



# **Arts Schools Network**

## **Annual Conference**

### **Handbook**

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## **About ASN- The ASN Conference- Mission, Vision, and purpose of the annual conference- five years of historical locations of conferences, conference themes, conference partners**

Arts Schools Network (ASN), a non-profit association founded in 1981. The mission of ASN is to inspire emerging and seasoned leaders in K-16 arts schools by providing quality resources, support, and networking opportunities to elevate their institutions. The ASN vision is to empower leaders of arts schools by connecting them regionally, nationally and internationally to raise the quality, profile, and success of the students whom they serve. For more than 38 years, ASN has offered inspirational professional development programs that assist arts leaders and educators in building relationships with other arts schools, to be inspired by innovation, to address issues of diversity in the arts, to share expertise and provide networking opportunities and professional development to ensure sustainability of high-quality arts programs.

The conference brings together seasoned arts leaders and teachers to network, build relationships, to share expertise, learn about innovative programming in the arts, and to recognize and sustain excellence. As a network, we use our annual conference to come together and reinforce our expertise and relationships.

A typical ASN conference draws more than 300+ adults and students Arts school leaders from five countries, 40 states, and more than 200+ institutions experience the innovative programs and ideas of host schools and local arts venues.

The ASN conference typically travels around the US to ensure that geographic areas represented within the ASN membership are represented as conference sites. In 2017 it became the desire of the ASN board to have the annual conference take on a more international focus in 2021 with an international locations selected for the conference in the near future.

Conferences for the past five years have been located in membership school sites, as follows:

2016 Dallas, Texas

**Host:** Booker T. Washington High School for the Performing and Visual Arts

**Theme:** Partnerships in the Arts

***Conference Partners included:***

Annette Strauss Artists Square  
AT&T Performing Arts Center  
Crow Collection of Asian Art

Dallas Arts District  
Dallas Black Dance Theatre  
Dallas Children's Theater  
Dallas Museum of Art  
Morton H. Meyerson Symphony Center  
Nasher Sculpture Center  
Perot Museum of Nature and Science  
Wily Theatre

2017 Minneapolis/St. Paul, Minnesota

**Host:** University of Minnesota

**Theme:** Inclusion in the Arts

***Conference Partners included:***

Guthrie Theater  
Perpich Center for Arts Education  
PIM Arts High School  
St. Olaf College

2018 Costa Mesa/Orange County, California

**Host:** Orange County School of the Arts

**Theme:** Arts in Motion

***Conference Partners included:***

Seegerstrom Center for the Arts  
Los Angeles High School PVA  
Chapman University  
University of Southern California-  
Gloria Kaufmann School of Dance

2019 Jacksonville, Florida

**Host:** Douglas Anderson School of the Arts

**Theme:** Creative Arts Collaborations

***Conference Partners included:***

Jacksonville University  
The Mayo Clinic- Jacksonville  
Cummer Museum of Arts and Gardens  
MOSH  
The Museum of Contemporary Art

2020 ASN Virtual Conference

**Theme:** Better Together:

***Conference Partners included:***

Missouri State University Department of  
Theater  
College of Charleston

2021 Chicago, Illinois

**Host:** Hosted by Columbia College- Chicago

**Theme:** Charting the Unknown & Paving the Way: The Arts Lead

***Conference Partners included:***

Chicago Academy for the Arts  
Chicago Arts High School (ChiArts)

2022 Las Vegas, Nevada

**Host:** Hosted by Las Vegas Academy of the Arts

**Theme:** A Future So Bright You Gotta Wear Shades

***Conference Partners included:***

University of Nevada- Las Vegas  
K. O. Knudson Middle School for the Arts  
Smith Center for the Arts

2022 Birmingham, Alabama

**Host:** Hosted by Alabama School of Fine Arts

**Theme:** Antiracism and the Arts

***Conference Partners included:***

Birmingham Civil Rights Institute  
Birmingham Museum of Fine Arts  
16<sup>th</sup> Street Baptist Church  
St. Pauls United Methodist Church  
Sidewalk Film Festival

