



NUTSEA

National Utility Training & Safety Education Association

Annual Conference Host Guidelines Summary

Website

Save the date and website updates need to be made immediately after the previous conference is finished.

Budget and Expenses

Know your budget

Hotel

(Suggested minimum of 12-16 months advance confirmation)

Need to know:

- The NUTSEA Administrative Assistant signs all contracts (including hotel, entertainment, etc.)
- Dates
- Prior year's attendance for conference
- Prior year's hotel pick up numbers – get from NUTSEA Admin
- Number of break out rooms
- Size of break out rooms required (see prior year for numbers)
- Prior years hotel room rates
- Sponsors Set-up area (hours)

Sponsors

(Send sponsor letters out November, December of prior year)

NUTSEA Executive Committee Planning Meeting

The planning meeting will generally be held 6-8 months in advance of the Conference and will be held at the location of the upcoming Conference.

Agenda

- Preliminary agenda (this will also be started at the post conference meeting at the prior conference)

Printed Materials

- Registration Brochures
- Registration forms
- Sponsor Brochures

Registration

(Suggested mail out 90 days in advance of the Conference)

Plan Breakout Sessions and Speakers

- Contact Main Speaker
- Breakout Session Speakers

Conference Details

- Registration
- Volunteers
- Meetings
- Packets
- Office Equipment
- Reception
- Banquet
- Awards
- Other details
- Spouse outings
- Transportation
- Volunteers

Annual Conference Host Guidelines

Details

Website

Save the date and website updates need to be made November of prior year. Include the following information on website in January.

- Hotel information
- Preliminary agenda
- Outings
- Conference pricing (members and non-members and guests)

Budget and expenses

Host should aim to budget conference expenses which equal revenue expected from registration fees and sponsorships. Host utilities should forward invoices to the NUTSEA Administrative Assistant for processing and payment. NUTSEA Administrative Assistant will track and log registration forms and payment. Any monies received by the Host State should immediately be forwarded to the NUTSEA Administrative Assistant.

Hotel

- Contact the hotel (Large Hotel with ample meeting space)
- Coordinate meeting dates
 - Meeting dates last weeks in September or October
- Establish room price
- Sleeping room block (get pick up numbers from previous years from NUTSEA Administrative Assistant)
- Meeting room availability
 - Rooms for all meetings
 - Office space
 - Meeting room needed for Saturday's Pre-Conference Meeting and Wednesday's Post-Conference Meeting
 - Banquet, Entertainment (Band)
 - AV Equipment – included but not limited to; screens, wireless and handheld microphones, speakers, AV support (check with hotel to see if off-site AV equipment and support is allowed)
 - Sunday Night Reception/Banquet Reception
 - Break out meetings (round table, regional meetings, speakers)

- Registration
- Storage room
- Vendor area
- Contract should include:
 - Planning meeting 6-8 months in advance of Conference
 - Number of rooms in room block – agreed room night revenue
 - Cutoff date to obtain rooms in block
 - Cancellation policy
 - Cost
 - Any comp rooms
 - Any AV needed – check with hotel to see if it is possible to bring AV equipment from off-site (this will save in AV cost)
- Catering
 - Deadline for meal count
 - Meals (include taxes and service charge in prices), Breaks
 - Firm prices
 - Agreed minimum food and beverage revenue
 - Menu
- VIPs (Board, Executive Secretary & Speakers)
 - Receive comp rooms (Speakers receive first, then Administrative Assistant)
 - Upgraded rooms – Go to Board members (Officers first then 1-year, 2-year and 3-year Directors)
 - Reservations are usually made by the NUTSEA Admin
- Office Equipment
 - Audio equipment in rooms
 - Screens for Reception/Banquet
 - Head Table requirements
- Signs
 - Directional Signs for Visitors
- Transportation and Parking
 - Where to park cars for guests costs?
 - Pick up area for guest outings

- Vans, Rental Cars requirements
- Back and forth to the Airport/Hotel

Sponsors

- Send sponsor letters out November, December of prior year
- Follow up with letters in a couple of months after first contact
- Requirements of Vendors, power for booth, table clothes
- Send Agenda when final

NUTSEA Executive Committee Planning Meeting

The planning meeting will generally be held 6-8 months in advance of the Conference and will be held at the location of the upcoming Conference. The Executive Committee will need a meeting space for two days. Hosts should plan to attend this meeting and report on event planning progress, schedule of events and meeting budget. Host should arrange for a tour of meeting rooms which will be used during the Conference. The hotel planning meeting staff should plan on attending part of the meeting on Tuesday with the Host State in order to answer any questions the Board may have.

