

National Association of Environmental Professionals
Annual Conference and Training Symposium
Planning Handbook

Prepared by the NAEP Permanent Conference Committee

PCC Review Draft – August 2018

Please address all suggestions for additions and/or updates to the
NAEP Permanent Conference Committee

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2018 Foreword

The NAEP Permanent Conference Committee (PCC) has prepared and maintained this handbook for many years. This 2018 version includes substantial updates from the previous 2012 version of the handbook.

Key updates in 2018 include:

- Reorganization of the handbook and appendices for readability.
- Clarification of roles and responsibilities related to conference planning.
- Updates and additions based on recent conference planning experiences, such as use of the conference electronic app and standardization of conference brand (e.g., name, logo, theme).
- Development of a PCC Resources Page to accompany this handbook which provides a variety of conference planning tools and examples from past conferences. The PCC Resources Page is found at <http://www.naep.org/conference-committee>.

We hope this handbook is useful to the hard working and valued volunteers that make the conference a success each year. We welcome feedback to improve this handbook in the future. Please address all suggestions for additions and/or updates to the NAEP Permanent Conference Committee.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Spelleccy'.

Rona Spelleccy, PCC Chair

March 2018

Introduction

The National Association of Environmental Professionals (NAEP) holds an Annual Conference and Training Symposium (conference) to further its mission to be the interdisciplinary organization dedicated to developing the highest standards of ethics and proficiency in the environmental professions. This handbook has been developed to help Conference Hosts and Annual Conference Committees (ACC) understand the roles and responsibilities of the various individuals involved in the conference planning, as well as basics of the schedule and necessary actions to achieve a successful conference.

This handbook includes the following sections:

- An overview of the conference planning process
- A description of the processes by which a location is selected to host the conference
- A description of the roles and responsibilities associated with conference planning
- A discussion of key conference planning activities
- A glossary which defines relevant terms used throughout this handbook
- An appendix of NAEP policies related to conference planning

This handbook was prepared by the NAEP's Permanent Conference Committee (PCC). The purpose of this handbook is to provide detailed information on the time, effort, and activities necessary to produce a successful conference. The members of the PCC include past conference Chairs, current and former NAEP Board members, the NAEP Conference Planner, other persons with leadership experience within the NAEP organization, and others with conference planning experience. All of these individuals have contributed their knowledge to this publication. The members of the PCC are available for consultation on the various aspects of conference planning and may be contacted through the PCC link on the NAEP website: <http://www.naep.org/conference-committee>.

Conference Planning Process Overview

The conference is held in a different location each year to encourage participation in the conference from a variety of diverse communities across the country. With this in mind, the goal of the PCC and the NAEP Board is to have Conference Hosts and locations identified a minimum of three to five years in advance. Through experience, the PCC has found active planning for each Conference should begin at least 2 – 2.5 years prior to the event.

The benefits of advance planning are numerous:

- The Conference Hosts and Conference Planner have sufficient time to identify venue options, providing ample opportunity for negotiations between venues to ensure the NAEP receives the best rates available.

- The NAEP Board, the NAEP Board sponsorship liaison and the local sponsorship liaison, have enough time to contact potential sponsors and secure support in advance of sponsors' annual budget deadlines.
- The Local Committee has sufficient time to identify volunteers and market the conference in the area.
- The Technical Committee has sufficient time to identify and solicit keynote speakers and presenters.

The process of planning the conference includes the following key steps:

- Identifying a Conference Host organization
- Forming an Annual Conference Committee
- Selecting a venue, preparing a call for papers, and marketing the conference to presenters, sponsors, and attendees
- Developing a conference budget and planning schedule
- Developing the technical program
- Implementing the conference
- Conducting post-conference reporting and wrap up

These important conference planning steps are described in detail in this handbook. Additional conference planning tools and resources are available on the PCC Resources Page at <http://www.naep.org/conference-committee>.

Conference Host Application and Selection Process

Conference Host Application Requirements

The conference planning process begins with the PCC accepting applications from interested parties. In some instances, it may be necessary for the PCC to encourage the submittal of applications, in which case the PCC will solicit a Conference Host. The Conference Host typically is an affiliated NAEP Chapter, but could also be a group or entity interested in forming a chapter.

The application to host the conference should include the following information:

- Name of Conference Host organization
- Mailing address of Conference Host organization
- Primary point of contact (name and contact information)
- Year proposed to host conference (include all years that would be considered)
- Month or time of year (e.g., spring) proposed to host
- City proposed to host
- Hotels and/or conference facilities in the proposed city with adequate amenities
 - Minimum of 35-40,000 square feet of meeting space

- 4-5 breakout rooms with minimum capacity of 75-100 classroom style
 - Ballroom with minimum capacity of 350 banquet style
 - 6,000 square foot exhibitor space
 - Room rate range for hotels being considered, including government rates
- Brief description of local attractions that may be of interest to conference attendees
- Brief description of possible technical tours and/or field trips
- Proximity to major airport and description of local transportation options
- Brief description of resources available to Conference Host to support the conference planning process and how the Conference Host will recruit volunteers to fulfill the duties of the Local Committee (see Roles and Responsibilities section for additional detail)
- Universities or other institutions near the proposed host city for volunteer opportunities and/or student participation in the conference
- Brief description of how the Conference Host will meet the requirements of NAEP's conference profit sharing policy (see Appendix A)

Application review criteria

The PCC will take the following factors into consideration when reviewing applications and making its recommendation to the NAEP Board:

- Proposed location in relation to previous conferences
 - The PCC looks for geographic diversity in conference location from one year to the next. For example, if a conference is held on the east coast in a given year, it would be beneficial to have the following year's conference located farther west.
- Adequacy of venue and lodging options in the proposed city.
- Room rate range for hotels being considered in the proposed city.
- Local characteristics and attractions that may be of interest to conference attendees and/or maximize conference attendance.
- Desirable transportation options, such as proximity to major airport, transit options for transportation to/from the airport, and/or walkability of the proposed location.
- Availability of restaurants and other amenities in the vicinity of the meeting venue.
- Potential for successfully achieving the NAEP goal that the conference experience should result in attendees wanting to make this event *THE* conference they plan to attend in the future.
- Other factors that the PCC, through its experience, believes will provide for a well-organized, well attended, successful conference.

Examples of successful applications are provided on the PCC Resources Page at <http://www.naep.org/conference-committee>.

Timing and next steps in application review

The NAEP Board meets quarterly, typically on the Saturday closest to the 20th of the quarter; e.g., January 20, March 20, July 20, or October 20. The exception is during the quarter when the conference is held; the NAEP board meeting for that quarter will be held in conjunction with the conference. Applications to host the conference must be submitted to the PCC no later than two months prior to the NAEP Board meeting at which the Conference Host is requesting consideration of the application. This gives the PCC adequate time to review the application, follow up with questions as needed, and prepare a recommendation to the NAEP Board for consideration and vote at the board meeting. If applications are received less than two months prior to a board meeting, the PCC will consider those applications in advance of the following board meeting. This delay may affect the conference year for which the application to host may be considered.

