

CONFERENCE HOST REQUIREMENTS & CHECKLIST

WHEN SELECTED: The host city for the annual KSFFA conference is selected two years in advance. The selection is made at the annual conference. For example at the April 2010 conference the host city for the April 2012 conference will be selected.

HOW SELECTED: The host city is chosen by the delegates at the annual conference. If more than one host city applies, the question of location is placed on the ballot at the conference.

WHAT IS NEEDED TO APPLY:

1. It is advisable to have the department and chief approve of the concept of hosting an annual conference. Hosting is a significant undertaking. Do not do so lightly.
2. Bring a letter of intent to the conference when you apply. Forms are available from the time and place committee but are not required – a simple letter is sufficient.
3. Contact a hotel prior to applying so that the dates are available. Conference dates are set by the association constitution and bylaws. Make sure the host community has sufficient hotel rooms to host the conference. There are usually 200 to 275 attendees at conference
4. Someone from the proposed host department, and possibly the motel, should be available to make a presentation to the delegates outlining the proposed conference.
5. It is often advisable to host a hospitality room at the annual conference where your application will be heard.

WHAT HAPPENS IF YOU ARE SELECTED AS HOST:

1. At the conference the year after you are selected, one or more of the KSFFA & Auxiliary executive board members will meet with the host department and outline expectations for the upcoming conference. (i.e. if

you are selected in 2010 to host the 2012 conference, this meeting will occur at the end of the 2011 conference)

2. As host you set the conference schedule in cooperation with the KSFFA & Auxiliary executive board. Normally this schedule changes very little from year to year.

3. As host you are responsible for selecting the mini clinics or training workshops to be held at conference. The KSFFA executive board may make suggestions. The host department also selects the keynote speaker.

4. The KSFFA will pay for notebooks, agenda printing, constitution and by law printing, and the printing and mailing of credentials to departments. A first draft of the agenda is needed by November preceding conference and a final version is needed by not later than April 1st.

5. The host department sets the delegate and alternate fee as well as the banquet ticket price. Prices must be set not later than December 1st preceding conference. Consult with the KSFFA executive board whenever increases are anticipated.

6. Credentials are generally mailed out in early February prior to the April conference.

7. Continue discussions with the hotel selected to make sure that dates have been confirmed, that rooms have been blocked and that sufficient conference space is available.

8. Throughout the year preceding your hosting of the conference you will be in frequent contact with the association board and the auxiliary board for conference planning. Keep in mind, though, that you, as the host department, have a huge responsibility in this matter.

9. The host department is responsible for contacting all of the various speakers on the conference agenda inviting them to speak to the conference. The host is responsible for contacting vendors and setting the vendor booth fees.

10. Relax! While it's a lot of work, you will enjoy putting on the conference. Have fun while you're doing it.