2023 Washington, DC

**Host:** Hosted by Duke Ellington School of the Arts

**Theme:** Art at the Forefront of Change

***Conference Partners included:***

The Kennedy Center for the Arts

## **ASN CONFERENCE REQUIREMENTS**

Conference events/sessions will provide for dynamic learning and social events for members to:

- network, meet other professional educators, and build relationships
- share experiences and innovative ideas with evidence of sustainability
- learn from arts education experts, researchers, and other arts leaders in lectures, workshops, and presentations
- address issues of diversity in the arts
- experience quality student performances

Provides a site, possible tour sites, and a suggested theme that:

- has a concentration of arts-focused schools and programs
- appeals to a wide segment of the ASN-membership (K-16)
- will attract nationally recognized presenters/keynote speakers and a large number of conference attendees
- focuses on multiple areas/disciplines in the arts
- addresses current best practice in arts instruction and current educational policies/issues that impact arts education and sustainability
- allows for interactive and hands-on demonstrations

## **ASN Conference Dates**

It is ASN Board Policy that the annual conference will occur in the month of October, usually during the third or fourth week of the month.

As part of the RFP process the host site will commit to hosting the ASN Board of Directors Meeting during the last week of March/first two weeks of April in the spring prior to the conference. Monday will be set-aside for a site visit by the ASN Managing Director/ASN Education Events Manager /ASN 2nd Vice President/ASN President. A room for the ASN Board of Directors meeting will be needed from 8:00 am – 4:00 pm on Tuesday and from 8:00 am – 12:00 pm on Wednesday. This room will need to accommodate 35 participants. It is also required that the conference host provides a continental breakfast and lunch on both days for the ASN Board.

## **The RFP Process**

ASN is seeking member organizations to host the annual conferences in 2026 and 2027. Ideally, hosts will offer multiple conference locations, including arts high schools; arts focused middle and elementary schools, colleges, city arts centers, and performance and visual arts venues.

ASN utilizes an RFP process to solicit interested parties who wish to host an ASN conference. The RFP process is found on the ASN web site and is marketed to members through email distribution. The RFP process is typically announced in August. The process seeks sponsors for conferences that are two years out from the last conference site selected by ASN. RFP's are due back on September 30th to the ASN Managing Director. The RFP is submitted in google form document.

The ASN Managing Director, ASN Education Events Manager, and ASN 2<sup>nd</sup> Vice President will review RFPs and evaluate the RFP for quality and innovativeness of the proposal; geographic location, the ability to meet ASN's conference requirements, and the ability to provide in-kind support and attract sponsorships to cover conference related costs. The ASN Managing Director, ASN Education Events Manager, and ASN 2<sup>nd</sup> Vice President will select potential sites for approval at the October ASN Board of Directors meeting.

Host sites will be notified of selection by November 30th.

### **Signing and Executing the Host Site/ASN MOU**

Following the offer by the ASN Board of Directors to host the conference, ASN will present the host site with a Memo of Understanding based on the ASN Conference Requirements, the content within the ASN Conference Handbook, and the scope of the RFP selected. The host site and the ASN managing director will sign the MOU.

### **Assembling the local planning committee- working with the ASN Managing Director/Educational Events Manager/2<sup>nd</sup> Vice President**

One of the most important first steps in starting the conference planning process is the formation of a local conference planning committee. This committee should consist of the host site chair and representatives from the various locations that the conference would be held. Planning, organizing and initiating a conference can be both rewarding and challenging. To develop a successful conference, you must employ the talents, cooperation, coordination, and participation of many individuals. The local host committee will work in collaboration with the ASN Managing Director/Educational Events Manager/and 2<sup>nd</sup> Vice President. Periodic meetings will occur once a quarter in the beginning of the planning process, and on a more frequent schedule the year prior to the conference.



