

Idaho Association of the Deaf

Convention Guidelines

Sixth Draft as of October 2017

Convention

- a. The main purpose of our convention is to conduct official business of the association with members being involved in decision-making on:
 - i. Major Issues
 - ii. Amending the bylaws
 - iii. Determining new directions
 - iv. Elections
 - v. Enabling members to get together for social purposes
 - vi. Announce or select the next convention site.
 - 1. Note: The convention enables different chapters or cities to host the convention so that more people can get involved and promote the ideals of IAD
 - 2. Note: The convention also gives visibility to the fact that IAD rotates around the state to help Deaf people.
 - 3. Note: The convention also serves as a money-making project to build IAD's operating funds to carry out its obligations

Convention Planning

- b. Organization:
 - i. The vice-president is automatically in charge of ensuring the convention happens
 - ii. The IAD board determines convention policies and procedures
 - iii. Develop communication plans
- c. Pre-planning
 - i. Select the convention headquarters
 - ii. Select the convention dates
 - iii. Set up the convention goals and theme
 - iv. Set up a general convention program
- d. Income:
 - i. Advertisement (businesses and clubs)
 - ii. Sponsorship

- iii. Banquet
- iv. Membership
- v. Exhibits
- vi. BBQ (occurs on Sunday, the last day of the convention)
- e. Expenditures
 - i. Conference earnings are used to pay for all expenses (direct and indirect)
 - ii. Refunds granted for:
 - 1. Unexpected circumstances
 - 2. Payments made to meet deadlines

Evaluation and Follow Up

- f. Planning and implementation lead to successful conventions. This is intended to help IAD improve for future conventions, avoiding problems and conflicts. Careful planning helps to prevent the overlooking of important details, embarrassing mistakes, and to keep costs down.
- g. Evaluation should be shared by the convention committee on: program, costs, tickets, location, site, entertainment, presenters, interpreters, and so forth.
- h. Decide on how you will evaluate the convention: questionnaire forms, interviews, reports from each member
- i. Decide who will conduct the evaluation: all attendees, committee members, officers, e.g.

An Ideal Convention Committee:

- j. General Chairperson: Responsible for overseeing all aspects of the convention. This person appoints people to serve on the convention committee.
 - i. The chairperson provides leadership and guidance
 - ii. The chairperson chairs all convention committee meetings
 - iii. The chairperson serves as a liaison between the convention committee and IAD board members
- k. Convention committee
 - i. Appointed by the general chairperson
 - ii. Each committee members has a specific duty/responsibility
 - iii. Serves as an advisory board to the chairperson
 - iv. Responsible for carrying out their duties and maintaining their sub-committees
 - v. Number of committee members depends on the need of the convention

- vi. Each subcommittee member should keep track of expenditures and earnings to share with the convention treasurer

I. Suggested Subcommittees

- i. Finance Committee (Convention Treasurer)
 - 1. Has a detailed running financial report of incomes and expenditures
 - 2. Sees that all bills are paid in full
 - 3. Collects all receipts
 - 4. Has numbered list of all convention attendees
 - 5. Lists all contributions received
- ii. Registration Committee
 - 1. Oversees registration and runs the registration booth
 - 2. 2 people do registration
 - a. 1 person handles payments
 - b. 1 person handles lanyards(prepared ahead of time)
 - i. Pass that identifies “full admission”
 - ii. Workshops (to be handwritten if individually)
 - c. Clip, sticker, or something that identifies admission to food only
- iii. Sales Committee
 - 1. Garners income by doing the following:
 - a. Sell advertisement spaces
 - b. Set up Exhibits (businesses, organizations, clubs)
 - c. Collect sponsors
 - d. Collect donations of money and/or products
- iv. Program Book Committee
 - 1. Develops and prints program book for convention
 - a. Printed the day before the conference begins
 - b. Employ someone to review and edit the book before it goes to print
 - c. Consider alternative sources for publishing the program book, such as the app “Guidebook”
- v. Entertainment Committee
 - 1. Plans and oversees entertainment during convention
 - 2. Typically happens during banquet
- vi. Luncheon Committee
 - 1. Plans lunches for convention attendees
- vii. Banquet Committee
 - 1. Plans and oversees banquet
 - 2. Plans for recognition of past and new board members

- viii. Decoration and Signage Committee
 - 1. Plans decorations for the convention and banquet
 - 2. Sets up signage for the convention
 - a. Ensure signs are clear and visible
- ix. Hospitality Committee
 - 1. Arranges for hotel rooms and rates for convention attendees
 - 2. Develops a list of local resources, places of interest, and historical information
- x. Public Relations Committee
 - 1. Develops flyers, posters, and inserts for the convention
 - 2. Advertises in various publications
 - a. NAD Broadcaster
 - b. IAD Bulletins
 - c. ISDB Raptors Bulletin
 - d. ETC.
 - 3. Makes personal appearances to attract attendees
 - 4. Contacts News Media for exposure
 - 5. Advertises/updates in Social Media (Facebook, website, etc)
 - 6. Contact Organizations and clubs to promote the convention
- xi. Equipment/Supplies Committee
 - 1. Ensures all equipment and supplies needed are in working order and available.
 - 2. Establish an area and post all motions made for all to read
 - 3. Ensure that there is wifi and that all passwords are shared with the appropriate people.
- xii. Booth Committee
 - 1. Responsible for setting up IAD's booth
 - 2. Responsible for setting up booths set up for other clubs, organizations, and businesses
 - 3. Offer a discount for those who register for the conference and host a booth.
- xiii. Deaf Ambassadors of Idaho Competition
 - 1. Independent Committee, works closely with Deaf Ambassadors of Idaho (DAI)
 - 2. Part of the banquet; sets up competition and/or performances by DAI participants
- xiv. Workshops/Presenters
 - 1. Clear identifications/visual for the rooms
 - 2. Presenters Must be present 2 hours prior to their workshop time