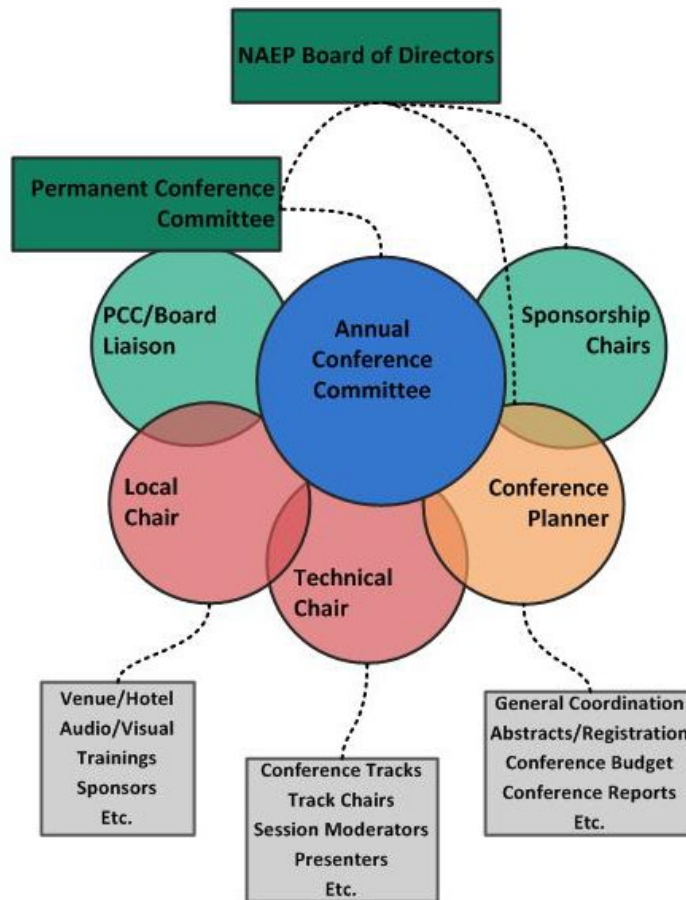
After evaluating all applications for a given year, the PCC will make a recommendation to the NAEP Board regarding a Conference Host and location. Following Board vote on the PCC's recommendation, the PCC will notify the applicant(s) of the Board decision and conference planning will begin. In the event multiple applications are received to host in a particular year, the applicants that were not accepted for that year will be provided with feedback from the PCC about how the recommendation was determined. The PCC may choose to recommend that these applications be accepted for a subsequent year without revision, or otherwise may encourage applicants to resubmit with additional information to host in a subsequent year.

Once an application is tentatively accepted, the NAEP Conference Planner will negotiate with venues in the proposed city and/or surrounding area. In the event that no venue is available that meets NAEP's specifications, the NAEP Conference Planner will communicate with the PCC regarding the situation and may, with PCC approval, seek accommodations at another city within the boundaries of the Conference Host. If no acceptable venue is found, then the NAEP Board may be forced to rescind the acceptance of the application.

Conference Planning Roles and Responsibilities

Once a location and Conference Host have been selected, the conference planning process begins in earnest. The Annual Conference Committee (ACC) is primarily responsible for the conference planning process. The ACC is comprised of a group of individuals who hold both individual and collective responsibilities for the conference planning effort. The PCC has noted in the past that the earlier the ACC is brought together, the more successful and less stressful it is for everyone involved to plan and implement the conference.

The organizational chart below describes the relationships between the NAEP Board, the PCC, and the ACC. The roles and responsibilities of each are set forth below.



The ACC includes the following key individuals and roles:

- Local Chair
- Local Committee
- Local and NAEP Board Sponsorship Liaisons
- NAEP Conference Planner
- Technical Chair
- Technical Committee
- PCC Liaison

The Technical Chair and the Local Chair each form committees of volunteers to assist with their respective duties. Typically, NAEP members and members of the Conference Host organization having an interest in participating in the conference commit to being part of the Technical Committee or Local Committee, respectively. For example, the Technical Committee includes Track Chairs who are responsible for developing a group of sessions from submitted abstracts on a specific topic (see

Technical Committee section for additional detail). The Local Committee includes individuals in charge of the local logistics of the conference, such as audio/visual logistics and equipment, tours, etc. (see Local Committee section for additional detail). In some instances, individuals may choose to serve in multiple capacities.

The ACC should be formed and begin the planning process 2 – 2.5 years prior to the conference. Preliminary activities include preparing the conference budget, identifying a venue and lodging, preparing the Call for papers, and developing a plan to market the conference and solicit conference sponsors. These key activities must be completed in advance of the previous year's conference to allow for marketing of the next conference at the current one. The roles and responsibilities of each key member and group within the ACC are described below.

Local Chair

The Local Chair is selected by the Conference Host and typically is a leader in the Conference Host organization. The Local Chair is responsible for oversight of the Local Committee and ensuring that all local aspects of the conference are addressed.

The Local Chair is typically responsible for the following duties:

- Assist the NAEP Conference Planner in finding and selecting an appropriate venue, lodging and dates for the conference.
- Coordinate with the NAEP Conference Planner in developing the conference budget.
- Recruit and oversee volunteers for the Local Committee and ensure that all activities for which the Local Committee is responsible are conducted on schedule and on budget.
- Schedule and lead a monthly (or as needed) Local Committee meeting starting about 2 – 2.5 years prior to the conference to begin planning the conference. Schedule meetings as necessary to ensure all planning items are addressed. This meeting is separate from the ACC meetings scheduled by the Technical Chair.
- Participate in an on-site meeting in conjunction with the board meeting that occurs approximately six months prior to the conference to develop the final conference program and to tour the conference venue and lodging options. At this planning meeting, information on keynote speakers, tours and the President's dinner should be finalized.
- Coordinate with the Technical Chair and the NAEP Conference Planner to ensure all conference planning items are addressed.
- Assist the NAEP Conference Planner, as necessary, during the conference.
- Assist the NAEP Conference Planner with preparation of post-conference report and provide lessons learned for use by future ACCs.

Local Chairs are strongly encouraged to register for and attend the previous year's conference to experience first-hand how the NAEP conferences are managed. If the Local Chair requires financial assistance to attend the previous year's conference, the ACC may choose to include financial assistance in their year's conference budget. In this case, the Local Chair should submit a request to the PCC and

Conference Planner detailing the amount of financial assistance required. Expenses that may be considered include lodging, conference registration and airfare. The Conference Planner would include the cost as an expense in the conference budget. The NAEP Board must approve, and funds would be provided from the NAEP conference account to pay the expenses. Then the expenses would be reimbursed from conference revenue. For example: if the Local Chair of the 2020 conference were to request financial assistance to attend the 2019 conference, the Board would approve the request and provide funds from the NAEP conference account; the expense would be included in the 2020 conference budget as an expense, and the NAEP conference would be reimbursed for the expense following the 2020 conference.

Local Committee

The Local Committee is responsible for research, logistics, and preparation associated with the local aspects of the conference.

