



CESA State Board Policy

Title	Annual CESA Conference and Training Policy	Original Approval Date January 8, 2013
		Revision & Re-adoption Date(s) September 2023 February 2020 August 2018 February 2018 March 2017
Purpose	<p>The purpose of this policy is to provide planning and implementation consistency for the Annual CESA Conference and Training held each year for the membership. All sections of this Policy, defined below, have been accepted by the CESA State Board and adopted.</p>	
Section	The Association Board adopted the following policy:	
1.0	<p>Background</p> <p>This document outlines policies and procedures for the Annual CESA Conference and Training. Anything outside of the stated policy will be first discussed with the Conference Chair(s) and the CESA State President. As needed items will be brought forth to the CESA State Board for consideration and approval. The Conference Committee Chair(s) and the CESA State President will review the established Conference Procedures. The Conference Committee Chair(s) are to determine the details and provide a proposal to the CESA State Board prior to initiating financial commitments not already approved or deferred to the Conference Committee by the CESA State Board.</p> <p>Yearly modifications to the supporting procedures may occur based on the location, needs and requirements of the conference.</p>	
2.0	<p>Conference Time and Location</p> <p>The location of the Annual CESA Conference and Training will vary each year around the state</p> <p>Future conference location site visits will be coordinated by CESA’s Executive Director or designee, and required CESA representatives will be invited to attend.</p>	
3.0	<p>Conference Contract and Event Insurance</p> <p>3.1 Authorizing Signature(s) Originating contract with the host event site and any other supporting contracts will be signed by the CESA State Board President and his or her designee.</p> <p>3.2 Insurance</p>	

	<p>The CESA State Board will approve Event Liability and Cancellation insurance based on the contract and will consider:</p> <ul style="list-style-type: none"> • Event Liability (\$2 million coverage), • Event Cancellation for area disruptions. <p>3.3 Venue Logistics</p> <p>The Executive Director will utilize the CESA Conference Facility Logistics Requirements (Attachment One) as a guidance document when researching venues and in determining a recommendation to the CESA State Board for the final venue location.</p>
<p>4.0</p>	<p>Conference Budget</p> <p>The Conference Committee Chair(s) will work with the CESA Executive Director to develop the Annual Conference and Training Section of the State Budget to be presented to the CESA State Board in January as part of the overall Association Budget. The CESA Executive Director will work with the State Treasurer to integrate the proposed Conference Budget into the propose overall Association Budget. The CESA State Board will discuss, approve, or modify the proposal. The Annual Conference and Training budget will be managed by the CESA Executive Director, in coordination with the Association Treasurer per Finance Policy F-1.</p> <p>Once the Budget is approved, the CESA Executive Director, Conference Administrator, and the committee has authority to work within the approved budget and conference policy without additional authorization from the State Treasurer or Board.</p> <p>The Conference Chair(s) along with the CESA Executive Director and the Conference Administrator shall oversee the approved budget and have the authority to spend the funds identified in the approved budget without additional authorization from the State Treasurer or State Board. The Committee Chair(s) are to ensure solvency and shall not exceed the approved expenses as a whole.</p> <p>As a minimum, the approved budget will establish the following fees:</p> <ul style="list-style-type: none"> • Pre-Conference Training Day • Full Conference registration for Members and Non-Members • Per-Day Conference registration for Members and Non-Members • Guest Meal Charge Per Day • Exhibitor Space and Provisions • Sponsorship Levels and Benefits • Cancellation Fees • Early Bird Registration Discount for Members • Off-site Tour or Extra Curricular Activities (when being offered) • Establishment of the contract for Conference Website, URL if due for renewal and smartphone app <p>As a minimum, the approved budget shall consider the following expenses:</p> <ul style="list-style-type: none"> • Conference venue and room rental for full conference and Pre-Conference Training Day • Insurance • Hotel room adjustments

- Set up and take down fees
- Catering (including sit down meals, snacks or special events)
- Training Course Tuition and expenses (for Pre-Conference Training Day)
- Audio Visual and Wi-Fi
- Compensation package for speakers (plenary and breakout) and other compensated support staff
- Duplication and distribution of presentation/training materials at-a glance
- Attendee, speaker and Conference Committee gifts
- Awards Program
- Decorations
- Signage
- Entertainment and hospitality
- Contract for CESA Executive Director’s expenses and a Conference Coordinator (optional consultant)
- CESA Memorabilia for sale

