



REGION CONFERENCE GUIDE

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Each Region and host chapter has its own unique approach when it comes to the presentation of its Region Conference. We Ambucs, appreciate and value this aspect of our organization. The following document is meant to be a guide and a checklist to provide the “how to” basics. Please do not let this document inhibit your creativity but to enhance it.

Have fun planning Your Region Conference!!!

National President

Chapter One

Objectives of a Region Conference

1. Inspire enthusiasm and education for Ambucs.
2. Provide an opportunity for Ambucs, within the Region, to join together in a spirit of fellowship and friendship.
3. Provide a learning experience for chapter officers, district officers, and members regarding the management and operation of AMBUCS.
4. Provide a forum for the discussion of challenges faced by AMBUCS at all levels.
5. Provide an opportunity for the National Officers to become better acquainted with the Ambuc members in the Region, and to share their knowledge and experience.
6. Provide an opportunity to conduct necessary Region and District business. Such business includes the election of a Region Officer every second year.

Chapter Two

Director's Responsibilities:

General Duties

1. The Region Director Is fully responsible for all aspects of the conference, including but not limited to financial, business, and social matters. He/she works closely with the host chapter's conference committee, delegating to them responsibility for making all arrangements for social functions for the attendees. The Region Director should be readily available to assist with any plans and teaching less experienced chapters when needed. The plans and budget made by the host chapter conference committee must be reviewed and approved by the Region Director before they can be finalized. There is a checklist with most of these items provided in another Chapter.
2. Prepares the agenda for business sessions.
3. Schedules the National Officer(s) as a featured speaker and ensures proper protocol is observed.
4. Appoints and/or approves all Region Conference Committees and leaders for workshops and seminars.
5. Works with the Host Chapter to create an affordable budget. Presents it to the Region executive board for approval in a timely manner.
6. Works together with the host chapter to ensure that conference publicity is sent out on time.
7. Brings Region's banner. (If your Region uses them.)
8. Serves as Chair or Master of Ceremonies for all Region business meetings and social activities.
9. Ensures that attendance, financial reports along with other reporting information are completed and forwarded to the Ambucs Resource Center, as required by the Chief Executive Officer.

10. Works with the Region's Big Hat Director to schedule the Big Hat function, this would include any details for the room, meal and activity, if included.

Protocol For National Officer(s)

1. The National Officer(s) is/are picked up from the airport or greeted upon arrival at the hotel by the Region Director or personal representative. The same courtesy needs to be extended at the end of the conference check-out and departure.
2. The National Officer's expenses for the Region Conference are paid by the Region. This includes but not limited to registration, room, Big Hat, meals etc. These expenses do not include travel expenses to and from the Conference location. Those expenses are paid by the Ambucs Resource Center.
3. The National Officer(s) is/are featured speaker/s during the Conference.
4. The National Officer(s) and guest (s) are seated at the head table at every function, if a head table is used.
5. A "Thank You" gift is given to the National Officer(s) at the final night banquet, or sometime during the event, as a token of appreciation from the region. It doesn't need to be an expensive gift, but consideration should be made that the gift is able to be stowed in luggage or carry-on with limited difficulty and is thoughtful.

Chapter Three

Host Chapter Guidelines

Hosting a Region Conference is a privilege and is great fun.

It is a great opportunity to participate in furthering the principles of AMBUCS while, at the same time, extending the warm hospitality of your community and chapter to other Ambuc members throughout the Region.

The host chapter has primary responsibility for planning and coordinating all arrangements for the social portions of the conference.

The Region Director is charged with supervising the activities of the Committee Chair and the Host Chapter Committee.

While the conference committees outline the plans, final plans cannot be made until the Region Director has reviewed and approved them. Communication and working together as a team will provide great success.

From the beginning of the conference to the end, overall supervision of timing, facilities and general operation is the responsibility of the Committee Chair as delegated by the Region Director. At most conferences these jobs are shared among the entire Committee and the Region Director.

Chapter Four

Committee Chair Guidelines

Detailed planning and the effective use of people are the keys to success.

As Chair, your first responsibility is to get an overall view of the conference from the start to the finish until the last bill is paid and the Region Conference Report is sent to the Ambucs Resource Center. You must know every detail that is planned and how it is to be implemented, there is a timeline included later in Chapter Seven to use as a guide.

The ultimate responsibility for success is yours. Make good use of the conference committee and begin early, it will give you a distinct advantage. Selecting qualified members to chair these committees, and giving them good directions can make your task an easy one.

The Conference Committee guided by the Committee Chair develops the overall convention plan, assigns tasks to the various working committees and establishes a time-table for implementation, follow-up, and review. The Region Director should be there for any questions or to help direct if needed.

Here are possible key elements:

- Plan in detail
- Leverage the talents of your people
- Delegate tasks and functions
- See Chapter Five for sub-committee options.
- Establish a specific time table-See suggestions in Chapter Six.
- Require progress reports
- Follow up

Specific Duties Prior to the conference:

The National Board of Directors provides a window of time for the regions to choose a date up to two years in advance for planning purposes. These dates are coordinated so a National Officer can attend each conference.

Consider the following when choosing the date and facility:

1. Scheduled High School, College or professional sporting events in the area. These activities can have a great impact on the cost and availability of facilities
2. Your Region's AMBUC chapters planned projects and socials. Having a Region Conference in the middle of a chapter's events might have a negative effect on both the chapter event and the Conference. Contact the host city for other possible local functions planned that might interfere or enhance your conference.
3. Follow the "Timeline" located in Chapter Six for a successful conference.

Committee's Protocol For Region Director

The Region Director works very hard for your region and should be accorded the following:

1. The Region Director's expenses should be complimentary for the conference. Make sure you negotiate this room into your hotel contract.
2. An appreciation gift is given to the Region Director in his/her final year of service, to recognize them for their service. It need not be an expensive gift.

