

**NEAFCS Annual Session Handbook**  
*Approved September 2024*



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## ANNUAL SESSION HANDBOOK PREFACE

The Annual Session handbook serves as a guide to the Affiliate Liaisons, Sub Committees, and the Annual Session Planning Committee. This handbook also provides information for the different parties involved, including potential hosts.

The goal in selecting a location for the Annual Session is to rotate around the country to best serve the members of NEAFCS. The NEAFCS National Office will request proposals for Annual Session hosts from all Affiliates on a yearly basis, three years prior to the Annual Session. Proposals will be reviewed with consideration given based on the following criteria: - adequate size of the venue to host the conference, the affordability of members to attend, the desirable destination factor of the location and regions of the country that have not recently hosted Annual Sessions.

The recommended city needs a hotel/venue of adequate size to host a conference of 750+ participants. The affordability factors will include access to airport/ground transportation as well as hotel/venue costs including room rate and food and beverage costs and minimums. The desirable destination factor will be selective and vary based on the part of the country of the potential site is in. In essence this factor includes likelihood the meeting will draw full participation leading to it being financially stable for the Association. It will also include the likelihood of favorable weather for the meeting and local attractions or cultural interest that would draw membership to attend. The regional factor will be used to ensure that the Annual Session moves to different regions and is not in the same part of the country for multiple years consecutively. The factor will not disqualify a state bid. It may be used if two or more states are bidding in the same year and will be used when selecting meetings using the regional approach.

After a state submits their bid to the National Office, at the direction of the National Board/Site selection committee, the National Office will solicit hotel proposals from cities suggested by the host state(s). The Site Selection Committee at its discretion may consider additional site locations in the state as needed. The NEAFCS Staff will review all proposals submitted for consideration and present a summary of proposals to the Annual Session Site Selection Committee. Prior to selecting a city/destination, the Regional Director will notify the local Affiliate President's in the state to confirm any conflicts with dates, etc., as well as taking into consideration any holidays.

When using a multi-affiliate approach, The Site Selection Committee will provide direction to the National Office on specific states or regions of the country to solicit site bids from. The same selection factors as state bids will be used to make the final site decision. If the selected location does not have an active State Affiliate, a letter will be sent to the Land Grant University to notify them of the meeting dates and extend an invitation to join us. Once the location for the Annual Session has been selected, prior to finalizing any contract, the Regional Director will notify the Affiliate President, Director of Extension and Assistant Director of FCS Programs. The Regional Director will also inquire with the Affiliate President if the Affiliate will be willing to serve as the state host of the meeting.

If the state chooses not to serve as host liaisons of the Annual Session, the Annual Session Planning Committee and Sub-Committees will be formed by soliciting members from the state holding the Annual Session, neighboring states and the NEAFCS region. The committee may include members from multiple NEAFCS regions especially if the site borders two or more NEAFCS regions.

Affiliates may submit bids for consideration year after year; however, Affiliates/States may not serve as Annual Session hosts more than once every four years. Bids submitted by Affiliates/States will be considered for up to two-years after the year received with the approval of the Affiliate.

## IMPORTANT

1. **THE NEAFCS PRESIDENT IS THE ONLY PERSON WHO CAN ENTER INTO AGREEMENTS OR CONTRACTS FOR WHICH NEAFCS IS TOTALLY OR PARTIALLY FINANCIALLY RESPONSIBLE (SUCH AS BUT NOT LIMITED TO HOTEL, SPEAKERS, CONVENTION CENTERS, CATERERS, TRANSPORTATION AND VENUES FOR SPECIAL EVENTS).** Failure to abide by this will result in Host or other party to be financially responsible for any non-approved expenses
2. **THE NEAFCS NATIONAL OFFICE WILL SERVE AS THE PRIMARY CONTACT WITH FACILITIES, VENDORS AND SUPPLIERS.**
3. Annual Session hosts may choose to sponsor or raise funds for events and/or Annual Session functions. Funding estimates are available from the Annual Session Planning Committee.

**This handbook is organized in the following manner: the first section will cover the roles and responsibilities of the Annual Session Planning Committee. The second section will cover the roles and responsibilities of the Sub Committees and its Affiliate Liaisons. The next section will cover general Annual Session policies & procedures.**

## ANNUAL SESSION PLANNING COMMITTEE

### COMPOSITION

The Annual Session Planning Committee consists of:

1. Vice President for Professional Development (chair)
2. National President (individual in office during the AS being planned)
3. National Immediate Past-President
4. National Office Staff: Executive Director & Conference Planner
5. Affiliate Liaison(s)
6. Up to three additional people invited at the President's discretion, (This may include President-Elect, Regional Director, and/or Affiliate member/officer).

### PURPOSE

The primary purpose of the Annual Session Planning Committee is to plan the Annual Session, including:

1. Work with the National Office to develop the schedule for the Annual Session.
2. Develop the content for in-depth sessions, pre-conference workshops, and keynote presentations (if needed per schedule)
3. Review the proposed budget, excluding sponsored events (if any).
4. Review proposed registration fee for approval by the NEAFCS Executive Board.
5. Propose changes to the Annual Session section of the NEAFCS Administrative Policies and Procedures Manual and Annual Session Handbook for approval by the NEAFCS Executive Board.