5.0 Conference Committee

The Conference Committee is considered a subcommittee of the CESA State Board. The Conference Committee leads the conference planning process by providing strategic development of the vision and direction for the Conference. The Conference Administrator will manage the actual planning and implementation. Each year the CESA Executive Director will invite all Members to volunteer for the following year’s Conference Committee. Volunteers will be reviewed and approved by the State Board at the August meeting each year. The Committee as a whole should have representation from all chapters. The Conference Committee will consist of seven (7) Lead Volunteer Positions and two (2) positions that are filled by the State Board. The following chart has each position, how it is filled and a short description of general responsibilities.

Position:	Filled By:	General Duties:
Conference Chair	Volunteer	<ul style="list-style-type: none"> • Primary Contact for Group Concepts; • Work with Committee Members to identify concerns and support needs; • Develop and monitor the timeline of action items • Develop the agenda for conference committee meeting and facilitates the meetings. • Emcee of the Conference
State Board Liaison	State Board Member	<ul style="list-style-type: none"> • Shadow Conference Chair and step into the Chair position if the Conference Chair is unavailable; • Liaison to State Board;
Associate Chair	Volunteer	<ul style="list-style-type: none"> • Assist Conference Chair with coordinating the Conference Committee and items needed to stay on time for a successful event

			<ul style="list-style-type: none"> • Takes minutes at all conference committee meetings • It is intended that this individual is being mentored to be the following year's Conference Chair. • After Action Report Completed within 90 days
	Speaker Coordinator	Volunteer	<ul style="list-style-type: none"> • Identify and recommend Keynote Speakers working with Group Concepts Conference Coordinator • Work with Group Concepts to facilitate the Call for Paper Process. • Lead the Speaker Committee on selection of the breakout sessions and develops the program agenda • Assist with the pre-conference training program. • Assigns speaker room moderators using volunteers on the speaker committee.
	Awards Coordinator	State Awards Committee Chair	<ul style="list-style-type: none"> • Facilitate the State-wide Awards Nomination Process • Notify Awardees • Assist in the planning hosting of the Awards Banquet at the Conference • Thee State Awards Chair will Emcee the Awards Program if the Current State Board President chooses not too
	Networking/ Activities Coordinator	Volunteer	<ul style="list-style-type: none"> • Responsible for overall attendee experience; • Coordination of raffle • Develop after-hour networking opportunities • Determine pre and/or post conference activities, such as tours or activities
	Social Media & Marketing Coordinator	Volunteer	<ul style="list-style-type: none"> • Work with Group Concepts to develop conference theme and logo • Work with Group Concepts on overall exhibitor and sponsorship packages; • Liaison to high profile sponsorships and exhibitors posts by works with the contracted conference coordination • Provides marketing and social media information

	Past Chair		<ul style="list-style-type: none"> Provides guidance to current conference chair best on past experience and lessons learned
	CESA State Treasurer	State Treasurer	<ul style="list-style-type: none"> Monitor and analyze the approved budget and assist with financial questions and/or needs of the conference committee.
			<ul style="list-style-type: none">
	Conference Administrator	Paid Conference Contract Administrator	<ul style="list-style-type: none"> Implements the vision of the Conference Committee and manages conference planning and proceedings as outlined in the contract/scope of work
	Other Volunteers		<ul style="list-style-type: none"> Anyone volunteering to assist with the conference will be assigned a role. If the volunteers is not assigned as a lead position, they will be assigned to either the speaker committee (assist with selection of breakout speakers and will serve as room moderators at the conference. Activities committee to assist with networking opportunities. Awards Banquet set up and support
<p>Expectations of committee members are to actively participate in the planning of the conference by attending 80% of planning meetings. If they are unable to attend they are required to notify the Conference Chair, Associate Chair and Conference Administrator. Any member missing more than three (3) meetings in a row will be considered no longer on the committee.</p>			

6.0 Conference and Training Days

The CESA Conference and Training schedule* will consist of:

- One day (full or partial) for Pre-Conference Training
- Three days (full or partial) for the Annual CESA Conference and Training shall include:
 - CESA General Membership meeting and Chapter meetings,
 - Plenary program(s),
 - Shorter training and/or classroom breakout sessions,
 - Annual State Awards (CESA State Level) Program.

