



**CoHEsion**

**CoHEsion  
Conference Committee  
Handbook**

**February 2018**

# CoHEsion Conference Committee Handbook

## TABLE OF CONTENTS

Table of Contents .....	2
1.0 CoHEsion Conference Committee: .....	3
1.1 Structure .....	3
1.2 Role.....	3
1.3 Qualifications to Serve on the CC .....	3
1.4 Selection Process .....	3
1.5 Term .....	4
1.6 Removal.....	4
1.7 Vacancy.....	4
1.8 Compensation/Covered Expenses (Expense Form) .....	4
2.0 Conference Administrators and Responsibilities:.....	5
2.1 Program Chair .....	5
2.2 Vice-Program Chair .....	5
2.3 CoHEsion Board Liaison .....	6
3.0 Conference Committee Position and Responsibilities:.....	6
3.1 Program Chair .....	6
3.2 Track Chairs .....	6
3.3 Audio Visual / Technical Coordinator .....	7
3.4 Assistant Track Chair (Optional Position Requires Board Approval) .....	7
4.0 Presentations .....	7
4.1 Presentation Submission/Deadline .....	7
4.2 Session Types.....	8
4.3 Honoraria .....	8
5.0 Conference Planning .....	9
5.1 Conference Planning Meeting .....	9
5.2.1 After the Conference Planning Meeting.....	9
5.3 Six Weeks Prior to the Conference.....	10
5.4 Two Weeks Prior to the Conference .....	10
5.5 At the Conference .....	10
5.6 After the Conference.....	10
6.0 CoHEsion Presentation Status Codes (For Use by Program Chair) .....	11
7.0 Timeline for Conference Planning.....	11
7.1 November - January .....	11
7.2 January .....	11
7.3 February.....	11
7.4 March.....	12
7.5 April .....	12
7.6 May.....	12
7.7 June.....	12
7.8 July – Sept.....	12
7.9 Conference Arrival .....	12
7.10 Conference Duties .....	13
7.11 Post Conference .....	13
8.0 Questions.....	13

## 1.0 COHESION CONFERENCE COMMITTEE:

### 1.1 STRUCTURE

The Conference Committee is comprised of the following:

- The **Conference Committee (CC)** includes:
  - Board Liaison(s)
  - Program Chair
  - Vice-Program Chair
  - Track Chairs (and optional Assistant Track Chairs for larger conferences or larger tracks),
  - One (1) Audio Visual/ Technical Coordinator.
- **Conference Administrator (CA)** roles include the Board Liaison(s), Program Chair, and Vice-Program Chair.
- As client and business needs change, the CoHEsion Board may revise the composition of the **CC**.
- Conference Committee and Conference Administrator roles are unique to each conference location.

### 1.2 ROLE

- The **Conference Committee (CC)** is appointed by the CoHEsion Board (responsibilities outlined in Section 2.0). The Conference administrators will have one meeting prior to the conference (the Conference Planning Meeting) to plan and schedule the conference sessions.
- The role of the **CC** is to plan and deliver a well-balanced conference program, including an agenda of sessions for the various tracks at the CoHEsion conferences (responsibilities outlined in Section 2.0). Serving on the committee does involve a commitment of both time and effort.

### 1.3 QUALIFICATIONS TO SERVE ON THE CC

- Must be a current CoHEsion member, accomplished by registering for a CoHEsion conference, or become a member before the conference. Note, if selected to serve on the **CC**, the registration fee for the related CoHEsion conference is waived.
- Member's institution or organization must be a Platinum Sponsor or Ellucian client.
- Has presented a session at one of the past CoHEsion/Summit/Ellucian Live conferences or has demonstrated leadership abilities with conference or meeting planning experience.
- Complete the Personal Responsibility Form and submit online at [CoHEsionCentral.org](http://CoHEsionCentral.org).
- Commitment to attend the Conference Planning Meeting, if a Conference Administrator.
- Commitment to attend the CoHEsion conference.

