

# **CONFERENCE HOSTING INFORMATION PACKAGE**

Updated February 27, 2009

Thank you for your interest in hosting the AARFP Annual Conference. This exciting event is an opportunity for you to showcase your community to the members of AARFP through the hosting of the annual conference.

The AARFP Conference will bring more than 300 visitors to your community over a 4-day period. Included in these numbers are 200 plus delegates, 100 trade show exhibitors and several education presenters. The hosting of this conference will require many of your local facilities to be used during the conference for education sessions and social activities.

The Conference does have an economic impact to your community. The following numbers represent potential economic benefits to your community:

*\$75 Night x 3 Nights x 200 Delegates = \$45,000 ÷ 2 (double occupancy) = \$22,500*

*\$75 Night x 1 Night x 100 Trade Show = \$7,500 ÷ 2 (double occupancy) = \$ 3,750*

*3 Breakfasts x \$7 x 200 Delegates = \$4,200*

*3 Lunches x \$10 x 200 Delegates = \$6,000*

*2 Dinners x \$15 x 200 Delegates =*

*\$6,000*

*2 Coffee Breaks x \$6 x 200 delegates = \$2,400*

***TOTAL \$44,850***

### **Recommended Minimum Requirements for Hosting the AARFP Annual Conference**

Communities expressing interest in hosting the Annual Conference should meet as many of the recommended requirements as possible. It has been shown that communities meeting many of the recommended requirements have had good success with the conference.

If more than one community expresses interest in hosting the Conference a ballot vote will be taken at the Annual General Meeting of the AARFP. If a vote at the AGM is not necessary a vote will be completed at the next board meeting of AARFP after receiving Conference bid packages.

### **Time of Year**

The Conference is typically hosted during a three day period between the third Sunday in April and the first Sunday in May. These dates allow for delegates to attend the conference before becoming busy with outdoor pools, the orientation of seasonal staff and sport field openings.

## **Lodgings**

The conference has been attracting more than 300 delegates, tradeshow exhibitors and speakers annually over the past 5 years. It is recommended that your community have the ability to host at least 300 people over a 3-day period.

- Delegates-Sunday, Monday and Tuesday Nights
- Tradeshow Exhibitors-Monday Night
- Speakers-Monday and Tuesday Nights

(The host hotel should have enough rooms to host at least 300 delegates, minimum.)

AARFP prides itself on a low cost and informative conference. Any special pricing that can be secured for conference participants at local hotels assists in the success of the conference. History has shown that conferences with room lower room rates (under \$75 per night) have the highest registration numbers.

## **Educational Sessions**

The typical Conference format includes 2 keynote sessions and up to 14 education sessions. Keynote sessions attract 150-200 delegates, while the education sessions can attract 50-75 delegates. Potential meeting rooms should be large enough to accommodate the above numbers.

## **Food Service**

The hosting of the Annual Conference may see up to 3 breakfasts, 3 lunches and 2 dinners, one of which is business-formal. Meal sites should be large enough to host 200-250 people. The business formal dinner location should be large enough to host 300-350 people.

## **Social Activities**

A large component of the Annual Conference is evening networking. It is recommended that a location large enough to host the delegates should be incorporated in the evening planning of the conference. A location within walking distance to the host hotel will eliminate the need for post event bussing.

## **Committee Structure and Position Descriptors**

The conference organizing committee should be comprised of but not limited to the following positions:

### **Chairperson**

#### **Tasks:**

- Recruit committee members
- Set agendas for and conduct meetings for committee
- Attend RFP meetings as required
- Formally thank all committee and volunteers

#### **Roles & Responsibilities:**

- Communicate frequently with the chair of each subcommittee
- Responsible for the overall administration of the budget
- Provide assistance to each subcommittee when required
- Coordination, preparation and presentation of the Conference Final Report

### **Secretary**

#### **Tasks:**

- Take minutes and distribute to committees
- Maintain and update conference manual

#### **Roles & Responsibilities:**

- Distribute agendas
- Assist with correspondence for subcommittees
- Prepare the Conference Final Report

## **Treasurer**

### **Tasks:**

- Coordinate the preparation of the conference budget
- Establish record keeping procedures for conference funds (revenues and expenditures)
- Keep an accurate record of all disbursements, revenues, invoices and receipts
- Control expenditures according to the guidelines established by the committee
- Provide an up to date financial report for each committee meeting

### **Roles & Responsibilities:**

- Provide the RFP Board with an initial conference budget and updates
- Submit information to be included in the Conference Guidelines Manual
- Ensure the conference guidelines manual is completed and submitted to the RFP office as required noting primarily new documents, examples of that year's conference.

