

7. SPECIAL NEEDS IDENTIFICATION

In compliance with the Charter of Rights and Freedoms, conference registration forms must ask participants if they have special requirements in order to attend conference sessions. This request must be printed in conference material.

8. CONFERENCE PROGRAMS

- Information regarding content guidelines and regulations is sent to conference chairpersons and Professional Association presidents in April. Professional Associations must ensure that program information for inclusion in *The Teacher* and the online catalogue is received by the NSTU by the fourth Friday in May. This information must be submitted as a complete package to the NSTU.
- When using co-chairs one person must be identified to the NSTU as the contact person.
- Professional Associations wishing to use additional conference program preparation and distribution do so at their own expense.

9. PRINTING SERVICES

- The NSTU will arrange to print the following material for conferences: Annual General Meeting Minutes, Constitutions and Executive Reports (i.e. president, treasurer, committees, etc.). The NSTU will also print registration fee receipts and nametags.
- The NSTU will not print workshop handouts. It is the responsibility of the person presenting the workshop to supply these materials for the conference.
- Conference materials that require printing must be submitted to the NSTU prior to the fourth Friday in September. The NSTU cannot guarantee that submissions after this date will be ready by conference time.

10. CONFERENCE MARKETING

- Use of a conference banner or neon wheels sign to advertise conference site.
- Design a press release for circulation to appropriate media with a photo and resumé of the keynote speaker.

- Design a timetable for issuing of press releases.
- Arrange for photographer to capture conference proceedings.
- Invite guests.
- Offer draw for early registration.
- Incorporate “free” lunch in conference fees

11. CONFERENCE LOGISTICS

- (a) A/V Equipment
 - Collate a master list of equipment needed and a separate breakdown for each workshop.
 - Proceed with arrangements for delivery of A/V equipment.
- (b) List delegates and provide workshop leaders with attendance lists for their sessions. Review budget and revise if necessary.
- (c) Design evaluation forms for conference:
 - Ask questions about format, topics and program.
 - Allow space for comments.
 - Ask for suggestions for improvements.
 - Thank delegates for taking the time to fill them out.
- (d) Check with Speakers
 - Finalize travel arrangements, accommodations and any media request for interviews.
- (e) Assign workshop rooms.

12. CONFERENCE FOLLOW-UP

- (a) Send thank you letters to speakers and workshop leaders.
- (b) Review and summarize conference evaluations and prepare NSTU Report.
Evaluate the event as a committee:
Make suggestions which can assist in planning next year’s conference.
- (c) Update Planning Committee Record:
 - Pass your records on to the Chairperson of next year’s Conference Planning Committee.
 - All delegates who attended the conference including name, home address, postal code and email address.

13. CONFERENCE – CRITICAL TIME LINE

4th Friday In May

Complete conference program to NSTU for publication in *The Teacher*, online registration and the NSTU website.

June/September

Conference summary appears in *The Teacher*

1st Week In September

Posters delivered to sites

4th Friday In September

All conference print material to NSTU

4th Friday In October

Have a great conference!



NOVA SCOTIA
TEACHERS UNION
PROFESSIONAL
ASSOCIATIONS

Guide
for
Conference
Chairpersons

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1. CONFERENCE TIME FRAME

All NSTU Professional Associations must adhere to the following conference time frame:

Conference Start-Up:

Thursday evening prior to 4th Friday in October

Conference Program:

4th Friday in October

Conference Closure:

Prior to noon Saturday following the 4th Friday in October

2. ADVANCE CONFERENCE PLANNING

- Appoint a Conference Chairperson
A Conference Chairperson should be appointed at the earliest possible date. Nominating the coordinator for next year's conference as part of the new slate of officers will immediately ease the association into this planning process. The appointed Chairperson should meet with the previous Conference Chairperson to discuss conference procedures.
- Form a Planning Committee
The Planning Committee should include the Chairperson, President, Treasurer, and sufficient members to adequately plan your conference. While many hands make light work, small committees tend to be most efficient.
- Assign Duties to Committee Members
Choose carefully. Your conference depends on reliable self-motivated people, capable of getting their tasks done efficiently with minimum interference from the Chair.

