

POLICY/PROCEDURE NUMBER:

E – 3.1

DATE:            May 21, 2010	SUBJECT:
ISSUE: <b>National Conference Policies</b>	<b>National Conference: Schedule, Program, Finances, Budgeting and Management</b>
REVIEWED:    December 2020	PAGES:    1 of 2

1. **Purpose:**

1.1. To outline policy and procedure around the annual National Conference and Trade show including conference schedule, program, finances, budgeting and management processes which are to be followed by the Conference Planning Committee and CHES National office as they manage the conference.

2. **Policy:**

2.1. Date:

- 2.1.1. The National Conference will be held annually during the month of September, generally starting on the 3<sup>rd</sup> weekend in September.
- 2.1.2. The dates and locations of the National Conference will be determined by the host Chapter in consultation with the CHES Board of Directors and dependent on suitable venue availability.
- 2.1.3. The CHES Vice President will liaise with the National Conference Committee to coordinate the scheduling to ensure that dates do not conflict with other conference such as IFHE & ASHE.
- 2.1.4. Any potential conflicts will be discussed and brought to the National Board of Directors meetings, to ensure that they are resolved in a matter suitable to both parties (National and Chapter).

2.2. Host Chapter Selection

- 2.2.1. The Society's intent in scheduling the National Conference is to move the locale across the country. The rationale for this objective is to allow each of the Chapters an opportunity to host the conference and to stimulate interest in the profession of healthcare engineering and CHES by taking the conference to new cities each year.
- 2.2.2. The National Conference host Chapter will be determined five (5) years in advance by the CHES Board of Directors
- 2.2.3. When the National Conference is held within the geographical boundaries of a Chapter, that Chapter will defer their conference for that calendar year and hold annual meetings in conjunction with the National Conference.

2.3. National Conference will be organized by the CHES National office.

2.4. Budgeting and Conference Financials

2.4.1. Budgeting:

2.4.1.1. The CHES Treasurer will review all Conference Budgets for alignment with this policy and raise any concerns with the Conference Planning Committee and if not resolved, with the CHES Executive.

2.4.1.2. Profit Sharing:

2.4.1.2.1. 50% CHES National, 50% host chapter for first \$30,000 in net income.

2.4.1.2.2. Profits beyond \$30,000 net income will be split 70% CHES National, 30% host chapter

2.4.1.3. Loss Sharing:

2.4.1.3.1. Losses: if due to lower attendance the loss will be shared 50% CHES National, 50% host chapter.

2.4.1.3.2. Losses due to a catastrophic event (weather, terrorism, microbiological travel bans, etc.) will be absorbed 100% by CHES National

2.4.1.3.3. Losses due to expenses which were not a part of the approved budgets, the unapproved expenses will be 100% the responsibility of the host chapter

2.4.2. Finances:

2.4.2.1. The CHES Treasurer will review and approve all CHES National Conference payments for processing.

3. **Procedure:**

3.1. The National Board of Directors will confirm the National Conference schedule on an annual basis with the Chapters.

3.2. Each Chapter Executive will confirm their Chapter Conference schedule with the National Board of Directors on an annual basis.

3.3. See Appendix A for which provides the conference Schedule/Outline, Fees, Budget, Management and miscellaneous items which the Conference Planning Committee is to follow. Deviations from this Appendix must be reviewed and approved by the CHES Executive Liaison.

3.4. See Appendix B for the Conference Planning Guideline. This guideline provides the Conference Planning Committee an outline of the major tasks which must be completed, and their suggested timelines.