The Local Committee is typically responsible for the following duties:

- Collaborate with the NAEP Conference Planner to market the conference.
- Provide local information to the NAEP Conference Planner for use in marketing the conference to highlight local attractions and activities that will garner interest in attending the conference.
- Develop and facilitate potential workshops, training courses, and/or field trips designed to highlight the local area and Chapter. Facilitation includes identifying and following up with instructors to obtain the requested information such as instructor bios and course descriptions, and coordinating with the Conference Planner to identify meeting rooms, audio/visual requirements, and/or transportation, etc.
- Identify and facilitate logistics associated with keynote speakers.
 - Facilitation includes coordinating with Technical Committee to identify speakers, inviting and obtaining speaker bios, speech titles and descriptions and pictures for the conference program, coordinating with the Technical Committee regarding scheduling, determining audio/visual needs, and introducing keynote speakers at the conference.
 - In some cases, an honorarium and/or travel costs may be granted to keynote speakers, either partially or in full, on a case-by-case basis. This expense must be included in the conference budget and agreed upon by the Local and Technical Chairs.
- Work in collaboration with the NAEP Conference Planner and NAEP Board to solicit conference sponsors and exhibitors (see Sponsorship Chair duties below).
- Identify and coordinate conference activities with assistance from the NAEP Conference Planner, such as the President's dinner and "dine-around" event.
- Coordinate transportation for offsite events such as field trips, training sessions and/or the President's dinner. This may include a bus charter or providing directions for people to walk or take public transportation.
- Conduct outreach to local universities or other institutions about the conference, including the Emerging Professionals Workshop and the scholarships that NAEP awards each year.

- Conduct outreach to other local professional associations / chapters that may have interest in participating in the conference.
- Coordinate with Conference Planner to identify and coordinate with local/regional groups and individuals that may be interested in participating in the conference. Some of these groups or individuals may not typically attend the annual conference but would have a heightened interest because of the local aspect (e.g., a Congress member, local business).
- Work with the Conference Planner and local companies to secure donations or a contract for audio/visual equipment (laptops, projectors, copiers). Consider offering an “in kind” sponsorship recognition for such donations. If donations cannot be secured, equipment rental must be included in the conference budget. Audio/visual equipment may comprise a substantial budget item, in many cases the largest item after the conference venue.
- Coordinate volunteers to assist the NAEP Conference Planner as needed. Volunteer assistance may be needed at the conference registration desk, setting up rooms, directing meeting attendees, ensuring the audio/visual equipment is functioning properly and/or populating the conference electronic app if it is used. Note that the NAEP Profit Sharing Policy requires that the Conference Host provide volunteer support at the conference (see Appendix A).

Local and NAEP Board Sponsorship Liaisons

The cost of conference registration is intended to cover expenses associated with an individual’s attendance at the conference (e.g., costs of food and meeting space). Sponsorships are essential to ensure the conference is successful, and directly impact conference profit for both NAEP and the Conference Host. In light of the importance of sponsorships to the success of the conference and NAEP, the PCC has recently added the dual roles of Local and NAEP Board Sponsorship Liaisons to the ACC. These individuals should collaborate with each other, the ACC, the PCC and the NAEP Board to develop a plan for soliciting sponsors and exhibitors for the conference.

The Local Sponsorship Liaison is selected by the Conference Host and is responsible for identifying and coordinating solicitation of local sponsors. This may include identifying in-kind sponsorships such as audio/visual vendors, as well as organizations that typically sponsor local Chapter activities.

The NAEP Board Sponsorship Liaison is selected by the PCC and is responsible for identifying and coordinating solicitation of national sponsors. This may include coordinating NAEP Board assignments for sponsor outreach, or identifying new organizations or vendors who may be interested in sponsoring or exhibiting at the conference.

The Sponsorship Liaisons should collaborate on the following duties:

- Coordinate with the Local Chair and NAEP Conference Planner to verify sponsorship levels that will be included in the conference budget (see Soliciting Sponsors section below for additional detail).

- Coordinate with the NAEP Conference Planner to prepare and distribute a solicitation for sponsors and exhibitors. A list of past sponsors and a sample sponsorship solicitation is provided on the PCC Resources Page at <http://www.naep.org/conference-committee>.
 - Review the list of past sponsors and brainstorm ideas for potential new sponsors to add to the list.
 - The solicitation should be posted on the NAEP web page and sent via email blast to past sponsors, NAEP membership, Chapter membership, and potential future sponsors. The solicitation should be distributed along with the call for papers and no later than one year prior to the conference.
- Assign NAEP Board members, ACC members, and any other individuals necessary to contact potential sponsors and track the progress.
 - The sponsorship liaisons ARE NOT solely responsible for soliciting sponsors and exhibitors. Rather, the role of the liaison is to assign and coordinate others to solicit and to follow up on the success of the solicitations.
- Report regularly to the ACC and PCC regarding progress in soliciting sponsorships.

NAEP Conference Planner

The Conference Planner is contracted by the NAEP Board, with input from the PCC, to assist with the development of each conference. This is a paid position the expense for which must be included in the annual conference budget. The NAEP Conference Planner is an independent contractor and is not an employee of the NAEP. The Conference Planner is one of the key positions for delivery of a successful conference, and carries a significant amount of the planning responsibilities, in coordination with other conference volunteers.

The Conference Planner's duties are specifically defined in the NAEP Conference Planner's contract with NAEP. The NAEP Conference Planner's scope of work is provided on the PCC Resources Page at <http://www.naep.org/conference-committee>.

Technical Chair

The Technical Chair is chosen by the PCC and may not necessarily be located in or affiliated with the conference host city or local Chapter. The Technical Chair should be an NAEP member with significant experience planning previous conferences. The Technical Chair leads the Technical Committee and collaborates with the Local Chair, NAEP Conference Planner, the PCC, and the NAEP Board to facilitate the overall development and management of the conference. The Technical Chair has overarching responsibility for the technical content of the conference.

The Technical Chair is typically responsible for the following duties:

- Coordinate with the PCC Liaison and Local Chair to recruit a group of volunteers to serve as the Technical Committee (see responsibilities below).
- Oversee the preparation of the call for papers by the Conference Planner.

- Schedule and lead regular ACC conference calls to track progress on key activities.
- Oversee the collection, organization, review, selection, and final notification of presenters related to all incoming abstracts.
- Oversee the development of technical tracks to be presented at the conference, as well as the conference program and schedule.
- Identify a volunteer to maintain the conference electronic app in coordination with the Conference Planner.
- Collaborate with the Local Committee to develop workshops, training courses and/or field trips that will align with technical content of the conference (see Conference Planning Activities section for additional detail).
- Provide input to the Local Committee regarding selection of keynote speakers.
- Manage the paper and presentation submission processes and make decisions that arise regarding changing presenters or sessions.
- Oversee development of the conference proceedings by the Conference Planner.
 - The conference proceedings consist of the papers submitted by presenters, saved as pdf files with names associated with the author and session. The files are provided to conference attendees via FilesAnywhere or a similar file share website. A password is applied to the site and distributed to conference attendees. Papers are also loaded on the conference electronic app and associated with the presenters' sessions.
 - Note that, with rare exceptions, presentations should not be included in the conference proceedings. Including presentations would diminish the value of the papers that presenters have prepared in advance, and also creates logistical challenges regarding revision to the proceedings after the conference.
- Participate in an on-site meeting in conjunction with the Board meeting that occurs approximately six months prior to the conference to develop the final conference program (final session determination) and to tour the conference venue and lodging options.
- Keep the PCC Liaison informed about conference planning and any issues that require support from the NAEP Board or PCC to resolve.
- Coordinate with the NAEP awards committee to schedule the presentation of the annual awards and logistics for highlighting award recipients' achievements. How the award recipients are recognized should be addressed early in the planning process as this affects scheduling presentation and space in the exhibitors' hall.
- Address issues that may arise during the conference as needed (e.g., presenters who are unable to attend or other technical content problems).
- Ensure that all Track Chairs are on site during the conference and leading their Moderators properly to ensure each conference session is conducted on time.
- When Track Chairs are not able to attend the conference, the Technical Chair stands in or assigns a volunteer to manage their track.
- Assist the NAEP Conference Planner as necessary during the conference.
- Assist the NAEP Conference Planner with preparation of post-conference report and provide lessons learned for use by future ACCs.