### 1.4 SELECTION PROCESS

- The Board will solicit volunteers and approve all appointments to the **CC**.
- The Conference Administrators will solicit nominations for the **CC** and prepare a slate of appointments for Board approval, selected from the Volunteer/ Nomination Forms submitted by members.

- Whenever possible, CoHEsion attempts to balance the institutions types (i.e., large/small school, community colleges, and public/private) represented on the committee. A full range of products and services should be in use at the institutions where committee members are employed.

## 1.5 TERM

The term of service for CC members is generally one year, from selection to post conference; however, they may serve for more than one year in succession.

## 1.6 REMOVAL

CC members may be removed from their position:

- If a member ceases to meet the qualifications prescribed in Section 1.3 above (qualifications to serve on the CC).
- By a two-thirds vote of the Board whenever, in their judgment, the best interest of the Association shall be served.

## 1.7 VACANCY

If a vacancy results because a CC member is unable to complete his/her term, the Conference Administrators or Board of Directors may appoint an individual to fill the remaining term of that vacancy, subject to Board approval.

## 1.8 COMPENSATION/COVERED EXPENSES (EXPENSE FORM)

Covered expenses are defined on the CoHEsion Travel Expense Claim form, which can be found on the [CoHEsion website](#) under Conferences/Volunteer/Travel Expense Reimbursement Form.

- **Conference Planning Meeting:** All costs (travel, hotel, and meals) related to the Conference Planning Meeting incurred by Conference Administrators are covered by CoHEsion. Any vendor representation will incur their own expenses.
- **Conference:** Conference Committee members, qualify for a waiver of the conference registration fee. If committee members are asked to arrive at the conference a day (or more) early, CoHEsion will cover the additional night(s) hotel and meal costs. *Travel, hotel, and meal expenses related to attending the conference are the expense of the volunteer's institution or company.*
- **CA Members: Board Liaison(s), Program Chair and Vice-Program Chair** may receive complimentary accommodations dependent on signed hotel contract. *Travel, hotel, and meal expenses related to attending the conference are the expense of the volunteer's institution or company.*
- **CC Members:** Will receive one paid hotel night. Track Chairs may receive a complimentary upgrade or staff rate rooms (dependent on signed hotel contract). *Travel, hotel, and meal expenses related to attending the conference are the expense of the volunteer's institution or company.*

- **AV Tech:** Will receive complimentary accommodations for their required stay. *Travel and meal expenses related to attending the conference are the expense of the volunteer's institution or company.*

## 2.0 CONFERENCE ADMINISTRATORS AND RESPONSIBILITIES:

### 2.1 PROGRAM CHAIR

- Serve as the central communication contact to the Track Chairs.
- Coordinate all activities with the Program Committee members to prepare for the Conference Planning Meeting.
- Provide articles/posts for emails and to post to appropriate ListSers/eCommunities.
- Provide email templates for Track Chairs to send Call for Topics and Call for Presentations to the appropriate ListSers/ eCommunities.
- Assist Track Chairs in the solicitation of presentations, panels, etc.
- Monitor sessions submitted through the CoHEsion website; review, assign track, and set status (see section 6.0 "CoHEsion Presentation Status Codes").
- Coordinate with the CoHEsion Board Liaison to finalize schedule of sessions and assign sessions to appropriate meeting space.
- Assist in the solicitation of vendor participants by recommending vendor contacts to the CoHEsion Board Liaison.
- Plan and approve conference activities.
- Develop the general opening/welcome session, including assistance with finding the conference keynote speaker.
- Coordinate with the CoHEsion Board Liaison and Vice-Program Chair to appoint Track Chairs, with CoHEsion Board approval.
- Coordinate track chairs to assist with registration first day of conference. Front desk presence during conference "peak times."
- Recruit additional volunteers to man registration desk and serve as session monitors, if needed, throughout the conference.
- Coordinate AV issues with AV track chair.
- Coordinate door prize giveaways.
- Coordinate appropriate recognition of conference presenters, moderators, and volunteers.
- Serve as the main resource for communication about the conference to the CoHEsion membership. Assist in the preparation of notices to the membership regarding general publicity for the conference, calls for presentations, volunteers, etc.
- Send thank-you emails to presenters (excluding vendors/exhibitors) two weeks after conclusion of conference.
- Coordinate session room assignments and maintain the session program grid in conjunction with the Vice-Program Chair and Program Committee.