Chapter Five

Committee Guidelines

Provide the opportunity to involve more people in both Workload and Accomplishments. These are some of the most common committees, the structure is flexible to meet the needs of each region.

Finance Committee:

This committee is responsible for preparing a Conference budget that has to be approved by the Region Executive Board. Be conservative! It is better to have funds left over after the conference than to have the Region be in the negative. Start early!

Even after the Board approves the Conference Budget it should be a living document that is updated along the planning process and shared at every planning meeting so adjustments can be made along the way if needed.

Each Region has their own way of handling the finances. Some use a separate account changed each year and others use one account for all transactions relating to the region. This type of account is ongoing and passed over to each Secretary/Treasurer upon their appointment. Whichever way works for your region just make sure the Region Director is on the account. If you create a different account each conference just remember that most banks will issue you temporary checks, so you will not need to purchase checks.

Work with the Registration Committee and Region Director to determine how registrations will be processed and the income deposited into the conference account. If your conference is set-up for online registration or PayPal you can set it up to be deposited directly into the conference checking account.

Check to see if your Region has obtained a state tax exemption permit that will save you paying state taxes on food and facilities.

Prepare a Conference Budget

1. Obtain a copy of the previous year's Conference financial report. This will help you see what expenses normally occur for your conference and help you know how many attended the previous year. You should ask the Director what the normal attendance usually is.
2. Confirm with your Region Director and Conference Chair how many dignitaries will be coming for free so you can include their room, food and other possible expenses in the budget.
3. Find out what expenses for any activities, food, entertainment, supplies or other expenses you need to budget for. You will have fixed expenses which are expenses that do not change no matter how many attend the conference like facility fees, AV fees, entertainment etc.
4. Ask your other committee members if they will have expenses that have to be budgeted for.
5. Most regions have an assessment that they have already set aside to help with the expenses. Ask the Region Director if there are funds already available to include as income for your conference. Also check to see if the local Tourism Department has possible tourism grants available for the city you will be in and apply for those. Do NOT budget for that income until you know you will be awarded them.

Once you know all your possible expenses and any income you will be prepared to put together a budget. See the sample budget on the next page. As you work on the budget you will be able to determine if your cost of the conference needs to be adjusted or if your expenses need to be adjusted.

Remember the goal is to have a balanced budget which means you are not making a profit and you are not going into the red!

Sample Regional Conference Budget

Anticipated Income				Actual Income			
Registration	QTY	Fee	Total	QTY	Fee	Total	
AMBUCS	78 @	95.00 =	\$7,410.00		@	=	\$0.00
Guest	4 @	85.00 =	\$340.00		@	=	\$0.00
Late Reg	@	115.00			@	=	\$0.00
Regional Assessment	1035 @	5.00	\$5,175.00				
Individual Event Tickets							
Big Hatter	51 @	25.00 =	\$1,275.00		@	=	\$0.00
sat dinner only	3 @	45.00 =	\$135.00		@	=	\$0.00
tourism grant	@		\$5,000.00		@	=	\$0.00
	@		\$0.00		@	=	\$0.00
Total Anticipated Income			\$19,335.00	Total Actual Income			\$0.00
Anticipated Expenses				Actual Expenses			
Food & Hospitality	QTY	Fee	Total	QTY	Fee	Total	
Friday Dinner	97 @	38.45 =	\$3,729.65		@	=	\$0.00
Saturday Lunch	100 @	30.50 =	\$3,050.00		@	=	\$0.00
Saturday Dinner	97 @	43.76 =	\$4,244.72		@	=	\$0.00
Snack	18 @	39.78 =	\$716.04		@	=	\$0.00
Big Hatter Breakfast	56 @	7.96 =	\$445.76		@	=	\$0.00
	@		\$0.00		@	=	\$0.00
Total Anticipated Food Expenses			\$12,186.17	Total Actual Food Expenses			\$0.00
Other Expenses							
Speakers/Trainers							
Rooms for officers			\$2,000.00				
Registration Supplies			\$100.00				
Decorations			\$200.00				
Printing / Postage			\$100.00				
Facilities			\$2,950.00				
AV			\$793.00				
Hospitality Suite start			\$300.00				
Miscellaneous/gifts			\$200.00				
online payal exp			\$200.00				
Total Anticipated Other Expenses			\$6,843.00	Total Other Expenses			\$0.00
Total Anticipated Conference Expenses			\$19,029.17	Total Actual Conference Expenses			\$0.00
Profit or Loss			<u>\$305.83</u>				<u>\$0.00</u>

Welcome & Registration Committee

This committee will be the first contact the participants have when they arrive at the conference. It is vital that you set the mood of the conference and make sure everyone feels welcomed and ready to have a great time!

1. Meet with the Conference Chair and define your responsibilities. Get a copy of the budget for registration and anything else for which you are responsible.
2. Recruit committee members who are fun and energetic!
3. You will probably be responsible for creating a registration form and process for attendees to register. If they can register online you need to make sure that is set up.
4. If you are responsible for processing the registrations keep an accurate list of attendees. Keep the Conference Chair updated on the number of attendees. (Sometimes the finance Committee will be processing the incoming registrations)
5. Determine if you will have welcome bags or other swag to give to the attendees when they arrive. If so start asking for donations for the bags.
6. Contact your City's Tourism or Chamber, many times they will give you free welcome bags with promotional things in them.
7. If your conference has a theme, carry it out in the registration area. Decorate your table and dress the part.
8. Provide or acquire a check-in sheet.
9. Prepare name tags for the participants.
10. When participants arrive at the conference make sure they know when and where to go. If they are a first timer try to find a buddy for them.

MAKE IT FUN & HAVE FUN!

Hospitality Committee

Your job is to make everyone feel welcome. Be there to assist in helping attendees get settled. Smile!!

1. Be enthusiastic throughout the conference. Serve as greeters at the doors at the beginning of each session.
2. Be responsible for seeing that delegates and guests get acquainted at social functions. Don't let anyone stay a stranger in the group.