* This is subject to change at the direction of the CESA State Board.

7.0 Conference Registration Full and Daily Fees

7.1 Pre-Conference Training Day

The cost to both members and non-members for the Pre-Conference Training Day will be a separate cost from the Conference fee. The Conference Committee will develop the cost to include tuition, venue fees, classroom materials, and catering (if reasonable).

7.2 Early Bird Registration

	<p>Early Bird Registration will end at the end of July for conferences held in September and the middle of August for conferences in October.</p> <p>Early Bird Registration will only be available to CESA Members, or as decided by the State Board.</p> <p>7.3 Conference Fees (excluding Pre-Conference Training Day, noted in 7.1) Conference Fees will include access to all conference activities and functions (excluding any extracurricular tours or special events); number and type of meals and activities offered each year will be based on the venue site contract and fees. Awards banquet meal will be included in the conference registration fee. The Conference Committee will propose a Conference Fee based on the total cost of hosting the conference (approved budget) and expected attendance and sponsorships (projected revenue). The fees may be adjusted annually as required to support the needs of the conference; however the fees will be a minimum of \$550.00 regardless of estimated costs.</p> <p>7.4 Per Day Fee If a member or non-member is interested in attending only one or two days of the conference a Per Day Fee is available. Attendee will have full access to conference sessions, meals and the activities scheduled for that day of registration only. The Conference Committee will propose a Per Day Fee based on services and activities offered each day, with consideration of the overall Conference Fee.</p> <p>A Guest Meal Charge Per Day will be set based on catering costs. This fee does not include attending conference breakout sessions or activities. If attending sessions, the individual must either pay for the Conference Registration or Per Day Fee.</p> <p>7.5 Unpaid Registration Fees All Registration Fees must be paid in full at the start of the conference. If not paid prior to start of conference, proof of payment being processed must be provided to the CESA Executive Director or registrant may pay onsite.</p>
<p>8.0</p>	<p>Exhibitors</p> <p>8.1 Exhibitor Registration Fee The number of days and program involvement for the Exhibitors Area is determined based on the venue’s availability of space and cost, as well as overall program schedule. Based on the above criteria, a proposed registration fee and associated Exhibitor Benefits will be recommended by the Conference Committee to the CESA State Board for approval no later than March.</p> <p>8.1.1 Exhibitor Registration will consider at a minimum. (Refer to the Sponsor prospectus for sponsorship levels and amenities provided.)</p> <ul style="list-style-type: none"> • One basic space as provided • Attendance to all Conference sessions and activities for one (1) person that day • Meals provided that day for one (1) person • Company recognition as identified in the Exhibitor Packet, if fees are paid according to the schedule in the Exhibitor Packet.

8.1.2 Additional Exhibitor Costs or Extra Requests

Exhibitors must pay any additional expenses above and beyond the standard vendor registration package that they may want, such as additional rental tables, electricity access, audio visual cords, drapes, piping, delivery/acceptance of materials fees from hotel, or internet (if internet is not provided by the hotel). Any such additional expenses should be negotiated directly between the Exhibitor and the conference venue. Additional meal costs and/or attendance costs (if decide to attend ANY session) must be paid by the exhibitor for additional personnel.

8.1.3. Early bird registration will only be available to additional Exhibitor Personnel if they are CESA members.

8.2 Exhibitor Packet

The Conference Administrator is responsible for Exhibitor Coordination, including all pre-conference contact. An Exhibitor Packet will be prepared and contain information on the above registration fees, exhibitor benefits, and also include the following:

- Shipments
- Set-Up
- Exhibitor Days/Time
- Break-Down
- Optional Door prize collection and documentation
- Types or levels of recognition exhibitors can receive
- Estimated amount of face time with potential customers
- Additional sponsorship, marketing or presentation opportunities