### ROLES AND RESPONSIBILITIES

#### ***Vice President for Professional Development***

1. Manage the planning and implementation of the NEAFCS Annual Session.
2. Chair the Annual Session Planning Committee, schedule meetings, and communicate regularly with members of the committee.
3. Serve as the liaison between the Annual Session Planning Committee and the NEAFCS Executive Board, providing regular reports of the program, marketing, registration, speakers, and overall plans for the Annual Session, including plans of the Sub Committees. Share NEAFCS Executive Board feedback, directives and policies with the Annual Session Planning Committee and, through the Affiliate Liaison(s), the Sub Committees.
4. Manage the activities of the Professional Development Sub-Committees, providing regular reports to the Annual Session Planning Committee on the progress, activities, plans, and any logistical requirements of the task forces.

5. Secure a list of suggested speakers for the Annual Session Planning Committee to pursue for keynotes and pre-conference workshops. Work with the National Office to negotiate fees and contract items and serve as the primary liaison with presenters. Work with the Annual Session Planning Committee on recommendations and analyze past Annual Session evaluations to determine topics.
6. Follow-up with the National Office to ensure that sponsors receive recognition appropriate to their level of sponsorship.
7. Coordinate marketing efforts through NEAFCS publications, regional conferences, and affiliate meetings.
8. Review and approve printed materials prior to production.
9. Serve as the primary point of contact for the NEAFCS Executive Board, committees, task forces, and other volunteers conducting meetings or scheduling activities in conjunction with the Annual Session. Communicate these needs to National Office.
10. Obtain an overall final report from the Affiliate Liaisons or National Office with assistance by the Annual Session Planning Committee. Distribute to the Affiliate Liaison(s) for the next two Annual Sessions.

### ***President***

1. Provide overall direction to the planning of the Annual Session.
2. Sign all contracts—examples include facilities, transportation, insurance, speakers, entertainment, and photographer.
3. Work with the National Office to finalize opportunities, if any, for Program Leaders to meet with attendees at Annual Session. This will be determined each year based on the overall Annual Session schedule.
4. Prepare invitation letter for registration marketing materials.
5. Prepare Welcome Letter for the Annual Session program book.
6. Review and approve printed materials prior to production.
7. If desired, appoint up to three additional planning committee members.
8. Prepare necessary scripts for general sessions and Annual Business Meeting.
9. Serve as MC during the Annual Session.
10. Work with National Office to plan details of President's Reception based on budget provided by President's Extension Office/County.

### ***National Office***

- Negotiate contracts with hotels, convention centers, event venues, decorators, photographers, audio/visual companies, transportation, equipment vendors, and other facility vendors and suppliers.
- Manage Annual Session budget and all requested invoices/expenses.
- Serve as primary liaison with facilities, vendors and suppliers.
- Assign available meeting space to best meet the requirements for each scheduled activity, vendor needs, and logistical needs.
- Coordinate the production and distribution of exhibit and registration marketing materials and on-site supporting materials with the approval of the NEAFCS National President and Vice-President for Professional Development.
- Process attendee registration according to NEAFCS established policies, including refund policies.
- Manage exhibit sales and exhibitor personnel registration, assign complimentary exhibit space and exhibits contracts.
  - National Office prepares and sends marketing materials to solicit exhibitors, create a web space, accepts applications/registrations, and prepares contracts.

- Invitation/Marketing/Promotion Sub-committee generates local prospect list for the National Office's use.
- The National Office will follow up after Annual Session with exhibitors and sponsors with thank you note.
- Coordinate the rooming list for the NEAFCS Executive Board and guests at the Annual Session.
- Coordinate logistics for pre-event planning meetings and Annual Session Planning Committee conference calls.
- Arrange for pre-event meetings with facilitates, vendors, and suppliers.
- Work with Chair of Program Development Sub-committee and VP for Professional Development to assist them in providing information for Concurrent Session and Showcase of Excellence presenters (including those presenting as a result of winning a national award). The Program Development Sub-Committee Chair will work with the National Office to notify presenters of proposal acceptance, determine and communicate about audio/visual needs, assist presenters with registration information, obtain descriptions and other materials for production of marketing, and on-site collateral materials.
- Apply for and execute Event Cancellation Insurance.
- Review all invoices associated with the Annual Session and resolve any disputes that may arise.

***Affiliate/Annual Session Liaison(s)***

1. Each Annual Session shall have no more than three Liaisons.
2. Serve as the primary liaison between the Sub Committees and the Annual Session Planning Committee, providing regular reports on the progress, activities, plans, fundraising, and any logistical requirements of the Committees.
3. Keep the Sub Committees informed of all plans related to the Annual Session, as well as NEAFCS Executive Board feedback, directives, and policies.
4. make regular reports to the NEAFCS board for the purpose of communication between the Sub-Committees, Annual Session Planning Committee, and Executive Board.
5. Facilitate the implementation of Host sponsored activities and functions (if any).
6. Serve as a resource to the Annual Session Planning Committee on issues related to the Host city.
7. Keep the Host State Extension Administrators informed of plans as appropriate.
8. Assist the National Office and the Opening Ceremony subcommittee in planning the Opening Ceremony (i.e. greetings, salute to the flag, entertainment).
9. Secure and distribute city maps and restaurant information for State's Night Out. Provide the National Office with the information for posting to the NEAFCS website.
10. Prepare the Final Annual Session Report and submit within 60 days after the Annual Session to the NEAFCS National President and Vice President for Professional Development. The report should include the following:
  - Organization and structure of subcommittees and job descriptions.
  - Copy of invitations and guest lists for Host sponsored events, and the number attending. This information may indicate officers and administrators who may need to be included for future Annual Sessions.
  - List of recommendations for future Annual Sessions.
  - Financial statement showing all incurred expenses and income (if any). All expenses on this report should have been presented to and approved by the National Office.
  - Tour participation figures, revenue, and royalty information.
11. Contact and mentor the Affiliate Liaisons for the Annual Session that is scheduled two years in the future.
12. Meet with Affiliate Liaison(s) for the following year to review duties and transfer files.

