

SECTION III - REGION CONFERENCE

A. PURPOSE OF REGION CONFERENCE

1. The Conference shall be held for the following purposes.
 - a. Conduct Region business affairs
 - b. Promote CSI among allied professions and the construction industry
 - c. Contribute to the continuing education of CSI members (both Industry/ Associate and Professional)
 - d. Share information of Region and Institute affairs
 - e. Provide discussion among Chapters for their mutual improvement.
2. The program shall include workshops and/or seminars on chapter administration, technical and educational activities, and leadership orientation.
3. Social activities are encouraged as a part of the Conference program.

B. HOST CHAPTER

1. The Region Conference shall not be held in the same state for two consecutive years and shall be hosted by each Chapter on a rotating basis as follows, except as may be amended by agreement of the Chapters and the Institute Directors. A list of locations is provided in Appendix B.
2. The Host Chapter President shall appoint a Conference Committee Chairman or Co-Chairmen at least twenty months prior to the Conference.
3. Attendance of the Chairman at a previous Region Conference is mandatory. The concept is that the Chairman can learn about how to host a successful event by attending one.

C. CONFERENCE ARRANGEMENTS

1. The Conference shall be held annually in September or October, unless otherwise approved by the Institute Directors.
2. Dates available to the Host Chapter for the region conference shall be submitted to the Institute Directors for approval in sufficient time to allow the Host Chapter to make firm commitments for such items as facilities, program and lodging arrangements. (See Conference Planning Schedule in Appendix A).
3. Additional information and assistance for the Conference Chairman is included in the current CSI Administrative References.
4. The Institute Directors are in charge of and preside at the Region Conference.

D. RESPONSIBILITIES OF HOST CHAPTER REGION CONFERENCE COMMITTEE

1. The Host Chapter, with the Institute Directors' approval, shall have overall responsibility for all arrangements for the Conference.
2. Close contact shall be maintained with the Institute Directors to keep them current on the progress of the Conference.

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3. The Institute Directors are responsible for informing the Institute Board of Conference progress.
4. Subcommittees to assist the Chairman or Co-Chairmen shall include, but not be limited to, the following: finance, program, hospitality, registration, travel and lodging accommodations, facilities arrangements, transportation, publicity, graphics, printing and mailing, and conference recording secretary.
5. Descriptions of some of the committee duties follow:
 - a. Finance
 - 1) The Host Chapter will receive a \$1,000.00 no-interest loan from the Region Fund.
 - 2) Plan and budget the Conference so that revenue from registrations and other sources shall equal or exceed expenses.
 - 3) The Host Chapter shall submit copies of a financial statement of the Conference to the Institute Directors no later than 75 days following the Conference and shall return the \$1,000.00 no-interest loan to the Region Fund within 90 days from the date of the Conference.
 - 4) If Conference expenses exceed the income, the Host Chapter may retain 50 percent of the difference, up to \$250.00, in order to offset the loss.
 - 5) Excess expenses over \$250.00 shall be borne by the Host Chapter.
 - 6) If Conference income exceeds expenses, the excess income shall be distributed 50 percent to the Region Fund and 50 percent to the Host Chapter up to an amount of \$2,500 each; thereafter, excess income goes solely to the Host Chapter. These funds shall be paid to the Region no later than 90 days from the Conference date.
 - 7) Any income producing activity conducted in conjunction with or during the Region Conference shall be considered a part of the Conference, and rules regarding profit or loss shall apply.
 - b. Program
 - 1) In order to maintain a high quality Conference, the Program Chairman shall contact and engage any guest speakers at an early date.
 - 2) Establish a definite understanding with speakers regarding expenses or honorarium they expect to be paid so the cost can be included in the Conference budget.
 - 3) Speakers whose companies or organizations are willing to cover their expenses are preferable from a budget standpoint.
 - 4) In line with the emphasis on leadership, bear in mind the limited number of speakers required.