Approved by: \_\_\_\_\_  
President

Date: \_\_\_\_\_

## Appendix A:

### Conference Schedule, Program, Finances, Budgeting and Management

<b>Conference Schedule Outline:</b>	Friday	<ul style="list-style-type: none"> <li>▪ CHES Board Meeting – a CHES National Expense.</li> <li>▪ CHES Annual Board Dinner including Conference Planning Committee members – a CHES National Expense</li> </ul>
	Saturday	<ul style="list-style-type: none"> <li>▪ CHES National Board Strategic Planning Meeting – a CHES National Expense (optional)</li> </ul>
	Sunday	<ul style="list-style-type: none"> <li>• Golf Tournament</li> <li>• Pre-Conference Seminar (optional)</li> <li>• Set up of exhibits</li> <li>• Opening Reception</li> <li>• Facility Tour (optional)</li> <li>• Companion Program (optional)</li> </ul>
	Monday	<ul style="list-style-type: none"> <li>• CHES Committee Meetings</li> <li>• Opening Ceremonies with Keynote speaker</li> <li>• Plenary session</li> <li>• Concurrent sessions</li> <li>• Exhibits all day</li> <li>• President's Reception &amp; Gala Banquet, Award Presentations</li> <li>• Companion Program (optional)</li> <li>• Student Program (optional)</li> </ul>
	Tuesday	<ul style="list-style-type: none"> <li>• Plenary session</li> <li>• Concurrent sessions</li> <li>• Meeting with Exhibitors</li> <li>• Exhibits until PM Break, then tear down</li> <li>• CHES National Board Meeting – a CHES National Expense</li> </ul>
	Wednesday/Thursday	<ul style="list-style-type: none"> <li>• Generally host an optional Post-Conference Seminar for attendees. This is usually a CHES Educational offering or a CHES endorsed course.</li> </ul>
<b>Program:</b>	Session Speakers:	<ul style="list-style-type: none"> <li>• Complimentary Conference Registration</li> <li>• No travel or out of pocket expenses are paid</li> <li>• No honorarium</li> <li>• Gift or the conference provides a donation to charity in lieu of personal gift</li> </ul>
	Plenary Speakers	<ul style="list-style-type: none"> <li>• Complimentary Conference Registration</li> <li>• As a rule no expenses are paid</li> <li>• No honorarium</li> <li>• Gift or the conference provides a donation to charity in lieu of personal gift</li> <li>• If expenses and honorary required committee to seek sponsor</li> </ul>
	Keynote	<ul style="list-style-type: none"> <li>• Honorarium –Maximum \$10,000</li> <li>• Economy return airfare or 50¢ per km</li> <li>• 1 or 2 nights accommodation (as necessary) in conference hotel</li> </ul>

<b>Conference Fees:</b>		•
<b>Attendee Fee:</b>	Registration Cost	<ul style="list-style-type: none"> <li>• Registration Fees: (increased 2018)            Full Member - \$445 early / \$520 regular;            Full Non-member - \$535 early / \$610 regular;            Emeritus - \$270 early / \$295 regular            Student - \$8 early / \$16 regular (No Banquet)            1-day delegate - \$320 early / \$360 regular</li> <li>• Sponsorships (preliminary target - \$95,000)</li> <li>• Comp. Registration for Executive leadership of ASHE; IFHE; CCHL, IAHS</li> <li>• Organizing Committee gets 5 complimentary registrations</li> </ul>
	Inclusions	<ul style="list-style-type: none"> <li>• 2 breakfasts – Monday, Tuesday (buffet)</li> <li>• 2 lunches – Monday, Tuesday</li> <li>• Opening Reception – Sunday (light meal)</li> <li>• Banquet – Monday</li> <li>• 4 refreshment breaks – Monday, Tuesday (may include appropriate snack items)</li> </ul>
	Extras	<p>Banquet for partners/companions          Companion program (consider including attendance at opening gala, keynote speaker and breakfasts)          Other Meals for partners?</p>
<b>Exhibitor Fees:</b>	Registration	<ul style="list-style-type: none"> <li>• \$1,800 Member / /\$2,200 Non-member Booth Fee (increased 2012)</li> <li>• 1 complimentary full registration per booth</li> <li>• 2 Booth Staff per booth</li> <li>• Extra exhibitors over entitlement pay registration of \$75/day</li> </ul> <p>Exhibitor Meal Package available for booth staff at \$150 (includes 2 breakfasts &amp; Banquet)</p>
	Displays	<ul style="list-style-type: none"> <li>• Budgeted on 100-120 exhibit booths</li> <li>• Set up Sunday 11:00 AM until 4:00 PM</li> </ul> <p>8 ft deep, 10 ft wide</p>
	Events in Exhibit Hall	<ul style="list-style-type: none"> <li>• Happy Hour, Monday</li> <li>• Lunch Monday, Tuesday</li> </ul> <p>Refreshment breaks Monday (2), Tuesday (1)</p>
	Booth fee	<ul style="list-style-type: none"> <li>• Includes 1 draped table, 1 electrical outlet, 1 table, 2 chairs</li> </ul> <p>Does not include phone lines, extra electrical, other equipment, chairs, carpets</p>
<b>Conference Budgeting:</b>		
<b>Rates:</b>		Rates cannot deviate from those approved by CHES Board. Any deviation from these contingencies or net profit plans must be approved by the entire Conference Planning Committee and submitted via the CHES Executive Liaison and CHES National Treasurer to the CHES National Executive and then the Board for approval.
<b>Net Income:</b>	Prior to 2 years to event	Conference budget must show a \$20,000 total net profit including a 20% contingency,
	2 years to 1 year prior to event	Conference budget must show a \$20,000 total net profit including a 15% contingency
	From 1 year to the event	Conference budget must show a \$20,000 total net profit including a 10% contingency
		Any deviation from these contingencies or net profit plans must be approved by the entire Conference Planning Committee and submitted via the CHES Executive Liaison and CHES National Treasurer to the CHES National Executive and then the Board for approval.