3. CONFERENCE COMMITTEE – ROLES AND RESPONSIBILITIES

Conference Chairperson

- Calls meetings.
- Chairs meetings.
- Keeps committees on task.
- Summarizes decisions made at meeting.
- Keeps a file that contains a detailed record of correspondence, lists of resource persons, exhibitors, speakers, committee, etc.

Publicity Coordinator/Committee

- Develops conference program flyer.
- Develops press releases for committee's approval.
- Informs media of upcoming conference.
- Sends photos and resumes of keynote speakers with press release.
- Serves as liaison with *The Teacher* and with photographer for pictures on day of conference.

Hospitality Coordinator/Committee

- Arranges accommodations for guests and speakers.
- Arranges opening reception.
- Arranges banquet, meals and coffee break.
- Arranges for hospitality room for speakers, guests and media.

Technical Support Coordinator

- Develops list of equipment needed by speakers and workshop leaders.
- Arranges for equipment and accepts deliveries.
- Checks workshop rooms on day of conference to be sure all equipment has arrived and is in working order.
- Sees that equipment is returned on time.

Exhibits Coordinator

- Determines facility for exhibits and space allocation for displays.
- Invites participation in writing with specifics in terms of fees and space availability.
- Confirms participation in writing.
- Arranges for set-up and dismantling a display.

Registration Coordinator/Committee

- Creates registration forms following NSTU requirements.
- Creates workshop choice forms.
- Collates registrations as received if mail ins.
- Prepares list of delegates.
- Coordinates registration on day of conference.
- Sends lists of member registrants to NSTU.
- Responds to all information from all potential delegates and members.

Conference Treasurer/Finance Committee

- Devises tentative budget and appropriate expense forms.
- Determines whether a separate conference bank account will be used.

- The alternative is for all conference revenues and expenditures to go through the PA's main bank account, which is administered by Central Office. Treasurer would be responsible to submit expenses to Central office to be paid.
- Those holding a separate conference bank account are subject to the guidelines in the Professional Associations Treasurer Guide (available on the NSTU website).
- Separate conference accounts are subject to a year end review by the NSTU Financial Officer.

Recorder

- Records and circulates minutes of committee meetings.
- Prepares and updates Action Sheet.

4. CONFERENCE PROGRAM CONTENT

Design a survey of member needs.

- Needs assessment is an important consideration for planning professional activities. Most complaints about the relevance of a conference originate because members have not been consulted as part of the planning process. This could be done as part of an evaluation given out at the last conference, or by way of an email survey in the association's newsletter.

Items to consider when surveying member needs.

- Topics to be covered by workshops including concerns of members.
- Ratio of time spent in lectures or panel discussions compared with workshops.
- Number and length of sessions to be included in program.
- Programming for evenings.
- Social event, tours.

Possible session leaders.

- Department of Education personnel.
- Local board consultants.
- University personnel.
- Writers, publishers and education suppliers.
- Elected officials (local or provincial).
- Libraries.
- Researchers, speakers or 'experts' of a national or international caliber.

Set the Conference theme and objectives:

- A list of specific objectives should be designed to meet the needs as expressed in the survey.
- Establish a conference theme.

5. CONFERENCE SITE/SPEAKER/EXHIBITOR SELECTIONS

- (a) Make final selection of conference location.
Commence arrangements for accommodations.
- (b) Plan to contact speakers and workshop leaders.
 - Ascertain correct title, position and surname spelling for each speaker.
 - Define fees, expenses and honoraria to prevent misunderstandings.
 - Be certain follow-up confirmation letter contains all necessary information.
 - Supply a contact person on the committee for questions the speaker might have – chairperson/registrar.
- (c) Begin mailing to potential exhibitors.

6. CONFERENCE FEES

Registration fees for conferences must be set for three categories of delegates:

- (a) Professional Association Members
- (b) Non-Members
- (c) Substitute Teachers – By way of an Annual Council resolution, all Professional Associations are required to have a reduced conference fee for substitute teachers. That fee is to be published in conference materials.
 - Although Professional Association membership is collected at the time of conference registration, association membership is not a requirement for conference attendance. The association membership fee and the conference fee are not to be combined.
 - Conference registration fees should be established after a proposed conference budget is prepared.
 - A completed membership list of the association shall be submitted to the NSTU. Names shall be submitted in alphabetical order and the home address and NSTU email address must accompany names to ensure that members can be contacted.
- (d) NSF cheques shall have a \$30 administrative fee applied.