3. Assign a committee member to meet the National Officer/s and Region Director. Make sure they get settled and have what they need.
4. Help the General Chair with checking room set-ups before each function.
5. Arrange for a hospitality room in the hotel to serve as an informal gathering spot for attendees. Provide seating, snacks and refreshments, nothing fancy just something to make your attendees feel welcome and relaxed. The cost of this is covered in many different ways depending on the region. Check with the Region Director for budgeting options and/or past practices. And remember, asking for donations is always an option. Hospitality room hours can be posted in the conference agenda.

Publicity & Promotion Committee

Promote! Promote! Promote!

The purpose of the Publicity & Promotion Committee committee is to promote attendance at the Ambucs Regional Convention. This committee works closely with the Region Director and the entire planning committee to promote all aspects of the convention.

Prepare a minimum of three (3) event publicity planning communications (physical or email) containing the details of the event to all region Ambucs members. This can be done through any type of direct communication to each member or through the chapter officers.

Some key information to include:

1. Date, time and Location of the event.
2. Registration form (or link to form if online) and payment accepted (check, Paypal, Venmo, etc) including any deadlines.
3. Registration for fun events associated with the event (golf, 5k, shirts, etc).
4. Details on how to make Hotel reservations (weblink, phone number, etc).
5. Details on how to make any other local tour reservations (if planned).
6. Convention Theme (if there is one), special guests, entertainment, workshops, guest speakers, educational sessions offered.
7. Dress style for the weekend (special costumes, hats, sportswear, etc).
8. Any literature from candidates running for office.

9. Chapter newsletters / provide a speaker to join meetings to promote the event if feasible.
10. District Governor Communications.

Promote your event as well through as many channels as possible; via emails, phone calls, Chapter visits (they can be virtual), post to the Region Website, and Social Media! Post to your Facebook page often and make your conference an event on Facebook, there is no charge for that.

Decorating Committee

Show off your creativity!!

Get the most creative group you have in your chapter for this committee. Give them a budget and watch the action. Decide on the committee members and have a brainstorming meeting. This can be face to face or virtually then continue good communication throughout the process.

1. Start with the theme & budget.
2. What is the arrangement of the venue?
3. What activities will be held in the rooms that are decorated?
4. How many rooms or areas need to be decorated?
5. Can decorations be moved to other rooms for reuse?
6. Price options (Party stores, Oriental trading, Amazon, Dollar Tree).
7. At the Conference coordinate volunteers to decorate.
8. Plan a meeting place.
9. Delegate the duties.
10. Take photos during the set up for future reference.
11. Submit receipts for reimbursement.

Educational Committee

Members are taking time from their busy lives to attend the conference. Make sure they have the educational materials needed to successfully complete their job.

1. Assist the Region Director with securing speakers and educators.
2. Find out what topics National Ambucs is recommending for the general meeting.
3. Decide on the officer training format and work with the Region Director to complete this task.
4. If breakout rooms are used make sure the agenda reflects where each class will be and make sure the room is set up with the proper table arrangement and equipment needed for the training.

Activity Committee

Golf, Wine Tasting, Painting, a Riverwalk, Boat Ride, the list could be endless. What pre-conference social activity does your region enjoy? This activity is usually in addition to the price of the Conference.

1. Work with your Committee Chair and decide what your region would like to do.
2. Work with the entire Event Committee to decide if payment for the activity will be collected with all of the registration fees or will it be separate.
3. Make sure the option to sign up is on all the promotional materials.
4. Really play up the fun of this social part of the conference. Post information about the activity in the newsletters, emails, and social media blasts. It will be fun!
5. Keep a detailed list as to who has registered and paid.
6. Set up the time and place to meet for the activity. Will there be transportation or should each person find their own?
7. If the activity is competitive make sure the sign up fee includes the price of the prizes. Make sure you have an established time in the agenda to present the awards.

Project Committee

Does your Region want to do a community service project as part of their conference? This could be Ramp Building, an Amtryke Presentation, attending a Challenger Baseball game or any number of projects that Ambucs have.

1. This project can be for a few hours or something short.
2. We gather together to train as well as share what projects we do in our own areas. This is your time to shine. Figure out which project your committee would like to spotlight. This is a great training tool for newer Ambucs. Get them involved and they will remain a member.
3. Work with the entire Host Chapter Committee to establish how much time will be used for the project.
4. Will it be on site or elsewhere? Will there be transportation for the participants or do they find their own way. Make it FUN!

Big Hat Committee

YOU ARE IN CHARGE OF FUN!!

As Committee Chair you will be on the general Conference committee and work closely with the Region Director to coordinate schedules. The committee should consist of the Region Big Hat Director, host chapter's Big Hat President or member of the executive team and one at large Big Hatter.

Is a National Big Hat Officer attending? If so, what will National Big Hat pay for and what will Region Big Hat pay for? Be clear and set terms early.

6-7 Months Advance Planning:

Establish a committee and gain some insight on Big Hat's agenda.

5 Month Advance Planning:

Region Big Hat Director and host chapter's Big Hat President meets with the entire committee to share Big Hat plans; such as Region Big Hat meeting, Big Hat meal, Big Hat Auction or activity.

4 Months Advance Planning:

Share potential agenda and times with the Region director.

Encourage Chapter Registration reiterating that Big Hat is the FUN part of the conference.

3 Months Advance Planning:

1. Region Big Hat Director and host chapter's Big Hat President attend/participate in a planning meeting called by the Region Director.
2. Encourage Chapter Registration reiterating that Big Hat is the FUN part of the conference.
3. Continue to work on Big Hat Agenda - Meeting, Auction, Hospitality, and Activity.
4. Sample Big Hat Meeting Agenda:

Call to Order

Minutes

Treasurer's Report and Approve Budget

Old Business

New Business

Decide on Big Hat auction splits

Election of officers if terms are expiring

Adjourn

5. Region Big Hat Meeting: When and where to fit it in the Region Agenda.
6. Decide on Big Hat Auction/Activity-Breakfast, Lunch or dinner menu.
7. Have item/s to add to the "Registration Swag Bag" prepared or start collecting them.
8. Find the newest Big Hatters in the Region; invite them to conference to present them with their Big Hat and pins.