3. Ensure workshop times do not overlap
 4. Consider providing workshops/presentations for various target groups; ie: Deaf community, parents of Deaf children, Deaf youth, interpreters, etc.
- xv. Interpreter Committee:
1. Responsible for contacting and arranging for interpreting services during the convention.
 2. Ensure they get breaks
 3. Ensure there are enough interpreters for each event/workshop
 4. Make sure they are registered
 - a. Recommendation: Interpreters volunteering services should receive free membership to IAD OR a free combo ticket OR both.

Note: Good planning by each committee contributes to a successful convention. Each small part plays a part in the bigger picture and ensures a successful convention.

Convention Agenda

- m. The convention committee prepares an agenda for the conference, starting with opening ceremonies on Thursday evening and closing with a banquet on Saturday and a Sunday BBQ.
- n. The convention **must** include the following:
 - i. Board Member Reports
 1. President Report
 2. Vice-President Report (Bylaws)
 3. Secretary Presentation of Minutes
 4. Treasurer Financial Report
 - ii. Committee Reports
 - iii. General Meeting
 - iv. Elections
- o. The convention **can** include the following:
 - i. Workshops
 - ii. Presentations
 - iii. Performances/entertainment
- p. The agenda needs the final approval of the IAD Board
- q. To guarantee an efficient convention, officers and members should adhere as closely as possible to the agenda

Registration

- r. Pre-registration (Early Bird)
 - i. Good preparation for a convention includes a pre-registration plan to ensure savings for members and early estimated figures to work around.
 - ii. Decide on savings for members, non-members, families, and senior citizens
 - iii. Decide on deadlines
- s. Registration Process
 - i. A poorly planned process usually irritates people and messes up the agenda and schedule of the convention
 - ii. At the main registration desk, there should be several sections:
 - 1. Pre-paid tickets
 - 2. Combo tickets
 - 3. At-Door Tickets
 - iii. Tags/lanyards are typically used for conference attendees
 - iv. Tickets or wrist bands are typically used for those that attend only one event, workshop, or the banquet only.

Timeline and Deadlines

- t. Convention dates and times should be announced on January first of the year of the convention.
- u. Pre-registration forms should be available at this time.
- v. Periodic updates should be released to the general public and membership, as well as reminders as deadlines approach.

Sample Convention Planning Checklist

1. One of the best planning tools for efficient conventions is a carefully developed checklist. This is one sample.

A. Preliminary Planning

1. Committee Established
2. Arrival Dates and Times
3. Departure Dates and Times
4. Number of persons estimated to attend
5. Publicity
6. Schedule of committee meetings
7. Billing Arrangements

B. Lodging Accommodations

1. Number and types of rooms desired (singles, doubles, suites)
2. Prices
3. Confirmation/contracts received
4. Cancellation dates established
5. Follow-ups
6. Check In and Check Out arrangements

C. Meeting Facilities

1. Meeting space
2. Rooms Needed
3. Hospitality Space
4. Prices
5. Floor Plan

D. Equipment Needed

1. AV Equipment
2. Wi-fi Connections
3. Projector/Board
4. Whiteboard/Blackboard/Poster Boards
5. Easel
6. Special Lighting
7. Calculator
8. Extension Cords and Power Strips
9. Laptops/Screens
10. Writing utensils
11. Platform

12. Bulletin Board

13. Other requests to meet the needs of Board Members and/or presenters

E. Last Minute Checklist:

1. Toilet facilities clean and open
2. Lights working
3. Proper Seating mapped out
4. Heating/Cooling system working
5. AV Equipment working
6. Room arrangements

F. Materials to Distribute

1. Drinks for board members
2. Writing Utensils
3. Seating and Tables for board members

Sample Budgeting Worksheet

A soundly-planned budget contributes to the success of a convention. This is a sample form that can be used to keep track of your budget. The final financial report needs to be completed and signed by the convention treasurer, convention chair, and IAD auditor within 60 days of the completion of the convention. The final financial report, receipts, and monies are then to be turned in to the IAD treasurer.

Income	Quantity	Estimated	Actual Cost or Earning	Overhead	Total
Combo Tickets					
Individual Tickets					
Banquet Tickets					
BBQ Tickets					
Booths					
Advertisements					
Sponsors					
Presenters or Honorariums					
Other					
Total					