



**Guidelines for  
Bidding On and Hosting  
an  
AZAD National Conference**

**Revised 2006**

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Direct any questions on conference bidding or hosting to the Director-Conference Advisory. Send an email to: [Advisory@AZADocents.org](mailto:Advisory@AZADocents.org) or see contact information in *Symbiosis*.

## **Considering a Bid**

1. Your zoo/aquarium must have active Organizational membership in AZAD.
2. Your conference committee chairs are each requested to have an individual membership in AZAD.
3. The Chair or Co-Chairs must have attended at least two AZAD national conferences, and be willing to attend all subsequent national conferences prior to their own institution's conference taking place. The Chair or Co-Chairs will be required to meet with the AZAD Executive Board at each conference following acceptance of your bid to discuss preliminary plans, issues of concern, etc. The Director-Conference Advisory will arrange these meeting times with you prior to the conferences.
4. Have a strong docent volunteer organization with a commitment to hosting an AZAD conference. Based on past conferences, you may need 100-140 volunteers willing to serve as hosts during the actual conference. Volunteers are an important factor in carrying out the final plans developed by the planning committee.
5. Have full support of your zoo/aquarium society members, staff and support organizations.
6. The registration fee will not completely cover all expenses for the conference. You will need to have some fundraisers and/or obtain donations from companies or individuals. Work with your individual zoo/aquarium to determine what you are allowed to do. Do not feel you have to compete with previous conferences. Try to keep conference functions simple and comfortable to attend.
7. Contact the Director-Conference Advisory for further discussion and/or clarification at [Advisory@AZADdocents.org](mailto:Advisory@AZADdocents.org) or see current issue of *Symbiosis* for contact information.

## **Bid Process**

1. Bids are preferably made 3 years in advance of the conference. (i.e.: Bids for 2009 are made in 2006.)
2. Bid requests are accepted for the year in question upon conclusion of the current annual conference and prior to the next year's conference.
3. Submit Bid request via e-mail to the Director-Conference Advisory at [Advisory@AZADdocents.org](mailto:Advisory@AZADdocents.org).
4. Bid request should include the following:
  - Confirmation that you have already obtained full approval and support of your zoo/aquarium society members, staff, volunteers and other support organizations.
  - Proposed hotel venue and tentative room rate. Reasonable rates are an important factor.
  - Potential dates of conference, avoiding religious holidays and the AZA Conference.
  - Ease of accessibility of host city by air. List of dominant airlines utilized by nearest airport.
  - Information about what the city and surrounding area has to offer attendees.

5. During the Delegates' Meeting at the annual conference, each bidding organization will make a 5 minute visual presentation covering the required information for a bid. At that meeting the delegates will vote to determine who will be the host for the conference 3 years out.
6. NO soliciting of the delegates may be undertaken at any time by the bidding organizations. To do so will mean that organization's bid will be withdrawn from the process.
7. Ideally, we are looking for host sites that vary throughout the country from one year to the next so as not to favor one area of the country.

## **Preparing a Request to Bid**

1. First, obtain the support and approval from your zoo/aquarium management and volunteers to pursue a bid.
2. Contact the Convention and Visitors Bureau in your city for aid in selecting a hotel/convention center with an area large enough to handle the conference, and for help with public relations material. Attendance is usually between 400-800.
3. Contact the hotel for a proposed room rate. Do not sign a contract with any hotel at this point, but do get in writing from the hotel the proposed room rates and other details discussed with them.
4. Choose tentative dates for the conference so it will not interfere with the annual AZA conference or major religious holidays. Give at least a two-day window between religious holidays and the start/end of the conference to give ample time for travel. The Director-Conference Advisory will approve all conference dates.
5. Research the ease of flying into the airport servicing your city. Are direct flights available from the major cities? What are the dominant airlines?
6. Include highlights of attractions in and around your city that would be of interest to attendees and could be potential pre- or post-conference trips. We do not expect you to have trips identified, but rather a quick run down of some of the possibilities available.
7. Submit your 'Request to Bid' outlining the above via email to the Director-Conference Advisory at [Advisory@AZADocents.org](mailto:Advisory@AZADocents.org) or see *Symbiosis* for current contact information.