## **Understanding ASN's Oversight/Policies/Role in the Conference Planning Process**

### ***a) Understanding the Roles and Duties of ASN Officers and Staff during the ASN Conference***

The roles and duties of ASN Officers and Staff associated with the conference shall be as follows:

ASN 2nd Vice-President Oversees that annual conference and is the liaison between the ASN Staff and the Executive Committee.

ASN Managing Director- Oversees and supervises all aspects of the annual conference, is the direct liaison for sponsorships and packages, and supervises the ASN Educational Events Manager.

ASN Educational Events Manager- Serves as the liaison between the local conference chair, the local conference committee and the ASN Managing Director and ensures that the conference handbook, timelines, and ASN policies are being implemented. The ASN Educational Events Manager will manage the meetings of the local conference committee and ASN, will conduct a site visit the fall/winter prior to the spring ASN Board Meeting, will oversee the ASN Site visit in the spring, will manage the registration process, and will work in collaboration with the local site chair to develop the final schedule, and related details of the conference.

### ***b) Collaboration on a Conference Theme***

As part of the RFP process the host will suggest possible conference themes. The ASN Managing Director/Educational Events Manager/and 2<sup>nd</sup> Vice President in conjunction with the local site committee will select the final conference theme based on historical themes of past conferences, current trends/topics in arts education, and current events related to the arts and education that might be happening at that time.

### ***c) ASN Conference Budget***

The ASN conference is ASN's largest revenue source and significantly impacts the annual ASN Budget. ASN **MUST** realize a profit from the conference. It is important to consider that the host site will need to work in conjunction with the ASN Managing Director to seek sponsorships to cover part, if not all conference related expenses.

Currently the ASN Board of Directors budgets \$79,500.00 annually to meet conference expenses. Some of these expenses are fixed ASN costs and a portion of this allocation can be used to offset location site costs.

It is the fiduciary responsibility of the ASN Board to ensure that conference revenue and expenses meet the mission, vision, and values of ASN and that conference revenue contributes to the overall yearly operational costs of ASN.

In planning to use the ASN funds allocated toward conference expenses it is helpful for the host chair to plan for assistance with a variety of conference expenses as listed below (this list is fluid and can be used as needed in consultation with the ASN Managing Director/ASN Educational Events Manager /ASN 2nd Vice President. During the planning process the ASN Managing Director and Educational Events Manager will work with the local site chair to finalize the exact use of these ASN designated funds by March 15<sup>th</sup>, in the year prior to the conference (seven months prior to the conference).

For planning purposes, the **fixed costs for ASN** are as follows (and approximate based on the location of the conference)

- ASN Staff Travel and Honoraria- \$12,000.00
- Mobile Conference Application- \$3,000.00
- ASN Awards- \$3,750.00
- Conference Marketing and Graphic Design- \$10,000.00

*The remaining \$50,750.00 will be divided among necessary conference expenses identified in the budgeting process.*

Host Site Costs can include:

- Facility Rental
- Use of Audio/Visual Equipment
- Printing/Copying
- Food/Beverage Contracts
- Local Ground Transportation to conference locations
- Office Supplies
- Furniture Rental
- Keynote Speakers/Facilitators
- Speaker Travel Costs
- Conference Photographer

***d) ASN Conference fees and registration levels***

The ASN Managing Director in consultation with the 2nd Vice President and ASN Executive Committee will determine and set the registration rates for the annual conference in the month of March proceeding the next conference. Annual rates for the conference are determined by comparing similar organizations rates/fees and past increases imposed by ASN.

***e) ASN Pre-Registration/Conference Registration***

Pre-registration for the annual conference will open on April 1<sup>st</sup>, 7 months prior to the conference. The opening of registration will coincide with a Save-the-Date marketing tool to advertise the conference. The ASN

Managing Director and ASN Educational Events Manager through a designated conference registration software program manage ASN Pre-Registration/Conference Registration. Conference registration will close approximately three weeks prior the start of the conference. ASN will ask the conference host to provide 2-3 individuals to work the registration table on the first two days of the conference, and one individual on the final days of the conference.