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- 5) Presenting a little memento to speakers shows appreciation for the time spent and is good public relations for CSI, although it is not mandatory to give gifts, especially if the Conference budget can not afford it.
- c. **Graphics**
 - 1) Establish a logo and overall design of the stationery, badges, tickets, registration forms, and similar items.
 - 2) Coordinate the design with the locality or theme of the conference if possible.
- d. **Hospitality, Registration, Travel and Lodging**
 - 1) Relay information regarding the functions to the members as soon as possible, but no later than the second mailing. (see Region Conference Calendar in Appendix A).
- e. **Facilities Arrangements**
 - 1) Early designation of the meeting place is important for the orderly progress of other facets of the Conference and to insure the availability of adequate facilities.
- f. **Printing and Mailing**
 - 1) Remember to allow sufficient time for material to be received from the printers in order to adhere to the mailing schedule.
 - 2) Timely mailings are extremely important.
- g. **Conference Recording Secretary**
 - 1) A complete report of the minutes of the Region Business Meeting and the Presidents' Meeting shall be recorded and reproduced.
 - 2) One copy of the minutes shall be sent to each Chapter President and each Institute Director. Two copies shall be sent directly to the Institute office.

E. CONFERENCE PLANNING SCHEDULE

1. A suggested conference planning schedule for conducting the Region Conference is in Appendix A.

F. CHAPTER PRESIDENTS' MEETING

1. The Conference program shall provide for a separate Presidents' Meeting.
 - a. The agenda will be prepared by the Institute Directors.
 - b. The attendees at this meeting shall be the President, President-Elect, or Vice President (or a designated representative, but only one representative) from each Chapter and other guests invited by the Institute Directors.
2. The one official Chapter representative at the Presidents' Meeting shall have the authority to do the following.
 - a. Approve, disapprove, or modify the Region budget.

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- b. **Serve as the Region Nominating Committee**
- c. **Voting proxies are not allowed.**

G. REGION BUSINESS MEETING

1. **A business meeting shall be part of the Conference.**
 - a. **The agenda will be prepared by the Institute Directors.**
 - b. **The presiding officer will be an Institute Director, with rotation occurring in alternate years.**
 - c. **In the absence of one Institute Director, the other Director shall preside.**
2. **Delegates**
 - a. **Each Chapter shall be entitled to three voting Delegates who have been selected by each Chapter.**
 - b. **Each Delegate is entitled to one vote.**
 - c. **Voting proxies are not allowed.**
 - d. **Names of the Delegates shall be submitted to the Institute Directors by the Chapter Presidents no later than 20 days prior to the Conference.**
 - e. **Chapter Presidents shall notify the Institute Directors if the Delegates will be voting as a unit or as individuals.**
3. **Chapter Reports**
 - a. **Each Chapter President shall bring to the Conference 20 copies of a report of his Chapter's activities since the last Conference for distribution to other Chapter Presidents and Region Committee Chairmen.**
 - b. **The report data consists of, but is not necessarily limited to: attendance, programs, membership, technical studies, awards, education, community service, newsletter and budget. Suggested general format for Chapter Report is in Appendix E.**
4. **Region Operating Guide revisions approval**
5. **Roberts Rules of Order Newly Revised shall govern the conduct of business of the Region Conference.**

H. RECORD OF REGION CONFERENCE ACTIVITIES

1. **A loose-leaf binder containing information regarding planning and execution of the Conference shall be compiled by each Host Chapter Conference Committee Chairman to serve as a record of essential information and as a guide for planning and execution of the next Conference.**
6. **This cumulative record shall be completed and sent to the succeeding Host Chapter (with one copy to each Institute Director) no later than 60 days following the Conference.**

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I. CONFERENCE COMMITTEE CHAIRMAN