## **Bid Presentation at the Annual Conference**

1. Bid presentations are made at the Delegates' Meeting for approval by the delegates. The bid must be presented by the docent/volunteer organization that is making the bid.
  - a. Use a slide, video or power point presentation.
  - b. Keep the presentation simple and to a maximum of 5 minutes.
  - c. Reflect the zoo/aquarium, hotel details and potential room rate, potential conference dates, accessibility via air travel, and some of what the city has to offer attendees.
  - d. Inform the Director-Conference Advisory and host committee of your audio-visual needs for the bid presentation. The host committee will pay for the cost of standard equipment (i.e.: microphone, podium, screen, single slide projector). Further equipment will be the financial responsibility of the zoo/aquarium making the bid. See host committee for specific equipment they list as standard.

2. **NO soliciting of the AZAD delegates or members may be undertaken at any time by bidding organizations. To do so will mean that organization's bid will be withdrawn from the process.**
3. Active docent status and membership in AZAD is a must for the proposed conference Chair or Co-Chairs. An Organizational membership in AZAD is required of the proposed zoo/aquarium.

## **Won the Bid to Host in Three Years - What To Do Next**

1. Schedule the conference dates, to be approved by the Director-Conference Advisory. Preference is to start on a Wednesday and end with the final banquet on a Saturday. This will accommodate those who work and take advantage of lower airline rates.
2. The conference should include the following:
  - a. A 3-day conference. (Delegates' Meeting will precede the conference.)
  - b. A trip to the host zoo/aquarium.
  - c. Paper presentations and workshops.
  - d. An icebreaker event.
  - e. A closing banquet.
3. Contact the hotel to set up definite dates and confirm room rates. All hotel accounts should be in the name of the host zoo/aquarium.
  - a. Secure rooms for the host planning committee to stay during the conference.
  - b. Secure a room for the Executive Board meetings held during the conference.
  - c. Secure VIP speaker accommodations.
  - d. Secure meeting rooms adequate for the number of attendees.
  - e. Make arrangements to accommodate the Executive Board interim meeting held 6 months before the conference. Secure one meeting room for 8 board members and 4 sleeping rooms, complimentary or at the conference rate.
4. Determine the budget.
  - a. The AZAD Executive Board must approve conference registration fees.
  - b. Obtain financial backing (sponsors, underwriters, plan fundraising events).
5. The Director-Conference Advisory may visit the host zoo/aquarium if the Board deems it necessary.
6. Start planning pre- and post-conference trips.

The pre- and post- trips are extra items and should not be included in the registration fee. You will need to determine the trip cost per person and charge accordingly. It is allowable to add between \$5-\$20 to the fee to assist in your fundraising and to make similar trips the same price. Use your best judgement. The cost of the pre- and post-conference trips will be presented to the Board at the conference prior to yours along with a draft of the registration material.

## **Suggested Conference Schedule**

Day 1 (Wed)	Pre-Conference Trip(s) (all day and ½ day) Delegates' Meeting (after return of ½ day or full day trips)
Day 2 (Thurs)	Opening Session/Papers/ Icebreaker
Day 3 (Fri)	Papers/Zoo Day
Day 4 (Sat)	Papers/Optional Lunch/Banquet
Day 5 (Sun)	Post-Conference Trip(s)

## **Budget Guidelines**

Full Registration Fees	\$185.00 (AZAD member)	\$210.00 (Non-AZAD member)
Gift (some kind of tote bag)	\$10.00	
Icebreaker	\$40.00	
Buses	\$20.00	
Zoo visit	\$20.00	
Banquet	\$50.00	
Breakfast (2 to 3)	\$30.00	
Misc.	\$40.00	
Seed \$ for next conference	<u>\$10.00</u>	
TOTAL	\$220.00	

The breakdown of the registration fee, except for the seed money, is strictly a guideline to help you begin your budget planning. Some local groups could help defray expenses (i.e. host organization society covers cost of some aspect of zoo/aquarium visit, a company or organization to cover the cost of the tote bags, printing costs, etc.). Consider having fundraisers to help cover costs. It has been suggested that hosts offer two levels of registration: the normal full registration and partial registration that covers only the concurrent presentation sessions. This is completely up to the host committee with final approval of the AZAD Executive Board.