- Executive Session & meal the day before start of conference
- Regional Meetings (SAIA/Quad State)
- Opening Session
 - Invocation
 - Keynote speaker
 - Color guard
 - Passing of hard hats (supplied by host)
- General Sessions
- Members only luncheons
 - Past Chair
 - G&T
 - Distribution Ops
 - New members
 - Statewide/JT&S
- Welcome Reception
- Workshops
- Roundtable discussions
 - G&T
 - Distribution ops
 - JT&S

- Banquet
 - Head table
 - Entertainment
- Business Meeting
- Executive Session post meeting
- Spouse program
- Decide charity for hard hat donation

- Awards (NUTSEA Administrative Assistant handles awards)
 - O.G. Anderson Safety Award – Sponsored by AB Chance – Host State decides recipient
 - Ray Pantel Award -Sponsored by SAIA
 - Claude Frazier Award - Sponsored by G&T Section
 - H.G. Pottash Award
 - Earnest Shearer Award

Agenda

- Put together Agenda for Conference
(See attachment 1)

Printed Materials

- Registration Brochures
- Registration form
- Introduction Letter
- Outing Registration form
- Agenda
(see attachment 2 for Print Material Production Schedule)

Registration

(Suggested mail out 90 days in advance of the Conference)

- Registration should include:
 - Contact person at host utility and NUTSEA Administrative Assistant
 - Hotel information
 - Registration form with cost of Conference
 - Cancellation policy
 - Cut off dates for hotel and registration
 - Draft schedule of events

- Local information
- Contact local Visitors and Convention Bureau
 - Request services as appropriate
 - Obtain materials for Conference packets

Breakout Sessions and speakers

- Contact Speaker
- Speaker topics length of speech
- Travel arrangement/rooms
- Arrange audio/video needs for all speakers
- Make sure meeting rooms are set-up
- Volunteer to assigned to help Speakers
- Gifts
- Thank-you cards after conference

Conference

- Prepare meeting packet for each registered participant
 - Name badge (designate CLCP graduates with ribbon)
 - Program/schedule of events
 - First timer pins and computer bags for new members luncheon
 - Certificate of Training
 - Local information
 - Spouse materials
 - Evaluation forms for each participants
- Office (should be supplied with the following)
 - Laptop
 - Printer
 - Basic office supplies
 - Extra meeting packets
 - Cash box
 - Telephone/with phone list
 - Copier arrangements
- Functions
 - Registration table

- Other Conference details
 - Procure door prizes
 - Post bulletin board near registration table (NUTSEA Admin can supply tripod if needed)
 - Door prize tickets

Other Details:

Spouse Outings

- Information packets
- Volunteers
- Transportation
- Lunch reservations

Volunteers

- Contact Volunteers
 - Assignments
 - Coordinate clothing
 - Tour of Conference area
 - Make sure to add total number to food count

Sergeant at Arms

- Duties included, but not limited to:
 - Assistance if a vote needs to be taken
 - Assistant with room locations
 - Count for quorum
 - Receive money for charity – Hard hat donation
 - Make sure to add total to food count

Gift Bags

- Pricing for the gift bags will be determined by the Board
 - Host State will make up the bags
 - Contents will be decided by Host State

Photography

- Can the Host State provide a photographer - if not, look into one and cost
 - Candid photos of conference, reception, banquet

- Photos of speakers receiving thank you gifts and award winners at conference

Transportation

- Contact Transportation company
 - Make assignments for Vans, Buses
 - Set up times and schedules
 - Parking