2 Months Advance Planning:

1. Confirm with Region Director space and time needed to conduct a business meeting, meal, send a reminder about a welcome bag and auction item, if these are needed. Announce your planned activity be it an auction or other activity.
2. Find an auctioneer for your auction – may possibly be a member.
3. Keep encouraging Chapter Registration reiterating that Big Hat is the FUN part of the conference!
4. Confirm which National Big Hat officers(s) will be attending and make proper registration and reservations. Discuss their involvement.
5. Firm up meeting agenda making sure past minutes are prepared, P&L's are current and budget is prepared
6. Firm up Big Hats participation in conference – Meeting, Auction/Activity, Hospitality.
7. Have item/s for "Registration Welcome Bag" prepared or prepared or at least a commitment set up for them.

1 Month Advance Planning:

1. Attend the final committee meeting.
2. Encourage Chapter Registration reiterating that Big Hat is the FUN part of the conference
3. Reach out to National Big Hat officer(s) attending and let them know their involvement.
4. Fine tune the meeting agenda.
5. Have items for "Registration Swag Bag" ready to give to the Registration committee.
6. Have parting gift/s identified for National Big Hat officer(s).

Immediately Prior to Conference:

1. Relax – you got this if you did your planning and delegating. Have FUN!
2. Contact the National Big Hat officer(s) remind them of their involvement.
3. Purchase or obtain parting gift for National Big Hat officer(s)
4. Get ready for the fun! Be sure to smile and be positive.
5. Confirm Meeting Agenda – make copies.
6. Identify all NEW Big Hatters attending and find time to recognize them.

During Conference:

Remember Big Hat is in charge of fun!!

1. Make sure you or one of your committee members picks up the National Big Hat Officer(s) at the airport.
2. If the National Big Hat Officer(s) are driving, make sure you or a committee member are at registration to greet them.
3. Have all your items ready for the business meeting.
4. If this is the year for elections, make sure the process for nominations and voting are conducted properly.
5. Have great fun with your Auction or other activity. It's great to levy "Fun Fines" but keep it financially reasonable.
6. Collect all the money for the Big Hat Auction items and remember to vote on the split of money from the Big Hat Auction or other activity.
7. Recognize National Big Hat Officers with a parting gift.

Afterwards:

1. Make sure National Big Hat Officers(s) have transportation to the Airport.
2. Work with the Region Director to make sure the auction or activity proceeds are submitted to ARC.

Chapter Six

Virtual Conference Guidelines

It may be necessary to hold a virtual conference in place of your in-person conference. These are suggestions to help you have a successful conference.

1. Decide what online service you will use. The National Ambuc office has paid for a zoom account for the regions to use. Contact the office early to schedule use of the account if you wish to use it. Another good service is Free Conference Call that offers a free video conference like Zoom.
2. Consider the security needs for access to your meeting. If you are using Zoom, require a password or registration to ensure that only AMBUCS can join your meeting. Use the appropriate security feature(s) if you choose a different video service.
3. Acquire the login information the attendees will need to log on to the conference. Not everyone has access to a computer so you will need both the video log in and the call in information.
4. Keep your sessions to a reasonable time frame. It will be hard to keep people in front of a computer for long periods of time.
5. Decide your content. You will want to include National News and Regional News.
6. Schedule the Region's Business that needs to be taken care of like elections and training. Your officer training could be a separate conference call.
7. Coordinate with the National Office to have someone attend the conference to talk about National News.
8. Ask the National President and the National Big Hat President to attend the virtual conference and schedule them a short time slot to speak.
9. Coordinate with your Regional Big Hat Director so they have time to conduct Big Hat Business and elections.
10. Practice with the service you will use beforehand. Learn how to turn over the hosting to another presenter and how to share your screen so you play videos, power points or other items.
11. Promote the conference like you would your normal conference. Send out dates of conference as soon as you set them and send a reminder email 3 to 4 days prior to the scheduled event.
12. Encourage Chapter Presidents to get their members to log on.
13. Before the conference email any reports that normally would be approved or voted on.

14. If time allows and not too big of a group, encourage some interaction or time to say "hi". This may be their only time to see their long distance AMBUCS friends. This can be accomplished by leaving the session open for a period of time after the formal close of business.
15. Elections - Because we never know when that last minute nomination might come up you need to be prepared just in case, to have an actual election. If there is only one candidate you can ask for a motion to elect them by acclamation. Zoom has a polling feature that can be used for elections if everyone attending the meeting gets a single vote. Polls can be set up prior to the meeting or created during the meeting, if needed. Practice using the polling feature prior to your scheduled meeting. If you have multiple people sharing connections to your meeting or your voting is weighted by chapter or some other group, you'll need to use a tool specifically designed for elections. Election Buddy is one such tool. Refer to the documentation on the tool you choose and set your election up well in advance. Be prepared to train your attendees on how to use the election tool during your meeting.
16. A quality group video meeting doesn't happen by accident, it requires preparation. Preparation time and tasks will be very similar to those of a live presentation. Here are some technical notes that should be considered when staging a virtual meeting with more than a few participants.
 - a. Identify a helper or producer for the meeting that is NOT one of the meetings presenters. The presenters should concentrate on the content being presented, not on the technical details of the meeting. The producer is responsible for all staging tasks for the meeting, including, but not limited to the following:
 - i. Authorizing meeting participants
 - ii. Meeting recording - automate this via Zoom when scheduling if possible
 - iii. Muting non-presenters
 - iv. Unmuting presenters
 - v. Monitoring chat window for questions
 - vi. Passing any questions to presenter
 - vii. Monitor agenda/meeting time - Keep presenters on schedule
 - viii. Operating any polling or election tools and tabulating results
 - b. Verify production quality elements prior to your meeting. All presentation issues need to be resolved PRIOR to the live meeting. Schedule a rehearsal for presenters if you have not had them participate in prior meetings. Address these items prior to your scheduled meeting:
 - i. Locations