### **Budget Reminders**

- The cost of audio-visual equipment will be at your own expense for the official presentation of your conference at the closing banquet of the conference preceding yours. If the equipment you will be using is the same as the closing banquet speaker, then you might not have to incur a cost.
- Conference registration fees and pre- and post-conference trips must have the approval of the Executive Board.
- None of the registration fee is to be used for the purchase of alcohol.

### **Assistance Funds from AZAD will be the greater of \$12,000 or \$20 per each full registrant for each conference host organization. Funds will be distributed as follows:**

\$2,000 to the organization once they have received the bid to host the conference (three years from the date of the conference);

\$2,000 two years prior to the conference;

\$8,000 one year prior to the conference.

Any balance will be paid when the total number of registrants is determined.

### **Paying Back Assistance Funds**

At the conclusion of your conference, after all expenses have been paid and optional raffle/silent auction proceeds have been paid out to the designated recipient organization(s), any surplus funds

will be remitted back to the AZAD Treasurer, but only up to the total amount of AZAD assistance funds received. AZAD understands the financial commitment of the conference host and appreciates that all or a portion of the conference assistance funds may not be repaid.

**Seed Money from Previous Year's Conference**

\$10 from each full registration from the current conference will be advanced to the host of the next national conference at the end of the current conference. For example: If the national conference just ending had 600 full registrations, they issue a check for \$6000 for the next national conference's host, to be remitted to the AZAD Treasurer.

**Hotel Requirements**

Below are standard hotel room requirements for a national conference. They will vary depending on your specific agenda and the maximum number of attendees you can accommodate. Past attendance has varied from approximately 500 to 800.

**Meeting Rooms:**

Interim AZAD Board Meeting 6 months prior to conference

- 1 meeting room for 8 people, Friday & Saturday

Conference

- AZAD Board meeting room, 10-12 people needed the entire conference, starting the day before delegates meeting
- Delegates' Meeting – classroom style for 60-80 people with additional 50 chairs for observers and raised platform for 8 board members
- Rooms to house Hospitality, Registration, Raffles
- Opening Session room, 500-800 people
- Closing Banquet room, 500-800 people
- Optional Luncheon room, 250-400 people
- 6 Concurrent Session rooms, 150 people each
- Icebreaker room, hotel or offsite, 500-800 people
- 2 rooms for Newsletter and Conf Wrap-Up meeting, up to 50 people each
- 'Wildside Room' art vendors, 15-25 booths

**Total Number of Sleeping Rooms is an approximation based on an average of 700 total registrants.**

\*Some hosts have 2 days of pre-trips.

Day	1	2	3	4	5	6	7	
	arrival	*pretrip	pretrip/ delegates meeting	conf	conf	conf	post-trip	
Rooms/Night	100	250	300	300	300	300	60	= 1610
							Total Room Nights	

As hotel room rates go higher, there are some attendees who find more affordable lodging at nearby hotels/motels.

It is difficult to know how many will make this choice. Adjust the room number block accordingly to meet your specific situation.

## **Sleeping Rooms for Interim Board Meeting 6 months prior to conference:**

4 rooms, double occupancy for Thursday, Friday and Saturday nights. Ask hotel to provide at the conference rate; sometimes they will comp the rooms.

## **Paper Presentation Guidelines**

The primary purpose of the conference is for sharing and exchanging program ideas, interpretive techniques and information that will help us become better docents. For this reason, the conference should include educational presentations. If possible, try to arrange about 75% given by docents and 25% by professionals. It is strongly suggested that the host provide enough concurrent presentation sessions to provide an attendee with at least 6 different paper presentations they could conceivably attend. This does not include speakers presenting at the opening session, optional luncheon, closing banquet, workshops or other optional events. How the host committee schedules the papers is up to them, whether it be accomplished over the course of one, two or three days. For concurrent sessions, it is common for a presentation to be offered twice to allow more exposure.