***f) ASN Board Determined Conference Schedule Framework***

The ASN Managing Director/ Educational Events Manager/ and ASN 2<sup>nd</sup> Vice President will determine the outline for the ASN Conference schedule, including the number of break- out sessions in each block of time designated in the conference schedule for break-out sessions. ASN will determine the length of time for all break-out sessions and workshops. ASN will also make the final determination on session strands. Session strands are based on feedback provided from participants in the previous year's conference and current educational trends and issues.

***g) ASN Determined Sponsorship Package and Levels***

The ASN Managing Director and ASN Executive Committee will collaborate with the host chair to determine Sponsorship Packages and Levels. The ASN Executive Committee will approve the final determination of sponsorship levels and packages and all marketing materials for these packages will be developed in consultation with the ASN Managing Director, the Local Site Chair, and the ASN designed Graphic Designer.

The Conference Host Chair(s) and ASN Managing Director will work together to determine who will be solicited for potential sponsorships.

***h) The ASN Awards Process and Ceremony/Presentation of Awards***

The ASN Awards process is managed by the immediate Past- President of ASN and all past presidents of ASN. This Exemplary Schools committee will determine the program for presentation of awards at the annual conference in conjunction with the ASN Managing Director.

The annual ASN Awards Presentation will be held on the Thursday or Friday of the conference each year. The Award Presentation will include either a breakfast or lunch. The ASN Managing Director and ASN Membership Manager oversee the production of the awards presentation.

## **The Conference Planning Process**

***a) Negotiating Agreements and Contracts***

It shall be the role of the ASN Managing Director and ASN Educational Events Manager to negotiate and finalize all agreements and contracts associated with the conference. All contracts and agreements are to be executed in the

name of Arts Schools Network and should contain the following information:

Arts Schools Network

PO Box 96238

Houston, TX 77213

Phone: 832-266-4241

Email: Dr. R. Scott Allen- ASN Managing Director

[sallen@artsschoolsnetwork.org](mailto:sallen@artsschoolsnetwork.org)

***It is important to note that no contracts can be signed or agreed to in the name of ASN. The ASN Managing Director and ASN President are the only officers designated by the ASN Board of Directors to enter into contracts on behalf of the organization.***

***b) Selecting a Conference Hotel***

The local site chair and host committee will select two hotel options and secure primary contact at the hotel as part of the RFP process. The hotel sites should be within reasonable walking distance to the main conference site, or on public transportation lines and within a two miles radius of the main conference site. When working with the hotel contact the following block of rooms should be requested:

March/April Board Meeting (dates to be determined by ASN President) and Managing Director/ Educational Events Manager for Conference Planning and ASN Board Meeting-

Sunday: 4 Rooms

Monday: 26 Room

Tuesday: 26 Rooms

Wednesday: 5 Rooms

October Conference/Board Meeting and Managing Director/ Educational Events Manager Membership Manager Travel for Conference Planning-

Sunday: 5 Room

Monday: 75 Rooms

Tuesday: 120 Rooms

Wednesday: 135 Rooms

Thursday: 135 Rooms

Friday: 25 Rooms

***c) Selecting Local Conference Partners and Sites***

It is the responsibility of the local conference chair and host committee to determine local conference partners, tour locations, and arts related sites for conference events. For site spaces that will be used for conference activities it is the role of the host to negotiate for the use of these sites. If any fees are required in securing these sites it will be the primary hosts responsibility to cover the costs of these sites through either sponsorships or the hosts own direct funding.

The ASN Educational Events Manager is available for consultation when choosing partners and sites.