1. Choose locations that allow for a quality presentation.
Consider all elements that you would if the meeting was live.
2. Set viewing angle of camera at eye level (not above or below).
3. Ensure any props/podium used display properly.
- ii. Content Sharing
 1. Consider consolidating all presentation material into a single presentation to prevent the need to switch presentations during the meeting.
 2. Test all video and sound clips prior to the meeting.
 3. If there is video to be shared, ensure that the presenting computer has a physical (not wifi) connection to the internet. There is significant additional bandwidth required to present video and share participant video sessions.
- iii. Lighting
 1. Position light so the presenter's face is clearly lit.
 2. Move, add or remove lights to eliminate shadows and glare.
- iv. Sound
 1. Consider using an external speaker and microphone instead of those integrated into a computer. They provide better quality for participants.
 2. Eliminate echos
 3. Ensure that sound volume is consistent for all your presenters.
- v. Have your presenters join your scheduled event 15-30 minutes prior to the scheduled start and verify the production quality elements again. You do not want any issues with presenters during the meeting.

Chapter Seven

Region Director & Host Chapter Checklist

Planning is the Key to Success!

Start Early!

This checklist provides guidelines for the Region Director and Host Chapter in fulfilling his/her responsibility to plan for a successful Region Conference. Select the Host Chapter up to two years in advance at the Region Conference. Some areas book up very early so regions are discovering that they need to book two years in advance.

Scheduled Done

_____ The Region Director and Host Chapter needs to work together to select a date within the National parameters of the By-Laws as well as checking with the Host City for possible conflicts or other conferences, exhibitions, sports that might benefit our conference.

Region Director Duties:

Scheduled Done

_____ The Region Director and Host Chapter Chair should work very closely together and can share some of the listed tasks. The Region Director provides copies and a review of the Region Conference Manual to the Host Chapter.

Scheduled Done

_____ Schedule an initial meeting. This can be face to face, email or phone or video conference with the host chapter president, District Governor (if applicable), and host chapter conference committee, if possible.

Scheduled Done

_____ At the initial meeting, provide clear and concise instructions on responsibilities and specific guidance as to what is expected.

Scheduled Done

_____ Establish checkpoints and benchmarks for required actions and schedule future meetings for review of progress.

Scheduled Done

_____ Review overall conference plans. Work together to create an affordable budget and make sure the budget is approved by the Region Executive Board.

Scheduled **Done**
_____ Work with the host chapter to select and book entertainment, again staying within budget.

Scheduled **Done**
_____ Coordinate travel plans and schedule speaking sessions with the National Officer(s) assigned to visit the Conference.

Scheduled **Done**
_____ Be sure to invite any candidates running for National Officers to your Conference. Be sure to include the Candidate speeches in the agenda.

Scheduled **Done**
_____ Assist and coordinate travel plans of other visitors.

Scheduled **Done**
_____ Schedule the Program Giving Presentation.

Scheduled **Done**
_____ The Resource Center will mail or e-mail several documents to be used by the National Officer(s) and yourself. This would include information on the National News and reporting documents, etc.

Scheduled **Done**
_____ Make sure all audio and visual is set up and tested.

Scheduled **Done**
_____ Prepare the Convention Agenda.

Scheduled **Done**
_____ Locate and bring the Bell, Gavel, Flag, and Region Banner (If the Region uses them).

Scheduled **Done**
_____ Remind chapters to bring their banners (if they are used).

Scheduled **Done**
_____ Post Conference report emailed to AMBUCS Resource Center

Host Chapter Duties

Scheduled Done

_____ Must have the Region Director review all Conference decisions they make.

Scheduled Done

_____ Selects the Conference Chair and Committee.

Scheduled Done

_____ Selects the facilities and confirms proper space and room requirements for meetings.

Scheduled Done

_____ Work with the Region Big Hat Director to arrange the Big Hat function(s). Coordinate a meal if it will be included.

Scheduled Done

_____ Set up room blocks with the hotel and get information to members on how to reserve their room. Negotiate room block rates with comped rooms included. Be sure to establish a room block “cut off “ date.

Scheduled Done

_____ Discuss the main meeting area for the conference. Make sure it will be the appropriate size for the group attending, big enough for everyone but not so big that people can't interact with each other.

Scheduled Done

_____ Make sure the hotel knows the schedule as they need time for clean up and resetting of the main room. They call this turnaround time.

Scheduled Done

_____ When meeting with the hotel staff make sure you reserve enough meeting rooms for any breakout sessions. Sample room set ups are noted in the Appendixes, page 38.

Scheduled Done

_____ Let the hotel know that you will need some space for a registration table.

Scheduled Done

_____ Contact local city official(s) for a welcome of the group.

Scheduled Done

_____ Provide the necessary information to the hotel for the marquee and hotel bulletin board.

Scheduled Done

_____ Gather gifts for National Officer(s) and speakers.

Region Director and Host Chapter Combined Duties

Scheduled Done

_____ Conduct an on-site inspection of the conference facility with the Conference Chair

Scheduled Done

_____ The Region Director and Chairperson can work together to select speakers and topics for educational sessions. Check with National Officers for any National topics.

Scheduled Done

_____ Work together on publicity and communications. Use iContact, Region Websites, social media and emails to the chapter officers to provide them information about registration materials.

Scheduled Done

_____ Get the "Save-the-date" out to the region early, as schedules fill up quickly in this fast paced world.

Keep following up with the host chapter on sending out publicity and registration materials. Note several scheduled follow up dates can be noted below.