### 2.2 VICE-PROGRAM CHAIR

- Assist the Program Chair in coordinating all the functions of the Program Committee as assigned by the Program Chair.

- Post to eCommunities – Vice-Program Chairs will be responsible for **all** eCommunities postings for their assigned tracks for both conferences. The list of eCommunities will be split between the two Vice Program Chairs and they will recognize both conferences in their postings.
- Coordinate Dine Around Group Dinners – Coordinate group dinner reservations/cancellations, produce and manage dinner sign-up sheets and restaurant menus/information, work with CA to secure a table to display the menus and signup sheets, and make sure announcements are made about where to meet. You could ask for a track chair to volunteer.
- Attend the Conference Planning Meeting.
- Manage door signage during conference.
- Vendor point of contact. Provide information to the Vendor Liaison regarding vendor session submissions, approvals and scheduling.

## 2.3 COHESION BOARD LIAISON

- Assist the Program Chair, the Vice-Program Chair, and designated CoHEsion Meeting Planner in preparation of a conference budget.
- Review and maintain the approved budget.
- Coordinate Conference Registration – online and onsite.
- Coordinate the management of the conference with the **CA** and CoHEsion Board of Directors.
- Provide communication between the **CC** and the CoHEsion Board of Directors on matters of concern to either group.
- Assist in solicitation of presentations, volunteers, etc.
- Solicit vendor participation as exhibitors, sponsors, and presenters.
- Coordinate post-conference debriefing and prepare a report for CoHEsion Board.
- Develop and continually review the budget with the Vice Conference Chair, Program Chair and Vice-Program Chair, based on the guidelines of CoHEsion and the vision of the Program Chair, working to obtain the best solution – price, product, and service – within the conference budget. Determine if any adjustments are needed.
- Plan and execute the CoHEsion conferences.
- Coordinate Guidebook setup and roll out with **CC**.

## 3.0 CONFERENCE COMMITTEE POSITION AND RESPONSIBILITIES:

### 3.1 PROGRAM CHAIR

See Responsibilities outlined Section 2.1.

### 3.2 TRACK CHAIRS

- Post messages to appropriate ListSers soliciting suggestions for presentation topics – message templates will be provided by Program Chair (“Call for Topics”).
- Post intermittent messages to ListSers as reminders for presentation proposals - message templates will be provided by the Program Chair (“Call for Presentations”).
- Post intermittent messages to ListSers to encourage attendance at CoHEsion conference(s). Message templates will be provided by the Board Liaison or Program Chair
- Recruit former presenters/attendees to present via online CoHEsion website directory.

- Help to identify missing topics of importance/interest.
- Review and comment on submitted proposals; update presentation entries as needed in the CoHEsion website. See also “Timeline of Conference Planning” below. (CoHEsion presentations and track modifications should be updated **ONLY** by the Program Chair; see “CoHEsion Presentation Status Codes” below).
- Maintain continuous communication with presenters in their track – this includes coordinating with the vendor liaison for exhibitor presenters. NOTE that all multi-track presenters should report to only one Track Chair.
- Assist in the solicitation of vendor participants by recommending vendor contacts to the CoHEsion Board Liaison.
- Review session presentations for quality and appearance.
- Review presentations and run spell check.
- Save presentations as PDF and upload both documents to SharePoint.
- Assist with the conference bag preparation the day before the conference.

### 3.3 AUDIO VISUAL / TECHNICAL COORDINATOR

Responsibilities include:

- Serve as the key liaison between the presenters and the AV equipment utilized.
- Recruit LCD projectors to use at a CoHEsion conference.
- Participate in all communications and meetings of the Program Committee.
- Is **not** responsible for recruiting session proposals.
- Assist in the solicitation of vendor participants by recommending vendor contacts to the CoHEsion Board Liaison.