- 1. The Conference Committee Chairman or Co-Chairmen should be appointed before the previous year's Conference. This is done so that the Chairman will be certain to attend the previous year's Conference.**
- 2. The Conference Committee Chairman should appoint subcommittees as soon as possible after the previous year's Conference. Choose people who are capable and willing.**
- 3. Monitor each subcommittee's activities. Hold regular meetings. Look ahead for problem areas, and eliminate them before they develop.**
- 4. Chair well-organized and productive meetings. Have an agenda and follow it. Start on time. Make the meetings interesting but brief. Be enthusiastic. Set goals. Announce date of next meeting.**
- 5. Maintain and keep a realistic calendar of events (see Appendix A). Do not let activities fall behind schedule. Do whatever is necessary to correct schedule: assign additional assistance, change subcommittee chairmen, etc. Seek the help of your Chapter President or Institute Directors.**
- 6. Keep your Chapter and the Institute Directors informed of activities and progress. Report at Chapter Board and membership meetings. Give recognition and praise to committee people to keep morale, interest and spirits high.**

J. DATES AND SITE

- 1. Confer with Institute Directors when selecting dates and site.**
- 2. Dates should not conflict with other Institute Conferences, Institute Board or Committee meetings. Avoid holidays and major meetings of other related organizations. The Planning Schedule (Appendix A) is based on holding Conference during the last week in September or the first week in October each year.**
- 3. Select site for Conference as early as possible; firm commitments must be made early. In selecting a site, consider: accommodations, cost, location, accessibility, other activities and attractions located nearby.**

K. FINANCES

- 1. One individual should be in charge of all financial aspects of the Conference. Appoint a Conference Treasurer, and open a Conference checking account separate from the Chapter account. Use a budget reporting form similar to the one in Appendix B and revise it as plans are made or changed.**
- 2. Establish a Conference budget of revenue and expenses similar to the format in Appendix B. Include costs of honorariums, meals, breaks, cocktail parties, printing, mailing, insurance, and other incidentals. Keep spouse registration**

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low to encourage attendance. Record all revenue and expenses in relation to the budget item. The financial statement required to be submitted after the Conference should include budgeted and actual columns according to the suggested format.

3. Consider increasing Conference revenue through sponsors, exhibitors, or donations from within the construction industry. All income producing activities (from table top displays, products fairs, sponsors, etc.) conducted in conjunction with or during the Region Conference are considered a part of the Conference, and the rules set forth in the Southwest Region Operating Guide regarding profit or loss apply.
4. Consider various levels of financial support from associations, organizations (professional and industry) help to offset Conference costs:

Contributors	\$ 50
Sponsors	\$ 75
Patrons	\$100
5. Contributors might wish to sponsor an entire function (such as a cocktail party).
6. Contributors must be given recognition. Names of contributors could be listed in the Conference programs or on signs in reception or meeting rooms. Send thank you letters.
7. To aid in planning, refer to attendance records from past Conferences in Article M of this Section.
8. One Institute Officer may attend each Region Conference as official representatives, and they usually speak to the Conference. In the past, the Institute has paid their registration and expenses, however that policy may change in FY 1992. The Directors may ask for a member of the Institute Education, Technical, and Certification committees to attend the Conference; their expenses must be included in the Conference budget.
9. Extend complimentary registration to program speakers who are not CSI members and to speakers who are CSI members outside the Region. Make certain that there is a clear, written agreement for reimbursement of travel and lodging costs or honorariums for speakers.

L. PROGRAM

1. An overall Conference theme is desirable. Coordinate theme selection with Southwest Region Institute Directors and your Chapter.
2. Invite qualified Region members and Committee Chairmen to present workshops on Institute and Chapter activities and committees.
3. Based on theme, select topics for presentations, seminars, panel discussions and workshops. Select primary and alternate choices for speakers and workshop leaders.
4. The Conference program must include time for the following:

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**Region Chapter Presidents' Meeting
Region Business Meeting
Reports from Chapters and Region Committee Chairmen
Reports from Institute Officer and Staff Member
Awards presentation at banquet**

5. Assign people to obtain commitments from selected speakers and leaders. As necessary, solicit assistance from Institute Directors or other Chapter Presidents within Region. Prepare a brief explanation of theme and individual guidelines for each topic.
6. After participants accept, acknowledge acceptance and determine the types of visual aids (projector, screen, chalkboard, etc.) required. Send copy of program to date, and update as necessary. Request written copy of presentation in advance (preferably) or at time of presentation for use by media. Request expected time of arrival and notify Transportation Committee. Request biography for publicity release and introduction.
7. After Conference, send letters of appreciation to participants.