Scheduled Done Scheduled Done Scheduled Done Scheduled Done

The Region Director can also put a note in each of their iContact newsletters. Links to the hotel and event registration can be attached to it for ease in registration. This needs to be done several times.

Scheduled Done Scheduled Done Scheduled Done Scheduled Done

Chapter Eight

Timeline for Conference Committee

Don't try to do it all yourself! Select talented people and leverage their talents! Have Fun!!

We live in a very fast paced world so starting early is important. You know your region and what timeline will work for it. Emails work very well for correspondence and provide a tool for those very large regions. A meeting does not always need to be face to face.

Use the following as a guide.

9-12 Months in Advance:

- _____ a. The host chapter will select a Committee Chair.
- _____ b. The Committee Chair will work with the host chapter president to create and fill the committee positions.
- _____ c. Contact and get acceptance of each committee chair.
- _____ d. Help committee chairs select members for each committee.
- _____ e. Research facilities and get prices in writing from the hotels or conference centers you are considering. Make sure the committee understands the attrition clauses and guarantees for minimums so the region is not stuck with bills they were not expecting. Get confirmation paperwork and have the Region Director approve and sign the contracts.

8 Months in Advance:

- _____ a. Research entertainment and get pricing in writing. After approval by the Region Director and making sure the budget supports the expense, contracts may be signed.
- _____ b. Call the first Committee meeting. It is best if the Region Director can attend to coordinate schedules. Share information from the Resource Center and reports from previous conferences. Make sure each committee chair understands their job.
- _____ c. Discuss the overall picture of the conference
- _____ d. Endeavor to pick a convention theme so all committees can plan around this theme. It's fun to have a distinctive theme. Challenge the committee to come up with novel ideas which, when planned to the fullest, make the conference one long to be remembered. Urge each member and each committee to THINK BIG! Let imaginations run wild. Budgeting may be a limiting factor, but often that extra twist, can be obtained at little or no extra cost.

_____e. Meet with the Finance Committee, the Region Director and the Region Sec/Treas on the proposed conference budget.

_____f. Select the next meeting date or use an email meeting to report initial progress, conference theme and duties of various committees, announcing committee appointments and answering all questions.

_____g. The Region Director and Committee Chairperson should never assume a committee knows how to get started or progress efficiently. Be there. Seek ideas. Do not dominate nor stifle, but offer to help as needed. Be sure they have a clear understanding of their function.

6-7 Months in Advance:

_____a. Start publicizing the Region Conference. A good place to promote it would be during the Region's caucus.

_____b. Get approval of the budget if not already done.

_____c. Hold another Committee meeting to coordinate initial plans, check on committee progress and settle on conference format.

5 Months in Advance:

_____a. All committees meet again to firm up general plans. Get guaranteed prices in writing, if not already done, so committee budgets can be turned in to the Finance Chairman.

4 Months in Advance:

_____a. Confirm with the Publicity Committee that publicity and registration information goes out this month. Be sure to send out registration information each month at this point. The Region Director can use visits, iContact emails and phone calls to share the information. Be sure the Chapter Presidents get the information about early registration and fees.

_____b. Confirm menus, prices and all amenities (A/V, etc) with hotel or convention venue. Be sure the total price includes tax and tip. Don't hesitate to bargain. Get the best deal by knowing in advance how much you can pay for each meal.

3 Months in Advance:

_____a. Call the next Committee meeting to coordinate last minute items which will affect the budget.

_____b. Continue to work with the Region Director to get the email and iContact newsletters out to all members.

2 Months in Advance:

- _____a. Space balance of publicity every two to three weeks, depending on conference date.
- _____b. Check in with all the committees to make sure plans are progressing and all necessary tasks are being completed.
- _____c. Arrange for chaplain, color guard and any special items for the actual conference, including bell, gavel, flag, lectern, microphone.
- _____d. Plan for contingencies such as if it rains where will we move the outdoor activity? If a speaker is a “no show” how can that time be filled? If the National Anthem singers don’t show up can someone in the crowd do it or use a recording.

1 Month in Advance:

- _____a. Get the business meeting agenda and see that all chairs have a copy.
- _____b. Have a final Committee meeting, inviting Region Director, Region Big Hat, and Governors (if applicable).
- _____c. Continue to use all methods of communication to inform the members about the Conference and how to register.
- _____d. In the final publicity, request door prizes from chapters (if the region does this) unless enough have been arranged locally through chapter members. Also, remind chapters to bring a Big Hat item if an auction is being held.

Immediately Prior to Conference:

- _____a. Reconfirm with chaplain, color guard, city officials and any entertainment to make sure they have the date and time correct. Emergencies happen, make sure you have a “backup” plan. Double check the location of these conference items, bell, gavel, flag, lectern, microphone or other such things. The Region Director will bring the Region's banner (if used).
- _____b. Be sure registration arrangements are finalized and personnel are familiar with the procedures and know who is to be where and when.
- _____c. Insure Finance Chair knows his/her part.
- _____d. Be sure everyone knows where and when golf and/or other activities are scheduled.
- _____e. Notify all committee chairs to get their bills to the Finance Chair or the Region Sec/Treasurer.
- _____f. Meet with the event center staff to go over BEO (Banquet Event Orders) and set ups. Make arrangements on how final billing will be handled.

During Conference:

As Conference Chair you will want to be on hand when the first registrants arrive. Check to be sure:

- _____ a. The National Officer(s) and Chief Executive Officer (or someone in their stead) are being met, their rooms are in order, and that they have a schedule.
- _____ b. Registration is proceeding smoothly, the desk is properly set up. See that door prizes, if any, are being collected.
- _____ c. Ambucs are being welcomed by members of the Welcoming Committee.
- _____ d. Arrangements for the weekend are under control.
- _____ e. Arrangements for the Big Hat Event are proceeding on schedule.
- _____ f. Check the meeting room for flags, podium, bell, gavel, microphone, head table (if used), room temperature, water, and that the video/speaker equipment is properly set up and functioning, etc.
- _____ g. Advise the caterer who will be signing bills for the conference.
- _____ h. Check head table set-ups before each function, if a head table is used.
- _____ i. If arrangements are not going as planned, coordinate with the responsible committee chair immediately for resolution.
- _____ j. Have fun!!