It is imperative for the Technical Chair to be in frequent contact with the track chairs to ensure relevant and necessary communication is being conveyed to the presenters.

Technical Committee

The Technical Committee is formed and led by the Technical Chair and is responsible for implementing the technical aspects of the conference program, such as identifying technical tracks and soliciting, reviewing and selecting abstracts for verbal and poster presentation at the conference. The Technical Committee includes the Technical Chair, Track Chairs, and Session Moderators. The Technical Committee coordinates closely with members of the Local Committee responsible for keynote speakers, training, etc., and the NAEP Conference Planner.

The Technical Committee is responsible for providing content to the Conference Planner to be included in the conference program, and for maintaining the conference electronic app with conference program information. In recent years, NAEP has moved away from printing copies of the program to be provided to attendees at the conference, due to cost and sustainability concerns. Instead of a paper program, NAEP has utilized a conference electronic app hosted by DoubleDutch to provide conference program information to attendees before and during the conference. The conference electronic app must be maintained with accurate information for this approach to be successful. The Technical Committee is responsible for making sure the conference program is up to date on the conference electronic app.

Typically, technical content and the Track Chairs and Session Moderators are identified by the Technical Chair during or shortly after the previous year's conference (e.g., at the 2018 conference, the 2019 Technical Chair will begin identifying committee members and technical content for the 2019 Conference). The PCC strongly suggests that each conference be planned using a mix of experienced volunteers and individuals new to the conference planning process. It is helpful to have committee members who have participated in planning previous conferences to ensure that the conference is properly planned, session content is not repeated from year to year, and that sessions run efficiently. Similarly, the Technical Committee will benefit from the fresh perspective brought by volunteers who are new to the process.

Track Chairs

A Track Chair is needed for each technical track included in the conference program. This individual is responsible for planning sessions that are relevant to the subject matter. To ensure a successful track, Track Chairs should actively solicit the submission of abstracts relevant to the subjects of their sessions. Once planned, the Track Chairs then work to identify a Session Moderator for each session, and work with presenters from each session (or their Session Moderators) to develop relevant and interesting discussions for each session. During the conference, Track Chairs oversee all sessions within their tracks and direct Session Moderators.

The Track Chair is typically responsible for the following duties:

- Develop subjects for sessions and solicit abstracts from potential presenters and panels on a particular topic relating to the technical track.
- Participate in planning meetings and/or conference calls as requested by the Technical Chair.
- Review all received abstracts for applicability to their track and sessions.
- Participate in an on-site meeting in conjunction with the board meeting that occurs approximately six months prior to the conference to develop the final conference program and schedule.
 - If Track Chairs are not able to attend the meeting, they must provide feedback regarding their track program and schedule to the Technical Chair in advance of the meeting.
- Prepare a summary description of their track for the conference program.
- Provide session information to the NAEP Conference Planner as requested for the conference program and conference electronic app.
- Recruit and oversee Session Moderators to ensure they are coordinating with their presenters.
- Ensure that presenters supply the necessary information on time for the conference program, including biographical information, papers, and presentation materials, and verify that presenters have registered for the conference.
- Review the conference program for accuracy.
- Help the Technical Chair and NAEP Conference Planner fill gaps in the program if presenters cancel.

It is imperative the Track Chairs be in frequent contact with the presenters to ensure relevant and necessary information is provided to the presenters. Track Chairs should also confirm with the presenters that they are registered and committed to attending the conference. In the event of cancellations, track chairs should be prepared to find substitute presenters. This may have to be done on a “last minute” basis so consider having local contacts who can present on short notice.

Session Moderator

Session Moderators lead an individual session within a technical track. A Track Chair may also serve as a Session Moderator, but when multiple sessions occur within a track, it is recommended that a different Session Moderator be chosen for each session within one track. Each Session Moderator should have a full understanding of each presentation as well as the subject overall.

The Session Moderator is typically responsible for the following duties:

- Assist the Track Chair and Technical Chair to ensure that presenters supply the necessary information on time for the conference program, including biographical information, papers, and presentation materials, and verify that presenters have registered for the conference.
- Ensure that presenters have supplied their presentation for loading on the audio/visual equipment as early as possible prior to the start of the session and that they are on site and ready to start on time for their session.
- Meet with the presenters prior to the start of the session to ensure everything is ready to go.

- Facilitate the timeliness of the session including the question and answer portion. The Session Moderator should ensure each presenter stays within the timeframe allocated for each presentation to avoid a presenter not having adequate time to present.
- Ensure that presenters supply the necessary information on time for the program and review the program for accuracy.

Additional guidance for Session Moderators is provided in the Moderator Guide available on the PCC Resources Page at <http://www.naep.org/conference-committee>.

PCC Liaison

The PCC Liaison is a member of the PCC who participates in the ACC's regular meetings and serves as a link between the ACC and the PCC and NAEP Board to exchange information and follow up on questions. The PCC recently developed this role in an effort to facilitate communication and ensure that conference planning issues that require attention of the PCC or Board to address are identified and resolved in a timely manner.

NAEP Board of Directors

The NAEP Board or Directors is not involved in the day-to-day planning efforts of the annual conference but does have a significant amount of oversight and approval of many aspects of the logistics of the annual conference. The NAEP Board's activities include:

- Board vote on PCC recommendation regarding Conference Host and location
- Rescind acceptance of an application if an acceptable venue is unable to be secured
- Execute contracts with NAEP Conference Planner, venues, and vendors as necessary
- Work in collaboration with the NAEP Conference Planner, ACC and PCC to solicit conference sponsors and exhibitors
- Work in collaboration with the Technical Chair to facilitate the overall development and management of the conference technical program
- Work in collaboration with the ACC and Conference Planner to establish profit goals and to develop a budget that is realistic and works for all parties.
- Board vote on PCC recommendation to approve conference budget and subsequent amendments as necessary

Conference Planning Activities

There are many details involved in planning the conference which can seem overwhelming to the individuals involved. This section provides a description of the primary tasks involved in conference planning. Additional conference planning tools and details are provided on the PCC Resources Page at <http://www.naep.org/conference-committee>.

Contracting with a Venue

The selection of a venue for the conference is the first and perhaps most important decision made in the conference planning process. The Local Chair and Conference Planner work together to refine a list of venues for consideration, with the Conference Host's application as a starting point. Once a short list of venue options has been identified, the Conference Planner solicits proposals from each venue and negotiates as needed to get each venue's best offer of rates and amenities. The ACC and PCC then review the proposals and make a recommendation to the NAEP Board. The Board must approve the recommendation and execute the contract with the venue.

Potential venues are evaluated based on the following criteria:

- Location with respect to airport and other transportation hubs, proximity to local attractions of interest to conference attendees, and relationship to concentration of Conference Host members
- Cost proposal and associated amenities offered by the venue
 - Examples of desired amenities include free wi-fi, parking, exhibitor space set-up, audio/visual equipment, etc.
 - Low food & beverage minimums offer more flexibility in conference event planning
 - If the venue is a hotel, room block and group rates, including government rates
- Adequacy of conference space, number of breakout rooms, plenary session space, etc.
- Unique features of the venue or location such as historic significance or proximity to landmarks

The selection of a venue often occurs in advance of the conference budget being prepared or approved by the NAEP Board. In this situation, the Conference Planner may access funds from the NAEP conference account to pay for advance deposits at venues, travel to venue inspections, etc., which will later be recouped in that year's conference budget. It is the NAEP Conference Planner's responsibility to provide an estimate of early planning costs and ensure those costs are accounted for in the appropriate year's conference budget.