- **8.3 Registration Fee Exemptions**

Any exemption to the Exhibitor Registration Fees will be granted on a case by case basis to any non-profit or governmental organization requesting a fee waiver. A request must be received in writing and will be approved by the Conference Committee Chair(s). The Conference Chair(s) will examine each request on a case by case basis and make necessary adjustments to the Conference Budget. ONLY the cost of the rental space will be waived, the exhibitor is still responsible for conference food costs if they choose to participate in the conference meal package or attendance costs if they choose to attend ANY session. The exhibitor will still be responsible for any extras as described in section 8.1.2

Qualifications:

Exhibitors requesting exemption from paying fees must qualify under one of the following:

- Non-profit or Government Organization
- Sponsor of Conference at the \$15,000.00 sponsorship level or more; can be in-kind services to the conference in an equivalent amount such as providing a training class for pre-conference.
- Provides a specific service to the conference (conference committee volunteers, speakers, etc.)0

8.4 CalOES Sponsorship

Each year based on CSTI providing an 8 hour certified course recognized in the statewide

	<p>credentialing curriculum and/or federal recognized curriculum will be provided as an in-kind platinum sponsors:</p> <ul style="list-style-type: none"> • 4 Full Conference Registrations • 1 Complementary Booth • 1 Table reserved at the Awards Banquet <p>This should be coordinated between the Speaker Coordinator and the Conference Administrator.</p> <p>Any concerns based on this policy will be directed to the State Board Liaison for direction from the State President as needed.</p> <p>8.5 Unpaid Exhibitor, Sponsor or Advertising Fees All exhibitor, sponsor or advertising fees must be paid prior to the print or production of any materials with said parties logos, name or recognitions. This deadline will be clearly identified in the Exhibitor, Sponsorship and Advertising Package. If not paid by deadline, proof of payment being processed must be provided to the CESA Executive Director.</p>
<p>9.0</p>	<p>Refund Policy:</p> <p>9.1 Conference Attendees: A cancellation deadline will be proposed by the Conference Committee and discussed, approved or modified by the CESA Association Board. The deadline will consider a two week window prior to the start date of the conference. Any cancellations received between the cancellation deadline and the start of the conference will not be accepted. Exceptions may be evaluated by the Conference Chair(s) and State Board Liaison on a case by case basis. Considerations would include the attendee having a medical or family emergency, or an “activation” at work.</p> <p>9.2 Transfer of Registration: A registered attendee who cannot attend, regardless of date, can transfer their registration to another individual, however all preferences (i.e. meal choices) from the original registration will be kept the same.</p> <p>9.3 Exhibitors: A cancellation deadline will be proposed by the Conference Committee and discussed, approved or modified by the CESA Association Board. The deadline will consider a two week window prior to the start date of the conference. Any cancellation received between the cancellation deadline and the start of the conference will not be accepted. Exceptions may be evaluated by the Conference Chair(s) and Section Chiefs based on a case by case basis. Considerations would include the Exhibitor having a medical or family emergency or “activation” at work. Exhibitors are responsible for the cancellation of any transportation, services or extra logistical support they arranged for themselves.</p> <p>9.4 Cancellation Fees: All cancellations are subject to a minimum \$50.00 administrative fee. The overall cancellation fee for Pre-Conference Day Training, Conference Registration and</p>

	Exhibitors will be set within the approved budget based on actual overall budget and registration costs.
10	<p>Conference Identification:</p> <p>10.1 Attendees: All participants must wear conference identification to gain access to conference sessions, and meals. The Activities Committee will provide an identification method for extra activities as needed.</p> <p>Committee Members : 10.2 Committee members will be identified at the conference with special committee identification items. All active conference committee members will be provided with one item (shirt/jacket/etc) as determined by the conference committee. The section leads will provide the name of active members. The conference Chair will have final approval on the list.</p>
11	<p>Handout Materials</p> <p>11.1 Registration Materials Attendees should be provided a notebook/notepad type tool containing conference information.</p> <p>Use of an electronic conference mobile application should be included in each year's conference planning.</p> <p>The Conference Committee should consider providing the following concepts to attendees through a brochure or the conference app:</p> <ul style="list-style-type: none"> • Recognition or advertising space for Exhibitors and or Sponsors • An area for attendees to take notes • Attendee list with contact information • Certificates of Participation/Attendance • Venue map • Conference schedule and speaker biographies, etc. <p>11.2 Presentation Materials Thirty (30) days prior to the Conference start date will be the deadline for speakers to provide presentation and handout materials, unless otherwise set by the Plans and Intelligence Section Chief. The Speaker Coordinators will inform the speakers of the deadline. Speakers who do not meet the deadline will be responsible for providing their own handouts to participants at the conference.</p> <p>These materials will be posted to the conference website and the conference app, if possible.</p> <p>11.3 Post Conference Proceedings Presentations (with the approval of the presenter) will be posted to the CESA website after the conference. This material will be provided within the Member Login area as a benefit of CESA membership.</p> <p>11.4 Attendee Gift:</p>