<b>Other:</b>	Golf Tournament	Conference budget: subsidy not to exceed \$1,000
	Companion Program	For budgeting purposes, use 20 attendees to determine appropriate companion program cost in order to break even.
	Conference Planning Chair	Budget to cover expenses to attend the prior years national conference
<b>Separate Budgets:</b>	Conference Seminar/Workshop (Pre or post conference)	Not to be factored in as a Conference Budget item. Determination of viability of these is the responsibility of the seminar organizing group (i.e. CHES CanHCC, CSA, etc.).
<b>Promotion:</b>		Potential promotional items to be considered: <ul style="list-style-type: none"> <li>• Prospectus</li> <li>• Preliminary Program (website and journal only)</li> <li>• Web pages part of CHES National Website under Events</li> <li>• E-blasts – sent regularly to promote registration (no budget requirement)</li> <li>• Final Program – PDF only</li> <li>• Conference App</li> <li>• Pocket Program</li> </ul>
<b>Registration materials:</b>		Materials necessary for conference attendee organization: <ul style="list-style-type: none"> <li>• Signage</li> <li>• Pocket Program</li> <li>• Delegate list</li> <li>• Badge and badge holder; committee ribbon(s)</li> <li>• Tickets for meals, gala, banquet, refreshments, etc.</li> <li>• Conference give-aways (as sponsored): bags, water bottles, USB sticks, lanyards, etc.</li> <li>• Conference evaluation forms</li> </ul>
<b>Hotel &amp; Conference Centre Rates:</b>	Reservations	Hotel Room Block – 450 room nights <ul style="list-style-type: none"> <li>• Thursday - 15</li> <li>• Friday - 25</li> <li>• Saturday – 45</li> <li>• Sunday – 180</li> <li>• Monday – 180</li> <li>• Tuesday – 5</li> </ul>
	Function Rooms	Convention Centre <ul style="list-style-type: none"> <li>• Budgeted at \$15,000 – \$30,000 maximum room rental</li> <li>• Plenary, 2 breakout rooms, breakfast room, Boardrooms</li> </ul>
		•
<b>Equipment:</b>	Office / Registration	<ul style="list-style-type: none"> <li>• Computer rental, registration desk, office</li> <li>• Printer rental, documents, registration desk, badges</li> <li>• Signage</li> <li>• Internet in conference office</li> </ul>
	Program Session AV needs	<ul style="list-style-type: none"> <li>• Podium, raised platform, table and chairs</li> <li>• Video: laptop computer, screen &amp; data projector</li> <li>• audio including wireless mic, podium mic and possible mics for speaker panel</li> <li>• clocks for speaker to observe time (sometimes sponsored)</li> </ul>

## Appendix B:

### Conference Planning Guideline

TIME FRAME	AREA	Conference Office Jobs	Organizing Committee Jobs
<b>June – September (Previous Year)</b>	Exhibits & Sponsors	<ul style="list-style-type: none"> <li>Send out RFP for supply company</li> <li>Develop Prospectus &amp; Online submission form</li> <li>Book exhibit supply company</li> <li>Letter of Commitment to previous years sponsors</li> </ul>	<ul style="list-style-type: none"> <li>Identify potential companies for exhibits and sponsorship</li> </ul>
	Financial	<ul style="list-style-type: none"> <li>Develop Budget Assumptions</li> <li>Draft Preliminary Budget</li> </ul>	<ul style="list-style-type: none"> <li>CHES Treasurer to approve Conference Preliminary Budget</li> </ul>
	Promotion	<ul style="list-style-type: none"> <li>Set target dates for promotion</li> <li>Begin development of web page</li> <li>Design Conference Logo</li> </ul>	<ul style="list-style-type: none"> <li>Determine local affiliate groups to target for delegates</li> </ul>
	Program	<ul style="list-style-type: none"> <li>Design Call for Program Submissions</li> <li>Develop online submission form for Call for Abstracts for the Program</li> </ul>	<ul style="list-style-type: none"> <li>Develop Conference Theme</li> <li>Select Keynote Speakers</li> </ul>
	Facilities	<ul style="list-style-type: none"> <li>Book sites for social events</li> <li>Book golf tournament location</li> </ul>	<ul style="list-style-type: none"> <li>Select sites for social events</li> <li>Select sit for golf tournament</li> </ul>
<b>October – December (Previous Year)</b>	Exhibits & Sponsors	<ul style="list-style-type: none"> <li>Design Promotional Literature</li> <li>Develop online exhibitor submission form</li> <li>Develop online sponsorship submission form</li> <li>Distribute Exhibit &amp; Sponsorship informatio</li> </ul>	
	Financial	<ul style="list-style-type: none"> <li>Update Budget regularly</li> <li>Get quotes for Exhibit Suppliers</li> <li>Get quotes for AV</li> </ul>	
	Promotion	<ul style="list-style-type: none"> <li>Develop and launch website</li> <li>Begin development of online registration page</li> </ul>	
	Program	<ul style="list-style-type: none"> <li>Review Program Submission</li> <li>Make final program selections</li> <li>Notify submitters of acceptance or decline of their submissions</li> </ul>	<ul style="list-style-type: none"> <li>Select session Speakers</li> <li>Select Keynote Speaker</li> </ul>
	Facilities	<ul style="list-style-type: none"> <li>Book sites for Companion Program</li> </ul>	<ul style="list-style-type: none"> <li>Investigate options for Companion Program/Tours</li> </ul>