***d) Planning for the ASN Site Visit/ASN Spring, Board Site Visit & Meeting/the ASN Fall Board meeting at the conclusion of the conference***

The local site chair and host committee should plan on the following:

**Last Week of March/First Two Weeks of April-**

*Monday-* ASN Conference site visit to conference locations and review proposed conference program/schedule and highlights of the program

*Tuesday-* ASN Board Meeting

Room to accommodate up to 35 board members with A/V set-up, conference call capabilities, and restrooms nearby from 8:00 am – 4:00 pm

Continental Breakfast and Lunch for 35 ASN Board Members

*Wednesday-* ASN Board Meeting

Room to accommodate 35 board members with A/V set-up, conference call capabilities, and restrooms nearby from 8:00 am – 12:00 pm

5-8 Breakout rooms to accommodate Board Committee Break-out meetings

Continental Breakfast and Lunch for 35 ASN Board Members

**Monday of the Conference-**

Room to accommodate 35 board members with A/V set-up, conference call capabilities, and restrooms nearby from 3:30 pm – 7:30 pm

Dinner for 35 ASN Board Members

**e) *Planning the Program Schedule***

The local site chair and committee will work with ASN Managing Director and Educational Events Manager to finalize a schedule. The conference timeline in Appendix A should be followed in developing and finalizing this schedule.

**f) *Exhibitors/Sponsorship Tables***

The Local Site Chair and ASN Educational Events Manager will determine a location, date, and time frame for sponsor exhibit tables at the ASN Conference. In planning a location for 10-15 exhibitors/sponsorship tables with 6-foot tables and two chairs at each table, and a table cloth should be planned. These exhibits should be placed in a high traffic area, visible to all conference attendees during one day of the conference.

**g) *Selecting Keynote Speakers/Panelists/Presenters***

The local site committee will be tasked with selecting one/two keynote speaker(s), one set of panelists, and identifying any nationally recognized experts in the arts/arts education field to present or speak at the conference. Few things can do more damage to a great conference than poor speakers or irrelevant topics. It is important to be clear with the selected keynote speaker regarding the topic, time frame for the presentation and the intended audience.

Presenters for break-out sessions at the conference will be selected through an RFP submission process released in January of the year prior to the conference. The ASN Managing Director/ Educational Events Manager / and members of the host committee will evaluate proposal for relevance to the conference theme and content.

Once the most relevant proposals are selected and plugged into the schedule the ASN Managing Director, and ASN Conference Committee will select additional workshop sessions that will bring relevance to the conference and will be curated by the ASN Managing Director and Educational Events Manager.

**h) *Assessing and Securing Local Ground Transportation***

The local site chair and local conference committee should select two companies that can submit a bid for providing ground transportation between conference events and the hotel, and for any tours. The companies should be certified professional transportation companies that carry liability insurance. It is helpful if the host site has a relationship with the company so the best possible rates can be negotiated.

The local site chairs are reminded that negotiating and finalizing shall be the role of the ASN Managing Director and ASN Educational Events Manager to negotiate and finalize all agreements and contracts associated with the conference if ASN is budgeted to pay for these expenses. If the local host site is paying for these expenses they can execute the contracts as needed. All contracts and agreements are to be executed in the name of Arts Schools Network and should contain the following information:

Arts Schools Network

PO Box 96238

Houston, TX 77213

Phone: 832-266-4241

Email: Dr. R. Scott Allen- ASN Managing Director

***i) Planning for Audio Visual/Wireless/Internet Needs***

Next to ground transportation one of the most expensive elements of a conference is Audio/Visual/Wireless/Internet needs. It is ASN's expectation that the majority of these costs and personnel to support these needs can be provided by the location host site. Typically, a screen, computer cart with necessary accessories, an LCD Projector and sound system in large presentation rooms, and breakout rooms are provided. It is not ASN's practice to provide a laptop computer for presentations.

