



## CONFERENCE HOST GUIDE CHANGES

### Executive Summary

In an effort to streamline the conference hosting process, and in turn provide some stability to conference costs, the SEAHO Governing Council has decided to centralize the hosting of the conference within the SEAHO organization instead of within the individual states. While the implications of this change are many, below are some of the most prominent approved by the Governing Council.

- Guidelines for working with the Event Management Company, Experient, have been established to expand their role to include site selection and contract negotiation.
- The planning timeline has been modified to ensure that site selection was occurring five years prior to each Annual Conference.
- Requirements for host site selection with Experient have been outlined, including geographic location, urban vs. resort locations, conference needs, etc.
- Outlined that funding for the Annual Conference would be managed separately from the overall SEAHO budget.
- Required that 50% of the Associate booth fee be part of the automatic return to SEAHO, in order to provide for a more consistent revenue stream to fund organization activities.
- The Conference Hosting Guide has been reformatted to better define the Responsibilities of SEAHO and Experient.
- Changed title of Host Chair to Conference Coordinator.
- Guidelines have been established for Conference Coordinator application process, overall responsibilities, two-year term of office, and role as an appointed non-voting member on Governing Council.
- Established new members of the Annual Conference Host Committee to include standing committees from SEAHO Governing Council, including the Associates Committee, the Educational Programs Committee, the Human Relations Committee, the Conference Program Committee and the Placement Committee, since their primary functions are conference-related.
- Established Local Arrangements Committee to work with Experient and provide an on-site presence during planning, including the areas of Meals & Breaks, Promotions, & Registration, as necessary.

*Submitted by Steve Stauffer, Task Force Chair  
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