Afterwards:

- _____ a. A full report of the income and expenses is to be forwarded to the National Office through the Region Director.
- _____ b. Send thank you letters/emails to the National Officer(s), speakers and all contributors to the conference.
- _____ c. Make sure all bills are approved and paid.
- _____ d. When all is wrapped up, pass your file to the Region Director for use by next year's chair.

Chapter Nine

Model Agendas

The following pages include samples of agenda's used in different regions. As you can see variety in scheduling, activities, educational approaches and time lines are very different. One of the strengths of Ambucs is its "grassroots" policy. This allows for much creativity when it comes to hosting a Region Conference. While there are a few topics that always need to be addressed there is a lot of flexibility with "how and when" this happens. Each Region knows what works well for them so use that as your guide.

Central Region AMBUCS 2019 Spring Conference **April 12-14, 2019**

Friday- April 12-Activities:

From 5:30pm on we will be at Senica Oak Ridge Ballroom, 658 East US Highway 6, LaSalle, IL

Noon - Lunch for early arrivers at Uptown Grill

601 1st Street, La Salle, IL - Pay at the restaurant

1:00-1:32 pm - Tee Times for golf - Senica Oak Ridge Golf Course

658 East US Highway 6, LaSalle, IL

2:00 pm - Wine Tasting at August Hills- 106 Mill Street, Utica, IL - Pay at the Winery

4:00-5:15 pm - Hospitality Suite will be open at the Best Western

5:30-6:30 pm - Registration at Senica Oak Ridge Ballroom

6:30 pm-10:00 pm - Dinner, Dancing, Games, Costume Contest and More

After Hours - Hospitality Suite will be open at the Best Western

Saturday-April 13- Activities:

All at Senica Oak Ridge Ballroom, 658 East US Highway 6, LaSalle, IL

7:45-8:15 am - Registration at Senica Oak Ridge Ballroom

8:00-8:30 am - Coffee and Continental Breakfast

8:30-8:45 am - Opening Ceremonies – Donna Carlton-Vish & Rob Swon

8:45-9:45 am - National News – Jay Laurens & Kevin

9:45-10:15 am - Youth Auxiliary - Ambuc Programs - Natalya Bourne (Danville Ambucs)

10:15-10:30 am - Break

10:30-11:00 am - BCA & Amtryke Updates - Jay & Al

11:00 am-Noon - Expression Dance Troop - Brianne Krause, Teacher

Noon-1:15 pm - Lunch and Amtryke Presentation
 1:15-2:15 pm - Keynote Speaker - Brian Swift (brianpswift.com)
 2:15-2:30- Break
 2:30-3:30 pm - Training Using the Toolkit Manual - Donna & Team Ambucs Facilitating
 3:30-4:00 pm - Region Meeting - Donna & Larry
 4:00-4:15 pm - District Meeting (for those in a District) - choose your own area of the room
 4:15-5:15 pm - Hospitality Suite will be open at the Best Western
 6:00-6:15 pm - Big Hat Business Meeting
 6:30-10:00pm or ?? - Dinner, Big Hat Auction and Closing Ceremonies
 After Hours - Hospitality Suite will be open at the Best Western

Sunday-April 14 Have a Safe Journey home!



2018 AMBUCS Great Plains Regional Conference

**Tulsa, OK
 April 5 – 7, 2018**

Thursday, April 5		
4:00pm - 7:00pm	Hospitality Room Open	Hospitality Suite
8:00pm - 9:30pm	Comedy Club Social	Rabbit Hole Improv
Friday, April 6		
9:00 am - 12:00 pm	Flying Tee Golf	Flying Tee Golf
12:00 am - 6:00 pm	Registration	Flying Tee
1:00 am - 3:00 pm	Sip & Paint	Hotel Lobby
3:00 pm - 3:45 pm	District Governors Training (All New District Officers should plan to attend)	Hospitality Room
4:00 pm - 4:30 pm	First Timers Reception / Orientation	TBD
5:00 pm - 6:00 pm	Happy Hour (<i>cash bar</i>)	TBD
6:00 pm - 7:30 pm	Dinner	International Foyer
7:30 pm - 9:00 pm	Amcraw	Buckingham Ballroom
9:00 pm - 11:00 pm	Hospitality Open	Blue Dome District
		Hospitality Suite
Saturday, April 7		
7:00 am -- 9:00am	Big Hat Breakfast	Council Ballroom
8:00 am -- 8:45am	Registration	Foyer
9:00 am - 10:00am	Opening Ceremony	Buckingham Ballroom
/ General Session 10:00am -- 10:15am	Coffee Break	Lobby
10:15am -- 11:00pm	Morning Sessions	
	President	High Plains Room 2nd Floor
	Secretary	Conference Room A
	Treasurer	Conference Room D
	Sergeant At Arms	Conference Room E
	Committees	Conference Room F
11:15am -- 12:00pm	Morning Sessions	
	President Continued	High Plains Room 2nd Floor
	Membership - Rick Kerr	Conference Room A
	Scholarships - Pam Kerr	Conference Room D
	Grants & Receiving Fund	Conference Room E
12:00pm -- 2:00pm	Lunch / Amtryke Rodeo	Buckingham Ballroom
2:15pm -- 3:00pm	Afternoon Training Sessions	
	AmTrykes from inception to presentation	Conference Room A
	Social Media	Conference Room D
	Fund Raising Ideas	Conference Room E
	Membership Retention	Conference Room F
3:00pm -- 3:15pm	Snack Break	Foyer
3:15pm -- 4:15pm	General Sessions	Windsor Ballroom
4:30pm -- 5:00pm	District Meetings	
	5-A (Duncan, Great Plains, Lawton, Mountain Metro)	High Plains Room 2nd Floor
	5-B (Enid, Enid AM, Enid AM Too, Wheatbelt)	Conference Room A
	5-C (Cowboy Country, Owasso, Ponca City Charity Angels, Ponca City Noon)	Conference Room E
	5-D (Hutchinson, Noon Network, Salina)	Conf. Center Lobby
	5-E (Edmond, Oklahoma City)	Conference Room F
	5-F (Air Capital, Dodge City)	TBD
	5-G (Clinton, Woodward, Woodward Mid-Day)	Conference Room D
6:00pm -- 7:00pm	Cocktail Reception (<i>cash bar</i>)	International Foyer
7:00pm -- 9:30pm	Dinner	International Foyer
10:00pm -- 12:00am	Hospitality Suite Open	Hospitality Suite
Sunday, April 8		
7:30am -- 9:30am	Hospitality Suite Open	Hampton Inn