### **Call for Papers**

When drafting your "Call for Papers" announcement, keep in mind the following preferred presentation topics:

- interpretation/communication techniques
- biofact information/techniques
- presentation techniques
- information research techniques
- animal observation techniques
- docent training/mentoring programs
- education programs
- enrichment programs
- specific animal focused presentations
- horticulture presentations
- fundraising techniques
- conservation programs and how your docents are involved

### **Choosing Appropriate Paper Presentations**

As the host committee reviews presentations, be mindful of submissions that are not appropriate such as political topics, other highly controversial issues and fundraising/sales pitches. Prior to sending out acceptance letters, the host committee will submit to the Executive Board a list of the proposed presenters and a copy of their abstracts. The Board will review for variety of topics, controversial topics, problematic speakers from past conferences, and provide feedback to the host. If there is a low turnout of acceptable docent paper submissions, the host committee is encouraged to seek presenters from area organizations. Look for people from conservation related organizations, communication interpretation experts, and keepers and staff from your zoo/aquarium.

## **Suggested Committee Structure**

This is a suggested listing of committee chairs and duties. The number of committee chairs varies from one host to the next, ranging from 14 to 32, with an average of 22. You may choose to combine some tasks or come up with a different way of dividing up the work. Do whatever works best for your team.

### **Conference Chair or Co-Chairs**

1. Coordinates all conference details.
2. Works on agenda with all committee chairs.
3. Serves as host at all AZAD general membership meetings during the conference.
4. Coordinates with the conference committee to send out registration packet 6 months in advance of the conference date.
5. Works with committee chairs on submitting conference update articles for *Symbiosis* newsletter the year prior to your conference and a follow-up article after your conference.
6. Prepares an evaluation sheet to be handed out to each registrant and returned to the host committee by the end of the conference.
7. Must have insurance coverage. (Check with your zoo/aquarium regarding insurance coverage for this type of limited event. If needed, a short term Rider to your zoo's/aquarium's policy might be needed).
8. The Chair or Co-Chairs or his/her designate will attend the AZAD Executive Board meeting of the two conferences prior to their conference to provide status updates.

### **Delegates' Meeting Chair/Credentials Committee**

1. Works with the Director-Extension to prepare for the Delegates' Meeting.
2. Works with the host committee Registrar and Director-Extension to be sure all registered delegates are current AZAD members.
3. Compiles a list of Delegates.
4. Director-Extension will provide the delegate packet and will compile the final list of eligible delegates, per the credential forms.
5. Arranges the room for the Delegates' Meeting in the desired manner. Director-Extension will give instructions. No early entry of delegates or spectators will be allowed.
6. Makes arrangements for liquid refreshments (i.e. coffee, soda, iced tea) to be served during a break at the Delegates' Meeting.
7. Provides voting cards. (Green for yes and Red for no.) These should be passed on to the next conference host.
8. Provides each Delegate with pencil/pen and paper.
9. Makes placard with Delegate name, zoo/aquarium and location printed on both sides.  
(Use large type and place in front of each Delegate.)
10. Provides necessary audio-visual equipment for conference bid presentations.
11. Provides a table outside the door for Delegate Check-In. A minimum of two host members will staff the check-in table.
12. Arranges for roll call of Delegates by the Director-Extension.
13. Provides two people to act as the timer (obtain two stopwatches).
14. Credentials Committee Chair will help keep the roll current during the meeting.
15. After conference, mails Delegates' packet and proceedings booklet to all Organizational members not represented at the Delegates' Meeting. AZAD Treasurer will reimburse host for the packaging and postage expense for this post-conference mailing.

### **Facilities Chair**

1. Coordinates bids and contracts for hotel and conference facilities.
2. Serves as liaison in coordinating all other needs between committee chairs and hotel (room block, guest speaker accommodations, food, audio-visual equipment, meeting rooms, bus staging, deliveries, etc.)
3. Coordinates all hotel details including rooms for the Executive Board meetings.

### **Food Chair**

1. Coordinates food and beverage events provided by the hotel.
2. Makes provisions for attendees with special dietary needs.

### **Gifts/Raffles/ Give-Aways Chair**

1. Coordinates items for the registration packet which includes a note pad and pencil or pen.
2. Obtains door prizes, solicits raffle items (optional).
3. Must make it known to donors and participants the names of all organizations to receive the fundraising proceeds.