## ANNUAL SESSION SUB COMMITTEES

### COMPOSITION

The need for and composition of Sub-Committees is determined by the National Office and Vice President of Professional Development. **The State should notify the National Office at their earliest convenience of any Sub-Committee not assigned so they can ensure the work is covered.**

Affiliate Liaison(s) should serve as an integral member(s) of the committees but does not necessarily have to chair the committees. The Affiliate Liaison's primary role is to represent the Sub-Committees on the Annual Session Planning Committee and facilitate the Sub-Committee activities. Sub-Committees do NOT have the authority to make final decisions. They must submit recommendations to the Affiliate Liaisons, which should be communicated to and approved by the Annual Session Planning Committee, National Board and National Office. The National Office will serve as the final point of contact once a decision has been made.

**Before committees make any commitments, please ensure you have the final Annual Session schedule from the NEAFCS National Office as well as the approved NEAFCS Budget for the fiscal year.**

The committees should consist of enough members to fulfill the responsibilities. Sub-committees might include:

- a. Preliminary
- b. Fundraising (if needed)
- c. Invitation/Marketing/Promotion
- d. Educational Offerings (Pre-Conference Workshops & Keynote Speakers)
- e. Welcome Event
- f. Opening Ceremony
- g. Leadership Event
- h. In-Depth Sessions
- i. Reporting
- j. Decorating (optional)
- k. Audio Visual Support
- l. Marketplace (optional)
- m. Tours (optional)

### PURPOSE

The purpose of the Sub-Committees is to share relevant local knowledge and information with the Annual Session Planning Committee by assisting them in planning the Annual Session. Their knowledge of the area will allow them to provide local logistical support (i.e., recommending venues, identifying local vendors and service providers).

### RESPONSIBILITIES

***The Sub-Committees are responsible for keeping the Annual Session Planning Committee, through the Affiliate Liaison(s), informed of its plans, progress and activities, as well as on-site logistical requirements to successfully implement the planned activities. Due to the large scope of activities, consider enlisting the assistance of co-workers from other Associations, retirees, Extension volunteers, or others to assist during the Annual Session.***

#### ***Invitation/Marketing/Promotion***

1. Submit a theme and objectives for the Annual Session for approval to the Vice President for Professional Development to the NEAFCS Executive Board for approval.
2. Plan and develop an official invitation no longer than 10 minutes to be presented at the Annual Session preceding the year of Annual Session.

- a. **OPTIONAL:** Prepare information packets promoting the Annual Session destination for NEAFCS Board and affiliate presidents. These are usually presented to affiliate presidents at the regional meetings during the Annual Session preceding the Host year. These promotional information packets will assist affiliate presidents to share Annual Session information with members at their state meetings prior to Annual Session. Affiliate presidents should share Annual Session information with members at their state meetings.
3. Prepare, plan, and submit articles for the electronic Newsletter (NEAFCS Network). Articles should include information on tours, In-depth sessions, keynote speakers, pre-conference sessions, specific information about the location (e.g., appropriate attire, typical weather, local sites of interest, transportation from the airport). Articles must be submitted to the VP for Professional Development for final approval, and then sent to the Secretary for publication.
4. This subcommittee will generate a list of potential local exhibitors and submit to the National Office for follow up approximately 12-18 months in advance of the conference.
5. Assistance with collecting the following information for use in the Program Book:
  - a. Obtain written greetings and photos from governor, mayor, university president, and/or dean.
  - b. Provide descriptions and instructions related to tours (tour desk information hours, tours departures/arrivals), if providing.
  - c. List of donors/sponsors that the National Office may not have such as in-kind donations for sub-committee assistance, etc.
  - d. Roster of Host Committee & Subcommittee members

### ***Fundraising***

If the State(s) solicit funds or in-kind donations to help with offsetting any non-budgeted or optional costs of Annual Session, (i.e., Welcome Event, Decorations), money raised should go directly to the host state. Donors recruited by the Affiliate Liaisons or Sub-Committees will have the opportunity to select Annual Session sponsorships available to the public. Any **NEW** donor who purchases an Annual Session sponsorship, which has NOT been a previous NEAFCS Annual Session sponsor, the host state will receive 60% of the proceeds and the National Office will receive 40% to put towards the Annual Session budget. NEAFCS will not accept sponsorship from companies whose message may be controversial and/or contrary to the goals, ethics and mission of NEAFCS.

The State(s) may also consider a promotional booth for exhibition the year prior to their Annual Session to help with fundraising. If the host state decides to offer a booth the year prior to their Annual Session, they will receive the proceeds to help offset Annual Session expenses that they have incurred. If the State(s) is interested, booth space would be provided complimentary.

### ***Educational Offerings***

Pre-Conference Workshops:

This sub-committee will assist in submitting ideas for Pre-Conference topics and speakers to the Vice President for Professional Development. These should be based on interest and evaluations from past pre-conferences and membership program areas of interest/work. Consider presenters from the local Land-Grant University or respected presenters from the region. Once topic(s) and speakers are decided, responsibility transfers to Vice President for Professional Development to promote ideas to the NEAFCS Board.