## **Facilities & Hospitality Committee**

### **Tasks:**

- Selection of a subcommittee and volunteers
- Make all the necessary arrangements for the conference facilities:
- Book meetings rooms
- Book trade show space in cooperation with the Associate Rep
- Ensure adequate hotel and motel accommodations are block booked for delegates
- Make all the necessary arrangements for the conference food, refreshments and social activities:
- Breakfasts
- Lunches
- Trade show
- Banquet
- Exhibitor's hospitality
- Refreshment breaks for program sessions
- Prepare a budget for facility and hospitality requirements

### **Roles & Responsibilities:**

- Liaise with the Program Committee to arrange the room set up requirements and A.V. equipment for sessions
- Liaise with the Promotions/Sponsorship Committee regarding hospitality needs

- Liaise with the Associate Representative to arrange requirements for the Exhibitors Trade Show and Hospitality
- Responsible for keeping track of numbers for meals and advising the food caterers

## **Program Committee**

### **Tasks:**

- Selection of a subcommittee and volunteers
- Prepare a program budget
- Make arrangements for activity sessions
- Send thank you letters to all the speakers and include feedback forms after the conference (this may be done by Conference Committee Chair)
- Submit information to be included in the Conference Guidelines binder

### **Roles & Responsibilities:**

- Liaise with the Past President's committee regarding the Golf Tournament
- Confirm speakers
- Prepare conference brochures for printing
- Arrange for speaker gifts
- Arrange for speaker cheques (honorarium/expenses) prepared by RFP staff
- Arrange for session leaders who: Meet the speaker and ensure speaker needs are arranged: Introduce session topic and speaker: Thank speaker and present gift; Distribute Session Evaluations and collect completed evaluations at the end of the session.
- Ensure A.V. equipment and session room set up is adequate

## **Sponsorship/Promotions Committee**

### **Tasks:**

- Solicit sponsors for:
- Conference delegate packages (bags and/or items to be included in the bags)
- Conference refreshment breaks
- Conference final draw prize (sponsored or co-sponsored)
- Activity session prizes
- Assist with the promotion of the conference (media coverage)
- Send thank you letters to all the sponsors and pictures or information showing the recognition that the sponsors received (this may be done by the Conference Committee Chair if more appropriate)

### **Roles & Responsibilities:**

- Liaise at all times with Associate Representative
- Liaise with the Facilities and Hospitality Committee regarding requirements for sponsorship and promotions

## **Transportation and Tours Committee**

### **Tasks:**

- Arrange transportation, if necessary, required to move delegates from venue to venue
- Arrange a tour of facilities, etc. for delegates

### **Roles & Responsibilities:**

- Ensure transportation is available for delegates before and after the hospitality events where alcohol is served if distance is greater than 2 blocks.

## **Board Liaison (AARFP Executive Director)**

### **Tasks:**

- Attend Conference Committee planning meetings

### **Roles & Responsibilities:**

- Act as an advisor to the Conference planning committee.
- Prepare Conference update reports to the AARFP Board of Directors
- Assist with Conference details

## **Associate Representative**

### **Tasks:**

- Coordinate the Exhibitors trade show with the Conference planning Committee

### **Roles & Responsibilities:**

- Place show floor
- Field show questions

## **AARFP Office Administrator**

### **Tasks:**

- Assist Conference Committee with questions regarding registrations and accounting
- Assist Associate Rep with Trade Show preparation

### **Roles & Responsibilities:**

- Send conference brochure to current membership
- Advertise and promote conference (web page, leisure lines, desk top calendar)
- Field conference questions
- Manage payment of all approved conference expenses
- Take registrations and prepare delegate identification
- Prepare and mail out Trade Show Exhibitor pkgs.
- Handle all Trade Show Exhibitor registrations

- Set up sessions, speakers, etc. in database
- Add conference program to website and update regularly
- Add Exhibitor list to website and update regularly
- Proof conference brochure and registration form in preparation for printing
- Receive all fees from delegates, exhibitors, donors, etc.
- Mail out individual Session Listings to all registered delegates
- Keep Conference Committee updated to session, delegate, exhibitor numbers
- Manage all payment transactions during conference
- Prepare awards & certificates for Awards Banquet & Presidents' Luncheon
- Supervise and operate the Registration Desk during Registration times
- Prepare meal tickets, ballots, delegate lists, exhibitor lists, etc.
- Distribute and collect evaluations for Trade Show
- Arrange for donations for Silent Auction
- Handle last minute walk-in registrations and/or changes to delegates' itinerary
- Assist Treasurer in preparation for AGM

## **Next Step**

If your community, after reading the above, still has questions about the hosting of the Conference please contact the RFP office. If your community would like to develop a Conference Bid package please request a package from the RFP office.

Thank you for your interest in hosting AARFP Annual Conference. We look forward to receiving your conference bid package.

### **Recreation Facility Personnel**

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