	Conference attendee gift will be selected by the Operations Section.
12	<p>CESA Awards (Association Level):</p> <p>12.1 Background and Purpose: Each year, the California Emergency Services Association (CESA) and its local Chapters</p> <p>recognize individuals and groups from the public, private and non-profit sectors for their contributions to the field of emergency management. Nominations are submitted to the local Chapters for local recognition. Exceptional local nominations may be submitted to the CESA Association Board with a recommendation that they be awarded state-level recognition. Actual Award categories and the nomination/award process are defined in CESA Policy A1, CESA State Awards. The purpose of this policy is to define the CESA State Award recognition gift and allowable travel expenses for each CESA Award individual and group recipient.</p> <p>12.2 Awardee Travel Compensation: See Section 13 for award recipient travel and compensation policy.</p> <p>12.3 Payment for Awards: The CESA Association Board will be responsible to pay for the award recognition gift and/or certificates for CESA State Award recipients. This cost will be included in the approved CESA State Conference Budget as a line item. The Association Board will pay for one plaque or acrylic award. Additional purchase of plaques for awards with multiple awardees is at the discretion of the Association Board as requested. No more than 3 awards will be purchased unless the awards is specific to a CESA committee recognition in which the board may purchase at the discretion of the board.</p> <p>12.4 Contacting the Awardee: The State Awards Chair will send a signed letter from the Association Board President notifying the Awardee of their recognition, inviting them to attend the conference to receive said recognition and outlining what costs will be reimbursed. The CESA Conference Awards Program Coordinator is responsible for contacting the Awardees and their Nominator to ascertain whether Awardees and their Nominators will be attending the Conference Awards Banquet. The CESA Conference Awards Program Coordinator will also ensure that the Nominator is aware of their responsibilities during the Conference Awards Banquet if attending. If the nominator is not attending, the Chapter President from which the award recipient is from will be contacted so arrangements can be made to assign a presenter for that award during the award banquet.</p>
13	<p>Compensation Policies:</p> <p>CESA Officers: Officers of the Chapters or Association Board will be provided conference compensation. Board members can request consideration of extenuating circumstances for additional expenses per section 13.6 via email to the CESA Executive Director</p> <p>Conference Committee Members:</p>

Conference Committee members providing service to the conference as a volunteer and participated for the entire planning sessions will be provided an exemption code for the conference registration fee. Committee members can request additional consideration of extenuating circumstances per section 13.6, via email to the CESA Executive Director

Speakers:

Keynote/Plenary speakers will be compensated based on the contracts established and negotiated by the Conference Committee.

Speakers not secured with an established contract and not attending the full conference may be compensated with one-night lodging (if required for travel over 90 miles), and the meals for that day only in which they are speaking.

13.4 CESA State Award Recipient

CESA State Award recipients for the following categories (Petris, President's Award, Emerald and Gold Awards, and Honorary Life Member) shall be invited to attend the CESA awards banquet to receive their award. The CESA State Board will reimburse the travel costs per the approved Conference Budget. Travel reimbursements shall not exceed \$750 per State Award and shall apply to one representative or individual recipient plus one guest.

13.4.1 Individual Award Recipients (Petris, President, Emerald, Honorary Life Member)

Individual Award recipients (CESA members included) not attending the full conference may be compensated with one-night lodging (one room), if required for travel over 90 miles, and banquet meal cost for the individual and one guest. Recipients required to travel over 90 miles may request travel reimbursement for air and/or ground transportation costs not to exceed a total reimbursement of \$750

13.4.2 Organizational or Group Award Recipients (excluding the Exceptional Service Award)

Organizational or group award recipients (CESA members included), not attending the full conference may be compensated with one-night lodging (one room), if required for travel over 90 miles, and banquet meal cost covered for one (1) representative from the organization or group and one guest. If a single award nomination has multiple awardees, the nominating chapter may pay for additional hotel rooms, banquet meals for the recipients at their discretion as described in the chapter by-laws or as determined by the Chapter Board.