Pre-conference workshops should be self-supporting and also serve as a revenue generator for NEAFCS.  
General Sessions:

The sub-committee will submit ideas for General Session Keynote Speakers and topics to the Vice President for Professional Development. The VP for Professional Development will share the ideas with



the Annual Session Planning Committee and NEAFCS Board and report back to make final arrangements.

The Educational Offerings Sub-committee will be responsible for the initial contact with both pre-conference speakers, and General Session speakers to confirm availability, determine honorarium and travel needs, and preferred topic. Once this is complete, the Sub-Committee will share this information with the National Office to draft the contract.

The National Office will be responsible for executing all contracts directly with speakers and finalizing all payment terms, etc. All future correspondence with the speakers should go through the National Office. If the Sub-Committee has contact with the speakers, all details need to be share with the National Office for follow-up.

### ***Opening Ceremony***

This subcommittee will submit ideas for, someone to lead the pledge of allegiance, and someone to play or sing the national anthem to the Vice President for Professional Development. If a fee is required for these individuals, please provide this information to the VP for Professional Development. In addition, this sub-committee will assist in identifying and arranging for local dignitaries and university officials to bring greetings to the Opening General Session.

### ***Welcome Event***

Please remember that the venue and budget **for the Welcome Event must be approved by the Annual Session Planning Committee before any specific arrangements are made. All contracts related to the Welcome Event must be reviewed by the National Office and signed by the NEAFCS National resident.** In some cases, due to contractual obligations with the hotel related to food and beverage minimums, all or part of food service planned in conjunction with the event will be held at the hotel. The Affiliate Liaison(s) should consult with the National Office to determine if there are any restrictions. There are three preferred options and one additional option for a Welcome Event, if the host committee would like to use an option not listed, they should consult the Annual Session Planning Committee and for approval. All expenses above the NEAFCS budget amount will be the responsibility of the host committee to fundraise for.

- On-site dinner, depending on the location an on-site dinner may be required to meet the Food and Beverage minimum for the contract, in this case the dinner will be planned featuring local cuisine, and the host committee will plan activities/programs (as well as decorations) to introduce participants to the local culture and flavor of the area.
- Off-site dinner, the welcome event will be held at an offsite location the highlight to local culture/area and include dinner for members.
- Off-site event – focused on an event, location, activity or program highlighting the Local area. May include a to go or quick service dinner option, event is focused on local area or activity not dinner.
- An additional option can include an on-site reception prior to or after the opening session. The Welcome Event Reception will be held on-site and feature beverage service and light hors d'oeuvres highlighting the local area. The host committee will plan activities/programs (as well as decorations) that will introduce participants to the local culture and flavor of the area.
  - If the welcome event venue has limited capacity, participants can be staggered to accommodate everyone.
  - Before the budget is set for the Annual Session year, Annual Session Planning Committee, Host Committee, and National Office will determine which option will be utilized for the welcome event and work with the National Office and Finance and Investment committee to properly budget for the Annual Session welcome event in the next year's budget.

This sub-committee will assist the Affiliate Liaisons with the following:

1. Submit ideas for the Welcome Event, including location, facility, etc. to the Affiliate Liaisons or Vice President for Professional Development.

2. If an outside caterer is required, recommend a caterer to the National Office.
3. The National Office along with the current NEAFCS President will have final say on the selected menu.
4. Suggest entertainment or activities to occur at the Welcome Event.
5. Assist in providing directions, instructions, and descriptions for the event for the Annual Session program book.
6. Provide suggestions for transportation, as required, to comply with Americans with Disabilities Act (if needed).
7. Assist the National Office with coordinating the logistics required to get attendees from the hotel or convention center to the offsite venue.
8. Assist with the on-site logistics of the event and provide volunteers to ensure it is run efficiently.

### ***In-Depth Sessions***

This Sub-Committee will provide recommendations for topics and locations for In-Depth Sessions by using the In-Depth Session Planning Worksheet. The Content for sessions should be **educational** and align with professional development program tracks. Sessions should include only off-site locations. On-site sessions should be considered for Pre-Conference Workshops.

The Vice President for Professional Development will submit the proposed list of In-Depth Session to the Annual Session Planning Committee for final approval. Once approved, the Sub-Committee will gather the following information for each tour:

- session title, description and learning objectives
- speakers/tour guide contact information
- complete Address for each tour stops
- distance from hotel to tour location
- all costs associated with the tour (excluding bus transportation)
- details of what is provided in the tour
- Minimum and maximum participation numbers
- speaker fee (if part of tour)

Once the In-depth Committee has gathered the above information, they will share it with the National Office so they can execute an agreement and determine final in-depth session fees, arrange bus transportation, and proposed registration fee. All fees associated with the in-depth sessions including but not limited to transportation, admittance fees, food and beverage, should be calculated into the price of the in-depth session ticket. In-depth session tickets are an extra charge above the standard Annual Session registration fee.

Once the sessions are approved by NEAFCS, the Sub-Committee will assist with the following:

1. Recommend local transportation companies for off-site sessions
2. Assign 1-2 volunteers to each In-Depth Session to help with day of coordination. The volunteer should be familiar with the site and any directions needed, etc. Volunteers will need to be considered in the overall participation numbers. Volunteers will be required to purchase a ticket to participate in the In-Depth Session.
3. Determine signage requirements and submit them to the Affiliate Liaison(s).