***j) The On-site Registration Process/ASN Conference Information Center and Location(s)***

During the planning process the local site chair and local conference committee should consider a location for ASN Conference Registration Area and ASN Conference Information Center. Typically, this space should be large enough to accommodate 4 6-foot tables and six chairs. A registration area in a conference facility is acceptable. ASN will need access to electricity and the ability to connect to wireless internet. A laser printer will also need to be provided by the host site. The schedule for registration will be determined based on the conference schedule.

***k) Planning for Meals/Receptions***

One of the requirements for an ASN Conference is for attendees/members to: be able to network, meet other professional educators, and build relationships. In planning the draft conference schedule, the following events should be taken into consideration:

- Continental Breakfast and lunch at four sites
- An attendee reception in the evening on Tuesday
- Continental Breakfast and lunch at a conference site on Wednesday
- A possible attendee reception in the evening on Wednesday
- Continental Breakfast and lunch at the conference site on Thursday
- An attendee reception in the evening on Thursday
- Awards Lunch on Thursday or Awards Breakfast on Friday

It is important to plan for sponsorships/event partners/ or the location site to cover most of these food and beverage costs.

***l) The Final Schedule in a Mobile Application/Printed Program***

The final conference schedule will be finalized by June 30th in the year prior to the conference. It is important to that once the ASN Conference Committee and ASN 2nd Vice President have determined the number of breakout sessions that this number will not be changed. The key to strong marketing for the conference is to have a final schedule in place (July 20<sup>th</sup>) as schools return from summer break and finalize registration plans to attend the conference.

The full ASN conference schedule will be found in a mobile application and a day at a glance will be found in an on-line program uploaded to the ASN website.

***m) Preparing the Promotional Video***

Each conference site is asked to prepare a 3-4 minute promotional video to promote the conference in your host city and site(s). Your institution will be responsible to develop the content and produce the video. In producing the video, it is important to keep in mind that there are three “buckets” used in promoting the conference:

- Your location and arts scene in your host city
- Your Institution
- Your vision and theme for the conference

ASN has previous host site videos available for reference.

A draft version of the video for approval by the ASN 2<sup>nd</sup> Vice President/ ASN Managing Director/ and ASN Educational Events Manager will be due on September 1<sup>st</sup> the year prior to the conference. Each host site will announce their site at the conference prior to the year of your conference and will



show the promotional video. The video will be hosted on the ASN web site Conference Page.

***n) Advertising in the Arts Schools Network On-line Conference Program***

Each conference site is asked to create and pay for a ½ page advertisement for the two years prior to the conference. These advertisements should build excitement for their school and the coming conference. One year out of the conference the host site will purchase and create a full-page advertisement incorporating the Conference Guiding Image and a welcome to your city and school for the following years conference. All advertisement copy is due by September 1 each year.

## Appendix

### *Appendix A* *The Three-Year Timeline*

#### **Year One-** (3 years prior to actual conference date)

April/May/June/July-

- Select a local site chair and assemble a local conference planning committee

July/August-

- Begin preparations to submit the ASN RFP to become a conference host site, review the ASN Conference Request for Proposal and ASN Conference Handbook

September-

- Finalize RFP proposal for submission following the ASN RFP Process and Conference Handbook
- Submit Conference RFP

December- Sign MOU

- Sign the MOU between site host and ASN

January-

- Host site announced by ASN

February/March/April-

- Work with ASN Educational Events Manager to determine a quarterly meeting date and time.
- Hold Quarterly meeting with ASN
- Review the ASN Conference Handbook with the ASN Educational Events Manager
- Work with ASN Managing Director and ASN Educational Events Manager to finalize the conference theme
- Collaborate with ASN Managing Director to finalize hotel contract for ASN Executive Committee Approval

September/October/November/December-

- Hold Quarterly meeting with ASN
- Local site chair and local committee begin to determine local conference sites and tour locations
- Local site chair and local committee begin to develop possible student performance themes and locations

- Local site chair and local committee begin to develop a ground transportation plan for tours and conference days that require charter bus transportation

January/February/March/April-

- Hold Quarterly meeting with ASN
- Local site chair and local committee begin to finalize a more detailed budget (expenses) including in-kind expenses, ASN allocated budget, and needed sponsorships.
- Local site chair and local committee identify conference receptions, locations, and food and beverage options

May/June/July/August/September-

Hold quarterly meeting with ASN

Local site chair and local committee present a draft outline of conference schedule including tours/locations/ keynote addresses/panel discussions/ large-scale events (i.e.: receptions/ performances/ lunches) by September 30<sup>th</sup>.