### **Hospitality Chair**

1. Provides reserved seating for all those attending the closing banquet.
2. Provides decorations.
3. Staffs Hospitality Room.
4. Provides message board for attendees
5. Provides additional information on what the city has to offer (sightseeing, restaurants, public transportation, etc.).
6. Provides an information table for use by next year's conference committee.

### **Icebreaker Chair**

1. Locates a venue for the Icebreaker event that is scheduled at the beginning of the conference.
2. Coordinates all aspects of the event including food , drink, entertainment, if any, etc.
3. None of the conference registration fee is to be used for the purchase of alcohol.

### **Legal Counsel**

1. Due to the number of contracts involved in hosting the conference, it is suggested to obtain legal counsel, perhaps provided by a volunteer or zoo/aquarium staff.

### **Photo Contest Chair**

1. This is an optional activity, solely at the discretion of the host committee.
2. One issue to consider, and totally at your discretion, is if you want to include an affidavit on the photo contest form for photographer to indicate the picture has not been enhanced, whether it be taken digitally or with film.
3. Obtain a photo release form from each photographer. Anything the conference host might want to do with the photos needs permission from the photographers.
4. Ask all the entrants, or the top 3 winners in each photo category, for permission to AZAD to post their winning photos on the AZAD website for up to one year. The AZAD photo release form can be obtained from the Director-Conference Advisory. After the conference, the signed AZAD photo release forms and pictures are provided to the Director-Extension or Director-Conference Advisory.

### **Pre- and Post-Conference Trips Chair**

1. Makes arrangements for the pre- and post-conference trips and meals, if included.
2. Travel time from the host city to destinations for pre- and post-conference trips will not exceed three (3) hours each way.

### **Print and Mailing Chair**

1. Arranges for printing and mailing of all conference related materials.
2. Contact Director-Conference Advisory for permission to use AZAD logo.
3. Prints conference stationery/note pads.
4. Prints and mails registration forms.
5. Mails registration material 6 months before the conference. Mark each envelope "Dated

Material”.

- a. Includes registration form, conference timeline, hotel and airline information, optional activities, city information.
  - b. Mail to all AZAD members, both individual and Organizational.
  - c. AZAD Membership Chair will provide a complete list of names and addresses.
6. Prints conference program booklet.
7. Prints the proceedings booklet. A complimentary copy is provided to:
- a. Delegates in attendance at Delegates' Meeting.
  - b. Organizational members not present will be mailed a copy.
  - c. Executive Board members.
  - d. AZAD Webmaster.
  - e. Presenters and/or guest speakers may be given a copy. (At the discretion of the host committee).
  - f. No individual will receive more than one free copy.
  - f. Have additional copies available for purchase through registration and during conference.
  - g. Proceedings must be ready for distribution at the Delegates' Meeting.

### **Program Chair**

1. Contacts and confirms the guest speakers. Speakers should be dynamic and the topics should be appropriate for docents. No guest speaker is allowed to charge a fee to those attending.
2. No presenter is allowed to give a sales pitch in the presentation or use it as a forum for commercial or political gain.
3. Secures the guest speakers' housing and travel arrangements with Facilities Chair.
4. Prepares, publishes and distributes a Call for Papers and contacts the presenters.
  - a. Send Call for Papers to all Organizational members. It is suggested to include a flyer or brochure that provides highlights of the conference agenda.
  - b. Expect some submissions for presentations from the Education-Grant committee.
5. See previous section for more details on Paper Presentations.
6. Selects papers for the greatest value to all volunteers and considers the possibility of presenting some or all of them twice. Papers should be 75% by docents and 25% by professionals.
7. Sends list of presenters and their abstracts to Director-Conference Advisory for review by the Executive Board. This is done before host committee extends acceptance letters to presenters.
8. Notifies all those who submitted abstracts whether or not they have been selected.
9. Confirms with each presenter the title and description of their paper.
10. Works with the Conference Chair and the Print Chair to compile the proceedings, which consists of written copies of each paper presentation.
11. Provides edited copies of the papers as published in word format to the AZAD webmaster. They may be sent via e-mail to [Webmaster@AZADocents.org](mailto:Webmaster@AZADocents.org) or saved to a disc (floppy or CD) and delivered to the webmaster (by mail or in person if webmaster is in attendance).
12. Arranges for any audio-visual equipment needed during the presentations.
13. After conference, provides Delegates' Meeting Chair with copies of proceedings booklet to mail to Organizational members not represented at Delegates' Meeting.