### ***Leadership Event***

The leadership event is an invitation only event at Annual Session to recognize and provide leadership training and networking opportunities to affiliate and national leaders as well as certain dignitaries attending the Annual Session. The Invitation list will be provided by the National Office and include the following individuals: Affiliate Presidents (or their designee who must be an Affiliate officer), National Board members, National Board Candidates, Annual Session Liaisons, Leadership Events Subcommittee members, Host State Dignitaries, and possibility National Program Leaders or other dignitaries designated by the President

The event will be held on-site with light hors d'oeuvres or desserts during the Annual Session schedule, preferably during the day and not an evening event if the schedule can accommodate. There are three recommended program options for the event:

- Leadership Training – leadership training on a topic that would be relevant to the Association Leader attending the event. The training can be led by a member of the host committee, Affiliate or individuals connected with the host University or other NEAFCS members selected by the host committee.
- Regional Networking Opportunity – Leaders will gather by region in a networking opportunity to build connections with fellow leaders, discuss regional issues and opportunities, and collaborate. The meeting will be held in partnership with the host committee and the Regional Directors.
- National Networking Opportunity – Leaders will gather in a networking opportunity to build connections with fellow leaders, discuss national issues and opportunities, and collaborate. The meeting will be held in partnership with the host committee and the Regional Directors.

### ***Marketplace (Optional)***

This Sub-Committee will assist in a local artisan's marketplace display to occur in conjunction with the Annual Session. Local artisans may contribute to the culture and arts of the geographic area of the Annual Session site. Prior to engaging local artists, work with the Planning Committee and the National Office to confirm permission of offering a marketplace. Some hotels/conference centers may have a conflict depending upon services they offer clients. The National office will determine the best location for the Marketplace based on available space and programming.

**IMPORTANT** - A local artisan is defined as a person who has a craft or art that is representative of the local culture and arts.

Once the details have been finalized, this sub-committee will use the Marketplace Application as provided by the National Office to solicit vendors. An application must be presented to the National Office for approval. The National Office will evaluate the applications and determine acceptance based on set criteria, such as number of spaces available, variety, and selection.

Once Marketplace vendors have been approved, the sub-committee members will work to coordinate logistics with the help from the National Office.

A fee (determined each year by the Executive Board) will be charged to each local artisan participating in the Annual Session. The fee provides for one (1) 6-foot table, skirting, tablecloth, two (2) chairs. The artisan may not have any additional tables, floor units, or any other types of display. Doing so will result in an additional fee. The fee for local artisan's to participate in the Marketplace may be set higher than the actual expense to generate revenue for other aspects of Annual Session. Revenue generated by Marketplace will go directly to the NEAFCS National Office.

### ***Tours (Optional)***

**The number and nature of pre-conference and post-conference tours offered during Annual Session should be presented to the Annual Session Planning Committee for approval prior to making specific arrangements.** Tours may also include a Guest/Spouse Tour or Orientation.

Once the offerings have been approved, the Sub-Committee will assist with the following:

1. Coordinate logistics with the tour company. Any agreements, contracts or payment terms will need to be reviewed and approved by the National Office prior to execution.
2. Provide forms and promotional information to include in registration marketing materials and on the NEAFCS website.
3. Help promote tours in NEAFCS publications and social media.
4. Provide updates to the Annual Session Planning Committee on tour registration levels and tours

subject to cancellation.

5. Ensure that the tour company is communicating logistical requirements related to tours prior to the conference.
6. Provide descriptions and instructions related to tours (tour desk information hours, tours departures/arrivals) for the Annual Session program book.
7. Determine on-site logistical requirements and signage needs of the tour companies and communicate these needs to the Affiliate Liaison(s) and National Office.
8. Make sure that the tour company has liability insurance in effect. If in doubt on this, check with the National Office.
9. *Note: The NEAFCS National Office will not be responsible for covering expenses associated with tours offered. All fees associated with the tours may be covered by the assigned participation fee, or the state may allocate funds to support this offering. The Sub-Committee may negotiate a royalty or rebate from the tour company as a source of revenue to support other committee activities.*

### **Reporting**

The Affiliate Liaisons are responsible for submitting written reports for winter and Mid-Year NEAFCS Executive Board meetings. They are also responsible for submitting a final written report approximately 60 days following conclusion of Annual Session. They will work with their sub-committees to gather the required information.

### **Decorating (Optional)**

This sub-committee should assist in collecting decorations with local flare or based on the Annual Session theme. The National Office will confirm decoration usage and amount. If this sub-committee is formed, decorations should be considered as an in-kind donation and not to incur expense. If the National Office is requesting assistance with decorations for the need of Annual Session, a budget will be provided to this sub-committee.

This committee will be responsible for having volunteer's onsite to assist with decoration setup and teardown. If space allows a meeting room will be available to this committee for storing and staging all decorations for the duration of Annual Session.

### **Audio Visual**

This sub-committee will assist in collecting audiovisual support from their local Extension offices. All audiovisual support should be considered as a donation for the Annual Session. If fees are required, this information must be communicated to the National Office immediately. The National Office will share the specifications and requirements, number of equipment needed, etc., with this committee.

This committee will be responsible for having volunteers onsite to assist with audiovisual setup, technology assistance with presenters, etc. This committee will also be responsible for the audiovisual delivery to and from the Annual Session location. If space allows, a meeting room will be available to this committee for storing audiovisual equipment for the duration of Annual Session.