MIDSTATES FRANKENMUTH SPRING CONFERENCE AGENDA

FRIDAY APRIL 5

4:00-6:00 PM REGISTRATION - BAVARIAN INN LODGE RIVER ROOM LOBBY

LATE REGISTRATION AT DINNER PARTY

WALK ACROSS THE WOODEN BRIDGE TO THE BAVARIAN INN RESTAURANT 713 S MAIN STREET FOR

"COLLEGE FOOTBALL NIGHT" DINNER PARTY IN THE ALPINE WEST ROOM

JOIN IN THE FUN AND DRESS UP IN THE COLORS OF YOUR FAVORITE TEAM, MASCOT OR SOMEONE YOU MIGHT SEE AT THE GAME. PRIZES FOR BEST COSTUME AND BEST "CLUB CHEERLEADING TEAM".

6:30 PM SOCIAL TIME WITH CASH BAR AND GAMES

7:15 PM GREAT FOOD FOLLOWED BY MORE GAMES AND THE "CHEERLEADING COMPETITION"

SATURDAY APRIL 6 – ALL MEETINGS AND MEALS ARE IN THE MOSEL & DANUBE ROOMS

7:30-8:30 AM BIG HAT BREAKFAST SERVED EVERYONE INVITED

8:30-9:45 AM AUCTION – REMEMBER EVERYONE INVITED

RAILROAD A NEW REGION BIG HAT CHAIR

10:00 AM GENERAL SESSION – ELECTION OF NEW REGIONAL DIRECTOR

NATIONAL PRESIDENT RANDY CLOUD & EXECUTIVE DIRECTOR JAY LAURENS

NATIONAL NEWS – AMBUCS & AMTRYKES

GOOD CLUB GOVERNANCE ISSUES

12:00 PM-? LUNCH

AMTRYKE PRESENTATION

NATIONAL PRESIDENT ADDRESS

FREE TIME TO ENJOY FRANKENMUTH

DON'T MISS "MICHIGAN'S MILITARY AND SPACE HEROES MUSEUM" 1250 WEISS ST WHICH HAS THE NATION'S LARGEST DISPLAY OF MEDALS OF HONOR AND A SPECIAL SECTION ON MICHIGAN'S MEDAL OF HONOR WINNERS, MICHIGAN'S ASTRONAUTS AND ALL MICHIGAN VETERANS. 1250 WEISS ST

6:30 PM SOCIAL TIME WITH CASH BAR

7:30 PM DINNER FOLLOWED BY CLOSING PROGRAM

Chapter Ten

Reports: Turn them in so we can cheer at such a good job!

Please use the link below to access and print your materials.

[RD Materials, Reports and Forms](#)

Region Conference Resolution

City _____ State _____

Region _____ Date _____

Whereas, the annual _____ Region Conference of National Ambucs is being held this date for the purpose of bettering the operation of our local chapters, districts, and regions and developing enthusiasm and friendship among our members, the following resolutions are proposed.

Be it resolved that official thanks be conveyed to the host chapter, _____ its leaders, members, and guests for the hospitality they have extended to all delegates and guests, who are well aware of the hours of hard work that go into making a conference a success-working "Shoulders Together".

Be it further resolved that this body go on record endorsing the dynamic programs of our National President _____, and the Executive Board; and our new friendships with _____ Chapter, who added so much to our conference, shall be lasting ones for all. May God grant them good health and safe traveling during the remainder of this year and in the years to come.

May the records show our appreciation to our Region Director _____ for the time and efforts in directing the governors during the past months.

In addition, be it resolved that our records in _____ Region show our support and confidence in our Chief Executive Officer _____, and that we welcome him/her into our Region.

Further, we recognize the success evidenced by the committees that conducted education sessions during the conference and extend our thanks to those leaders.

Therefore, we conclude these resolutions with our thanks for AMBUCS support throughout the years from all those in attendance as we remind ourselves of our dedication to: **Inspiring Mobility and Independence**

Resolutions Committee Chair

Appendixes - General Information

Please click on these links for additional reading information about hosting an event at a hotel or banquet center. These articles are not specific to Ambucs but contain valuable information.

[Event Layouts and Room Setups – A Comprehensive Guide](#)

[Key Terminology](#)

[Banquet Guidelines](#)

[Contract Negotiation Tips](#)

[Sample Meeting Room & Table Set Ups](#)

Keep This in Mind.....

What Makes A Conference Successful? YOU-Smile & Have Fun!

1. A large contingent of happy attendees.
2. Getting all the Ambuc members of the Host Chapter(s) involved!
3. A well planned, fun program!
4. Worthwhile and stimulating business sessions and seminars.
5. No financial loss and just a small profit.
6. Volunteers for future conferences.

**Have a wonderful Conference that creates
great Memories!**

[Region Conference Guide](#)