Developing a Call for Papers

The Call for papers is a joint effort developed by the Technical Chair, Local Chair, and the NAEP Conference Planner. It is the first physical announcement of the upcoming conference; therefore, it should reflect the expected content regarding the conference (i.e., date, location, topics of interest, local attractions). The goal of the Call for papers is to: (1) encourage people to present papers or posters at the conference; (2) indicate the topics and subject matter of interest; and (3) communicate what applicants need to do to submit an abstract and the deadline for abstract submittals.

The Call for papers must be ready in time to be included in the previous year's conference program. The Call for papers is also published on the NAEP website and in NAEP publications. Therefore, it is very important that the Call for papers be completed on time and published on schedule since people need time to consider the opportunity, solicit support from other people in their office and/or supervisors, and then prepare and submit the abstract and other related information.

Past examples of Calls for Papers are available on the PCC Resources Page at <http://www.naep.org/conference-committee>. Historically, Conference Hosts typically developed individual conference themes and logos to promote the conference. Due to recent efforts by the NAEP Board to clarify and strengthen the NAEP brand, the PCC has determined that the conference should represent the NAEP brand and logo. As such, Conference Hosts should plan to utilize the NAEP logo to promote the conference, and a conference-specific theme is not required. In addition, in an effort to encourage government agency participation in the conference, the event has been rebranded as a “conference and training symposium” to better reflect the technical content and training opportunities offered at the conference.

Developing a Conference Budget

The conference is the primary source of revenue for NAEP; the profit from the conference supports NAEP’s operating budget and provides funding for all the other activities and benefits that NAEP provides to its members, as well as providing substantial financial benefit to the Conference Host via the NAEP’s Conference Profit Sharing Policy (see Appendix A). The financial success of the conference is therefore critically important to the success of NAEP. As such, the NAEP Board expects the ACC to develop a budget that will result in adequate profit to meet NAEP’s and the Conference Host’s goals, set the foundation for a successful conference, and provide a positive conference experience for all conference attendees. It is critical that the ACC work closely with the NAEP Board to establish profit goals and to develop a budget that is realistic and works for all parties.

Each year’s conference budget is developed with the previous year’s budget as a starting point, taking into consideration local and regional variations in costs for services, venues, etc. The NAEP Conference Planner is responsible for drafting the budget with input from the ACC and PCC. A conference budget template is provided on the PCC Resource Page at <http://www.naep.org/conference-committee>.

The Conference Planner will present the budget to the NAEP Board for approval. The budget should be finalized approximately 18 months prior to the conference date. The NAEP Conference Planner has lead responsibility for ensuring the budget is followed. The NAEP Conference Planner, with input from the ACC, will provide budget updates to the Board at the Board’s quarterly meetings and at Executive Committee meetings as requested. The ACC may make decisions about minor changes to the budget (less than 1% of the total conference budget) without Board approval.

Some conference expenses may be incurred prior to a conference budget being established and prior to conference funds being available. In this situation, the Conference Planner may access funds from the NAEP conference account to pay for advance deposits at venues, travel to venue inspections, etc., which will later be recouped in that year’s conference budget. It is the NAEP Conference Planner’s responsibility to provide an estimate of early planning costs and ensure those costs are accounted for in the appropriate year’s conference budget.

Developing a Conference Planning Schedule

The conference traditionally is held in the spring, between late March and mid-May. Issues to consider include: venue and lodging availability and expense, school breaks, student exam schedules, climate, and cost and convenience of travel.

Once the dates of the conference are determined, the rest of the conference planning activities can be scheduled. A sample conference planning schedule is provided on the PCC Resources Page at <http://www.naep.org/conference-committee>. This detailed document indicates the duties and responsibilities associated with putting together a successful NAEP Annual Conference. Please be aware that this effort begins 2 to 2.5 years before the date of each conference. Use this template as a starting point to develop your own approach to working through the various tasks involved in the process. Based on many past experiences, it is highly recommended getting an early start on each task and recruiting enough volunteers on the ACC to avoid burdening any one individual with too many assignments.

Keynote Speakers

Keynote speakers are typically invited to speak at one or more plenary sessions at the conference. Keynote speakers should have name recognition and a compelling talk of interest to NAEP membership and conference attendees. A nationally recognized keynote speaker helps generate interest in the conference thus encouraging attendee registration and overall conference success. In contrast, a locally recognized speaker may bring focus to local issues of interest to attendees from the region and across the country.

Soliciting Sponsors, Exhibitors, and Supporters

The PCC has established standard sponsorship levels and associated recognition opportunities and benefits. The description of sponsorship levels is provided on the PCC Resources Page at <http://www.naep.org/conference-committee>. The ACC may consider adjusting sponsorship levels; in this case, the Local Chair should communicate the intention with the PCC and any changes should be reflected in the conference budget.

Non-governmental organizations, government agencies, consulting firms, equipment suppliers, and companies that have supported Chapter events should be considered as prime sources for sponsorship of the conference. In addition to monetary support, in-kind sponsorships are useful for the donation of equipment and services, such as audio/visual equipment. Organizations that have supported previous conferences are often good sources of sponsorship for the current conference.

Local universities and colleges with programs in environmental and policy fields are also good organizations to seek support for the conference. These institutions will often exhibit at the conference and are a source for student volunteers. The conference provides an excellent networking opportunity for students seeking internships or permanent employment.

Exhibits are important to the conference as they allow organizations to inform attendees of the exhibitors' capabilities, supplies and services. This may be particularly relevant to equipment supply

companies and other vendors that may want to display products and services. The Local and Board Sponsorship Chairs are encouraged to be creative in outreach to potential exhibitors. It is preferable that exhibitors and sponsors have a connection to the environmental field. Any questions about the appropriateness of an exhibitor should be brought to the immediate attention of the PCC for further discussion.

Exhibit space can be easier to market than a general sponsorship as companies can more readily justify the expense as an opportunity for direct interaction with conference attendees on a one-on-one basis. However, the costs associated with shipping exhibit materials may be prohibitive for some potential exhibitors. It is important to locate breakfast, breaks, and receptions in the exhibit hall to give exhibitors maximum exposure to conference attendees.

A list of previous sponsors and exhibitors is provided on the PCC Resources Page at <http://www.naep.org/conference-committee>. This list is updated on an annual basis by the NAEP Conference Planner. The Local and Board Sponsorship Chairs should work with the ACC and the NAEP Board to solicit sponsors and exhibitors.

Developing the Technical Program

NAEP is well known and respected for providing a conference with technically relevant sessions for today's environmental professional. As noted above, Track Chairs with extensive experience working in a particular environmental field (e.g., NEPA, transportation) or related subject (e.g., ethics) are chosen to develop technically informed, thought provoking sessions. Sessions should be developed around current issues or changes in these areas such that conference attendees can be brought up to date on the latest information.