TIME FRAME	AREA	Conference Office Jobs	Organizing Committee Jobs
<b>January – February (Current Year)</b>	Exhibits & Sponsors	<ul style="list-style-type: none"> <li>Send regular E-blasts to Master Vendors to promote Exhibit Booth Sales</li> </ul>	<ul style="list-style-type: none"> <li>Follow up with potential companies for exhibits and sponsorship</li> </ul>
	Promotion	<ul style="list-style-type: none"> <li>Send notices to members</li> <li>Send notices to affiliate groups</li> <li>Continue to update Website regularly</li> <li>Launch Online Registration</li> </ul>	<ul style="list-style-type: none"> <li>Identify affiliate groups for promotional purposes</li> </ul>
	Program	<ul style="list-style-type: none"> <li>Confirm keynote speakers</li> <li>Confirm session speakers</li> <li>Develop Formal Speaker Letters</li> </ul>	<ul style="list-style-type: none"> <li>Select session Speakers</li> </ul>
	Facilities	<ul style="list-style-type: none"> <li>Book Entertainment for social events</li> <li>Investigate transportation if required</li> </ul>	<ul style="list-style-type: none"> <li>Select Entertainment for social events</li> </ul>
<b>March – May (Current Year)</b>	Exhibits & Sponsors	<ul style="list-style-type: none"> <li>Investigate security firms</li> <li>Develop Exhibit Manual</li> </ul>	<ul style="list-style-type: none"> <li>Follow up with potential exhibitors and sponsors</li> </ul>
	Promotion	<ul style="list-style-type: none"> <li>Begin work on Final Program</li> <li>Promote Conference electronically</li> <li>Begin to register delegates</li> </ul>	<ul style="list-style-type: none"> <li>Promote Conference to Potential Delegates</li> </ul>
	Program	<ul style="list-style-type: none"> <li>Contact speakers for A-V requirements, registration information, brief biography for introduction, photos</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Facilities	<ul style="list-style-type: none"> <li>Confirm arrangements for social program &amp; Companion Program</li> <li>Book transportation if required</li> <li>Arrange for Certificate of Insurance for facility</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

TIME FRAME	AREA	Conference Office Jobs	Organizing Committee Jobs
<b>June – July (Current Year)</b>	Exhibits & Sponsors	<ul style="list-style-type: none"> <li>• Send out exhibitor manual</li> <li>• Confirm storage details, etc.</li> <li>• Book security firm</li> <li>• Follow-up with Exhibit Hall passes</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up with potential exhibitors and sponsors</li> </ul>
	Program	<ul style="list-style-type: none"> <li>• Identify and invite VIP's</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint Chairs/Moderators for sessions</li> </ul>
	Registration	<ul style="list-style-type: none"> <li>• Make list of kit enclosures</li> <li>• Design tickets, signage</li> <li>• Design Final Program; App</li> <li>• Monitor hotel reservations vs. registrations</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>August-September (Current Year0)</b>	Exhibits & Sponsors	<ul style="list-style-type: none"> <li>• Booths confirmed with exhibitors</li> <li>• Request names of booth personnel</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Program	<ul style="list-style-type: none"> <li>• Develop Moderator Packages including bios of speakers, sponsors to recognize etc</li> <li>• Develop agendas for social events</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Facilities	<ul style="list-style-type: none"> <li>• Confirm arrangements with site for room set-ups, A-V</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Registration	<ul style="list-style-type: none"> <li>• Monitor hotel reservations vs. registrations</li> <li>• Put delegate kits together</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>