**Exceptional; Service Awards and Special Recognition Awards will recognize those who are in attendance at the banquet, no compensation will be provided unless authorized by the State Board and will come out of the state board budget. Nominators shall not make

the presentation; .it will be done by the State Board President.

13.4.3 Award Recipients Attending the Conference

If the State Award recipient is a full conference attendee, he/she will not be reimbursed for the hotel or banquet meal. Banquet meal is included in conference registration fee. The State Board will offer one complimentary guest banquet meal per State Award.

13.4.3.1 Award Recipient Travel Costs

Award recipients may be reimbursed for their travel expense to attend the annual awards banquet up to a maximum of \$750 The travel allowance may be used for ground and/or air travel (coach faire only) on a reimbursable basis, with receipts. The travel allowance will be a line item in the conference budget under the awards section. If the recipient is attending the full conference, they do not receive travel reimbursement. The State Association will pay for one individual and their guest only. If a single award nomination has multiple awardees, the nominating chapter may provide funding for additional recipients to attend, and the chapter will be responsible secure additional hotel rooms, banquet meals, and travel costs, if so sanctioned by the Chapter.

13.4.4 Award Nominators

Award Nominators will not be provided compensation for attending the awards banquet and presenting the award.

13.4.5 PEM and EM Recognition at the Conference

No compensation will be provided for travel for recipients of the PEM or EM recognition at the Award Banquet.

Attachment One
CESA Conference Logistics
Requirements Example

Hotel Requirements:

Room Block Average: Participants may go up to 300 attendees.

	Saturday	Sunday	Monday	Tuesday	Wednesday
Standard Room	10	140	240	240	165
Suites	4-8	4-8	4-8	4-8	4-8
Hospitality Suites	2	2	2	2	2

Questions for Hotel:

1. What is the reservation process? Do you have online registration?
2. What is the reservation cut-off date? What is the rate after the cut-off date?
3. What are tax costs per room? Is there any resort fee, safe fee, or other room fees?
4. Do you have a preferred or government rate? Is parking and Wi-Fi included in that cost?
5. What is check-in/check-out time?
6. What is your guestroom early departure policy?
7. What is the guest room commitment/minimums and policy? What is your room and space block review policy (do we have an opportunity to review the final numbers and make adjustments prior to the conference)?
8. Can the preferred room rate be extended before or after the conference?
9. Do you offer complimentary rooms or special concessions for a group this size? What are they?
10. Do you offer roll-over services (where if your hotel is booked, you have an agreement with another property)?
11. Can CESA make reservations for speakers and VIPs? Can those rooms be added to a master account?
12. Does the hotel offer shuttle service to/from Airport (or have agreements with transportation companies)? Does hotel offer shuttle service to/from local destinations, restaurants, public transportation hubs, etc.? What is the average cost for taxi ride to/from airport and shuttle service to/from airport?
13. Where is hotel in relation to restaurants and local points of interest? Are they walking or driving distance? Is shuttle service available or is it close to local transportation?

Conference Space Requirements –

Based on a Monday through Thursday schedule. Adjust as necessary by start date.

Saturday

24 Hour Hold	Command Post	Breakout room or suite for 10-20 people. Room must have flexible set-up.
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Sunday

24 Hour Hold	Command Post	Breakout room or suite for 10-20 people. Room must have flexible set-up.
24 Hour Hold	Storage Space	Storage space for AV supplies, gift basket, conference supplies.
11:00am-5:00pm	Registration	2 Tables
7:00-10:00pm	Hospitality Suite	Hospitality suite space for 50-75.

Monday (Pre-Conference Day)

24 Hour Hold	Command Post	Breakout room or suite for 10-20 people. Room must have flexible set-up.
24 Hour Hold	Storage Space	Storage space for AV supplies, gift basket, conference supplies.
7:30am-4:00pm	Registration space (lobby or conference center)	2 Tables
8:30am-5:00pm	Pre-Conference Sessions	5 Breakout Rooms. (Set up for 50 classroom set-up).
11:00am-2:00pm	Lunch Space	Space for lunch service and banquet set-up for 150.
24 Hour Hold	Vendor Space	Space for up to 20-40 vendor displays. Large ballroom or open area.
5:00-10:00pm	Hospitality Reception	Hospitality suite space for 50-75.