There are standard technical tracks that are typically offered on an annual basis due to their relevance to a significant number of NAEP members and conference participants. These tracks include:

- NEPA, including the annual case law update
- Energy, climate and air quality
- Public involvement
- Environmental ethics
- Transportation
- Cultural and historical resources
- Endangered species
- Ecological restoration
- Remediation
- Planning, permitting, and regulatory compliance

Significant topics of national interest may be relevant to more than one track. While an applicant may identify a specific track under which the applicant believes the topic is appropriate, the Technical and Track Chairs will make the final decision on the appropriate track and session.

Starting with the call for papers, which is issued at the previous year's conference, interested parties are requested to submit abstracts for consideration. Because there is no guarantee that what is supplied through a general call for papers will suit a particular conference track, workshop or training session, Track Chairs are encouraged to contact experts in their subject matter to encourage those experts to submit an abstract for consideration.

Abstracts are submitted through a platform which is maintained by the NAEP Conference Planner. Those submitting abstracts are informed of the requirements of presenters (e.g., presenters must register for the conference, submit a paper, etc.). Abstract submittal requirements are summarized on the PCC Resource Page at <http://www.naep.org/conference-committee>. The Conference Planner provides submitted abstracts to the Technical Chair, who distributes them to Track Chairs as needed for consideration.

When the abstract period has closed, each Track Chair is asked to review the submitted abstracts and develop a cohesive and interesting set of sessions. Abstracts received by the submission date are given priority. In the event the quality or quantity of abstracts received do not meet NAEP standards or do not enable cohesive sessions with three or four presentations to be formed abstracts received after the abstract submission date may be considered.

NAEP prides itself on its fair and unbiased review of abstracts which allows all individuals equal chance of being accepted. Accordingly, there is no preference given to any person or organization because of previous participation, sponsorship or standing in the community. Nor is any preference given to Chapter Board members, NAEP Board members or ACC members. However, abstracts should be related to the environmental field, and provide unbiased information on relevant environmental practices.

During an on-site meeting held in conjunction with the quarterly Board meeting approximately six months prior to the conference, the ACC meets in-person to plan the conference program. Track Chairs should be prepared to present their planned sessions, including accepted abstracts and the overall proposed schedule. Following the meeting, the Conference Planner and Technical Chair finalize the conference schedule, ensuring adequate time has been included for conference events, plenary sessions, awards recognition, committee meetings, and other incidental items as needed.

The Track Chairs and Technical Chair will also decide which abstracts will be accepted for poster presentations rather than as part of a track. The poster session provides an opportunity for presentation by emerging professionals who may not be experienced in participating in a national conference, or for esoteric or highly technical topics that are of interest to NAEP members but do not necessarily fit into the conference program.

At the conclusion of this meeting, the Technical Chair will notify individuals whether their abstract was accepted as a presentation, accepted as a poster, or not accepted. Track Chairs are then asked to start working with the selected individuals to prepare papers and presentations, ensuring the session comes together in a cohesive manner.

Workshops, Training Sessions and Field Trips

Workshops, training sessions, field trips, or other special events are often offered in conjunction with the conference, typically offered the day before or after the conference and provide intensive (half day or full day) training or interaction focused on a specific topic. There is an additional registration fee for these events which should be determined based on the costs to host the event.

A full-day NEPA training session is typically offered in conjunction with the conference. This session offers specific technical training on NEPA implementation and may be focused on introductory level or advanced level training, depending on the year and the input of the ACC. Other half- or full-day training sessions may be developed for other topics by the ACC.

With the intent of engaging students and others who recently entered the environmental profession, the NAEP offers an Emerging Professionals, Career Skills and Motivational Workshop associated with the conference. The focus of this workshop is to provide information for anyone seeking an environmental career and for those looking for new opportunities and career growth. This session also covers the benefits of being a NAEP member and provides a mentor for networking at the opening reception and throughout the conference. This event is offered free of charge. Attendees are typically invited to the opening networking reception held the evening before the conference begins, also free of charge if they are not registered to attend the conference.

Local field trips to areas of interest are also popular additions to the conference program. Field trips have ranged from area walking tours, to visits to restoration sites, to superfund sites, to boat tours. The ACC should consider the entire conference experience when planning events and activities outside the conference tracks, workshops and training sessions.

A list of successful workshops and training sessions held in conjunction with previous conferences is available on the PCC link on the NAEP website. Another useful source of workshops and training sessions are those that have been well received at Chapter conferences or meetings. Current "hot topics" may also help lead to subjects for workshops and training sessions for the conference. It is important to select workshops and training sessions that have known appeal to potential conference attendees.

When determining which workshops and training sessions to offer, the following should be taken into consideration:

- Was the workshop or training session offered at previous NAEP conferences? If so, when and how was it received by participants? Please note it may be difficult to maintain attendance on an annual basis for some course offerings. The NAEP Conference Planner and previous Conference Chairs can help identify workshops and training sessions with consistent and/or broad membership interest.
- Whether a workshop or training session will compete for the same individuals as another course.
- Logistic challenges such as transportation that may be cost-prohibitive or otherwise hinder the success of the workshop/training
- Applicability to conference attendees, including local appeal.

Conference Presenter Requirements

Upon notification of abstract acceptance, each presenter will be provided an abstract acceptance package. The abstract acceptance package was developed by the PCC to ensure presenters are aware of their responsibilities to participate in the conference. Meeting the requirements set forth in the abstract acceptance package will help ensure the integrity and quality of the conference. The Track Chair and Session Moderator assigned to each presenter are responsible for ensuring that presenters have met these requirements. The abstract acceptance package is provided on the PCC Resources Page at <http://www.naep.org/conference-committee>.

The preference is that all presenters register for and attend the full conference. In many instances, the opportunity to network with the presenters and keynote speakers is what draws people to attend the conference. In the event a presenter is unable to attend the full conference, the presenter has the option of selecting the one-day conference registration option. There is an option for a session-only registration waiver if the presenter is attending only the session at which he or she is presenting. Session-only waivers must be approved by the Technical chair. If a person registers under the session-only waiver, that person is not eligible to attend any other events or activities being offered at the conference. The person is eligible to purchase a special event ticket if available. Unless previously authorized by the Technical Chair, any presenter who does not register and/or fulfill the other presenter requirements may be replaced at the discretion of the Technical Chair.

Post-conference Reporting and Wrap Up

At or immediately following the Conference, the ACC and PCC should meet to review the Conference in general to identify areas of success and challenges to help facilitate future successful conferences. Committee members for the next year's conference are strongly encouraged to attend this meeting.

Post-Conference reports are required to be prepared by the Conference Planner, with the assistance of the Conference Host and Technical Chair. Below is a listing of reports and time frames by which the report should be submitted:

- Post-Conference Summary: to be presented at the Board meeting held at the conclusion of the Conference
- Draft Post-Conference Report: to be presented to the PCC and Executive Committee within one month following the Conference. This report should include the "lessons learned" provided by the ACC, the final budget accounting and registration numbers.
- Final Post-Conference Report: to be presented to the Board at the quarterly Board meeting following the Conference. This report should include any revisions requested by the PCC and/or Executive Committee.

In addition, the Technical and Local Chairs prepare a "lessons learned" report to inform future ACCs of their experience and opportunities to improve the conference.

Additional Resources

Additional resources are available on the PCC Resources Page at <http://www.naep.org/conference-committee>. Additional materials will be uploaded as they are developed.