### 3.4 ASSISTANT TRACK CHAIR (OPTIONAL POSITION REQUIRES BOARD APPROVAL)

Responsibilities include:

- Assist a Track Chair after the Conference Planning Meeting.
- Recruit additional sessions.
- Maintain contact with presenters assigned by the Track Chair.
- Collect and review presentations.
- Must attend the conference.
- Other duties as assigned by the Program Chair or Track Chair.

## 4.0 PRESENTATIONS

### 4.1 PRESENTATION SUBMISSION/DEADLINE

- Session presentation deadlines are established for each CoHEsion conference by the **CA** based on the timing of the conference, the Conference Planning Meeting, etc. Generally the deadline is May 31<sup>st</sup> for all conferences. These deadlines will be distributed to the Program Committee and will be incorporated in the annual CoHEsion calendar available online.
- A Call for Presentations goes out electronically via ListServes/ eCommunities , Newsletters and CoHEsion’s online directory.

- Presentation submissions are made electronically via the CoHEsion website.
- All presentations are officially due prior to the Conference Planning Meeting. However, CoHEsion will continue to solicit and accept presentations as long as the schedule has availability.
- Submissions are received by CoHEsion and reviewed by the Program Chair (and available for review by the CoHEsion Board Liaison).
- The Program Chair reviews the submission, assigns the presentation to a Track Chair, and updates the status to PENDING.
- The Program Chair and Track Chair review session submissions for appropriateness.
- Upon receipt of a presentation submission, Track Chairs must notify the lead presenter that the presentation has been received, that the Program Committee will meet and finalize the conference program, and that they will be back in touch after this meeting to confirm session approval.

## 4.2 SESSION TYPES

Presentation proposals may be submitted via the Call for Presentations for various types of sessions that are offered by CoHEsion including the following:

- **Presentation** – the standard type lecture session utilizing Microsoft PowerPoint to deliver your presentation
- **BOF** – the traditional Birds-of-a-Feather type session, an open discussion format that does not require presentation materials.
- **Panel** – two (2) or more individuals discussing a particular topic.
- **Pre/Post Workshops** – training that is more detailed than a session, usually hands-on or a detailed walk through, generally at least 3-hours in length, typically provided at a separate registration fee, and is often limited in enrollment.

## 4.3 HONORARIA

- **Presenter Reduced Registration:** Lead Presenters may receive a \$75 reduction in registration fee.
- **Thank-You Gift:** Each lead presenter will receive one (1) thank-you gift.
- **Pre/Post Con Presenters:** Non-vendor Presenters of pre/post conference training classes of three (3) to four (4) hours receive \$150 honorarium per workshop. Presenters of full day workshops receive \$300 honorarium. If there is more than one presenter, the honorarium will be prorated equally among eligible presenters. This is in addition to any other honoraria for the same conference.
- **CA & CC Members:** The Program Chair and Vice-Program chair may receive an honorarium of \$200 and a complimentary upgrade and/or complimentary accommodations (dependent on signed hotel contract). Other Conference Committee members may receive an honorarium of one paid hotel night. Track Chairs may receive a complimentary upgrade or staff rate rooms (dependent on signed hotel contract).
- **Board Liaisons, Program Chair, Vice-Program Chair and AV Tech** may receive complimentary accommodations dependent on signed hotel contract. *Travel, hotel, and meal expenses related to attending the conference are the expense of the volunteer's institution or company.*
- **Exhibitor Presenters:** Vendor/Exhibitor presenters are not eligible to receive honoraria.



## 5.0 CONFERENCE PLANNING

### 5.1 CONFERENCE PLANNING MEETING

The **CA** is required to attend the specific Conference Planning Meeting, which is usually held on-site at the conference location. The meeting will be held a minimum of three (3) months prior to the conference; these meetings generally involve travel on Friday, meeting on Saturday, with late afternoon departures where feasible, but dependent on hotel availability. Details are provided when meeting place and times have been set.