M. PUBLICITY

1. Draft first and second mailings to members. Include information to stimulate attendance by spouses and families, if appropriate.
2. Draft advance publicity and send to editors of Chapter newsletters within Region. Update as new information becomes available.
3. Publicity should be targeted to the construction industry. Arrange for publicity to local construction-related industry groups and organizations and in local and regional publications.
4. Investigate most economical use of postal facilities and procedures. Bulk mailing is least expensive, but use only if lead time is sufficient to allow for delays.
5. Pre-addressed mailing labels for Region members are available from the Institute. Contact Administrator, Membership Services, for cost. Purchase enough sets initially for all mailings (there is a computer setup charge for the Institute for each set if not obtained all at one time).
6. Make certain all mailings go out on time, in accordance with Region Conference Planning Schedule in Appendix A.

N. ARRANGEMENTS (Preliminary)

1. Negotiate with your hotel host. Some bargaining points are: room rates, a complimentary suite (for Host Chapter to use as hospitality room), waiver of charge for public address system, or other charges.

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2. Reserve meeting rooms to accommodate group easily; provide for lighting setup with the ability to darken the room for AV presentations, if appropriate. Some choices may be auditorium style, informal seating, or table seating.
3. Arrange for tables, visual aids, National and State flags, etc., as required. The Program chairman should tell you of speakers' needs.
4. Allow space for 10-15 display tables for product displays, if desired. Consider displays during cocktail hours and meals. It is generally not effective to combine the Region Conference with a large Products Fair. Time is not available to attend sessions and view many exhibits sufficiently.
5. Plan menus with hotel host, establishing cost, including tax and tips. Buffet lunches are sometimes less expensive. Round tables seating 8-10 persons each are often used at the banquets. Do you want a head table? Will you have cocktails available before meals? Where would the bar be located? Will a dancing area be required? What arrangements do you want for mid-morning and mid-afternoon breaks? Be sure to provide for non-alcoholic and non-caffeine beverages at all functions.
6. A hospitality suite is sometimes provided by a member of the local chapter or sometimes complimentary from the hotel, depending on the block of rooms sold. Should have a small bar; also provide soft drinks. Accommodate up to 35 comfortably. Consider serving coffee, juice, and rolls to the spouses in the mornings. Verify policy of hotel on providing beverages and snacks as some require that they must be purchased from the hotel.
7. Depending on estimated attendance, reserve a block of hotel rooms. Establish a deadline date approximately 20 days prior to Conference. Turn rooms back to hotel if absolutely certain they will not be used, especially if contract with establishment has any penalty clause. Establish policy of hotel in upgrading rooms at no charge for visiting dignitaries.
8. Arrange for centrally located space for a registration table, announcement boards, message board, lost and found. A locked storage area or closet for supplies is convenient.
9. Confirm all commitments and agreements in writing. Determine costs of any extras, such as special lighting, platform setups, tips, taxes, wine, cleaning up, etc.
10. Host Chapter should consider purchasing liability insurance to cover injury or damage.