- Documents currently available include:
- Session Moderator guidelines
- Sample conference planning schedule
- Conference budget template
- Previous sponsor and exhibitor list
- Sample solicitation for sponsors and exhibitors
- Previous conference calls for papers, budgets, programs, and post-conference reports
- Lessons Learned from previous ACCs

This handbook is intended to be a “living document” and updates will be made on a regular basis. Please notify the PCC if you have suggestions to improve the handbook.

Glossary

Abstract Acceptance Package – Information to be provided to those accepted to present (verbal and poster) at the conference. The package will include requirements Presenters must meet (submittal of paper and presentation, conference registration requirements, due dates, etc.) in order to present at the conference. Available on the PCC Resources Page at <http://www.naep.org/conference-committee>.

Annual Conference Committee (ACC) – The Annual Conference Committee coordinates the specified conference (e.g. 2019 Annual Conference Committee plans the 2019 Annual Conference). The ACC includes representation from the Permanent Conference Committee (PCC), NAEP's Conference Planner, a Technical Chair, a Local Chair, and a Sponsorship Chair. The Technical Chair and the Local Chair each set up sub-committees of volunteers to assist in their respective duties. The Technical and Local Chairs are eligible for complementary registration. ACC members are eligible to register for the conference at the presenter rate.

Chapter – a recognized affiliate Chapter of the NAEP. See a listing of current affiliate Chapters listed on the NAEP website at www.NAEP.org.

Conference Host – the organization that serves as the local host of the Annual Conference. This generally is, but is not required to be, a recognized affiliate Chapter of the NAEP.

Complimentary Registration – a complimentary registration is offered to select Keynote speakers, exhibitors, sponsors and volunteers. The complimentary registration applies to events included in the regular conference registration. Special events with an extra fee are not included. Complimentary registrations may be transferable and must be included in the conference budget (see Appendix A).

Exhibitor – A company, organization, or individual who pays the exhibitor fee to have a display booth or table at the conference. Benefits associated with being an exhibitor are determined by the ACC. Benefits may include, but are not limited to, items such as complimentary registrations, exhibitor recognition in conference materials, recognition on the conference webpage and the option to introduce Presenters.

Hot Topic Lunch—special lunchtime sessions typically held in the breakout rooms. The hot topic lunch sessions may be held in lieu of a plenary session lunch. Presentations typically are focused on a single topic of special interest and is often of a recently emerging or developing topic. Presentations with audience participation/discussion are encouraged.

Keynote Speaker(s) – Nationally recognized or regionally important speaker(s) invited to speak at a plenary session. Incentives such as complimentary conference registration, honorariums and/or limited expenses may be provided to keynote speaker(s). Expenses must be accounted for in the conference budget.

Local Chair – The Local Chair is the person selected by the Conference Host that will be the lead representative and planner of the local logistics of the conference. The Local Chair establishes and leads

the Local Committee in all activities that are the responsibility of the Local Committee. This is a volunteer position. The Local Chair is eligible to receive one complimentary registration.

Local Sponsorship Chair – selected by the Conference Host and is responsible for identifying and coordinating solicitation of local sponsors. This may include identifying in-kind sponsorships such as audio/visual vendors, as well as organizations that typically sponsor local Chapter activities.

NAEP Board Sponsorship Chair – selected by the PCC and is responsible for identifying and coordinating solicitation of national sponsors. This may include coordinating NAEP Board assignments for sponsor outreach, or identifying new organizations or vendors who may be interested in sponsoring or exhibiting at the conference.

NAEP Conference Planner – A person or entity selected by the NAEP Board, based on the qualifications outlined in a proposal for the position, with input received from the PCC. This is a paid position. The NAEP Conference Planner is an independent contractor and is not an employee of the NAEP. The NAEP Conference Planner's scope of work is available on the PCC Resources Page at <http://www.naep.org/conference-committee>.

Panel Discussion – Three to five presenters who discuss a single theme or subject during a session. A single abstract must be submitted on the topic and content of the entire session's discussion and must identify who will be presenting on the panel. Panels can present their material in several ways including each individual on the panel giving an individual presentation or working like a round table of discussion.

Permanent Conference Committee (PCC) – A standing committee of the NAEP and part of the ACC. Membership consists of volunteers experienced in planning and managing the NAEP Annual Conference and other conferences. The PCC recommends to the NAEP Board the annual conference location and Conference Host for each conference year. The PCC provides general oversight of the ACC and the NAEP Conference Planner. PCC members are required to register for the conference unless also serving in a role offered a complimentary registration.

PCC Liaison – A member of the PCC who participates in the ACC's regular meetings and serves as a link between the ACC and the PCC and NAEP Board to exchange information and follow up on questions.

Plenary Session – A session in which all conference attendees participate. The plenary session generally includes a keynote speaker or panel discussion. A plenary session can be scheduled at any time during the conference, but are typically scheduled in conjunction with meals in the morning or mid-day.

Presenter - Individuals who present papers (oral or poster) and/or serve on a panel during a session. Typically each session, except hot topic lunch sessions, have three presenters, but no more than four presenters given the time allotted. Presenters are required to register for the conference. A reduced registration rate is offered to presenters. No other manner of compensation is offered.

Registration Fee Waiver – a fee waiver may be provided to individuals who participate in some part of the conference but to not generate costs (e.g., food, meeting space, etc.) (see Appendix A).

Session – A single time-slot in which presentations are given (either individual presentations or panels).

Session Moderator - Moderators are responsible for coordinating the individuals presenting during the Moderator's session. Responsibilities include ensuring each presenter in the session has registered for the conference and has submitted an abstract, a biography for introduction purposes, and the presentation. This is a volunteer position. Moderators are required to register for the conference but may receive a discount at the discretion of the ACC.

Sponsor – A company, organization, or individual providing funds to cover the expenses related to the conference. Benefits associated with being a sponsor are determined by the ACC. Benefits may include, but are not limited to, items such as complimentary registrations, exhibitor recognition in conference materials, recognition on the conference webpage and the option to introduce Presenters.

Technical Chair – The Technical Chair is selected by the PCC for each conference. The Technical Chair sets up a technical committee of Track Chairs. The Technical Chair is responsible for the development of the technical program of the conference. This is a volunteer position. The Technical Chair is eligible to receive one complimentary registration.

Track – An overarching current topic or theme of interest that is related to work conducted by NAEP members, upon which sessions are developed. Some tracks are repeated annually, for example NEPA and transportation, as a large contingency of NAEP members have interest in these topics. Some tracks are offered only at specific conferences based upon the interest of the members, local topics of interest and current trends or needs in the environmental community. Past conference programs are available on PCC Resources Page at <http://www.naep.org/conference-committee>.

Track Chair – Each Track Chair is responsible for the development of the sessions for their track as well as the identification and leadership of Moderators and Presenters within the track. The Track Chair often solicits individual papers or panels or may identify a Moderator to solicit panel members. Track Chairs, in coordination with their selected Moderators, are responsible for ensuring Presenters submit their abstracts, biographies and presentations and that the Presenters register for the conference. This is a volunteer position. Track Chairs are eligible to register for the conference at the Presenter registration rate.

Appendix A. NAEP Conference Policies

The NAEP Board and PCC have established policies addressing specific aspects of the conference. The ACC must read the policies and are strongly encouraged to discuss the policies with the PCC at the beginning of the conference planning process. These policies have been carefully developed to ensure the quality and integrity of the conference and of the NAEP. Adherence to the policies is important to the profitability of the conference, and, by extension, enhances profit-sharing with the Conference Host. If necessary, recommendations for waivers from or changes to the policies should be addressed to the PCC early and must receive approval by the Board prior to implementation. The PCC strongly encourages and welcomes feedback from the ACC regarding the policies and will consider suggested revisions in future updates to the referenced documents.