**Year Two-** (2 years prior to actual conference date)

October/November/December/January-

Work with ASN Educational Events Manager to determine a monthly meeting date and time.

Hold Monthly meeting with ASN

Local site chair and local committee begin to develop possible sponsors and sponsorship needs based on conference budget  
Finishing touches are placed on the draft outline of conference schedule including tours/locations/ keynote address/panel discussion/ large-scale events (i.e.: receptions/ performances/ lunches)

January/February/March/April-

Hold Monthly meeting with ASN

Begin preparations on marketing video to highlight the conference to ASN members at the October conference and for posting on the ASN web site.

May/June/July/August/September-

ASN Educational Events Manager, local site chair and local committee determine dates for site visit by ASN Conference Manager in early September.

Finalize marketing video

Local site visit with Educational Events Manager touring conference sites, meet with hotel sales manager, and review conference highlights and video.

**Year Three-** (1 year prior to actual conference date)

October/November/December/January-

- Work with ASN Educational Events Manager to determine a weekly meeting date and time.
- Hold weekly meetings with ASN
- Local site chair and local committee begin to develop possible sponsors and sponsorship needs based on conference budget
- ASN Managing Director finalizes sponsorship packages and present to ASN Executive Committee for approval
- Site Chair and or members of site team attend ASN conference and present marketing video and overview of conference at the close of the Friday awards ceremony.
- Finalize keynote speakers, panelists, and recognized presenters

January/February/March/April-

- Hold Monthly meeting with ASN
- ASN Managing Director/ Educational Events Manager release Call for Proposal for conference sessions- closing submission deadline March 31<sup>st</sup>
- Local site chair and local committee finalize meeting space for conference sessions and confirm final rooms numbers and locations with ASN Conference Manager by February 28th
- ASN Conference Manager and site team prepare agenda for ASN Board Conference site visit on Wednesday prior to spring ASN Board meeting.
- ASN Managing Director/ ASN Educational Events Manager release conference registration and hotel room block.
- Site-Chair/Members of Conference Committee/ASN Conference Committee/ASN Managing Director/ ASN Educational Events Manager review, rank and finalize proposals for conference sessions. ASN Conference Committee/ASN Managing Director/ ASN Educational Events Manager begin the process of identifying additional curated sessions and add these sessions into the conference schedule.



May/June/July/August/September-

- Local site chair communicates a mailing address for all conference related materials by May 31<sup>st</sup>
- ASN Educational Events Manager, local site chair and local committee finalize ASN Conference Schedule and determine final room assignments
- ASN Educational Events Manager or ASN designated staff finalizes and enters FINAL conference schedule in scheduling application by June 30th
- ASN Managing Director/ ASN Educational Events Manager finalize printed program

October-

- Local site chair confirms that all tour locations are ready, confirms final ground transportation details, confirms final audio-visual needs,
- Confirm final food and beverage contracts and details.
- Location site assembles a group of volunteers to prepare conference name badges and conference bags for attendees on the Monday morning prior to the ASN conference
- Local site chair, ASN Managing Director, ASN Educational Events Manager, ASN 2<sup>nd</sup> Vice President hold final meeting and necessary walk-throughs of conference sites to finalize last minute details.
- ASN 2<sup>nd</sup> Vice President/ASN Managing Director/ ASN Educational Events Manager review Conference RFP Process/RFP Handbook/Conference Handbook as necessary