Prior to the Conference Planning Meeting the following will be done:

- All presentations will be made ready for review for the **CC**.
- Each Track Chair should identify session types listed below and in the following categories:
  - Member presentations.
  - Ellucian.
  - Exhibitors.
- If similar sessions are submitted, the Track Chairs are encouraged to talk with both presenters about possibly doing a combined session.

At the Conference Planning Meeting the tasks/agenda will be as follows:

- Review all presentations.
- Schedule the sessions into time slots, addressing:
  - Topic conflicts.
  - Presenter conflicts.
  - Mix of beginner, intermediate & advanced sessions to ensure a good balance across time slots.
- Consideration should be given to the needs of exhibiting vendors to have their sessions within exhibit days / hours of the conference.
- The **CA** will review the budget.

#### 5.2.1 AFTER THE CONFERENCE PLANNING MEETING

**Conference Administrators** - After the planning meeting, verify the approved presentations list is available for public view.

**Track Chairs are expected to maintain regular contact with presenters.** For all proposed sessions, the Track Chairs will send an email notification to the presenters with the following:

- Acceptance/denial of session proposals to presenter(s) within one week of the conclusion of the Conference Planning Meeting.
- Date and time of their presentation as determined at the Conference Planning Meeting.
- Link to the CoHEsion website (CoHEsionCentral.org) for the Presenter Handbook and PowerPoint template (under the Conferences tab, Presenters Resources).
- Indication that the schedule is subject to change as late as two weeks prior to the conference. This is important as presenter may make travel plans that could be problematic if they depart before the conclusion of the conference and session has to change days and/or time.

**Program Chair** - Update selected sessions to “APPROVED” on the CoHEsion website after the Conference Planning Meeting. “APPROVED” sessions will be made visible to the public.

### 5.3 SIX WEEKS PRIOR TO THE CONFERENCE

- Track Chairs will verify all information in the *Presentation Entry* section on the CoHEsion website a final time. This includes but is not limited to:
  - Session title (cannot exceed 60 characters).
  - Presenter(s) names/institutions.
  - Description (2,000 characters or less).
  - AV needs.
- The **CC** will review and analyze budget, and recommend appropriate updates.

### 5.4 TWO WEEKS PRIOR TO THE CONFERENCE

- Track Chairs will confirm that presenters have loaded their PowerPoint presentations, along with any additional files, to the CoHEsion website.
- Files are NOT to be uploaded prior to the conference cancellation deadline.
- PowerPoint files should be reviewed for appropriate template and basic content.
- The **CC** will review and analyze budget, and recommend appropriate updates.

### 5.5 AT THE CONFERENCE

- Two days before the conference, the **CA** and Audio Visual/Technical Coordinator have a pre-conference meeting with facility management.
- One day prior to conference opening, the Program Committee will assist with bag preparation.
- Track Chairs will attend the Presenters’ Meeting to distribute presenter ribbons and thank-you gifts, and be available to answer questions.
- Conference Committee members must attend all conference events, including:
  - First Timers’ Meeting (if scheduled).
  - Presenters’ Meeting.
  - Opening / Welcome Session.
  - Membership Meeting.
  - Opening Dinner Event.
- **CC** members should be available for a post-conference debriefing for the CoHEsion Board Liaison’s report to the CoHEsion Board.

### 5.6 AFTER THE CONFERENCE

- Confirm that the final version of all presentations is uploaded to the CoHEsion website no later than two weeks after the conclusion of the conference either by the Presenter or Track Chair. This excludes vendor presentations.
- Notify the Program Chair of any presenters who prefer not to post their presentations online.
- Thank-you emails should be sent two weeks after the conference from:
  - Board Vendor Liaison – to all Vendor/ Exhibitors
  - Program Chair – to all Presenters on behalf of the **CC** and CoHEsion Board

- Board Liaison – to **CC**

## 6.0 COHESION PRESENTATION STATUS CODES (FOR USE BY PROGRAM CHAIR)

- **NEW** – status of all sessions that are newly submitted to the system.
- **PENDING** – session has been reviewed and assigned to a Track Chair by the Program Chair, and has received a preliminary approval pending the Conference Planning Meeting.
- **APPROVED** – session is approved, Track Chair has contacted the presenter, and session is online for potential and registered attendees to see.
- **CANCELLED** – session status is updated to CANCELLED but will remain in the session list so the session does not simply disappear.