### **Registration Chair and Registrar**

1. Coordinates all activities related to registration of attendees.
2. Designs registration form. The final registration form must be approved by the AZAD Executive Board.

3. Collects registrations.
4. Checks the membership status of each registrant against the AZAD Membership database.
5. Sends out confirmations for registrations as soon as possible after they are received.
6. Sends a copy of each Delegates' registration form to the Director-Extension and to the Credentials Chair.
7. Makes name tags so they are easily read. Nametags should also contain the name of the zoo/aquarium and location (city and state).
8. Compiles listing of those attending the conference (name, zoo/aquarium affiliation, city, state). Include list in the registration packet. This list may not be used for commercial purposes.
9. Organizes registration at the hotel and dispenses conference packets.
10. Conference packet must include a pad of paper and pen or pencil.

### **Secretary**

1. Keeps accurate notes of planning meetings.
2. Helps with committee correspondence.
3. Helps compile the Final Report to be sent to the Director-Conference Advisory within 90 days after the close of the conference.

### **Signage Chair**

1. Provides signs that are needed at all conference activities.
2. Previous conference host should pass to you an AZAD 'Welcome Banner' for use at hotel and/or for displaying during 'Zoo Day'. You will then pass it on to the next conference host.

### **Transportation Chair**

1. Coordinates all transportation needs for the entire conference.
2. Provides information in mailed registration brochure about shuttles and/or other transportation from the airport to the hotel.
3. Avoids the use of school buses on any trip that exceeds 30 minutes.
4. Arranges transportation or directions from airport to hotel for the AZAD Executive Board for the interim meeting.

### **Treasurer**

1. Prepares and maintains an on-going budget of income and expenses.
2. Keeps accurate records of all financial transactions.
3. Depending on how the flow of money will be handled, you might need to file income tax returns. Review this with your zoo/aquarium staff and an accountant.
4. Provides budget updates at two interim and annual conference Executive Board meetings prior to your conference.
5. At conclusion of your conference, remits \$10.00 from each full registration fee to the AZAD Treasurer as seed money for the next year's conference.
6. After paying all conference expenses, remits any surplus funds to the AZAD Treasurer, but only up to the total amount of AZAD assistance funds received.
7. Prepares a financial report for the Executive Board to be sent to the AZAD Treasurer and *Symbiosis* Editor no later than 90 days after the close of the conference. The final financial report will be printed in *Symbiosis* approximately 120 days after the conference

### **Coordinator of Host Volunteers**

1. Work with committee chairs to establish volunteer requirements for each program area/venue. This is not necessarily a paid staff member.
2. Recruit volunteers to cover needs before, during, and after conference.

3. Based on past conferences, you may need 100-140 volunteers to serve as hosts during the conference.
4. Plan appropriate training/orientation session for host volunteers.
5. Supervise volunteers during conference.

### **Wildside Room Chair (Art Vendors)**

1. Arranges for a room in the hotel for the attendees to purchase merchandise.
2. Clears list of art vendors with the Executive Board through the Director-Conference Advisory before signing the contracts.
3. Arranges the minimum hotel fee structure for vendor rental space. A suggested vendor fee is \$200, but the decision is up to the host committee as hotel fees can vary around the country. This is usually less than the hotel fee and less than the fee vendors pay at regular art fairs. The additional funds will help to provide you with a little extra to cover other expenses.
4. Wildside Room hours will be determined by the host committee.

### **Zoo Day Chairman**

1. Coordinates the day at the host zoo/aquarium.
2. If possible:
  - a. Provides host docents/volunteers as guides.
  - b. Arranges behind the scenes tours or keeper talks.
  - c. Involves keepers/staff.
  - d. Arranges special programs.
  - e. Makes arrangements for discounts at the gift shops and food stands.
3. Has buses available for early departure from the zoo/aquarium for those who wish to return to the hotel earlier in the day.