## **RECOMMENDED TIME FRAME**

The time frame provided is to be used as a guide for the Affiliate Liaison(s) and Sub-Committees. Times and dates are suggestions, as there may be variations each year depending on the site, dates, and schedule set forth by the NEAFCS Executive Board. Dates and times will vary according to the publication schedule.

### ***Two to Three Years Prior to Meeting***

1. Identify and appoint an Affiliate Liaison(s).
2. Determine subcommittees, appoint a chair, and co-chair for each subcommittee.
3. Develop a theme and objectives for the Annual Session and submit to the Vice President for Professional Development who will present to the NEAFCS Executive Board for approval.
4. Develop plans for the invitation, which will be presented during Annual Session the year prior to hosting.
5. Contact other Extension associations and Extension administrators in your state to solicit their support.
6. President at time of the Annual Session to consider format and purpose of their President's Reception and begin conversation with their state on budget, fundraising needs, etc.

### ***One to Two Years Prior to the Meeting***

1. Generate a list of Pre-Conference and Keynote speakers to suggest to the Annual Session Planning Committee.
2. Generate a list of possible venues for Welcome Event and present them to the Annual Session Planning Committee for review.
3. Members of the Host affiliate will be encouraged to apply for and serve on the Professional Development Sub-committees for at least two years prior to hosting Annual Session.
4. Generate a list of potential exhibitors in the surrounding area/Region.
5. President at time of Annual Session to discuss President's Reception ideas with National Office.

### ***Twelve Months Prior to Meeting***

1. Report ideas for Welcome Event, Leadership Event, tours, and In-Depth Sessions locations.
2. Finalize and present invitation at Annual Session.
3. Submit articles concerning Host sponsored events and local items of interest for publication.
4. Select and secure speakers in cooperation with the Annual Session Planning Committee.
5. Suggest a list of other organizations to which to market Annual Session activities.
6. Develop and staff a promotional booth in the exhibit area at Annual Session.
7. Hold an on-site Planning Committee meeting to finalize plans.
8. Work with the Vice President for Professional Development to create a "Save the Date" message with key promotional information. The invitation will be sent electronically to all levels of current membership in early January.
9. Submit information to the Affiliate Liaison(s) for inclusion in the registration marketing materials and the Annual Session program book. These include Opening Ceremony, Welcome Event, Leadership Event, In-Depth Sessions.

***Four to Twelve Months Prior to Meeting***

1. Plan Hospitality/Information area for the Annual Session.
  - Locate sources of the following for distribution: Map of city, local entertainment options, restaurants, transportation schedules/fees, floral shops, historic and cultural sites.
2. Arrange for the Opening Ceremony greetings,
3. Secure a written greeting from the Host governor and any other dignitaries for inclusion in the Annual Session program book (optional).
4. Finalize plans for Welcome Event and Leadership Event and submit to the National Office.
5. Prepare and send invitations for Leadership Event. Receive the mailing or email list from the National Office.
6. Finalize decoration plans and submit to the National Office.
7. Finalize Audio Visual needs and report final order to the National Office.

***Post-Annual Session***

1. Affiliate liaison(s) should facilitate collection of reports from committees to prepare final report on Annual Session.
2. Affiliate liaison(s) is to submit the final report approximately 60 days after Annual Session to Vice President for Professional Development.
3. Vice President for Professional Development submits report to the Executive Board and National Office.

## GENERAL ANNUAL SESSION POLICIES & PROCEDURES

### BONDING & INSURANCE

1. All NEAFCS Executive Board members and staff handling money shall be bonded under umbrella policy.
2. NEAFCS must secure cancellation insurance coverage for the Annual Session.
3. The Host affiliate must secure and pay for tour liability insurance coverage, if applicable.

### CONTRACTS

The NEAFCS National President is the only individual authorized to sign legal contracts and binding agreements on behalf of NEAFCS.

### EXHIBITS

**All exhibitors pay for exhibitor contract costs for their booth.**

1. Complimentary space will be available for Extension-related educational exhibits, such as NEAFCS committees, National Institute of Food and Agriculture (NIFA), and Joint Council of Extension Professionals (JCEP), American Association of Family & Consumer Sciences (AAFCS) and the state/territory affiliate hosting the next Annual Session. This will be determined on a basis of space available and priority of request.
2. Exhibitors, and/or hospitality companies participating in NEAFCS Annual Sessions for one year, five, ten, and fifteen years will be recognized with a certificate, and those participating for twenty years and every five years thereafter will be presented a plaque.
3. Complimentary exhibit space will be offered to companies who sponsor awards, events, or meal functions at the Annual Session, whether they were recruited by NEAFCS or the Host. They will be offered exhibit booths as follows:
  - \$5,000 or more – one free double exhibit booth
  - \$2,500 - \$4,999 – a 60% discounted price on one exhibit booth
  - \$1,000 - \$2,499 – a 50% discounted price on one exhibit booth
  - Space will be allotted according to availability and priority of request.
4. Commercial companies are authorized to sell products from their booths. However, such companies must follow vendor and state sales tax laws as appropriate in the Host state. Exhibitors are responsible for securing their own information in this regard.
5. Companies that choose not to exhibit may purchase up to two (2) bag inserts at a cost of \$500.00 each. The company will be responsible for all printing and shipping charges, and no materials will be returned. The Vice President for Professional Development and National Office has the authority to request removal of items offered for sale in the exhibits and merchandise area that are contrary to Extension research.
6. NEAFCS will not accept sponsorship from companies whose major products may be controversial and/or contrary to the goals, ethics, and mission of NEAFCS.
7. NEAFCS will provide a mailing list of the Annual Session attendees to exhibitors.