## 7.0 TIMELINE FOR CONFERENCE PLANNING

### 7.1 NOVEMBER - JANUARY

- Call for Volunteers.

### 7.2 JANUARY

- Board Liaisons are selected for the Conference Chair Role/Event Planning during Winter Board meeting.
- Program Chair and Vice Program Chair are discussed and motions made for board approval during the Winter Board meeting.
- Track Chairs – Board will review and discuss volunteers for assignments. Board Liaison will submit motion for board approval.
- Board Liaison will confirm with Program Chair and Vice Program Chair that they have been approved.
- Board Liaison will send the Program Chair the ‘Committee acceptance congratulatory email’ template located in SharePoint.
- Program Chair will notify the Program Committee (Track Chairs) that they have been approved to serve using the email template.
  - Request Program Committee send a photo for the conference website.
  - Send Track Chairs a copy of the Conference Committee Handbook.

### 7.3 FEBRUARY

- First kick-off **CA** call with the Program Chair, Vice Program Chair and Board Liaisons.
- First Committee Conference Call.
- Board Vendor Liaison begins to solicit Vendors to exhibit, sponsorship opportunities and to present.
- Registration opens.

## 7.4 MARCH

- Call for Presentations sent.
- Each track chair needs to solicit presentations from colleagues and associate.
- Begin discussing Pre-con ideas.

## 7.5 APRIL

- Continue to solicit presentations.
- Begin to think about the evening event.

## 7.6 MAY

- Presentation submissions generally due by May 31<sup>st</sup>
- Program Committee Presentation review training session - held during the monthly conference call how to review sessions. Program Chair will go over how to use the system.

## 7.7 JUNE

- Final review by the Track chairs of presentations submitted.
- Track chairs determine sessions to be presented.
- The **CA** approves in the system after the planning meeting.
- Program Planning Meeting usually in June: Attendees are the Board Liaisons, Program Chair and Vice Program Chair. Evisions representative may also attend. During the meeting the presentation time slots will be determine and the program grid created.
- After the Planning Meeting
  - Program Chair will share the grid with the group for their final review and input.
  - Board Liaison will notify web administrator to make sessions available online for public viewing.
  - Board Liaison will provide the presentation accepted/not accepted email template to the Program/Vice Program Chairs.
  - Program chair will send the 'presentation accepted/not accepted' email template to all Track Chairs to contact the presenters.

## 7.8 JULY – SEPT

- Continue with Monthly conference calls to discuss action items.

## 7.9 CONFERENCE ARRIVAL

- The following members of the **CC** will arrive one day prior to any pre-conference event or opening day:
  - Program Chair, Vice-Program Chair, Board Liaisons will meet with hotel staff to review BEOs.

- AV tech will meet with AV staff to review AV and setup for each room and do a walk through.
- Pre-Con Track chair will assist with pre-con setup.
- Additional program committee members that the Board Liaison and Program Chair deem are needed.
- Day before Conference Opening:
  - All program committee members arrive and may be asked to attend a brief Welcoming Meeting and assist with packet stuffing.

## 7.10 CONFERENCE DUTIES

- Assist with packet stuffing.
- Assist with registration desk as time allows.
- Attend Presenters' meeting.
- Attend First Time Attendees' meeting (if scheduled).
- Attend Opening / Welcome Session.
- Attend Members Meeting.
- Attend Opening Dinner Event.
- Assist presenters with any issues.
- Contact AV Tech for any technical issues.

## 7.11 POST CONFERENCE

- Thank you emails/cards (see section 5.5)
- Think about volunteering again.

## 8.0 QUESTIONS

If you have any questions or concerns relating to this manual, please contact **CoHEsion**.

- Office: (731) 215-0259
- Email: [admin@cohesioncentral.org](mailto:admin@cohesioncentral.org)