



ILAPPA Conference Responsibilities

ILAPPA Board

- ✚ Identifies a Host / Location for Meeting
- ✚ Provides Information on Facilities Needs
- ✚ Provides Past Meeting Information and Sets Rate Structure
- ✚ Sends “Hold the Date” Email
- ✚ Recruits Sponsors / Maintains Lists of Attendees and Sponsors
- ✚ Provides Name Badges for Attendees
- ✚ Determines IT needs for Presenters
- ✚ Develops the Program / Agenda
- ✚ Sends out Agenda
- ✚ Attends Meeting / Assists Host
- ✚ Requests Future Meeting Hosts Before Closing Remarks at the Annual Meeting
- ✚ Sends Closing Email with Copies of any Presentations to Attendees
- ✚ Posts conference materials on the ilappa.appa.org website along with sponsor information

Host Committee

- ✚ Volunteers to Host ILAPPA
- ✚ Helps Identify Hotel, Meeting Room(s), Parking Information/Permits, Directions, Caterer, Social Location, etc.
- ✚ Assists with Transportation for those arriving by Rail or Air
- ✚ Provides a Greeter to Assist with Check-In, Distribute Name Badges and Handouts, and Answer Questions
- ✚ Obtains Electronic Copies of Presentations
- ✚ Attends the Meeting
- ✚ Coordinates any Campus Tours Including Transportation

Four-Six months out

- ✚ ILAPPA board members work with the director of host institution on date, overall agenda of event, invites and determine contact for any questions, forms, website updates, etc.
- ✚ Determine host dates, university spaces to reserve, dining/catering services for meals
- ✚ ILAPPA: Reserve restaurant for off campus evening & networking event (deposit?), location details
- ✚ ILAPPA: Secure local hotel rooms for out of town guests-use ILAPPA as the holding marker of rooms, get location details
- ✚ Determine any transportation needed and available (campus shuttles, etc.)
- ✚ ILAPPA: RSVP spreadsheets for attendees and sponsors, determine the contact person(s) for all questions and RSVP's
- ✚ ILAPPA: Begin communications with attendees, secure campus map and directions, venue details and directions
- ✚ ILAPPA: Create any helpful information forms and website updates

Two-three months out

- ✚ ILAPPA: president & staff, start getting sponsor list
- ✚ ILAPPA: president & staff, begin securing sponsor level of support
- ✚ ILAPPA: Communication requests and organization of the event/details will increase
- ✚ ILAPPA: Work with any event or conference staff on campus for help and details for day of event-registration help, technology help, dining services should be finalized (just waiting on head count)
- ✚ ILAPPA: Request logos from sponsors, for the ILAPPA website and any communications you make in house (use help from any conference/event staff for signs, power point, table tents, nametags)
- ✚ ILAPPA: Finalize sponsorship levels, start sending sponsorship documentation to sponsors, with details, Ask sponsors to bring checks with them to the event
- ✚ ILAPPA: Secure sponsor for the restaurant event and handled all the costs at the restaurant for the type of menu (appetizers, wine and beer)
- ✚ ILAPPA: board members work on agenda as attendees and sponsors are beginning to finalize
- ✚ Sponsoring school: Decide if to have a giveaway



ILAPPA Conference How-To

One month or less

- ✚ ILAPPA: Double check on restaurant reservations, give final numbers
- ✚ ILAPPA: Double check hotel reservations
- ✚ ILAPPA: Worked with shuttle drivers for transportation schedule
- ✚ HOST: Organize and finalize the set up for the campus event space, break out meetings, dining service's needs, sponsor requests, ILAPPA requests
- ✚ HOST: Finalize technology requests and needs
- ✚ ILAPPA: Per 2016 treasurer, the host institution should not pay for anything, so work with the board members on how to handle any potential deposits, etc.

Day before

- ✚ HOST: Set up the sponsors areas and tables with signs, so they know where they are to set up. Past practice is to do this according to sponsorship level, give more prominence to GOLD level sponsors
- ✚ HOST: Finalize any technology needs for sponsors
- ✚ HOST: Checked on any technology issues in space, classrooms, etc.
- ✚ HOST: Last minute details with conference staff

Evening event (Night Before)

- ✚ HOST: Sponsors did request early set up on campus-we accommodated the space and student staff right before restaurant event, no one showed up
- ✚ HOST: Attend, be the greeter, accept any potential checks, sponsor requests
- ✚ HOST: Network and enjoy

Conference day

- ✚ HOST: staff registration table and nametags
- ✚ ILAPPA: Created a power point of all the schools attending, sponsors, acknowledgements to run at event
- ✚ HOST: Conference staff created table signs with sponsor logos, signs at the event acknowledging sponsors, event space directional signs, and all directional signs on campus
- ✚ HOST: Have technology department representative on hand for presentations, etc.
- ✚ HOST: Conference staff on hand to help with requests, issues
- ✚ HOST: Have supplies on hand for use (whiteboards, easel pads, markers, paper, pens, etc.)



ILAPPA Conference How-To

Post event

- ILAPPA: Communicate to those sponsors that have not yet paid, follow up on any communications, send invoices on letterhead
- ILAPPA: Send checks to treasurer
- ILAPPA: Continue to track all information within the spreadsheets
- ILAPPA: Follow up on any issues or questions
- ILAPPA: Save everything!