## **STATE SALES TABLE**

State Sales Table: Available for the purpose of states raising funds for special projects or to fundraise for a future Annual Session. These tables are not meant for states to contract with a commercial business who receives a portion of the profits.

If the host state decides to offer a State Sales Table the year prior to their Annual Session, they will receive the proceeds to help offset Annual Session expenses that they have incurred.

For the purposes of space planning, and in fairness to all exhibitors at the NEAFCS Annual Session & Exhibits, the uniform definition of one (1) State Sales Table is clearly defined to include one (1) single, standard 6-foot-long table, with tablecloth and skirting, and two (2) chairs. Additional furnishings, etc., may be approved for display by the National Office.

**NOTE:** When an Affiliate is found to be in violation of this policy, appropriate fees will be invoiced to the Affiliate in increments of the standard sales table price as defined above and are **payable immediately**. Any Affiliate that has purchased a State Sales Table(s) and wishes to insert a promotional flyer in the conference bags, may do so upon paying the bag insert fee of \$125.00. Availability and number of States Sales Tables are dependent on allocated space each year.

## **PRESENTERS**

1. Only NEAFCS members may submit a proposal to present a Concurrent Session or Showcase of Excellence.
2. Members may submit only ONE Concurrent Session and ONE Showcase of Excellence proposal as an individual or contact person of a team.
3. Members selected to present, including team members, will be required to register for the Annual Session.
4. Members of the NEAFCS Executive Board are eligible to present Concurrent Sessions or participate in Showcase of Excellence.
5. Committees and Sub-committees will be provided opportunities to sponsor Concurrent Sessions and Showcase of Excellence based on available space through an RFP process.
6. Showcase of Excellence presenters will be provided a poster board and table. Any additional costs for equipment rentals are the responsibility of the presenter(s).
7. Showcase of Excellence presenters selling items priced over \$50 will be required to purchase exhibit space and will need to contact the National Office for information.
8. Concurrent Session presenters, or other presentation formats, will be provided information on guidelines for audio/visual equipment. Costs of equipment rentals not covered/included with the facility contract covered by NEAFCS will be the responsibility of the presenter.

## **PARLIMENTARIAN**

The President shall secure a Parliamentarian for the Annual Session Business Meeting and Educational Awards Fund Meeting.



## ANNUAL SESSION TIMELINE

1. It is recommended that the Affiliate Liaisons begin planning at least 3 years in advance of their annual session, or as soon as possible. If there is a case where no state has stepped up to host the Annual Session at least 3 years out, the Site Selection Committee and National Office will begin moving forward with Annual Session location options.
2. An on-site meeting including the National Office Conference Planner, Vice President for Professional Development, Affiliate Liaisons, and other representatives with Executive Board approval will be held at least one year out to review the site; set the budget/registration fee; plan the program and make programmatic; facility and financial decisions regarding Annual Session.
3. A call for Concurrent Sessions and Showcase of Excellence will be issued at the earliest possible date for the next Annual Session.
4. Registration marketing materials are provided to members according to the following schedule:
  - Save the Date notification – will be provided in the Annual Session Program Book the year prior to the scheduled Annual Session, will be sent immediately following the close of the previous Annual Session as well as a reminder the first week of January (electronic mail delivery to current members, postings to the NEAFCS website and social media accounts).
  - Registration information – electronically available first week of June but preferably as soon as possible
5. Members of the Host affiliate will be encouraged to apply for and serve on the Professional Development Sub-committees for at least two years prior to hosting Annual Session.
6. Annual Session will be a minimum of three days (minimum of 18 hours total required for CEUs) with educational content.

## REGISTRATION AND FEES

1. The registration fee for the Annual Session shall be approved by the NEAFCS Board and shall be based on the recommendation of the Vice President for Professional Development *in consultation with the finance and investment committee*.
2. Every effort should be made to maintain affordable registration fees for members and reduce the need for significant registration fee increases. It is recommended that the finance and investment committee monitor inflation, and the consumer price index increases and make needed and appropriate adjustments to Annual Session registration fees on a regular basis to maintain the quality of the program over time.
3. The Annual Session shall be sustaining. Any profit or loss accrues to NEAFCS except Host-sponsored tours, affiliate functions, and affiliate activities (if provided).
4. Spouses/guest/family member registration fees are the actual cost of meals (inclusive of tax and gratuity). Spouses and other family members may participate in NEAFCS tours and special meal functions by purchasing individual tickets.
5. NEAFCS members must pay the Annual Session registration fee if selected to present a Concurrent Session, receive an award, or participate in a Showcase of Excellence. The member will also be financially responsible for the cost of audio/visual equipment or other related items not covered/included with the facility contract.
6. Concurrent Session presenters who are not members of NEAFCS are required to pay the Annual Session registration fee, even if they only attend Annual Session to present.
7. All invited presenters, approved by the Annual Session Planning Committee and NEAFCS National President, are not required to pay the Annual Session registration fee.
8. The Annual Session registration fee for all Executive Board Members and the Annual Session Affiliate Liaison(s) will be waived but counted towards the overall full-registration attendee number.