### **Closing Banquet Presentation**

At the closing banquet of the conference immediately preceding yours, you will make a ten minute presentation highlighting the hotel venue, conference plans and city offerings for your conference. As everyone is riding high after the success of the current conference, you can take advantage of their enthusiasm and excite them about attending your conference the next year. The cost of audio-visual equipment for the presentation will be at your zoo's/aquarium's expense. Sometimes you can use the same equipment used by the closing banquet speaker and forgo the additional expense, so check with the conference Program/AV Chair.

It is permissible to have information flyers regarding your conference in the Hospitality Room or available at the closing banquet of the conference preceding yours. Please check with the host conference committee and Director-Conference Advisory with what you would like to do.

### **Information Link through AZADocents.org**

Contact the Director-Conference Advisory or AZAD Webmaster about having email links from the AZAD website to specific committee chairs for questions from members on Call for Papers, registration, general questions, etc. Also, about posting on the website your Call for Papers, registration packet, proceedings booklet and any other information relevant before and after your conference that might benefit from being on the website.

## **Interim Meeting and Schedule**

Six months prior to your conference, the AZAD Executive Board will come to your city for their mid-year meetings. The Director-Conference Advisory will work with you during the conference directly preceding yours to set up dates for this visit. The Board typically arrives Thursday afternoon/evening and departs Sunday morning. This has worked out well because invariably some Board members have very limited flight availability into the host city. The Board will stay at the hotel that will be the site of the conference.

During your negotiations with the hotel, try to secure the interim rooms complimentary, or at least at the conference rate. The meeting requires four hotel rooms with two double beds each, and one conference room for 8 people. The meeting room is used all day Friday and Saturday afternoon/evening.

Some hosts have been able to meet the Board members at the airport and transport them to the hotel. Often groups of 3 or 4 can be picked up at the same time. If this is not possible, please provide information about ground transportation to the hotel.

During this visit the Board would like a tour of your conference hotel followed by a status update meeting with your entire conference planning committee at your zoo/aquarium. Below is a suggested schedule for the interim meeting.

### **Suggested Interim Meeting Schedule**

<b>Thursday</b>	<i>Afternoon/Evening- Board members arrive at hotel.</i>
<b>Friday</b>	<i>Board meets all day at hotel beginning at 9am.</i>
<b>Saturday</b>	<i>Morning—Meet with conference chair(s) at hotel for a tour of the facility. Late morning—Travel to your zoo/aquarium for lunch and to meet with your entire conference planning committee. The chair of each committee should be prepared to give a 5-minute status report on their plans. Please have 8 copies of any handouts. Early afternoon—Short tour of your zoo/aquarium to be completed by 2:30pm. Late afternoon—Return to hotel by 3:00 p.m. to continue Board work; dinner break. Evening—Continue meeting until agenda is completed.</i>
<b>Sunday</b>	<i>Morning—Return to airport.</i>

## **Final Report**

The host conference committee will compile a final activity report consisting of reports from each committee chair. Information to include in the final report is listed below. Copies should be ready within 90 days after the conference. The final report may be submitted on CD. If via paper, copies do not need to be in a binder. Keep the construction of the report simple and easy to copy.

The Director-Conference Advisory will provide you with the addresses of those who should receive copies. One copy is provided to each Executive Board member and to the conference Chairs planning the next two conferences. Additional copies are provided to the Director-Conference Advisory as a means of providing future hosts with additional information and guidance.

### **Information to include in Final Report:**

- detailed budget of expenses and revenue
- totals tally of conference survey results
- survey comments - list by topic all survey comments received. If multiple comments along

the same lines, provide one comment to summarize them.

- key task timeline for each committee
- sample correspondence and forms
- quantities of items ordered
- details on a process that really worked well for you, i.e.: money handling, banquet seating process, etc.
- final hotel room pickup numbers versus the reserved block
- final numbers on full registrants and guests
- how you recruited volunteers to serve as hosts--how many you needed for how many host positions
- helpful hints
- what worked well
- problems or issues that came up
- what you might have done differently
- common questions you encountered
- things to look out for

### **Advice/Questions**

Director-Conference Advisory is your contact for questions and guidance as you research, bid and plan a conference.

Send an email to: [Advisory@AZADocents.org](mailto:Advisory@AZADocents.org) or see contact information in the *Symbiosis* newsletter.