Tuesday (Conference Day 1)

24 Hour Hold	Command Post	Breakout room or suite for 10-20 people. Room must have flexible set-up.
24 Hour Hold	Storage Space	Storage space for AV supplies, gift basket, conference supplies.
7:30am-4:00pm	Registration space (lobby or conference center)	2 Tables
8:00am-5:00pm	Plenary Session	Large Assembly Room (Set-up for 300 people rounds).
08:00am-5:00pm	Breakout Sessions	5 Breakout Rooms. (Set up for 50 classroom set-up).
24 Hour Hold	Vendor Space	Space for up to 20-40 vendor displays. Large ballroom or open area.
5:00-10:00pm	Hospitality Reception	Hospitality suite space for 50-75.

Wednesday (Conference Day 2)

24 Hour Hold	Command Post	Breakout room or suite for 10-20 people. Room must have flexible set-up.
24 Hour Hold	Storage Space	Storage space for AV supplies, gift basket, conference supplies.
7:30am-4:00pm	Registration	2 Tables
8:00am-5:00pm	Plenary Session	Large Assembly Room (Set-up for 300 people banquet style).
08:00am-5:00pm	Breakout Sessions	5 Breakout Rooms. (Set up for 50 classroom set-up).
24 Hour Hold	Vendor Space	Space for up to 30 vendor displays. Large ballroom or open area.
5:00-8:00pm	Hospitality Reception	Hospitality suite space for 50-75.
8:00pm-12:00am	Dance	Large Assembly Room (Set-up for Dance, Rounds and Dance floor).

Thursday (Conference Day 3)

24 Hour Hold	Command Post	Breakout room or suite for 10-20 people. Room must have flexible set-up.
24 Hour Hold	Storage Space	Storage space for AV supplies, gift basket, conference supplies.
8:30am-2:00pm	Plenary Session	Large Assembly Room (Set-up for 300 people theatre style).
10:30am-12:00pm	Meetings	3 Breakout Rooms. (Set up for Meeting for 30).
12:00-5:00pm	Meetings	1 Breakout Room. (Set up for Meeting for 30).

Additional Requirements

Lockable storage space is a big plus. Used for AV lock-up at night, gift baskets, other conference equipment.

Vendor Space (20-40 Tables) - Large Area for Day 1-2 of event, arriving on the pre-conference day. A space that is able to be locked is highly preferred. This will eliminate the need to tear down at night and/or hire security.

**Questions for
Hotel:**

1. What are your food and beverage commitments/minimums?
2. What is your food and beverage policy in hospitality suites? Can we bring in outside food and beverage to the hospitality suites?
3. What is the deposit to hold the space? What is the contract signing process?
4. Will the hotel outline and lock-in meeting/banquet space on contract?
5. Are there any facility fees? Are there any rental fees for tables, chairs, linen, etc? Are there any labor fees?
6. Can you lock in food prices for menus provided in proposal? (ie, can we lock in food prices on the proposed menu, so they don't rise dramatically?)
7. Is there Wi-Fi in the conference areas?
8. Do you have an A/V Company that you work with? Is the conference center wired for sound? Are we restricted from bringing in outside AV equipment or AV companies?
9. What are your credit/payment arrangements?
10. What is your cancellation policy?
11. Does your facility comply with ADA?
12. What are your insurance requirements for the conference?
13. If ownership of facility changes, will the conference agreement still stay in effect?
14. Will the hotel provide a dedicated banquet captain/staff member to CESA staff for coordination purposes during the event?
15. What is your shipping policy (i.e. if vendors want to ship supplies to hotel)?
16. Do you have security staff? Do you have an Automated External Defibrillator on site?
17. Is there a charge for vendor space set-up?
18. Are there any decoration restrictions in the conference/banquet space?
19. Are there any restrictions for DJ's/sound restrictions?
20. Are there any special permits, fire inspections, etc. that we should be aware of?