- Individuals who register on-site at the Annual Session may not be eligible for Host functions and specific events.

### HOST SPONSORED FUNCTIONS

- Any events that NEAFCS is responsible for must be approved by the Annual Session Planning Committee, and the contract signed by the NEAFCS National President. This includes but is not limited to hotel, speakers, convention centers, caterers, transportation, and venues for special events.
- President at time of Annual Session should begin considering their President’s Reception purpose and budget twelve to 18 months out and provide National Office with details.

### CANCELLATIONS AND REFUNDS

All cancellations must be in writing and submitted via email to the National Office as per the following guidelines:

- To receive a full refund less a \$50 cancellation fee, the written request must be postmarked and/or received by the National Office no later than the early-bird registration deadline date.
- To receive a 50% refund less a \$50 cancellation fee, the written request must be postmarked and/or received by the National Office no later than the Advanced Registration deadline date.
- There will be no refund of registration fees after the Advanced Registration deadline date. Exception: Registrations canceled for reasons of health emergencies or other unforeseen circumstances, must be requested in writing (using the NEAFCS Refund Request Online Form). Any amount of refund is at the discretion of the Executive Board. If the Board grants the request, the approved amount will be refunded minus a \$50 processing fee.
- NEAFCS will allow substitutions at no additional cost up until 30 days out of the start of the NEAFCS Annual Session. All cancellation and substitution requests must be submitted in written form (includes email messages) to the National Office. Any substitution requests after this date will be reviewed by the National Office on a one-off basis.
- All cancellation/refund requests must be received in writing (using the NEAFCS Refund Request Online Form) no later than 30 days post Annual Session start date. Requests after this date will not be granted.
- Pre-conference, including post-conference when offered, and In-depth Session fees are transferable but not refundable (based on requirements set with each session).
- No late fee will be charged to those with waived fees.
- A facility fee will be charged to registrants who do not stay in hotel(s) contracted for Annual Session. Exception: Host Committee members who commute daily from their homes to Annual Session are exempt from this fee.
- All fees for tours and special activities are non-refundable

### FEE SCHEDULE

| Category                | Registration Fee<br>(Included Meals) | Special Events |
|-------------------------|--------------------------------------|----------------|
| Active/Associate Member | Pays                                 | Pays           |
| Executive Board Member  | Waived                               | Pays           |
| Life member             | Pays                                 | Pays           |

|                                           |                             |        |
|-------------------------------------------|-----------------------------|--------|
| Non-Member                                | Pays                        | Pays   |
| Past National Presidents                  | Pays                        | Pays   |
| Spouse/Guest                              | Pays                        | Pays   |
| State Extension<br>Director/Administrator | Pays                        | Pays   |
| NIFA-USDA Staff                           | Pays                        | Pays   |
| Host Affiliate Volunteers                 | Determined year to year     |        |
| Rep from 1890 colleges                    | Pays                        | Pays   |
| 1994 Tribal colleges                      | Pays                        | Pays   |
| ECOP-PODC                                 | Pays                        | Pays   |
| Guests of Award Winner                    | N/A                         | Pays   |
| <b>Special Guest</b>                      |                             |        |
| Official Rep(s) for JCEP                  | Waived                      | Pays   |
| NIFA-USDA FCS Division Leader             | Waived                      | Pays   |
| Friend of NEAFCS Award Winner             | Waived                      | Pays   |
| AAFCS Representative                      | Waived                      | Pays   |
| Invited Speakers                          | Per-Contract                | Pays   |
| Media                                     | Per-Contract                | Pays   |
| Exhibitors/Display Co.                    | Included in Exhibit Package | Pays   |
| Parliamentarian                           | Per-Contract                | Pays   |
| Photographer                              | Per Contract                | Pays   |
| Award Sponsors                            | Waived                      | Waived |

## SITE LOCOTIONS

| Year | Region  | Site                      | Year | Region  | Site                            |
|------|---------|---------------------------|------|---------|---------------------------------|
| 2014 | South   | Lexington, KY             | 2021 | Central | Grand Rapids, MI<br>(postponed) |
| 2015 | East    | White Sulphur Springs, WV | 2022 | South   | Raleigh, NC                     |
| 2016 | West    | Big Sky, MT               | 2023 | East    | Providence, RI                  |
| 2017 | Central | Omaha, NE                 | 2024 | West    | Tucson, AZ                      |
| 2018 | South   | San Antonio, TX           | 2025 | Central | Grand Rapids, MI                |
| 2019 | East    | Hershey, PA               | 2026 | South   | Knoxville, TN                   |
| 2020 | West    | Snowbird, UT (cancelled)  | 2027 | East    | Fort Lauderdale, FL             |

## Annual Session Schedule

The Annual Session schedule should be considered flexible to meet the needs of individual Annual Sessions. While the traditional format has been developed over multiple years, the Annual Session Planning Committee and National Office working cooperatively with the approval of the National Board, can and should adjust the Annual Session schedule as needed to accommodate local needs and meet the conference objectives set forth by the Planning Committee.

There should not be an expectation that changes or additions made to the Annual Session by a previous year's Annual Session Planning Committee need to carry over to future Annual Sessions.

**Past Presidents Event**

The Past President Event is planned and paid for by the Past Presidents.

**REFERENCES**

The following documents are available from the National Office upon request. Additional planning documents not listed below may be available by the National Office.

1. In-depth Session Planning Worksheet
2. Professional Development Worksheet for Keynote & Pre-Conference Speakers