinating with vendors and with CPTSC's Chief Fundraising Officer to reserve advertising space in the conference program (as needed), display space for vendors (as needed), and other external (i.e., from sources not associated with the host's institution or the local area) sponsorship-related activities for the conference
- Identifying and contacting internal/on-campus organizations (e.g., departments, colleges, or programs) or local businesses that might wish to advertise in the conference program, have a vendor booth at the conference, or sponsor a conference-related activity (e.g., sponsor one of the conference lunches)
- Planning excursions for after the CPTSC Annual Business Meeting (generally, the final day of the conference)
- Working with other professional organizations (e.g., the STC's Academic SIG) to coordinate other kinds of activities or events that take place before, during, or after the CPTSC Annual Conference

General Schedule of Conference Events

CPTSC Annual Meetings usually take place over a three-day period (Thurs.-Sat.) and involve the following, general schedule of events:

Thursday afternoon/evening

- Opening Reception/Welcoming Event: A formal or informal event at which attendees can mix and mingle before the conference presentations begin on Friday (Generally from 6:00 or 6:30-8:00 or 8:30pm)
- Registration: In some cases, on-site conference registration opens a few hours before this event (e.g., from 4:00-6:00pm)
- Awards Event/Reception: A semi-formal event at which attendees meet to honor recipients of different organizational awards (Generally from 6:30 or 7:00 – 8:30 or 9:00pm) The local conference host needs to work closely with the members of the Executive Committee to plan that evening's awards event/reception

Friday all day

- Presentations: All formal presentations and regular conference sessions take place during this day – Generally starting at 8:00 or 9:00 and going until 5:00 or 6:00pm (depending on the number of total conference sessions) Keynote or plenary panel needs to be first session of the day with no other conference-related sessions or events to take place during that time
- Registration: Generally opens 30-60 minutes before the first formal conference presentations begin that morning and closes shortly before the last round of presentations begins (Generally from 8:00 or 8:30am – 3:30 or 4:00pm)
- The local conference host needs to work closely with the program committee to plan and to coordinate the presentations portion of that day's schedule

Saturday morning

- CPTSC Annual Business Meeting: CPTSC members meet as one large group and conduct the organization's annual business (Generally from 9:00am – 12:00 noon)

Saturday afternoon

- Excursions: The local conference host coordinates an outing for conference attendees, and such an outing is generally designed to highlight a particular aspect of the local setting, culture, etc. (Generally from 1:00-3:00 or 4:00pm)

Timeline for Local Conference Host

Throughout this process, it is essential that local conference host maintain close communication with the Program Chair(s).

Stage 1: Development of a Proposal to Host a CPTSC Annual Conference

18 months prior to proposed conference dates (at time of proposal submission to host conference to executive committee)

- Choose a date for hosting the conference
- Identify and contact prospective members for local conference team
- Determine availability and costs for
 - Ballrooms and conference rooms
 - Hotels and on-campus accommodations
 - Transportation plan for airports, hotels
 - Saturday Excursion
 - Online registration system
 - Reception and coffee breaks (estimates only)

Stage 2: Acceptance of Proposal to Host A CPTSC Annual Conference

Once proposal is accepted (a year prior to proposed conference dates – generally in late Sept. or early to mid Oct.)

- Reserve conference rooms and identify technology support and internet access—an IT group dedicated and responsive to your needs, as well as those of conference goers
- Reserve hotel room block (if needed) or contact local hotels to collect and confirm information on pricing, making reservations, etc.
- Confirm online registration system
- Identify local conference team

Stage 3: Preliminary Benchmarks and First Conference Report Due

Six months from the start of the conference (March or April):

- Create a website for the conference (design and development). This site must be usable and must reflect the conference theme. The website needs to include the following pages/items:
 - A registration page complete with registration rates
 - A tentative schedule of major conference events (e.g., opening reception, presentations, business meeting, excursions)
 - Information on transportation options to and lodging options at the conference
 - Overviews of any excursion(s) planned for the last day of the conference
 - Information on local restaurants, events, and other local things to do or visit during the conference
- Identify the timing for ordering food and beverages for Thursday reception and Friday lunch or dinner, as well as breakfasts and breaks on the day of presentations (Friday) and the day of the business meeting (Saturday); in so doing, be sure to consider light or hearty options, cash bar or open, dietary constraints and expectations
- Provide and coordinate (as is needed) information on transportation to accommodate the movement of conference attendees to and from airports, as well as to and from hotels during the conference and for the Saturday Excursion
- Identify and contact prospective on-campus sponsors (e.g., departments, deans, provosts, and presidents)

Stage 4: Summer Updates

- Add content to conference website
- Work with Program Committee on the conference program
- Work with CFO on securing ads and display space as needed
- Confirm that online conference registration system is functional/test online registration system (do so at least three months prior to the start of conference)
- Confirm excursion details
- Send out notices and reminders to appropriate listservs, as well as to the list of accepted conference presenters

Stage 5: Second Benchmark for Conference and Second Conference Report Due

Six weeks to a month out from conference

- Circulate reminders to register and book hotels and note any changes to schedule/program via key listservs (e.g. CPTSC, ATTW, H-Rhetor, TechRhet)
- Determine if there is any information you need to provide IT to offer internet access to conference goers
- Contact food service providers to confirm the schedule for meals and breaks at the conference as well as review possible menus for meals
- Secure transportation providers, if applicable
- Begin to design, produce, and store print materials (e.g., conference programs, local maps, materials from sponsors, etc.)

Stage 6: Final Pre-conference Benchmark/Pre-conference Check In

7-10 days before the start of the conference

- Continue to update the conference website
- Send reminders about the Conference to different listservs (e.g., CPTSC, ATTW, H-Rhetor, TechRhet)
- Print programs and other materials, if applicable
- Confirm food orders and food scheduling for conference events
- Confirm conference ballrooms and presentation rooms
- Confirm hotels and provide updates on room availability to conference attendees/accepted presenters
- Confirm transportation to and from airports, hotels, or conference-related activities as needed
- Confirm parking for attendees and vendors
- Confirm IT support for presenters and attendees
- Secure nametags and any other conference materials
 - Stuff conference packets, if applicable
 - Assemble the conference badges

Stage 7: Overseeing Conference Activities During the Conference

Conference Day(s)

- Prepare any informational announcements
- Thank local site committee publicly at opening conference reception
- Staff onsite registration table