

## Conference & Event Planning Guidelines

The formula for a successful conference:

- Clear objectives
- A good overall plan
- Organized manpower to implement the plan
- Sound financial administration

Organizing committee membership can include:

- *Chair* - Responsible for the easy and coordinated action of the entire committee structure.
- *Treasurer* - Is custodian of all moneys and maintains all financial records and pays all bills after proper certification.
- *Secretary* - Maintains all files and records of the organization, issues calls for and keeps minutes of Executive Committee and General Committee meetings and handles all general correspondence.
- *Functional Committees* - Each functional committee should be given clear and specific instruction concerning the duties with which it is charged. Several committees can be formed or individuals on a larger committee can be responsible for each part of the conference including: finance and budget, accommodations, public relations, welcome and hospitality, exhibits, registration, entertainment, program, field trips.

Action	Details	When
Seek Permission from the University	Contact the Dean of the College and the President's Executive Council (PEC). PEC is the only body on campus that can waive or sponsor room rental fees, a/v equipment.	One year
Contact Conference and Events Services	Determine level of service required to manage the conference	One year
Set a Date	Confirm room availability	One year
	Check for conflicts with other conferences on campus and in the city	
	Check for conflicts with other campus activities (i.e. classes, convocation, etc.)	
Organize a Committee	Local, regional, national members	8 months
	Arrange committee meeting times	
Develop Budget	Determine budget for catering, rooms, speakers, transportation, a/v and all other expenses	8 months
	Secure sponsorship	
	Determine registration fee	
Program Development	General topics/theme	8 months
	Call for presentations	
	Arrange keynote speakers	
	Poster sessions, exhibitions	
Promotion	Delegate members on committee (promotions chair)	6 months
	Create website with draft conference outline	
	Create brochure, posters, etc. for mail out	
	Initial mail out to potential delegates	

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Promotion Cont'd	Initial email/listserv to potential delegates – “save the date”	
Accommodation	Block rooms at hotel(s) and UNBC Residence	6 months
Transportation	Arrange for any additional transportation required (i.e. shuttle bus to airport/hotels)	4 months
Registration	Available on website and by fax	4 months
	Mail out/email potential delegates	
	Begin collection of registrations and fees	
	Determine what to include with confirmation letter/receipt	
Catering	Determine menus, times, locations for meals	2 months
A/V Equipment	Determine a/v equipment	2 months
Conference Packages, and Name Tags	Determine what needs to be included and/or purchased	1 month
Final Details	Guarantee number of guests for catering	Within one month
	Finalize set up details for event space(s)	
	Finalize itinerary/event agenda	
	Finalize event budget	
	Determine signage to direct guests	
	Designate volunteer/staff to event duties (i.e. registration table, emcee, host, etc...)	

**For more information contact:**

Conference & Events Services

[www.unbc.ca/conference](http://www.unbc.ca/conference)

Phone 250.960.5520 Email [conference@unbc.ca](mailto:conference@unbc.ca)