# CONFERENCE PLANNING OVERVIEW

**246 MEMORIAL UNION | FARGO, ND 58108 | PHONE 701.231.5270 | FAX 701.231.6548 | NDSU.EDU/CONFERENCES**

## PROMOTING NDSU

Conference Planners are expected to promote NDSU in all aspects of planning.

## POLICIES

NDSU Conference Planners are expected to follow all NDSU policies. Some examples include:

- Food served on the NDSU campus should be provided by NDSU Dining Services. NDSU Policy Manual Section 407
  (http://www.ndsu.edu/fileadmin/policy/407.pdf)
- Alcohol is not permitted on the NDSU campus and the Alcohol and Other Drugs Committee encourages alternate programming. NDSU Policy Manual Section 155
  (http://www.ndsu.edu/fileadmin/policy/155.pdf)
- NDSU is a smoke-free campus NDSU Policy Manual Section 153: Smoke-Free Facilities
  (http://www.ndsu.edu/fileadmin/policy/153/pdf)

## CAMPUS FACILITY USE/BUDGETING

Conference Planners are expected to plan and promote their conference in a fiscally prudent manner. In general, NDSU should not subsidize conference events.

Conference Planners are expected to prepare a budget that operates in the black and allows for expenditures so that NDSU is promoted in the most positive fashion. Currently there are charges for meeting rooms, parking, and classrooms.

## APPROPRIATE USE OF FACILITIES

Conference Planners are expected to appropriately reserve and utilize facilities and to follow standard reservation procedures. NDSU Policy Manual Section 152 5.1.8 (http://www.ndsu.edu/fileadmin/policy/152.pdf)

## UNDERSTANDING OF THE UNIVERSITY SCHEDULE

NDSU Conference Planners and Event Planners collectively must consider the primary activities of NDSU when planning a conference event. As such, at times employees need to be cognizant of how a planned event impacts NDSU students.

When events negatively affect campus life, it may be necessary to evaluate whether it is appropriate for the event to be held on campus.

## POSSIBLE BUDGET LINE ITEMS:

1. Room and classroom rental
2. Parking expenses
3. Food
4. Signs
5. Staff for registration, directions, shuttles
6. Audio visual equipment and technical support
7. Security needs
8. Possible IT services
9. Part-time staff for registration and planning
10. Printing of maps, brochures, handouts
11. Necessary physical and food accommodations for medically necessary/prescribed situations according to ADA requirements (i.e. signer for the hearing impaired, a special meal for someone with a food allergy. This does not include lifestyle choices such as vegetarian, vegan, etc.)

## TIMELINE FOR CONFERENCE PLANNING

**2-4 years before conference**

☐ Secure campus housing, meeting room space, etc.

**18-24 months before conference**

☐ Attend all other conferences for your organization, take careful notes about the organization conference, the budget, rates, registration fees, facilities used, what did and did not work, etc.

**12-24 months before conference**

☐ Using previous programs, select and finalize rooms to be used for the event

**8-12 months before conference**

☐ Advertise the conference using all available tools–**beginning at 12 months**

☐ Begin fine-tuning the conference program (as much as possible) and confirm all locations for events

☐ Adjust the schedule as needed to accommodate flight schedules in/out of Fargo

**6-12 months before conference**

☐ Begin planning the conference menu according to your budget—either catered meals or dining center meals. Discuss options for special diets and monetary implications for the conference.

☐ Plan campus housing with careful attention to check in, check out, and available options

**3-8 months before conference**

☐ Finalize conference program, confirm audiovisual availability and relay that information to presenters

**2-6 months before conference**

☐ Finalize registration materials and website

**2-4 months before conference**

☐ Finalize meeting room schedule and release unneeded rooms

**2-3 months before conference**

☐ Finalize dining arrangements, times, and accommodations for special diets

**2 weeks to 2 months before conference**

☐ Finalize on-campus housing arrangements and room assignments