O. ARRANGEMENTS (Final)

1. Consult Program Committee and Institute Directors for visual aids or equipment requirements and for photocopy requirements.
2. Provide hotel with a timetable covering times and places for meetings, furnishings requirements, equipment or personnel, expected attendance,

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- ventilation, lighting, note taking supplies (if provided as promotional item), water pitchers and glasses.
3. Provide gavel, CSI banner, etc., if desired.
4. Determine which hotel employee to contact in case of unforeseen situations such as locked doors, electrical and ventilation needs, etc.
5. Establish procedures to follow in case of injury, accident, or illness.
6. Reconfirm menus, including beverages and table decorations.
7. Your hotel may charge by the bottle consumed rather than by the drink. If so, try to pre-arrange for partial bottle charge (opened but not consumed). Designate member to count consumed bottles.
8. Confirm **IN WRITING** to the hotel all verbal bookings and arrangements: number of rooms, charges, suite requirements, gratuities, checking and parking arrangements, meal and beverage charges, and surcharges.
9. Provide hotel with a list of VIP guests for special treatment and accommodations.
10. Arrange with accounting staff on requirements for bills, details needed; and most important, differences (if any) between chapter commitments and guest commitments.
11. Establish no more than two chapter members to give the hotel the final numbers for meal reservations.

P. GRAPHICS

1. Based upon the Conference theme, design a suitable logo. Submit to Chairman for approval.
2. After approval of logo, design Conference stationery, if desired. Establish single responsibility contact with printer.
3. With input from Program and Registration Committees, prepare draft of program, registration form, name tags and other items to be printed. After approval, submit to printer. Examine proof copy thoroughly for omissions and errors.
4. Prepare signs as required. Signs may be used to identify the various meeting rooms, to welcome the attendees to the Conference, and to thank Sponsors for their support.
5. Place cards may be used on head tables or for panel discussion programs. Consider identifying plaques for panelists ("tent" style).

Q. REGISTRATION

1. Review registration form to determine that spaces are provided for name, chapter, company, address, telephone number, and spouse's name, and allow room to indicate choices for optional activities.

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2. Solicit brochures, maps, lists of local restaurants, local churches, free sample items, etc., to put in registration packets.
6. Assemble and stuff packets to be handed out at the Registration desk.
7. During Conference registration hours, provide sufficient, well-informed manpower. Provide alternatives for late registrants outside set hours.
6. Provide bulletin board in the Registration area for announcements.

R. HOSPITALITY

1. Every Chapter member must realize that each one is a host or hostess.
2. Provide identification symbols for Host Chapter members (and spouses).
3. Pre-arrange for bar supplies and establish strict accountability. Again, have concern for those who do not consume alcoholic or caffeine beverages; arrange for suitable alternative.
8. Coordinate schedule for hospitality suite: manpower, snacks, supplies, incidentals, cleaning, etc. Make appropriate announcements on location and hours to attendees.

S. TRANSPORTATION

1. For automobile travelers, provide advance, clear directions from main travel route to hotel. Indicate parking availability.
2. For air travelers, determine facilities for hotel transportation, before and after Conference. Notify travelers of cost, if available.
3. For guests (speakers, Institute representatives) obtain arrival times and provide transportation. Be sure you can identify guests.

T. SECRETARY

1. Maintain and distribute minutes of meetings of Conference Committees. Send copies to both Southwest Region Institute Directors.
2. Assist Chairman with correspondence, if necessary.
3. During Conference, record minutes of the Presidents' Meeting and the Region Business Meeting. Procedures can be taped for later transcription. Send typewritten copies of minutes to Institute Directors.
4. After Conference, assist Chairman in preparing Conference report.

U. SPOUSES PROGRAM

1. Include activities of interest to out-of-town visitors. Often, local spouses will help with this program.
2. Determine budget requirements. Submit to Finance Committee for approval. Assist Finance Committee to set registration for spouses.
3. Make arrangements for spouses events in conjunction with or separate from member activities. Consider Technical/Educational programs for spouses.

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Consider combination with some regular Conference programs for items of general interest (speakers, tours).

- 4. Allow free time for spouses to choose own activities. Provide information on local attractions (museums, shopping centers, events, etc.).**
- 5. Children/teen-age activities may also be planned.**