NAEP Conference Registration Fee Policy

Conference registration fees are intended to cover the costs of attendees (e.g., food, meeting space, etc.). These fees generally do not generate profit, and so discounted or complimentary registrations have a direct impact on the conference budget and profitability. However, in some cases, discounted or complimentary registrations or session-only fee waivers may be deemed appropriate. The policy regarding conference registration fees is described below.

Discounted Registration

The following categories of attendees may receive discounted registration for the conference:

- Presenters, members of the PCC, and Local Committee and Technical Committee members (not including Session Moderators) receive a discount of \$100 on full conference registration, or \$50 on one-day registration.
- Government employees receive a discount of \$100 on full conference registration, or \$50 on one-day registration.
- Students receive a discount of \$100 on full conference registration, or \$50 on one-day registration.
 - Students only receive the reduced student rate and are not eligible for a Presenter discount they are also accepted to present a paper.

It is important to note that discounts are not cumulative; for example, a government employee who is presenting a paper may only receive a discount of \$100 total.

Complimentary Registration

Complimentary registrations may be for the full conference or one day. A full conference complimentary registration includes all events and benefits included with a full conference registration. Events, training sessions and other optional items that require an additional fee are not included in a complimentary registration. The person receiving the complimentary registration is responsible for any additional fees.

Individuals who receive a complimentary one-day registration are responsible for paying for any additional event or training sessions offered on the day of the complimentary one-day registration.

Complimentary registrations shall be granted only to national members of NAEP, except where noted below. In some cases, complimentary registrations are transferrable, as noted below. The following categories of attendees may receive complimentary registration for the conference:

- The NAEP President, NAEP Fellows, Local and Technical Chairs, and President's Awardee are granted one full conference complimentary registration.
 - The spouse and immediate family members of the member to be designated as an NAEP Fellow will not be required to pay for the luncheon at which he/she is designated a Fellow. Arrangements shall be made with the NAEP Conference Planner at least one week ahead of the presentation for their attendance at the luncheon for this luncheon charge waiver to apply.
- Invited keynote and/or plenary speakers receive one full conference complimentary registration. These speakers are not required to be NAEP members to receive complementary registration.
- The Zirzow Award winner received one full conference complimentary registration. The winner is not required to be a member of NAEP to receive complimentary registration.
- Some categories of sponsors receive complimentary registrations with sponsorship. Sponsorship levels have been developed by the PCC and are verified by the ACC during the conference budgeting process. Sponsors are not required to be NAEP members to receive complimentary registration. Sponsor registrations are transferrable.
- Presenters that are invited by the Technical Chair because of their renown and expertise to the proceedings, may receive one complimentary registration.
- In some cases, scholarship money may be available for presenters requiring assistance with conference registration fees. These scholarships, either covering partial or full conference registration fees shall be awarded on a case-by-case basis at the discretion of the Conference Chairs, and must be accounted for in the conference budget.

Registration and Event Fee Waivers

In some cases, individuals may participate in the conference but not generate expenses (e.g., food, meeting space, etc.). These individuals may be granted fee waivers with limitations. The Technical Chair must approve all fee waivers. The following individuals may be eligible for registration fee waivers:

- Presenters that are invited by the Technical Chair because of their renown and expertise to the proceedings, may receive one session-only fee waiver.
- Individuals who participate in the Emerging Professionals Workshop may receive fee waivers to attend the workshop and the opening network reception.
- Volunteers not attending the conference may receive fee waivers.
- Award winners may receive two fee waivers for the event at which they will receive their award.

It is important to note that individuals receiving fee waivers may not partake of any events or meals associated with the conference.

Conference Registration and Other Fees Charged to NAEP Award Winners

The ACC should coordinate with the NAEP Awards Committee regarding the presentation of awards at the conference. The following policy applies to award winners regarding conference registration and event fees.

Award winners are allowed two free event tickets for the event where they will receive their awards; if they are receiving awards at different events, then they also receive two free event tickets for the second event. For instance, if the award will be given at a luncheon, then two people can attend the luncheon for free. This applies to all food events at the conference. Award winners will be given a tabletop exhibit for three days.

If the award winners want to attend conference sessions or events other than the event where they receive the award, they must register for the conference at either a one-day conference registration or full Conference registration fee. Their registration fees are the same as those for NAEP members. Award winners are also responsible for the appropriate fees if they want to attend any separately priced activities not included in the one-day conference registration fee or the full conference registration fee, whichever is applicable. This might include activities such as trips, workshops, training courses, etc. They will need to register onsite since the online process is not setup to handle award winners.

This policy applies to the NAEP and Kramer award winners; it does not apply to the Zirzow Award winner. The Zirzow fund and NAEP provides a complimentary registration for the Zirzow Award winning student and the luncheon fee for the student's professor.

Procedures

The ACC should make every effort to anticipate discounted or complimentary registrations when planning the conference budget. Individuals receiving discounted or complimentary registrations must register for the conference through the conference registration system. The NAEP Conference Planner will maintain a list of attendees who will receive a fee waiver as these individuals will not register through the registration system. Individuals who receive fee waivers must sign in with conference registration personnel to confirm their acceptance of the waiver. The list of complimentary registrations and waivers granted will be included in the NAEP Conference Planner's post-conference report.

All full Conference registration fee waivers will be granted at least one week prior to the first day of the Conference. No additional full waivers shall be granted to ensure that additional attendees do not negatively impact the conference budget or food orders, etc. One-day waivers may be granted at the discretion of the Conference Chairs.

NAEP Conference Profit Sharing Policy

The Conference Host typically is an affiliated NAEP Chapter, but could also be a group or entity interested in forming a chapter. NAEP shares the profit from its annual conferences with the Conference Host as follows:

Platinum Level

Conference Host will receive 20% of profit if profit exceeds \$9,999 and the following requirements are met:

- 40% of conference host membership (NAEP membership not required) attendance for a minimum of one day or one training course, or
- Conference attendees from the conference host exceeds 100, and
- The conference host obtained local exhibitors and sponsors of \$12,000 or more, and
- The Conference Host provided 20 volunteers as requested by the NAEP Conference Planner.

Gold Level

Conference Host will receive 15% of profit if profit exceeds \$9,999 and the following requirements are met:

- 30% of Conference Host membership (NAEP membership not required) attendance for a minimum of one day or one training course, or
- Conference attendees from the Conference Host exceeds 70, and
- The Conference Host obtained local exhibitors and sponsors of \$10,000 or more, and
- The Conference Host provided 15 volunteers as requested by the NAEP Conference Planner.

Silver Level

Conference Host will receive 10% of profit if profit exceeds \$9,999 and the following requirements are met:

- 20% of Conference Host membership (NAEP membership not required) attendance for a minimum of one day or one training course, or
- Conference attendees from the Conference Host exceeds 50, and
- The Conference Host obtained local exhibitors and sponsors of \$8,000 or more, and
- The Conference Host provided 10 volunteers as requested by the NAEP Conference Planner.

Bronze Level

If profit is less than \$9,999, but more than \$1,500, or a Conference Host does not meet all three requirements of the lowest preceding level, the chapter shall receive \$500. If profit is \$1,500 or less, the Conference Host shall receive no monies but is also not liable for any loss.

